



**Summer Day Camp
Parent Handbook
2020**

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ABOUT US

Our Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Day Camp can offer almost all of the benefits of traditional camp- new experiences, skill building, a sense of community and lasting friendships- in rural and urban settings while allowing campers to return home each evening. The Y at Pabst Farms offers day camp for elementary children. We also offer a teen leadership program for teens looking to gain camp experience.

Camp, is about learning skills, developing character, and making friends. Few environments are as special as camp, where kids become a community as they learn both how to be more independent and how to contribute to a group as they engage in physical, social and educational activities. Camp teaches self-reliance, a love for nature and the outdoors, and the development of attitudes and practices that build character and leadership- all amidst the fun of creating meaningful and rewarding relationships. We believe that everyone should have the opportunity to learn, grow and thrive.

License

The Y at Pabst Farms Summer Day Camp is annually licensed by the State of Wisconsin. Camp operates with the highest standards regarding health, safety, personnel selection, and facility maintenance.

YoungStar

The Y at Pabst Farms Summer Day Camp is rated by Youngstar, a program created by Wisconsin's Department of Children and Families. Youngstar is devoted to helping create quality programs for the families of Wisconsin and quality care for the children in those programs. Technical Consultants visit sites to assess and rate the programs.

Christian Emphasis

We value the varying faiths that are present at our camp, and encourage campers to discuss their beliefs and concerns with each other and their counselors. We place an emphasis on Christian values (through a Non-Denominational atmosphere) and the Y of the USA Character Development Program, which focuses on the four core values: caring, respect, responsibility, and honesty. Campers will grow independently as they learn how to demonstrate these values in interactions with others, their environment, their community, and with themselves. Christian books may be read and prayer will take place before each meal. With the exception of fieldtrips. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals and beliefs.

Leadership

Successful programming relies on the leadership of our counselors. These staff spend time with our campers each and every day. We are very proud of our talented staff who provide leadership and dedication to serve as positive role models in the camp and various program activities. Each year, men and women are selected who have a past of sincere interest in and concern for the well-being of children and our environment. All Y at Pabst Farms staff who interact with the campers have a full background check completed, prior to them beginning work with children of any age. A period of intense training provides our staff with the skills necessary for camp counselors which includes but not limited to: counseling, inclusion, group work, CPR/AED, first aid, child abuse and neglect prevention, shaken baby syndrome prevention, camp specific skills, communication, program activities, policies and procedures, and more.

"The joy and success of a camp, depend not on a new pool, the pleasant lodging, or the other facilities but on the leadership." –Richard T. Schwartz, YMCA Camp Kern

Y at Pabst Farms Summer Day Camp Delegation of Authority

1. Counselor
2. Lead Counselor
3. Camp Supervisors & Youth Development Coordinators
4. Summer Day Camp Director
5. Youth Development Director
6. Operations Director
7. Executive Branch Director

GENERAL INFORMATION

What to Bring to Camp:

To be the best prepared for our days of fun please bring the following with you daily:

- Water bottle & two healthy snacks
 - One morning snack and another afternoon snack
- Backpack
 - All items should fit within one bag and to be carried by the camper
- Healthy bag lunch
 - Ice pack if necessary, for field trip days
- Swimsuit & Towel
- A change of clothes
- Tennis Shoes or other closed toe shoes
- Bag lunch for fieldtrip days (feel welcome to pack a lunch any other days should you choose)

We challenge your child to leave electronic games, iPod/MP3s, iPads/tablets, cell phones and etc. at home this summer. At camp, your child is responsible for their items. The Y at Pabst Farms and camp staff hold no responsibility for items traded, damaged, lost or stolen.

Personal Belongings

All children's belongings should be labeled with first and last names. Staff are not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged. The Y will provide programming supplies unless otherwise requested.

Missing Lunches

For a child missing a lunch on a field trip day, staff will first contact parents to drop off a lunch by the time the camp leaves for their field trip. It is not an option to have a child purchase a "hot lunch" at our destinations (unless otherwise informed), most destinations do not provide food or have food stands. If a lunch is not provided by the time we depart for the field trip a \$20.00 fee will incur on your statement and staff will pack a cold sack lunch for the child.

Dress Policy

Camp life is informal and at times can get messy. Have your camper wear typical play clothes, the kind you don't mind getting dirty. Though we try to keep clean, some of our activities might get a little messy. All campers are to come in clothes that allow them to partake in activities. Though flip flops are great for aquatics field trips, they might not be the best option for activities on other days at camp. Please also pack a pair of tennis shoes. All campers are to dress in a manner that does not endanger the health or the safety of self or others, damage property, or disrupt others in participating activities. Revealing bikinis, halters, short-shorts, tank tops, cut off t-shirt tops, and bare feet are not suitable for camp. All campers should wear the camp shirt on field trip days.

Snacks

We have snack time twice a day, once in the morning and again in the afternoon. It is the responsibility of the parent/guardian to pack two healthy snacks for their child daily. We encourage additional snacks to be packed if your campers have a larger appetite. In the case of an allergen or food allergy, all staff are trained to take precautions within each group to avoid contact with food allergens during snack and lunch times.

Please Do Not Bring

New, expensive, or irreplaceable items should remain at home. Money, knives, weapons, controlled substances, lighters, matches, fireworks, candy, or gum are not to be brought to camp. These items will be confiscated, please leave them at home. Campers found to have possession of weapons, drugs, alcohol, tobacco products will be asked to leave camp. Parents will be notified to pick up their child within the hour.

Lost and Found

Throughout the summer we collect items that are forgotten in a central location near the camp office. We encourage each family to frequent this collection to locate your missing goods. Items that are labeled will be returned to the camper or the camper's family at the earliest convenience. At the end of the camp season, items will be donated to Goodwill or another charitable cause. The Y at Pabst Farms and staff hold no responsibility for items traded, damaged, lost or stolen.

Absence Policy

Please notify us as soon as possible when your child will not be attending the program as scheduled. When calling please state your first and last name and your child's first and last name. By 10 a.m. camp will be contacting parent(s) if a child is absent from camp without prior notification.

Late Arrival, Early Pickup, Late Pickup

Late Arrival: If you are running late, please call in advance. Additionally, please note late arrivals impact camp field trips. We often leave by 9:00am. On non-field trip days our group activities began at 9:00am.

Early Pickup: If you are planning on picking up early, please discuss with a supervisor. Field trip early pickups may be difficult to plan as we may be traveling back to camp. At camp, we can better prepare a child for pickup in the event of picking up during an activity.

Late Pickup: All children must be picked up by 6:00pm. Additional time after this will result in a monetary compensation. Our program is licensed until and staff are scheduled to work until 6:00 pm. A late fee of \$1.00 per minute will be charged per child for every minute after 6:00 pm that your child is not picked up. If your child is not picked up by 6:30pm, the local authorities will be called. Chronic late pick-ups may result in termination from the program.

Feedback, Suggestions, and Grievances

We feel that a positive environment exists when parents and the program work together as partners. Parents provide valuable input which we can use to improve our program. The Y staff at the program appreciate hearing your positive and negative feedback. Our Y staff are committed to providing the best experience for each child. If you feel this is not being accomplished, our Y staff want this feedback. A parent wishing to share a concern regarding the program, staff, or program should contact their child's teacher first. Parents are urged to be direct and candid with staff when they have concerns. We ask that these discussions do not disrupt or take attention away from the children. Individual conferences can be scheduled upon request.

