



**FIND YOUR FUN.  
FIND YOUR Y.**

## **2023 Summer Camp Parent Handbook**

**Northfield Area  
Family YMCA**

1501 Honeylocust Drive  
Northfield, MN 55057  
[northfieldymca.org](http://northfieldymca.org)

**For a better us.®**



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Important Contact Information**

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# **Northfield Y Mission & Vision**

## **Our Mission**

**The Northfield Area Family YMCA builds strong kids, strong families, and a strong community.**

## **Our Vision**

**We aspire to be a premier gathering place for our community. We will work as a trusted partner and collaborator with the many other organizations in our community that provide programs and services to enrich Northfield – building a healthier, more active and more engaged community.**

## **Our Values**

**The Northfield Area Family YMCA will operate by the values it hopes to cultivate in the communities it serves: caring, honesty, respect, and responsibility. These values will direct the governance of the organization, the creation, and operation of its programs, and the conduct of its leaders, staff, and volunteers.**

**We are a Value driven Day Camp! What does that mean? We incorporate the Y Core Values into every activity – every day. Camp is a place to develop character, feel a sense of belonging, accomplish new things and build meaningful friendships.**

## **Goals**

**All of our Northfield Y Summer Camp programs are designed to meet the following goals to encourage youth development, healthy living, and social responsibility.**

**Each camper will:**

- **Grow personally**
- **Appreciate diversity**
- **Improve personal and family relationships**
- **Learn values**
- **Develop specific skills and assets**
- **Become better leaders and supporters**
- **Have fun!**

## **Youth Development – Core Beliefs**

**The Northfield Y's Youth Development team holds five core beliefs for our programming:**

- **We value diversity, and are open to all youth and their families**
- **We value youth to be who they are and encourage youth to be true to themselves and others**
- **We believe in youth and their ability to be a catalyst for good in the world**
- **We're with youth in their journey to develop their full potential**
- **Above all else, we are on a relentless quest to make our community stronger – beginning with each and every one of our youth**

# **Registration Policies**

## **Camper Questionnaire**

A Camper Questionnaire is required for each camper. Camper Questionnaires are due within 48 hours of camp registration. The information in this questionnaire will help us help your camper have the best summer ever! No camper will be allowed to attend camp without the completion of this questionnaire. Camper Questionnaires can be filled out easily on our website camp page, or a paper copy can be provided at the YMCA front desk upon request.

## **Camp Scholarships**

Thanks to the generosity of our community and donors, the Northfield Area Family YMCA will not turn anyone away from its membership or programs because of an inability to pay. Please let us know if we may assist you in this way by completing a scholarship form and returning it to us. All information is kept strictly private and confidential. Scholarship packets are available on our website at [northfieldymca.org/scholarships](http://northfieldymca.org/scholarships) and at the front desk of the YMCA. Camp programming scholarships range from 5% – 40% off of the total cost of each week of camp.

## **Weekly Automatic Camp Payments**

Payments for camp will be processed via weekly auto draft. Credit/Debit card or bank account information will be collected when you register and will be automatically charged each week. The charges will take place on Monday 2 weeks prior to the camp week. A \$10 late fee (non-refundable) will be applied to all payments received after the due date. If you need to set up a payment plan, please contact the Y.

## **Non-Refundable Deposit**

A non-refundable \$20 deposit is due for each week of camp at the time of registration. For example, if a camper is registered for 12 weeks of camp, a deposit of \$240 will be taken at the time of registration on the credit/debit card or bank information you provide. This deposit will be applied to the child's weekly draft.

## **Membership Rate Requirement**

Having an active family membership will provide you with a discounted rate for your camp registration fees. This rate is only available with an active family membership throughout programming. Choosing to hold, terminate, or change your active family membership during camp months will result in non-member camp rates being charged to your account.

## **Cancellations**

- All cancellations must be submitted by noon on Sunday two weeks prior to the camp week. Cancellations submitted after noon on Sunday two weeks prior to the camp week will not

receive any refund or credit.

- For each week that is canceled, the \$20 deposit will be forfeited.
- To submit cancellation requests, please complete the cancellation form on our website: [northfieldymca.org](http://northfieldymca.org)

### Late Pick-up

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per camper in our care after program hours. Parents/Guardians are held accountable for these additional fees. Late fees will be added to the next camp payment. Habitual lateness or abuse of this policy may result in expulsion from the camp program.

