

## Communication

We strive to keep parents and guardians informed about all that goes on at Camp Funshine. Each session a newsletter full of camp updates is handed to your child at dismissal to inform you of events and special camp activities. If for any reason you do not receive a newsletter, please do not hesitate to ask your child's counselor or anyone in the Camp Office for a copy. Throughout the summer we post photos and information on our Facebook page. We also be remind you of important dates and information through our "Dial My Call" system, so we ask you to provide us with the most reliable phone number to contact you via this system during camp hours.

## Discipline Policy

It is our goal to guide campers to become, happy, responsible, cooperative participants through positive, non-threatening teaching techniques. Camp staff work with children to help them gain respect for themselves and be responsible for their own actions while being understanding and respectful of the rights and feelings of others.

When a conflict occurs, it is our goal to work with the child, listen to what he/she has to say, and resolve the conflict through effective communication. A repeated discipline problem results in the child's parent/guardian being contacted to review the incident and discuss what disciplinary action will be taken. Staff never use physical or verbal abuse to resolve a conflict. Therefore, we cannot allow others, including parents/guardians and children, to do so while at our Y program. In order to ensure a quality experience for all, campers who behave in such a manner and do not display corrective behavior can be suspended and/or removed permanently from camp. Any children involved in physical confrontation will be sent home from camp that day, regardless of the situation. If the behavior persists, that child will be removed from camp. There will be no refunds or credits given for any child suspended or dismissed from camp. Also, please understand that we can not allow parents/guardians to approach other children that are involved with any situation that affects or pertains to their child. Staff are trained to handle these types of issues by making a fair assessment and responding accordingly. Parents/guardians who approach other children or parent/guardians inappropriately will be escorted off the premises.

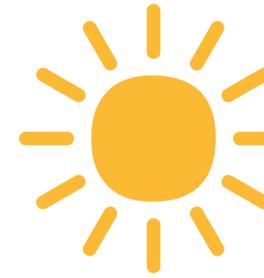
## End of Summer Overnight

In keeping with tradition, we are excited to host an overnight for our **Pioneer Campers, ages 6-8, only**. Campers must supply their own sleeping bag and pillow. Breakfast and lunch for the next day are provided. This overnight takes place immediately after our Family Night. A parent must sign their child in and after that -the fun begins! The Overnight is filled with activities that create some of the best summer camp memories!

## YMCA CAMP FUNSHINE DIRECTORS:

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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# MAKE SUMMER SPECTACULAR

Camp Funshine Day Camp  
THE CENTER FOR YOUTH PROGRAMS

## Camp Handbook Serving youth ages 3-8

This guide was designed to provide you with comprehensive information on our camp policies & procedures.

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# Welcome to Camp Funshine, where it feels like the sun is always shining and every day is a fun day!

## Dear Parents/ Guardians,

Welcome to YMCA Camp Funshine! If this is your first time at Camp Funshine, we welcome you into our summer camp family. For those of you returning, welcome back. Summer is fast approaching and we can't wait for camp to begin. We look forward to providing your family with a rewarding and memorable camp experience and hope you are as excited as we are.

Each summer, we strive to provide a wide variety of activities to help build each child's body, mind and spirit. Unique activities are integrated into traditional camp themes, so campers benefit from traditional camp experiences with a new twist. Our founding principles and the YMCA Core values of caring, honesty, respect and responsibility are present in all that we do.

Our caring team is committed to providing quality programming in a creative, supportive and safe environment to positively impact the lives of all our campers by helping them master new skills, gain self-confidence, make new friends and create lasting memories. At the start of each session you will receive a calendar of weekly themes and fun events including Family Nights which are held on the second Thursday of each session. During family Nights, Camp Funshine and Summer Squad come together with their family members for some extra fun.

Enclosed in this handbook you will find key information to help prepare your family for camp. Please read and share this information with your camper. If you have any questions, please feel free to contact us.

**Thank you for choosing to spend your summer with us!**

**Let's make this a summer to remember!**

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## Health & Safety

Safety is our number one priority. A Health Director, possessing all credentials required by the Orange County Department of Health is on site daily, 9:00am-4:15pm. All injuries are reported to both the Health and Camp Directors and parents are alerted. Please make sure that all numbers and extensions for your campers emergency contacts are in operation during camp hours. Please update this information as necessary. If any health or safety issue arises you or your designee are contacted, so please update your child's information whenever necessary.

**First Aid** - In addition to the Camp Health Director, one staff person in each group is certified in First Aid and CPR. The Health Director is here from 9:00am-4:15pm everyday. During Overnights, the Health Director or designee is available all night.

**First Aid Notification Process** - All injuries are recorded in the First Aid Log Book by the Health Director or appropriate staff person. In case of a serious injury or illness, a parent or emergency contact is notified immediately and an incident report is completed and filed in the Camp Office and reported to the Health Department. The Health Director or appropriate staff use their professional discretion for mild injuries and illness.

**Emergencies** - We devote a lot of staff training time to safety procedures reviewing procedures for a lost camper, fire drills, severe weather, and medical emergencies. These drills are practiced with the staff and campers throughout the summer and each drill is cataloged as required by the Orange County Department of Health.