Parents are given the opportunity on an annual basis to complete a satisfaction survey in which they are asked to rate various aspects of the program and provide feedback. The Y uses the data from the surveys to drive new initiatives, develop staff training opportunities, and improve our programs to better meet the needs of the families we serve.

Grievance Process

Any complaints should first be directed to the Lead Counselor or Supervisor on duty. If you feel that your concern has not been addressed, you may schedule an appointment with the Youth Development Coordinator. If you are still dissatisfied with the way a problem has been handled, you should direct your concerns, in writing, to the Youth Development Director who will review the situation and respond find a resolution.

Babysitting

Occasionally parents seek to employ center staff for off-site daycare/babysitting services. The Y does not prohibit staff members from such employment; however, this is a private arrangement between the parent and staff member. The Y makes no representation as to the qualifications of staff to perform these services. Staff are not permitted to accept or arrange such employment during their working hours, and parents are requested not to approach staff during the Y program hours.

ADMISSION POLICY

Licensing

The Y at Pabst Farms Summer Day Camp is licensed through the Department of Children and Families. The program displays the DCF 252-Licensing rules, license, and most recent licensing inspection report for the Day Camp. Inspection reports are available for review and reference at the camp office entrance and sign in /sign out area. The program will display the day camp license on the bulletin board by the door of the base camp office.

Hours of Operation: 6:30am-6pm
Months of Operation: June, July and August
Days of Operation: Monday through Friday
Capacity: 85
Serving Ages: 4 years old through 17 years old
Meadow View Elementary School W360 N7077 Brown St Oconomowoc, WI 53066
Site Phone: (262) 490-9623

Hours of Operation: 6:30am-6pm
Months of Operation: June, July and August
Days of Operation: Monday through Friday
Capacity: 125
Serving Ages: 4 years old through 17 years old
Lake Country Elementary School 1800 Vettelson Rd. Hartland, WI 53029
Site Phone: (262) 370-7807

The most recent licensing inspection report will be posted next to the license including any non-compliance or enforcement actions. The Y at Pabst Farms will comply with all laws governing facilities and operations. A copy of DCF 252 and camp policies are available upon request.

Our site location will have a second adult available within 5 minutes in the event of an emergency. This shall be posted on the parents' board with the license.

Meadow View Campus: The Y Summer Camp is located near the corner of Brown Street (Hwy P) and County Road K. WI-Highway 16 to exit 176, Brown Street North (County highway P) for 2.8 miles. After crossing over Hwy K, Meadow View School will be on the West side of highway P. Additional directions available upon request.

Lake Country Campus: The Y Summer Camp is located on the corner of Vettelson Road and Nagawicka Road, across the road from University Lake School (ULS). Between highway 83 and county highway C. Additional directions available upon request.

Child-to-Teacher Ratios

Children's Age	Minimum # of staff to children
4-5 Years Old	1:6
5-6 Years Old	1:12
7 and Older	1:18

These ratios reflect state licensing rules and regulations.

Non-Discrimination

The Y at Pabst Farms is committed to providing equal opportunities and does not discriminate by ancestry, race, color, sex, age, sexual orientation, national origin, political persuasion, religion, creed or differing abilities. The Y at Pabst Farms will do its best to provide a service for translation/language difficulties if requested by a parent. Please refer to the Y Delegation of Authority with questions or concerns related to program structure.

Inclusion Statement

The Y at Pabst Farms welcomes all children. It is the policy of the Y at Pabst Farms to provide a safe environment for all children and we have the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. To the extent it is reasonably able to do so, we will provide accommodations to children with varying abilities in the same manner as services are provided for other children of comparable age. The Y at Pabst Farms complies with all aspects of the Americans with Disabilities Act and state handicap laws, and will, therefore, afford any reasonable accommodation to children with known disabilities, unless such accommodation would cause an undue hardship to the Y at Pabst Farms.

If your child has unique needs that require a more specific type of accommodation, a minimum of 2 weeks prior to attending program, you must schedule a meeting with the Summer Day Camp Director, so we can identify the most effective ways of serving you and your child. Children are still expected to maintain the standards of the Summer Day Camp program to the best of their ability, and any disciplinary actions that would be required will be taken into account.

Discharge of Enrolled Children

In the event of your child being removed at the request of the Y at Pabst Farms, there is no need of a notification period. The Y at Pabst Farms reserves the right to withdraw a child for any of the following reasons: non-payment of fees, repeated failure of parents to pick-up on time, failure to provide program with forms or current medical information as stipulated by State Licensing and this handbook, continuous disciplinary problems, or hostility by parents toward Y at Pabst Farms staff or volunteers.

It is the responsibility of the parent/guardian to notify the Y at Pabst Farms in writing two weeks prior to withdrawal date, verbal withdrawal is insufficient. Parents or guardians will be obligated to pay for tuition.

Media Release

At various times throughout the summer we will be taking photographs or videotapes of children for educational and decoration purposes (i.e.: photos on bulletin boards.) Please be aware that we will allow parents to photograph or videotape during special performances/events. In the event that we would publish a photograph or videotape (i.e.: program guide, brochures, or newspaper) we would refer to the registration agreement indicating permission.

REGISTRATION AND SCHEDULE POLICY

Enrollment

For families interested in joining camp, a campus tour is available to see the typical day at camp while we are onsite. Our camp supervisor can answer general questions at this time and assist with paperwork questions. Each child's paperwork must be complete and turned into our Child Care Billing Office by the Tuesday prior to the week of attendance. At the time of registration, the registration fee and first week of attendance fees are due.

Children's Records

Parents with children participating in a Y at Pabst Farms Summer Day Camp program must have the following forms completed and submitted prior to the first day of attendance for each child as follows:

- Camp schedule
- Registration form (enrollment form)
- Immunization history (health history)
- Intake Information
- Sunscreen/insect repellent consent
- Registration agreement
- Liability form and emergency care plan.

Parents/Guardians are responsible to keep all information current, including: changes in address, telephone numbers, and emergency contacts. Parents/Guardians have access to their child's files upon request. These files are not allowed to be removed from Camp, for any reason.

Summer Day Camp Registration Paperwork must be completed for sunscreen and bug spray to be applied.

Confidentiality Policy

All child records are maintained by staff to insure confidentiality of all personal information. Parents or persons authorized in writing by parents, may access children's records and reports upon request. Only other agencies legally authorized with access are able to review records. Staff and volunteers maintain all information in a confidential manner.

Information pertaining to children's special accommodations or special needs known in advance is communicated with staff assigned to working with the child. Communication among staff working with the individual child continue to be in communication while serving the child.

Schedules and Schedule Changes

There is a two-day minimum enrollment for each week you are signed up to attend. All schedule changes must be submitted in writing by the Tuesday prior to the week of attendance. If you have schedule changes, please call the Child Care Office at 262-567-9622.

Discharge of Enrolled Children

In the event of your child being removed at the request of the Y at Pabst Farms, there is no need of a notification period. The Y at Pabst Farms reserves the option to withdraw a child for any of the following reasons: non-payment of fees, repeated failure of parents to pick-up on time, failure to provide program with forms or current medical information as stipulated by State Licensing and this handbook, continuous disciplinary problems, or hostility by parents toward Y at Pabst Farms staff or volunteers.