### Tax Information

The Y does not issue automatic statements for individual tax purposes. Please keep your own documentation of childcare payments. Childcare Tax Statements can also be printed from your online YMCA account after January 26<sup>th</sup> of the following year.

### Camper Age Policy

Campers must be entering the grade indicated in the camp brochure for the 2023–2024 school year. Our camps are designed with curriculum and programming for campers of a certain age – there will be no age exceptions.

### Termination Policy

The YMCA reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents/guardians or staff. If a child's camp enrollment termination is deemed necessary by YMCA staff, parents/guardians will be informed of reasons for termination of services. Whenever possible, the Y will work with parents/guardians on any issues that may arise to keep the child in camp programming.

## **Camp Hours, Pick-Up and Drop-Off Info**

### **Camp Hours**

- **YNavigator & Tween Extreme**  
Drop-off: 6:45–9am @ Northfield Area Family YMCA  
Pick-up: 4–6pm @ Northfield Area Family YMCA
- **Prairie & Wood (PAW)**  
Drop-off: 8:15–8:30am @ Carleton College  
Pick-up: 11:30am @ Carleton College
- **Wee Camp**  
Drop-off: 8:45–9am @ Northfield Area Family YMCA  
Pick-up: 11:30am @ Northfield Area Family YMCA

### **Absences**

- If your child is going to be absent from camp, or you need to have a late drop-off or early pick-up, please call the YMCA Member Services desk (507) 645–0088 to inform our camp staff.

### **Drop-Off/Pick-Up**

- You must sign your child in and out with a YMCA Camp Staff member during drop-off and pick-up. It is our responsibility to see that your child leaves with the appropriate person each day. Please bring a photo ID with you every day. All people picking up a child from camp will be required to show a photo ID. Children will be released only to those authorized by the parent/guardian on the child's Camper Questionnaire. Please let us know of any changes in authorization. Children will not be released to anyone that is exhibiting signs of being under the influence of drugs or alcohol.

### **Walk Home Permissions**

Campers are not allowed to leave by themselves and/or sign him/herself out of camp, unless prior written permission from a parent/guardian is provided in advance and approved by the Youth Development Director.

## **About Our Camps**

**Day Camp, like many Y programs, is about learning skills, developing character and making friends. Few environments are as special as camp; where kids learn and master skills, see what they can accomplish, make new friends and feel like they belong. Every new experience at day camp is a chance for kids to stay active, address summer learning loss and have fun. Each of our day camps offer a fun, safe and affordable option for your kids over the summer.**

### **Our Staff**

**We strive to have staff as diverse as our campers. Many members of our staff team are enrolled in teaching credential programs, or are college students with childcare experience. The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. Our junior staff members are at least 16 years old and our senior staff members are at least 18 years old, and have all been properly screened and trained. All camp staff are certified in Adult/Child/Infant First Aid/CPR/AED and Child Abuse Prevention.**

**Y Staff model the YMCA Character Development values of Caring, Honesty, Respect, and Responsibility. Most importantly, our staff are people who love working with kids. They are good people with good hearts who are silly enough to sing “The Y Cheer” at the top of their lungs!**

**Camp staff each choose a nickname for campers to call them throughout the summer. This tradition stems from wanting to make camp feel like a special place, where kids can bond with adults in a fun, safe space.**

### **Staff Training**

**Camp staff are required to attend a comprehensive training and development program prior to the first day of Summer Camp. This training includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the Northfield Area Family Y Summer Camp programs, they learn how important it is to apply sunscreen throughout the day, how to do head counts, and how the drop-off and pick-up operates. They explore techniques of how to better interact with children, build other’s self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with campers.**

### **Outside Contact between Staff & Children**

**Y Staff are prohibited from having outside contact with children in Y programs. This includes, but is**

not limited to, birthday parties, babysitting, sleepovers, transportation and any non-Y events. Any exceptions require a written explanation prior to the event and are subject to administrator approval.

## **Campers with Additional Needs**

To provide quality programming for each child, we develop curriculum by considering each child's individual needs. Please inform the counselor if you or your child has a need that requires an accommodation. This information enables the Y to better meet your needs or those of your child, within available resources and to the extent reasonable.