**Illness** - When a camper becomes ill, a parent is contacted immediately to discuss the child's condition and asked to pick up the child. If a parent cannot be reached and the child's illness is deemed to be serious, we will proceed to contact one of the emergency contacts and make every effort to keep the child comfortable until a parent or a designee arrives. Please make arrangements with your Emergency contacts, so that in the event your child becomes sick and we cannot get in contact with you or you cannot pick up in an acceptable timeframe, he/she will be available to pick up. For the health and safety of your child, other children and staff, please do not send your child to camp if he/she is not feeling well. Campers who arrive at camp with any visible signs or symptoms of illness will be sent home following the procedure stated above. Please let us know if your child is diagnosed with any communicable illness while enrolled in camp so we can alert our families.

## Rainy Days & Extremely Hot Days

Yes, we are open when it rains! Rainy day activities usually take place in our facility, but occasionally we do a little puddle splashing, so campers should come prepared with the proper rain gear and be ready to get a little wet and possibly a little muddy. On extremely hot days, we make sure our campers have the opportunity to get in the water and keep cool in the shade. Please remember to send a labeled refillable water bottle in your child's backpack.

## Registration & Payment

A non-refundable deposit for each session is due at sign up to ensure your child's placement so we strongly recommend registering for all sessions of your choice in advance and making the appropriate payments to reserve your campers spot. The remaining balance is due two weeks prior to the start date of each session. An outstanding session balance will result in your child being unable to attend camp and forfeits the deposit made for that session.

**Totally Trip Week** must be paid in full by June 1st with no exceptions.

## Refund Policy

There are no refunds when a child is dismissed for behavioral issues. Refunds for medical conditions are dealt with on a case-by-case basis by the Camp Director. Camp payments and deposits may be transferred between camp sessions as long as there is room to accommodate your child in the new session. **However, no refunds or credits will be issued.**

## Hours of Operation

**Pre Camp** Drop off begins at 6:45am

**Regular Camp Day** Drop-Off begins at 9:00am

**Regular Camp Day** Pick-Up ends at 4:15pm\*

\***Please Note:** Campers not enrolled in Post Camp must be picked up by 4:15pm or be subject to a late pickup fee that must be paid prior to the next day.

**Post Camp** begins at 4:15pm and campers must be picked up by 6:00pm

## Drop Off and Pick Up

Your child must be signed-in and out each day by you or a designee listed on your campers pick-up list. At no time is anyone other than those specified on your campers approved pick-up list allowed to sign your child out. All designee's must be 18 years old or older and provide a valid photo ID. If a designee refuses to provide us with ID, they will be refused access to your child. If they refuse to leave or threaten to leave with your child, the authorities will be contacted. Please explain this protocol to your emergency contacts prior to pick-up and remind them to always have their photo ID on hand.

## Late Drop Off and Early Pick Up

When dropping off late or picking a camper up early you must first stop at the Camp Office located in the ANNEX at the far end of the building. They will then alert your counselor and direct you where to go.

## Medication Policy & Forms

Medications such as inhalers and Epi-Pens are kept in the Camp Office with the Director. If a camper needs to take these items, over-the-counter medication, or a prescription medication during the camp day or during an overnight, our Health Director or designated personnel can **only** dispense medication if the following requirements are satisfied prior to administering the medication (NO EXCEPTIONS):

- **The medication must be in its original container with the prescription dispensing directions and child's name on it.**
- **The medication can not be expired and/or in someone else's name.**
- **An Administration of Medication Form must be filled out and signed by a parent/caregiver and will be kept on file in our camp office.**

## Dress Code

We promote a clean, healthy image here at camp and encourage all campers to dress appropriately. **Bikinis, short shorts, belly shirts, and clothing with inappropriate messages such as drugs, alcohol, or sex are not permitted.** If these items are worn, the camper will be asked to change into something more appropriate if available or a parent/caregiver will be called and given the option to bring new clothes or pick up the child.

## What to Bring Each Day

**Please be sure to label all items with your child's name.**

- Backpack
- Bagged Lunch - NO Fast Food
- Refillable Water Bottle
- Sunscreen & a Hat
- Bug Repellent (optional)
- Towel & Bathing Suit - Tankinis are allowed, NO bikinis. Two-piece bathing suits are recommended for preschool girls to make bathroom breaks easier.
- Sneakers or close-toed shoes must be worn at all times. Sandals or open-toed shoes are prohibited for safety reasons.

## Sunscreen & Insect Repellent

Sunscreen and insect repellent (our camp perfume) should be applied before camp and kept in a backpack. Campers may re-apply them on their own at anytime. Campers should not share these types of items with other campers. If a child needs either of these but does not have them available, a parent/guardian is contacted to give us permission to provide it for that one day. Should a child need assistance applying these items, a Topical Ointment Form must be completed.