It is the responsibility of the parent/guardian to notify the Y at Pabst Farms in writing two weeks prior to withdrawal date, verbal withdrawal is insufficient. Parents or guardians will be obligated to pay for tuition.

Personal Belongings

All children's belongings should be labeled with first and last names. Because of activities, indoor and outdoor as well as arts/crafts, children should wear clothing that is appropriate for the weather, movement and messy work. Staff is not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged. The Y will provide programming items unless otherwise requested. Parents should send child with all items they will need for the day and weather appropriate clothing for outdoor play.

PAYMENT POLICY

Payment Policy

Fees are due on the Tuesday prior to attendance. Checks should be made payable to "YMCA at Pabst Farms". Receipts are available through email by request. Tax requests are available upon request by phone. Please allow two-weeks for processing tax and receipt requests.

A \$50.00 registration fee (\$10.00 for each additional child) and first week tuition is required at the time of enrollment. Parents with more than one child enrolled in the program will receive a 10% discount on second and subsequent children. Discounts do not apply between different programs. These fees are non-refundable and non-transferable.

In order to receive the member rate, memberships must be taken out prior to attendance of child. All payments (regardless of the form) must be submitted with payment coupon.

There are no refunds given for any reason.

Select one of the following options for payments:

Pay online at
www.ymcaatpabstfarms.org
Information on Payment FAQ to
pay online.

Drop off or call in payment
at The Y at Pabst Farms
Child Care Billing Desk
Monday-Friday between
7:30am-6:00pm.

Drop off payment at camp on
Tuesday mornings by 9am.

***Must arrive at the Y at Pabst Farms by the due date or it is considered late. ***

Late Payments and Returned Checks

A \$10.00 per day late fee may be assessed for delinquent payment. Returned checks will result in a \$15.00 charge. Any family with past due fees must pay in full, including late fees, before the child can return. Note: Continuous late payments are grounds for dismissal from the program any family with unpaid balance may be terminated. The Y at Pabst Farms does use a collection agency when accounts become delinquent.

Tax Requests

Tax information is available upon request by phone or by filling out a request form. Please allow two-weeks for processing. All requests should be submitted to the Child Care Billing Office.

Financial Assistance and Scholarships

The Y at Pabst Farms offers financial assistance to parents to help offset the cost of child care, however, we require participants to contact their local county Human Services Office (listed below) to determine eligibility. If eligible, the Y at Pabst Farms needs to have a contract from the county to verify the number of hours that they will pay for. This contract needs to be sent to the Y at Pabst Farms.

Milwaukee County
1220 W Vliet St
Milwaukee, WI 53205
(414) 289-644 ext 6200

Waukesha Workforce Development
982 Main Street
Pewaukee, WI 53072
(262) 695-7800

Jefferson County
N3995 Annex Road
Jefferson, WI 53549
(920) 674-3105

If your family does not qualify for assistance through the state, the Y at Pabst Farms will attempt to make financial arrangements with you. The Y at Pabst Farms provides financial assistance for families in need through contributions to our Annual Campaign. A sliding fee scale will be used to determine eligibility. Please contact the Y at Pabst Farms for additional information.

Child Care Benefits (Wisconsin Shares)

What you need to know about our program fees and Wisconsin Shares (WS):

- Payment to the YMCA from MyWIChildCare EBT EDGE by the 2nd of every month for the full month prior to care being rendered by calling 1-877-201-7601 or logging into www.ebtedge.com.
- All Parent Share (formerly called co-payment) amounts are paid via draft by the required deadlines and a late payment fee of \$10 per week will be assessed.
- Authorization may change or expire and I will be held responsible for payment of full tuition until authorization increases or is reinstated.
- No refunds will be provided for any amount paid from MyWIChildCare EBT EDGE.
- If I am delinquent in adhering to required payment amounts and/or deadlines, my child will be suspended from program until account is paid in full.
- YMCA program is based on enrollment. As a result, fees are due regardless of whether my child attends.
- Must provide a 4-week advanced written notice to the Director of the program attending for any cancellations/withdrawal.
- MyWIChildCare EBT EDGE cannot be used for: alternative lunches, Child Care fieldtrips, School's Out Days, Middle School Transport, or any other unlicensed care program.
- A late fee of \$1/minute/child will be charged at the end of program and that any late fees will be applied to my next draft payment.

ATTENDANCE POLICY

Absence Policy

Please notify us as soon as possible when your child will not be attending the program as scheduled, we can be reached by calling the camp location. When calling please state your first and last name and your child's first and last name. By 10 a.m. we will be contacting parent(s) if a child is absent from camp without prior notification. No refunds will be made in the child's absences.

Sign In and Sign Out

A parent/authorized pick-up over 18 must accompany the child into the program and **MUST** record the child's attendance on the roster by signing them in on the sign-in sheet. For pick up, a parent/authorized pick-up must sign the child out of the program on the sign-out sheet. **Be prepared to show your I.D. at any time during pick-up.**

The sign in/sign out sheet will include the child's birth date and the arrival and departure times. A child will not be allowed to leave the program with someone other than a parent or authorized pick-up. An authorized pick-up must be at least 18 years old and bring a picture I.D. Counselors will maintain responsibility for every child in their care at all times while signed into the program. In addition, parents must inform counselors of special instructions for the day.

Valid Photo ID

Anyone picking up a camper must have a valid photo I.D. To be a valid ID, the ID card must have at a minimum a visible picture and first and last name. Please be prepared to show your ID each day to pick up your child or children. Authorized pick up person must be at least 18 years of age.

Authorized Pick Up Persons

Your child will not be allowed to leave with another person unless notified in writing prior to pick-up. In order for a person to be placed on the Authorized Pick-Up List, the person must be 18 years old and present a valid photo ID.

If we feel the child's safety is in jeopardy, we will ask for another authorized person be called to pick-up. Although we understand that these could be embarrassing situations, our main concern is the safety of all of the children and families at the center. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities.

Please note that staff are trained to keep the children's safety in mind at all times. Staff may call emergency contacts and/or the local authorities if they believe parent/pick-up person appears too ill to drive, has been drinking alcoholic beverages, appears to be under the influence of any type of drugs

Although we understand that these could be embarrassing situations, our main concern is the safety of all of the children and families at the center. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities.

During a custody issue, our program is to respect the wishes of the parent with legal custody. The camp supervisor will need a certified copy of the most recent court order. As the child's caregiver, it should be available. If there is no court order, the program will not accept responsibility for deciding which parent has legal custody. The program may tell the enrolling parent that the program will not be able to care for the child unless both parents are in agreement as to who is allowed to pick the child up and at what days or times. The program will honor all court orders on custody matters.

If an unauthorized person attempts to pick up a child, the Y staff will not release a child. All authorized pick-up people must be in writing prior to picking up the child. The well-being of all children enrolled in Summer Day Camp are of primary importance. The responsibility of the provider is to see that the child is safely supervised. Staff will ask for a valid photo ID when the person is not familiar to the counselor.

Late Pick-Up Policy

Summer Day Camp closes at 6:00 p.m. A \$1.00 per minute fee will be charged per child for every minute after 6 p.m. that your child is not picked up. If your child is not picked up by 6:30 p.m., the local authorities will be called. If you are running late, please call us in advance at your camp location, so we can plan appropriate staffing and reassure your child. Chronic late pick-ups are grounds for dismissal.