### **What We Can and Cannot Accommodate**

At Northfield Y Day Camps, we strive to be welcoming and inclusive of all participants. We can accommodate several special needs, but not all. We are not a special needs camp and our staff are not trained or certified in Crisis Prevention (CPI). However, we are happy to refer you to other programs in the area which might be a better fit.

**We can accommodate the following needs:**

- Food allergies or dietary restrictions
- Medication distribution (with Medication Form on file)
- Behavior that requires one-on-one attention for limited time, occasionally

In accordance with the Americans with Disabilities Act, we cannot accommodate campers who would pose a direct threat to the health and safety of others, or whose presence or necessary care would fundamentally alter the nature of the program. This includes, but is not limited to, the following:

- Campers who wander, run, or aren't willing to stay with the group
- Campers who are violent towards others, themselves, or staff
- Campers who require regular one-on-one attention, care or assistance
- Campers who can't self-transfer, dress or toilet

## **Medical/Health Information**

### **Illness/Injury**

Please monitor your child's health at home. It is vital that if your child is showing any signs of any illness that you keep them at home. Please call the Y at (507) 645-0088 as soon as possible if your child is to be absent for any reason. Should your camper become ill during the camp day, a parent/guardian must pick them up within 1 hour.

### **Medication**

Prescription and non-prescription medication require a completed, signed Medication Distribution Form from a parent/guardian. These forms are available as part of the Camper Questionnaire. When possible please schedule dosages of short-term medication (such as antibiotics) outside of program hours.

Prescription medication and non-prescription medication must be in the original prescription container appropriately labeled identifying medication, dosage, and directions for administration. We must be notified of any changes in your child's medication.

### **Allergies**

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without severely inconveniencing other campers. If you're aware that your child is severely allergic to something, please let us know so we can work to make necessary accommodations.

### **Sunscreen & Bug Spray**

Campers are required to wear sunscreen while participating in the camp day. It is also requested that they wear bug spray. The following procedures will be followed in accordance with YMCA policies.

- Spray sunscreen/bug spray is required for campers due to safety guidelines. Please provide in the original container, LABELED with your camper's name. (Spray containers are recommended, but not required.)
- Camp staff will remind and assist campers with the application of spray sunscreen and bug spray multiple times per day.

## **Participant Expectations**

Safety is paramount to the camp program. Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child.

### **General Safety/Behavior Rules**

- As a YMCA Camper, I will...
  - ✓ Listen to the staff and follow directions.
  - ✓ Respect other people's belongings by not touching or using their things.
  - ✓ Respect and help take care of the YMCA, including the inside and the outside of the building.
  - ✓ Never leave an area without adult supervision.
  - ✓ Help clean up personal messes and help leave an area better than I found it.
  - ✓ Respect other people's personal space by keeping my hands and feet to myself.
  - ✓ Respect other people's feelings by having a positive attitude when talking to them.
  - ✓ Act in a caring way towards other campers, counselors and other people at the YMCA.
  - ✓ Wash my hands frequently throughout the day.
  - ✓ Not hit, fight, bite, tease or bully others.
  - ✓ Use my indoor voice while inside the building.
  - ✓ Use kind and appropriate language, which DOES NOT include: swear words or negative remarks (example: "shut up", "stupid", "dumb".)
  - ✓ Follow all these commitments while I am at the Northfield Area Family YMCA Summer Camp. This includes inside and outside the YMCA building, field trips, and any other off-site programming.

### **Safe Zone**

Our camp programs provide a safe place for all children and are zero-tolerance, non-violence programs. This means that hitting, fighting, verbal threats or violent statements will not be tolerated. Weapons of any kind are not allowed in Y programs. If a child is found to have a weapon, they will be removed from the program immediately. Our policy also means that toy guns, knives, or weapons of any kind are not allowed and will be confiscated.