## What To Leave Home

**To help campers maximize on their camp experience, the following items are not permitted at camp:**

- Electronic Devices (i.e. cell phones and handheld video games)
- Trading Cards
- Jewelry
- Pets

Please remind your child about what not to bring and check their bag each day. If brought to camp, such items are placed in the Camp Director's office for the day. **YMCA Camp Funshine is not responsible for personal belongings.**

## Lost and Found

The Lost and Found is located in the Camp Office. Unclaimed items are donated to a charity at the end of each session. **PLEASE LABEL EVERYTHING.**

## Staff & Supervision

Camp Funshine welcomes back many outstanding counselors each year and when necessary hires experienced individuals who currently work in the education or recreation field or pursuing an education in those or a similar field. We strive to choose individuals that are enthusiastic about sharing their passion for day camping and the outdoors. Almost all our staff are over the age of 18 and are experienced camp counselors, teachers, or college students.

## Staff to Camper Ratios

Our permit requires a ratio of 1 staff to 10 Pioneers and a 1 to 7 ratio for Explorers to provide the ultimate amount of safety and supervision.

## Daily Schedule (Schedule is subject to change.)

Each day consists of a non-stop schedule filled with fun, adventure, and creativity. Campers come home exhausted after a day at Camp Funshine!

6:45am-9:00am	Pre Camp
9:00am-9:30am	SPIRIT Circle
9:30am-11:45am	Activity Periods: Swimming, Arts & Crafts, Sports, Group Game Time
12:00pm-1:00pm	Lunch times will vary within this hour
1:00pm-3:45pm	Activity Periods: Swimming, Arts & Crafts, Sports, Group Game Time
3:45pm-4:15pm	SPIRIT Circle/Group Time
4:15pm-6:00pm	Post Camp

## Activity Periods

**Arts and Crafts** - Campers are encouraged to express themselves through art projects and traditional camp craft activities. Every effort is made to send these projects home with campers for you to see.

**Swimming** - The pool is located just down the street at the YMCA of Middletown, 81 Highland Avenue. On most days, camp groups walk to the pool but in case of inclement weather, campers are transported via the YMCA van, driven by a licensed driver. Swim lessons are held every day except for Free Swim Fridays. Swim lessons consist of basic fundamentals, accompanied by a short free swim at the end of class. On excessively hot days, free swim replaces lessons and outdoor water games are implemented so campers have more time to cool off in the water.

**Pool Procedures:** On the first day of each session, a swim test is given to new campers by a certified lifeguard to determine each camper's swimming ability. Campers are then assigned a wrist band to identify their level and the pool rules are explained. Pool rules must be followed at all times. Failure to follow the pool rules results in a camper losing swimming privileges. Campers are encouraged to swim every day. Campers who choose not to participate in lessons are unable to participate in free swim. For safety reasons, a "Buddy System" is used where campers are paired with another camper and routine "Buddy Checks" are conducted throughout each swim period to ensure all swimmers are accounted for.

**Sports** - Each day campers get plenty of exercise while learning new games and playing some old favorites.

**Family Nights** - On the second Thursday evening of each session, Camp Funshine and Summer Squad campers invite their families to come together for an evening of fun. Typically family nights begin at 6:30pm and alternate between 81 Highland Ave and 6 Liberty Street. What a wonderful way to bring families together—That's what Family Nights are all about. Drinks, snacks, and hot dogs are sold and all family members are welcome.

## Character Development

Camp Funshine promotes four character development values by exemplifying the Y's Core Values in all that we do. Camp staff are introduced to these values during training and asked to accept and demonstrate them throughout the summer. Each value is assigned a color that helps staff and campers in the character value education process. The four Core Values are:

### CARING - Red

Help others. Be sensitive to others' feelings.

### HONESTY- Blue

Tell the truth. Make sure your actions match these values.

### RESPECT- Yellow

Treat others as you would have them treat you.  
Value the worth of every person including yourself.

### RESPONSIBILITY - Green

Do what should be done. Be accountable for your behavior.

## Camp Goals

- To give all campers a great day camp experience.
- To provide programs and activities that encourage leadership, self-confidence, independence, individuality, and socialization skills in ALL campers.
- To focus on specific developmental needs of each group by offering a variety of age-appropriate activities through a traditional camp program.

## Expectations

- Campers must be able to conform to the routine of the camp day and actively participate in all camp programs.
- Campers must have toileting skills and other self-care skills, such as the ability to dress oneself.
- Campers must act in an age appropriate, respectful manner.

## Switching Sessions

Sessions can always be switched as long as there is room to accommodate your child however, **deposits are non-refundable.**

## Required Medical Forms

At the time of registration, up-to-date physical and immunization records must be provided for your camper. Failure to comply will result in your child being unable to attend camp until these documents are received. The Orange County Department of Health requires that we have these documents on file for every camper.

## Financial Assistance (ACCESS)

Financial assistance is provided on a limited basis and at no time is 100% scholarship awarded. To apply for financial assistance an ACCESS application must be completed and submitted with all required documents. All guidelines must be met prior to any financial assistance being awarded. Applications are available at both branches, as well as our website. Forms must be completed and returned no later than **June 1st** for ACCESS to apply to the 1st session and applications will not be accepted after **June 1st** to allow four weeks for processing. You will be notified by mail as to the determination of your request.