EDUCATION AND DEVELOPMENTAL POLICY

Program Activities

Summer Day Camp will provide each child with experiences to encourage several areas of age-appropriate development, including large/small motor, creative, social, intellectual and cognitive opportunities.

Summer Day Camp program and curriculum is designed to encourage children to build healthy, positive attitudes and to acquire competencies and skills through a variety of work and play experiences which incorporate our 4 Core Values (Honesty, Caring, Respect and Responsibility). We utilize the School-Age Curricular Framework (SACF) as model to build and improve our programming as we integrate character development standards into daily operations.

Summer Day Camp curriculum helps to ensure that children are exposed to activities and opportunities that will prepare them for success in school and into the future. Counselors will provide children with experiences which promote all of the following:

1. Self-Esteem and Self-Image Development

- Maintain staff and child interactions which are warm, nurturing and compassionate.
- Provide materials which support the child's progress and meet developmental level.
- Encourage each child to develop his/her own independence and problem-solving skills through the use of classroom materials and experience.
- Maintain a consistent, predictable daily routine.
- Plan activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
- Use positive communication between adult to child, and child to child interaction.
- Stress importance of process, not product, and that each child is valued for individual achievements.

2. Social Interaction

- Through creative play experiences.
- Through planned family activities.
- Through group time.
- Through planned activities.
- Through interaction at the meal table.
- Through music and song.
- Through community programs and field trips designed to provide social interaction with outside sources.

3. Self-Expression and Communication Skills

- Group story time in which children participate.
- Show and tell.
- Directed activities.
- Creative play experiences.

4. Creative Expression

- Readily-available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Use of community resources.
- Exposure to the fine arts.

5. Intellectual Growth

- Learning centers that challenge children.
- Opportunities to participate in decision making.

Religious and Holiday Celebrations

The goal of the program is to provide an appropriate learning experience with the exception of fieldtrips in a non-denominational Christian atmosphere. Christian books may be read and prayer will take place before each meal. When appropriate, activities will be encouraged to encompass cross cultural awareness and acceptance of others. Respect will be demonstrated for all individuals.

Referrals

When staff notices a child having difficulties or other special needs, this is communicated to the families in a sensitive, supportive, and confidential manner. Staff will use documentation and explanation for the concern, suggested next steps and information about resources for the family.

PROGRAM OBJECTIVES AND ACTIVITIES

Statement of Purpose

Our purpose is to enhance social, emotional, motor, language, self-help and cognitive development with an emphasis in recreation. Lesson plans are age and developmentally appropriate. Our schedule seeks to encourage personal growth in the areas of: clarifying values, friendship, social interactions, communication, respect, cooperation, teamwork, and self-confidence.

Outdoor Activity

At camp we have a natural curiosity on outside play and natural environment. We will have the opportunity to discover and explore in our local nature trails. When going on the trails, supervisors will be aware of group locations and walkie talkies will be used to keep in communication with base camp.

For the safety of the children, we will not go outside for activities if the temperature is 90 degrees or above (including humidity) or if there is a weather advisory. In the case of severe weather with lightning and heavy rain we will remain indoors. In the event of a field trip being changed due to weather (storms, high temperature, or otherwise), parents/guardians will be made aware of the change the morning during camper drop off.

Adventure Based Activities

Adventure based activities include experiences such as ropes or challenge courses, hiking, and rock climbing. All personnel leading and providing training to the children are fully trained and have experience for the type of adventure-based experience they are supervising. Equipment will be properly installed, maintained in good condition and working order and appropriate to the size, developmental and ability level of the children using the equipment. Counselor-to-child ratios will be adequate to manage and supervise the adventure-based activity upon the number of children participating.

Field Trip Days – Tuesdays and Thursdays

Field Trip Days are scheduled for Tuesdays and Thursdays during camp. Due to travel time, field trips typically depart by 9:00am. All campers must be to camp and with their counselors no later than 8:30am. We are typically back to camp by 4:00pm. In the event of delays (i.e. traffic, weather, etc.), we will keep the others at base camp posted as to our estimated time of arrival. If a field trip requires a release of liability form to be filled out, forms will be handed out prior to the field trip; forms must be completed and handed in by the day of the field trip or campers will not be able to participate. Campers are encouraged to wear camp T-shirt for all field trip days for child safety.

Please do not send money on field trips unless otherwise specified.

Daily Activities	Typical Schedule	Typical Field Trip Schedule
6:30-7:30	Extended Care	Extended Care
7:30-8:45	Activity 1	Activity 1
8:45-9:00	Opening Ceremonies	Traveling to Destination
9:00-10:00	Activity 2	
10:00-10:30	Morning Snack	Morning Snack
10:30-11:15	Activity 3	
11:15-12:00	Lunch	Lunch
12:00-1:30	Lie Low/Character Development	
1:30-3:00	You Pick It's/ Camp Challenge	
3:00-3:15	Afternoon Snack	Afternoon Snack
3:15-4:00	Activity 4	Return to Camp
4:00-4:15	Closing Ceremonies	Closing Ceremonies
4:15-5:00	Activity 5	Activity 2
5:00-6:00	Extended Care	Extended Care

Lie Low Time, Character Development, and Service Learning

During "lie low" our Guide campers will have the chance to have a rest period or enjoy story time, read by staff. If they prefer to read themselves, a space will be available for children to read books. Other activities may include an art activity, activity pages, puzzles, coloring, or other activities. The environment will remain calm and quiet for those who choose to rest during this time.

After lunch our other groups have character development. During this time campers work on activities individually or in a small group. Activities may include: reading, writing, working on bracelets, building, science activities, nature exploration or more.

Transportation

Parents are responsible for transporting their children to either campus (Meadow View School and from Lake Country School).

On field trip days, busing will be provided by a contracted licensed bus company. Children who have special accommodations will sit near a counselor or other staff if needed. When loading buses our staff follow special loading instructions:

- A staff will board the bus first, prior to campers boarding.
- At the door of the bus, each counselor will do a face-to-name check with all of their campers.
- Again, on the bus, each counselor will do another face-to-name check.
- A supervisor or lead counselor will conduct a total head count to verify the numbers are correct.
- Upon arriving at the destination, one staff will be the first one off the bus.
- As children are exiting the bus, staff complete a face to name check
- Another staff will be the last one off the bus.
 - Staff will make sure to check all seats and ensure that all children have exited the bus.
- A supervisor or lead counselor will again conduct a total head count to verify the numbers are correct.

In the event we transport children in the Y at Pabst Farms vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file.

Parent Pick Up

At camp locations please use the sandwich board sign to know where you are to be picking up or dropping off. This sign will be clearly posted at the front of either camp location.

While driving on camp campus please follow the speed limits and the traffic patterns. Our pickup areas are one way only areas. Do not cross any orange cone boundaries. Traffic will flow in a one-way route around the facility. If you are parking along the route, please be sure to not obstruct the traffic for other service vehicles.

- At Lake Country School please enter from Vettelson Rd.
- At Meadow View School please follow the drive around the facility.

Physical Environment

Staff will ensure the facility, building, furniture and otherwise environment will be kept in a safe, hazard free manner. If there are any hazards, staff will ensure the area will not be used for youth programming and report the conditions to a supervisor to take necessary action. This includes but is not limited to picnic tables, playground equipment, indoor and outdoor facilities.