## **Bullying Policy**

**Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else.**

**We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at our Y camp.**

**At the Northfield Y Camp programs bullying is not tolerated, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper is accepted.**

## **Discipline Process**

**When positive behavior is displayed, campers create a positive, welcoming community for everyone. When a camper engages in negative or inappropriate behavior, immediate redirection and explanation of expectations will occur. If behavior continues, it will be considered an incident by staff.**

- **All incidents will be handled on a 3–incident system, except hitting, fighting, and inappropriately touching of another camper.**

**Hitting and fighting with intent to harm or inappropriately touching another camper will result in immediate removal from program. Parent/Guardian conference will be held to determine the length of camper break from program participation.**

**All other incidents will be handled as follows:**

- **1<sup>st</sup> Incident: Verbal Warning**
- **2<sup>nd</sup> Incident: Written Warning & Parent/Guardian Contact**
- **3<sup>rd</sup> Incident: 1–3 Day Suspension & Parent/Guardian Meeting**
- **More than 3 incidents will be subject to camper dismissal from the program**

## **Sample discipline process when facing negative behavior:**

1. **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Redirection:** When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.
3. **Child/Y Staff Conference:** When the program leader is not successful in correcting behavior, the site Director/Coordinator is consulted and may decide on further appropriate action/consequences.
4. **Guardian Conferences:** If the parent/guardian needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined. This is sometimes accomplished by a behavioral contract.
5. **Suspension for Inappropriate Behavior:** To provide a safe, effective program, a break from program participation may occur for children unable to follow the General Safety Rules and Camper Expectations. The Program Director will work with parents/guardians to determine the length of the break.
6. **Removal from the Program:** If the above process has not resulted in corrected behavior, as a last result, the family may be asked to remove the child from the program.

### **Serious behaviors that may result in immediate camp suspension:**

- Any behavior that endangers the health and safety of children, staff or members
- Leaving the day camp program and/or assigned group without permission
- Inappropriate touching of other campers or sexual misconduct
- Theft, defacing or destruction of property belonging to the YMCA or others
- Any kind of physical assault such as hitting, kicking, biting
- Possession of weapons, tobacco, alcohol or illegal drugs

YMCA staff and management reserve the right to remove and dismiss a child from the Summer Camp program if the child's behavior is disruptive to the program and/or compromises the safety of themselves, other children and/or staff.

*If a child is removed from camp no refunds will be given.*

# **Camp Frequently Asked Questions**

## **What should campers bring each day?**

- Please limit the number of items brought from home to necessity only. Items from home must be kept in an enclosed bag no larger than a backpack.
  - Sweatshirt or light jacket for a change in weather
  - Water bottle
  - Spray sunscreen
  - Spray bug spray
  - Nonperishable, nutritious lunch (YNav & Tween Camps Only)
  - Tennis shoes are required and must always be worn
  - Swimsuit and Towel (even on non-swimming days) (YNav & Tween Camps Only)
  - A bag for wet swim gear
  - A backpack or bag to keep their things together

### **\*PLEASE LABEL ALL ITEMS WITH YOUR CAMPER'S NAME!**

Please have your camper leave cell phones, toys, electronics, stuffed animals, water flavors, candy, money, and other personal items at home so they don't get lost, stolen, or damaged.

## **Does the Y provide lunch and/or snacks?**

Morning snacks are provided for participants in YNavigator, Tween, PAW, & Wee camps. Afternoon snacks are provided for participants in YNavigator and Tween. These are included in the cost of the program.

We do not provide lunch for any of our camp programs. YNavigator and Tween Extreme participants are required to bring a nonperishable and healthy packed lunch each day.

## **Do you have a lost and found?**

Yes. At the end of every day, areas are cleaned. If anything is found, it is put in the group's lost and found box. Unclaimed items are kept for 1 month. After that time, lost items are given to an area charity organization. We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send unnecessary items with them. The Y will not take responsibility or be held liable for lost, stolen, or damaged items. Please do not send items of value from home with your child.

## **What if I need to contact my child during the camp day?**

If you need to relay information to staff or your camper regarding late drop-off, an absence, or anything else throughout the day, please call the Y at (507) 645-0088.

### **Will there be camp if it rains?**

We have lots of fun outdoor and indoor activities planned for each day. Rain or shine we will run all our camp programs. Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day.

### **Where will my camper put their stuff during the day?**

Campers are given a designated locker to hold their belongings for the day. They will have access to this throughout the camp day as needed.



### **Additional Day Camp Questions or Concerns?**

**Please contact:**

**(507)645-0088**

**[camps@northfieldymca.org](mailto:camps@northfieldymca.org)**

**Thank you for choosing the YMCA!**  
**We are looking forward to the BEST SUMMER EVER!**