WATERFRONT ACTIVITIES

All water activities will be under the direction of a Lifeguard Certified Waterfront Supervisor. A Waterfront Supervisor is 18 years of age or older, holds a current life-guard certification, and is not included in staff-to-child ratio. We have at least 2 Y at Pabst Farms certified lifeguards on each swim field trip.

Swimming Abilities Test

A certified lifeguard determines swim abilities of each individual child on the first day your child attends a swim day. Your child will be given a swim neck band which is one of two colors, yellow or green. The swim band lets the counselors and the lifeguards know the swim level of the campers and where in the area the campers are allowed to go. **This does not replace the Y at Pabst Farms swim test, this is a separate test.**

At camp, your child is one of many campers in the swim area at one time and the following system is to help ensure the safety of all campers. To keep our safety standards high, we divide the campers into swim levels and only allow campers with green neck bands to enter the deep water areas. Swimmers in the deep areas will complete a separate swim test at the venue to acquire their swim test as well to ensure necessary skills at the specific venue. The decision of a pass or not pass is left to the choice of the venue's guards.

Green Swim Level

Green swimmers are defined as very comfortable in the water and do not get overly winded swimming a distance.

Able to:

- Do the front crawl (including rotary breathing).
- All or some parts of the stroke may not be perfect.
- Timing of the stroke may be off.
- A second stroke of their choice (not including front crawl, doggie paddle or swimming underwater).
 - Stoke may not be perfect.

Allowed in deep water diving boards and water slides; all areas supervised by lifeguards.

Yellow Swim Level

Yellow swimmers are defined as not able to propel themselves in the water but may still be comfortable in the water.

Unable to:

- Show signs of knowing how to swim the front crawl
- May not be comfortable in the water or refuse to enter the water

Allowed only in the shallow end of the pool (zero depth) or on the dry land playground equipment; shallow is considered to be not over their stomach. Pertaining to the select areas in water supervised by lifeguards and dry areas supervised by camp staff.

Swim Buddy/Swim Checks

Each camper will be assigned a swim buddy based on swim ability (ex: green with green, and yellow with yellow). Buddy checks will be done at least every 30 minutes, at a minimum, and buddies will swim in close proximity to one another. Staff will call a buddy check. At this time the group will gather at the assigned meeting spot and take role call to make sure all campers and their buddies within their group are accounted for. After everyone is accounted for and a counselor has entered the water, the children may then reenter the water.

Swim Areas

At each venue we swim, there will be certain swim areas we use. Campers are able to use multiple areas of a facility. During transitioning from one area to another they must verify with staff prior to leaving or entering another swim or dry area. Only areas with a staff present and supervision are options for campers to occupy.

Swimming Abilities Retesting

Campers can retest during designated aquatic field trips. During swim time, they can practice and may ask for help with their strokes. Please keep in mind this system is designed for the safety of your child and all of the other swimmers.

Locker Rooms

All of our staff have specific steps to follow when taking a group of children to the locker rooms at a public facility. A staff will enter the space first to check for any suspicious persons, then come back to the group to lead the group to their changing area. The area will remain supervised by more than one camp staff, while any camper is in the locker room. As all the campers are finished, a staff will be the last person of our group out and ensure all camp persons have exited the locker room. While in a locker room all staff must be within sight of another staff for safety.

Missing Child during Water Activities

While we are swimming, we routinely call out a swim buddy check. Upon a buddy check each camper and their buddy will check in with their counselor to verify they are there with their buddy. If a camper does not return with their swim buddy, the individual reporting the missing person will give a detailed description of the person and will stay at the location for identification purposes. A public address system announcement will be made describing the missing person and telling the missing person to report to the main lifeguard area or nearest lifeguard. All lifeguards will search the swimming areas, starting where the missing person was last seen. Our camp supervisor will search immediate areas. All campers will be moved to a central location to do a group count and take attendance and camp staff will search playgrounds, picnic areas, bathroom/changing areas/etc. The summer day camp director will be contacted, they will notify parents and authorities about the situation. The lifeguards will continue to search entire "waterfront" until everyone is accounted for or until proper authorities take over.

Swim Shoes

Many lakes and natural swim areas in Wisconsin have been infested with zebra mussels. Though we travel to a wide range of swimming pools, lakes, and country parks, we encourage the use of water shoes to help protect your child's feet. These small clam-like mollusks have a pointed ridge that is sharp and can hurt if stepped on.

Boating Procedures

Boating may occur on field trips. Each occupant of a boat will wear a coast guard approved personal flotation device which are appropriate to the weight of the person wearing it. There will be at least one adult in each boat who is a competent swimmer. Children who have not demonstrated advanced swimming skills shall be limited to the use of rowboats. All boats, oars and paddles are in good repair and inspected for safety.

CHILD GUIDANCE POLICY

The goal of the Y at Pabst Farms is to guide children in becoming cooperative, good-natured and responsible participants through positive, non-threatening teaching techniques involving problem solving, communication, and negotiation skills. Environmental arrangements and setting of limits shall be carried out to help each child learn self-control, make good choices, identify feelings and develop a healthy understanding and respect for others. Staff will communicate with parents at pickup regarding their child's day.

Child Guidance

Children will practice using the art of communication and negotiation in settling any dispute that arises between them. Staff will be in close proximity to encourage children and use active listening to help facilitate negotiation skills. If a child is upset or crying, staff will do what they can to comfort and reassure the child.

All Summer Day Camp Staff participate in an intensive training program that prepares them to assist with all aspects of camp life. We emphasize positive, age-appropriate discipline techniques which guide and reinforce the desired behaviors and at the same time establish guidelines and expectations. At all times, staff are guided by the principle that all children and adults alike deserve to be treated in a respectful and caring manner.

Campers are to treat their peers and staff with respect and abide by all camp rules. Campers are encouraged to ask questions to better understand the rules and expectations. Individuals are held responsible for their actions. Staff members encourage the appropriate behaviors by modeling the expectations in a clear and consistent manner. Campers are to participate in daily activities which show respect for the space we use and for those around us.

As a parent you can expect each incident is to be treated separately and is the discretion of the Supervisor on duty as to what disciplinary actions will be taken with the child. If an incident occurs between multiple campers, contact with all parties will occur and with confidentiality. When behaviors are disruptive or interfere with the activity, a camper can be asked to spend a short amount of time sitting out of the activity to discuss with a staff about what led to sitting out and come to a solution together. If the disruptive behavior continues additional time from activities may be missed or camp supervisor will intervene to assist with the behavior.

Some actions require immediate dismissal from camp. These actions include but are not limited to: smoking or use of tobacco products, consumption or possession of alcohol and/or illegal drugs, endangerment of self or others, or threats of endangerment to self or others. Campers sent home because of behavioral incidents will not be entitled to any refunds or fees. Parents will be notified and responsible for all transportation from camp or a field trip site. In these cases the child is to be picked up within the hour.

Discipline

As a parent you can expect the following:

- Developmentally-appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Role models of appropriate behaviors
- Ignore minor misbehavior
- Consistent expectations
- Each child treated as an individual, respect his/her needs, desires, and feelings
- Acknowledgement when a child has made a good choice.
- Teamwork and communication with parent
- A child who appears to be having problems will be redirected away from the group for no more than 5 minutes.

No discipline will be allowed which is humiliating or frightening such as:

- Time Outs
- Spanking, hitting, punching, shaking or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Building or trying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing meals, snacks.

Verbal Discussions

The staff will address and redirect inappropriate behavior. When a behavior warrants, one of the counselors will verbally discuss the behavior with the child. If the counselor deems it useful, they may use a written document to help the child process the event and decipher better choices or options for the next time. These situations will also be discussed with the parent upon pick up so that the parent can be involved in the problem-solving process.

Chronic Disruptive/Aggressive Behavior

We find that behavior guidance issues arise infrequently when the children are actively involved with other children, our staff and the curriculum. Preferred behavior guidance techniques include setting clear, enforceable limits, modeling acceptable behavior, structuring the environment to maximize good behavior, planning enough activities, giving choices, teaching the use of acceptable alternatives, anticipation of problems, redirection and use of direct and logical consequences. Children may separate from the group temporarily, if less intrusive methods of behavior guidance have been ineffective and the child's behavior threatens the well-being of other children or staff. The safety and welfare of all the children in the program are of primary concern.

For situations involving continued physical or verbal abuse of other children, staff or parents, a formal write-up will be filled out. The formal write-up must be signed and returned before your child can return to the program. Continued, repeated behavior requires a formal meeting with the parents/guardians and a supervisor before your child can return to program. If the inappropriate behavior does not improve, your child will be dismissed from the program. All write ups will require communication with the parent or parents. For severe displays of inappropriate behavior, the Y at Pabst Farms reserves the right to warrant immediate dismissal or suspension from the program. For the safety of all the children and the staff, if any physical or verbal abuse occurs from a parental figure, it will be grounds for dismissal.

Initial incident

If a child's behavior physically or emotionally endangers staff and/or other children in the program despite positive guidance techniques or if a parent is uncooperative with staff in working toward the correction of their child's disruptive behavior, a meeting with the child's parents may be requested by a supervisor and the child's counselors. The problem will be defined and goals for correction will be established in writing. Involvement from internal resources from the Y at Pabst Farms will be used to come up with a successful plan for all parties. At any point we reserve the right to request that a child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

Secondary incidents

If, after a predetermined timeframe, the initial plan for helping the child fails, a second meeting will be requested by a supervisor. The problem will be identified again and new approaches will be defined in writing. At any point we reserve the right to request that child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

Suspension & Dismissal

If no progress occurs within the established timeline, then suspension will result. The period of suspension may vary from the remainder of a day or longer relative to the severity of the problem. Dismissal of the child may occur after a suspension for the same behavior, or immediately if the child's behavior becomes disruptive, aggressive or harmful to self or others. The Y at Pabst Farms reserves the right to terminate with no notification. Parents will be responsible for payment during the length of the suspension or termination. At any point we reserve the right to request that a child be picked up within the hour of incident, begin a suspension, or dismiss all activity from program.

PREVENTION OF CHILD ABUSE AND NEGLECT

Staff and volunteers providing direct care for children at Summer Day Camp will be identified by a uniform and badge/name tag that is familiar to the children. The Youth Development Leadership Team will serve as Supervisors to ensure that program quality, standards and policies are being maintained.

Staff and volunteers will be alert to the physical and emotional state of all children at the program. When any sign of injury or suspected child abuse is detected, staff will contact Child Protective Service or 911.

The Y will offer information on child abuse prevention and assistance to parents and staff through workshops, counseling, and use of printed and audiovisual resources as requested.

Under no circumstances will Y staff release a child to anyone other than the authorized parents, guardians, or to an individual authorized by the parents in writing (including relatives of children). Sign-in and sign-out logs will be maintained on a daily basis and kept on file at the YMCA at Pabst Farms.

Y staff and volunteers will not discipline children by use of physical, verbal, or emotional punishment. In addition, they will not fail to provide the necessities of care, such as food and shelter.

Two reference checks on all prospective employees will be conducted, documented and filed prior to employment.

Criminal record checks, including but not limited to background checks and finger print identification, are conducted on all Y staff and volunteers working with or around children.

A Y-USA-approved Child Abuse Prevention training will be completed within the first 90 days of employment and renewed every two years by all staff. This training will include information about the signs of possible child abuse and neglect and the approved procedures for reporting the suspicion of abuse and/or neglect.

Any evidence of unusual bruises, contusions, lacerations, or burns found during the informal health check shall be noted in the medical log journal and reported immediately to Youth Development Leadership Team. The center will follow the procedures for reporting child abuse and neglect.

Written reports on observations will be maintained by the Youth Development Director.

Reporting of Child Abuse/Neglect

When there is suspicion of child abuse or neglect, Child Protective Services and the Department of Children and Families must be notified immediately.

The program will follow these reporting procedures:

1. Fill out an incident report with the facts and record it in the Medical Log.
2. Staff will immediately notify Child Protective Services or the department of Children and Families or 911. This agency will conduct the investigation and give further instructions. The staff will notify the supervisor and lead counselor of the event.
4. In the event the reported incident involves an employed Y staff person or volunteer, the Youth Development Director will, without exception, suspend the person from all activities involving the supervision of children until an investigation is completed.

Regardless of where or under what circumstances an alleged incident took place, if a Y employed staff person is involved, it will be considered job-related and affecting job performance. Reinstatement of a staff person or volunteer will occur only after all allegations have been cleared to the satisfaction of the responsible executive and the investigating agency.

All staff and volunteers will be sensitive to the need for confidentiality in the handling of information in this area and will be instructed to discuss matters pertaining to abuse or suspected abuse and/or neglect only with the appropriate Y director. Staff and volunteers may not contact children or parents involved in an alleged child abuse and/or neglect incident without the permission of the appropriate Y executive.

Shaken Baby Syndrome

Shaken Baby Syndrome occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. Effective April 1, 2007, the law requires all childcare employees, substitutes, volunteers who are considered for ratio purposes, assistants, and everyone else who works directly with children 5 years of age and younger to complete Shaken Baby Syndrome training. The law requires each person to be trained only once. The training will be provided to all new employees prior to the start of camp.

EMERGENCY PLAN

Camp staff are trained in emergency procedures and emergency drills are practiced monthly. Camp staff receive information of tornado watches or warnings from a weather radio and via text alerts from TMJ4, as well as other Internet alerts. During in climate weather we will take all necessary precautions to ensure safety of the entire group.

Camp supervisors are responsible for monitoring weather or other threats at all times at camp and away on a field trip.

Emergency Evacuation

An evacuation diagram is posted at the Camp Office and around the building. Fire and tornado drills are exercised monthly at our camp.

In the event of a fire: Counselors will proceed with all children out the nearest and safest door. Doors will be closed upon leaving. Children will walk: a) out of the play yard to the edge of the parking lot or b) down the sidewalk to the edge of the parking lot so that Counselors can count them quickly. Counselors will take the tracking sheet with them and conduct roll call after evacuation. The camp supervisor will verify all children are accounted for.

In the event of a tornado emergency: Children will go into the enclosed building and find shelter in the bathroom or a room with no exterior windows. The children start in an alert position and move to a position of kneeling down on the floor, sitting on their feet, putting head on knees and clasping hands behind their neck. Counselors will take the take role call once the destination is reached. Our tornado shelter address is the physical camp location.

In the event of a gas leak: A supervisor will call the Gas Company, everyone will evacuate the building immediately, and will not close door, or turn the lights on and off.

In the event of an extended power shortage: Children will be transported to the Y at Pabst Farms if space allows. If space is not available at the Y at Pabst Farms, parents will be called to pick up their children.

In the event of an emergency to evacuate the camp premises: Children will be transported to the Y at Pabst Farms if space allows. If space is not available at the Y at Pabst Farms, parents will be called to pick up their children, immediately.

Transportation in Emergencies

The Y at Pabst Farms will transport children in Y at Pabst Farms vehicles in the event of an emergency. If we transport children in Y vehicles, staff who drive the vehicles will hold a valid driver's license and have a full driver's record on file. Seatbelts will be used in Y vehicles. Staff will take a cell phone, children's emergency information, the attendance list; any needed medication and a First Aid kit when away from the program. We follow all the same emergency and First Aid procedures as we would while at the program.

Emergency Medical Care

In the case of a minor accident, camp staff will administer first aid. Staff are aware of all medical facilities for field trips and have all emergency contact information with them. Emergency medical care will be obtained if warranted by staff after these steps have been taken: In the case of a minor accident, the staff will apply first aid and attempt to contact a parent or guardian. Lastly an attempt to contact any of the persons listed as an emergency contact will be made.

If contact with a parent/guardian or emergency contact cannot be made, we will do any or all of the following: Call an ambulance, have the child taken to the emergency room at Oconomowoc Memorial Hospital/Aurora Medical Center in the company of a staff person or to local hospitals when on field trips.

Any expense incurred under the above shall be borne by the child's family

Missing Child Procedures

If a camper cannot be found, the following steps will be followed:

1. The counselors will confirm with other counselors that the child did not ask to use the bathroom, get something from their backpack, picked up, etc.
2. This counselor will let the Supervisor know that the camper is missing.
3. One counselor will begin an initial search in and around the program area including bathrooms, hallways, and area last visited.
4. If the child cannot be found, the Summer Day Camp Director will be contacted. Law enforcement will be called and parents will be notified about the situation.

For procedures on a missing camper during water activity please see page 12.

HEALTH CARE POLICY

Ill Child Policy

PLEASE DO NOT SEND YOUR CHILD IF THEY ARE TOO SICK TO GO OUTSIDE, TO PLAY OR JOIN IN ON NORMAL ACTIVITIES. The Y follows the recommendations of the Wisconsin Department of Health Services. The Y at Pabst Farms does not provide extended care for children who present risk of spreading a communicable disease or are not able to participate in activities. Parent or guardian will be contacted to pick up their child up within the hour, if any symptoms are present including but not limited to: elevated temperature (normal temperature is 98.6 degrees), severe or persistent coughing, yellow or green nose drainage, diarrhea or vomiting, conjunctivitis (pink eye), difficult or rapid breathing, untreated infected skin patch(es), evidence of lice, scabies or other parasitic infestation.

Isolation & Communicable Disease

An isolation area in view of all staff shall be provided for the care of children who become ill while at camp. If the area is not a separate room, it shall be separated from the space used by the other children by a partition or other means. Parents are required to pick up the child within one hour of notification.

If your child is diagnosed with a communicable disease, we ask that you share the diagnosis with a supervisor so that we are able to post a notification of exposure for other families who may have come in contact with your child. It is required that a child remain home for at least 24 hours after a parent has been requested to take the child home because of symptoms of illness. The Y at Pabst Farms reserves the right to require a doctors release if the child's health is in question.

Chicken Pox	Child may return when all sores are dry or scabbed or 5-6 days after rash has begun. * Report within 72 hours.
Diarrhea	24 hours after diarrhea stops or until medical exam indicates that is not due to communicable disease (diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or mucus containing stools). Parents will be called to come and get their child after 3 episodes of diarrhea.
Eye Drainage (Pink Eye/Conjunctivitis)	24 hours after treatment has started when thick mucus or pus drainage is present.
Fever	When accompanied by behavior changes and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. Auxiliary (armpit) temperature: 100.4 degrees or higher. Child may return after being 24 hours fever free (without fever reducing medications.)
Fifth's Disease	If other rash-causing illnesses are ruled out, children will be excluded until fever subsides. Pregnant women who are exposed need to consult their doctor.
Hand, Foot, and Mouth Disease	Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present)
Head Lice	Child may return after first treatment is completed and no live lice (nits) are seen. Continued nits may be cause for exclusion.
Impetigo	Child will be excluded until lesions have crusted or until 24 hours after antibiotic treatment has been initiated.
Influenza	Child will be excluded for the duration of the illness. Could be excluded for up to 7 days.
RSV	Child may return when child is without fever for 24 hours (without fever reducing medicine) and is able to participate in normal activities
Scarlet Fever	Child will be excluded until 24 hours after antibiotic therapy is instituted.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours (without fever reducing medications)
Vomiting	24 hours after last home immediately after vomiting.
Whooping Cough	Child will be excluded until 5 days after initiation of appropriate antibiotic therapy, or for 21 days after cough onset if untreated. Report within 24 hours.

Depending on the communicable disease we may need to report to the Wisconsin Department of Health Services and to Department of Child and Family Services.

Personal Cleanliness

Staff and children's hands are washed with anti-bacterial soap and water before and after toileting, and eating snacks or meals. Children should be fully potty trained before their first day of attendance, or meet with Youth Development Leadership Team two weeks in advance to make appropriate accommodation plans. Wet or soiled clothing will be changed promptly from an available supply of clean clothing. Parents must supply camp with a clean set of clothing or parents will be called immediately to pick up the child.

Sanitation

All cleaning chemicals and supplies will be kept out of the reach of children. Furnishings, toys, cots and mats shall be cleaned when they become soiled. Eating surfaces will be sanitized before and after each use. Unwashed hands are the primary carriers of bacteria and germs that cause illness. It is our policy that the children and staff wash their hands with soap and water after using the toilet and before and after eating.

Medication Authorization

The Y at Pabst Farms staff cannot administer any medications, unless the following guidelines are met:

- Parents must fill out and sign a Medication Authorization form which gives our staff permission and full instructions for administering the medicine.
- The medication is in its original container and clearly labeled with the child's name. All medications administered will be recorded in the medical log.
- Prescription medicines must have the following information on the container: child's name, name of drug, dosage, directions for administering, date prescribed and the physician's name.
- Be sure all medications are given directly to a staff member.

Medications will be placed in a secure location out of the reach of the children. Medication that requires refrigeration will be kept in a separate area within the refrigerator. Missed medicine dosages or other problems related to medication will be communicated to the parents immediately.

Injuries

Minor First Aid may be administered by the staff. Camp supervisors serve as the on-site Health Supervisors. Treatment of children who are injured will be taken care of as necessary, written permission from the parents to call the family physician or refer the child for medical care in case of injury is on file. Parents will be contacted as soon as possible after any serious injury has occurred. Confidentiality is maintained for other children involved. Oconomowoc Memorial Hospital/Aurora Medical Center is the planned source of emergency medical care and is within 10 minutes of base camp.

For off-site injuries, supervisors are aware of the nearest emergency facility. In the case of field trips, children will be taken to the nearest local hospital. Each Counselor will have a first aid kit. First aid kits will include: ice packs, bandages, gauze and wet naps at a minimum. Standard first aid practices will be followed for all injuries; both minor and serious. Superficial wounds will be cleansed with soap and water only. Universal precautions are used in dealing with bodily secretions. Staff will always use gloves in cases of bodily fluids. Gloves will be disposed of in a red biohazard bag. Blood borne pathogen guidelines as established by Waukesha County are practiced. A copy of the policies are available upon request or by calling the Waukesha County Health Department.

A record of all injuries will be kept at the Y at Pabst Farms and in the medical log at the base camp. Parents have access to these log books upon request. The medical log will be reviewed by the director with staff at least once a month in order to determine that all possible preventative measures are being taken and no trends are occurring.

Pets and Other Animals

No animals will be kept at camp; however children will come in contact with animals on field trips and when special guests come to camp. All contact between animals and children shall be under the supervision of a camp counselor who is close enough to remove the child immediately if the animal show signs of distress or the child shows signs of treating the animal inappropriately. Children will wash their hands with soap and running water after contact with any animals. Soap and water-based wet wipes will be used to wash hands if there is no running water immediately available. If a child has allergy concerns, a counselor should be notified in advance.

NUTRITION POLICY AND MEALTIME

The Y at Pabst Farms views snack and lunchtime as an important time of day. We encourage all children to practice good habits during meals, including washing hands before and after eating, eating politely and cleaning up after themselves. We recommend the use of lunch boxes with a freezer pack.

Each child must bring a mid-morning and mid-afternoon snack every day of attendance. Healthy snacks will be encouraged.

Each child should also bring a labeled water bottle to be kept with them throughout the day.

Lunches are included in your weekly fee and will be provided on the days your child is at base camp (Mondays, Wednesdays, and Fridays). Lunches are catered (prepared and served) by Lake Country School. Lunch will include items such as items listed below. All lunches include milk, bread products with at least 51% whole grain, vegetables and fruit. Lunch menus are posted on our parent board at base camp.

Monday	Tuesday	Wednesday	Thursday	Friday
Tomato Basil Soup Cheese Sandwich Fruit Cup Celery and Peppers Milk	<i>Packed Lunch – Parent Provided</i>	Mini Pancakes Colby/Jack Cheese Stick Apple Celery Stick Milk	<i>Packed Lunch – Parent Provided</i>	Chicken Patty on Bun Italian Salad Banana Cookie Milk
Baked Ziti Bread Salad Kiwi Fruit Milk	<i>Packed Lunch – Parent Provided</i>	Ham and Swiss on Roll Mixed Fruit Cup Carrots Milk	<i>Packed Lunch – Parent Provided</i>	Soft Shell Taco Lettuce, Salsa and Cheese Green and Red Peppers Orange Smiles Pudding Cup Milk
Build a Burger Salad Pineapple Tidbits Milk	<i>Packed Lunch – Parent Provided</i>	Fruit Yogurt Parfait Bagel w/ cream cheese Mini Carrots Orange Juice Milk	<i>Packed Lunch – Parent Provided</i>	Cheese Pizza Fruit Vegetable Dessert Milk

Parents are responsible for packing a lunch on ALL field trip days. An additional charge of \$20.00 will be applied for a camp-provided lunch on field trip days.

Special Diet Needs and Allergies

Children’s specific needs and allergies must be listed on the enrollment forms and will be made aware to all staff working with your child. Our menus are developed to meet State Licensing Guidelines as noted in DCF 252. If a child cannot eat from our menu parents should substitute with a similar item. Parents may provide meals and snacks for children requiring specialty menu items such as vegetarian or kosher if the Y at Pabst Farms is not meeting the needs of the family.

Water Supply

Children have access to water throughout camp and on field trips. When outside or on field trips we have water cooler type containers available with clean, safe drinking water. These containers are cleaned daily. Children are encouraged to bring their labeled water bottle to activities throughout the day.

Parent Provided Food

The Y at Pabst Farms is concerned about the kids receiving adequate representation from all food groups at lunchtime. We recommend that the lunch consist of at least one item from each category:

- Protein sources such as meat, poultry, fish, eggs, cooked or dried peas or beans, cheese, or peanut butter
- Two vegetables, one vegetable and one fruit, or two fruits
- Cereal, whole grain or enriched bread products
- Vitamin D Grade A milk, cheese, pudding, or yogurt
- Limited candy
- No soda

STAFF, PARENT AND VOLUNTEER POLICY

Staff/Volunteer/Substitute Policy

All staff and volunteers are trained professionals who have expertise in educating and caring for young children and supporting working families. Prior to employment, staff go through an extensive interview process, background checks and reference checks. After staff are hired, they receive an orientation and training prior to being counted in ratio, to include but not limited to, a review of the following policies:

- DCF 252 licensing & Summer Day Camp Policies and Procedures
- Child Abuse and Neglect Prevention & Shaken Baby Syndrome
- Emergency procedures & Blood Borne Pathogens
- Job responsibilities and job description
- Training to recognize illness and disease
- Child management techniques
- Curriculum & Daily Schedules
- Safety/Security of children & Child tracking procedures
- Health and sanitation
- Confidentiality practices
- Absent Child procedures
- Inclusion practices

Within the first 90 days all staff is required to complete: First Aid, CPR, and AED training.

*All staff and volunteers receive ongoing professional development and trainings. All professional development and training are tracked by the Y.

Parental Involvement & Communication

The Y at Pabst Farms strongly encourages parents to become involved. There are many ways to do this:

- Showing interest in your child's activities
- Taking time to discuss your child's day with the counselors
- Attending special family functions
- Sharing hobbies, talents, skills and careers with the children upon request
- Talking with your child about their day

Our staff will include parents in the following ways:

- Daily Verbal Reports-As parents arrive or pick up their children staff members give key feedback about their child's day.
- Special Events-Parents are invited to various special events-watch the site newsletters for announcements.

Student Observers/Student Teachers/Interns

On occasion, the program may have student observers, volunteers, student teachers, or interns referred by a high school or college. These individuals will be supervised by the assigned camp counselor or camp supervisor. In addition, they may be involved in interacting with your child. Any visiting students will be expected to abide by our confidentiality policy. These individuals will not be left alone with children and will not be counted in determining teacher/child ratios.

Family Volunteers/Access to the site

We encourage our family members to actively participate in our programs. We love for families to share their knowledge, experiences, and careers or just read a book to the children. Our staff would welcome families to assist in organizing child portfolios, creating bulletin boards or doing activities with the children. Please contact a member of the Youth Development Leadership Team if you are interested. Parents are always welcome to observe their child(ren) or to visit unannounced.

Parent Feedback

Parents are given the opportunity on an annual basis to complete a satisfaction survey in which they are asked to rate various aspects of the program and provide feedback. The Y uses the data from the surveys to drive new initiatives, develop staff training opportunities, and improve our programs to better meet the needs of the families we serve.

Requirement to Report

Wisconsin maintains a mandatory child abuse reporting law. Those who by nature of their employment have contact with children are mandated reporters. To combat child abuse and neglect problems and in compliance with Wisconsin state law, any staff or volunteer personnel that has a reasonable cause to suspect that a child participating in a Y at Pabst Farms program has been abused or neglected or has reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Summer Day Camp Supervisor, Youth Development Director, Senior Program Director, or the Executive Director in accordance with established procedures. If there is reasonable cause to suspect that a child has been abused or neglected, Child Protective Services or the local law enforcement agency are contacted.