



Casper Y-Venture Camp

Parent Handbook

Director: Lyric Wall

schoolagecare@casperfamilyymca.org

Welcome to the YMCA of Natrona County Casper Y-Venture Camp!

Dear Parents and Caregivers,

We are committed to providing your child with a safe, enriching summer camp experience that incorporates the YMCA core values of Caring, Honesty, Respect, Responsibility, and Inclusion.

Camp is a fun place for your child to meet friends and learn new skills. Furthermore, at our Y you can also expect that your child will benefit by learning lifelong skills and building a stronger character. Through the week, campers will participate in a plethora of activities that teach our character values while being encouraged and recognized for demonstrating these values throughout their camp experience. Y character counts!

At the Y, it's vital that children are engaged in activities in which they are continuously learning and providing experiences that build self-esteem. Our summer camps include programs where children learn by hands-on experiences, dramatic play and are physically active. We know that the quality of your children's camp experiences hinges on the excellence of our staff members.

Because our staff team means so much to each of our campers, we focus on selecting, retaining and training the best Camp Counselors. Our staff members are engaging, energetic, fun and excited to spend each day of camp teaching your child. You have made a great investment in your child's future!

Sincerely,

Lyric Wall | School Age Coordinator

307-439-5067 | schoolagecare@casperfamilyymca.org

MISSION & PHILOSOPHY

This parent handbook provides valuable information about your camper's activities, the Program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director.

YMCA MISSION STATEMENT

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

PHILOSOPHY

YMCA day camp programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging. It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible that will assist in the development of individuality in each camper and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities.

Through the Y's Day camp program, campers participate in fun and educational activities that help them with:

- **ACHIEVEMENT**
Learn and master skills that help them realize their passion, talents and potential.
- **RELATIONSHIP**
Build friendships with new friends and staff, adding to their well-being.
- **BELONGING**
Help them feel like they belong so they feel safe, welcome and free to express their individuality!

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It's through these collaborations, a strong youth development focus and intentional program assessment that the Y delivers consistent quality programs.

OBJECTIVES

- To provide a safe and fun summer camp experience
- To learn and develop social skills through group activities, sports, arts and crafts, games, swimming and peer interaction.
- To learn to function in a group with emphasis on team building, leadership, group identity and involvement
- To learn and develop key skills by incorporating the YMCA's core values into daily Curriculum.
- To develop self-confidence and self-worth, which is accomplished by the treatment of campers as individuals and through positive reinforcement.
- To improve health and fitness through physical activities and recreation

DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

Independence Day: July 4th, 2025

SCREEN-FREE CAMP

The camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from camp experience. If a cell phone, iPod, gaming device, etc., comes to camp it will be collected and placed in the supervisor's possession until pick up. Please contact the camp supervisor in case of an emergency and you need to reach your child. **Smart Watches are allowed, as long as they are not distracting to our day-to-day activities.** We are not responsible for lost or stolen items.

Meals

Lunch is being provided by Natrona County School District. The camp will provide a morning and afternoon snack each day. We ask that you discuss with your child about not sharing their lunch with others. If you bring lunch

from home, it should not contain food that will spoil in warm weather. Day camp has no access to refrigeration or microwaves.

SUNSCREEN POLICY

Sunscreen is to be applied before every outdoor activity as well as periodically throughout said activity. The following procedures **MUST** be followed in accordance with YMCA policies.

- Keep the sunscreen in the original container, labeled with your camper's name.
- Camp staff will remind campers to apply sunscreen multiple times a day.
- If camper is not brought to camp with their own sunscreen, camp will provide a generic spray sunscreen to be applied.

ACCIDENT, INJURY, INCIDENT, AND ILLNESS REPORT

Any time there is an accident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on circumstance.

If it is a major incident, such as: head injury, broken bone, severe lacerations—parents will be notified immediately. If it is a minor incident, such as: stretch, bruise, bump—parents will receive a report upon pickup at the end of the day.

Planning your Summer at Camp

We're gearing up for an unforgettable summer full of fun, growth, and adventure! To ensure everyone has the best experience possible, our camp is thoughtfully designed with appropriate age activities and exciting challenges for all campers, from our five-year-olds to our oldest age groups.

Success starts with preparation—pack with care, bring a spirit of curiosity, and get ready to make memories that last a lifetime. Join us this summer for a safe, engaging, and truly amazing camp experience!

CAMP CHECKLIST

- Review Parent Handbook
- Pay any unpaid balances 2 weeks prior to session
- Complete forms and return to camp prior to your camper's session.
 - Child Paperwork Packet
 - A copy of immunization records or the exemption of.
 - Authorized Pick-ups are put into your child's Daxko account.

Dress code

- Campers should wear comfortable, cool clothing that is able to get dirty and worn out.
- Campers may not have bare feet, sandals, open-toed shoes or flip-flops. Closed-toed shoes must be worn. Only non-marking shoes will be allowed on the gym floor.
- Clothes, swimsuits, towels, bags and all other belongings should have the camper's name on them.
- Apply sunscreen prior to camp.

What to Bring to Camp

A Water Bottle: A labeled water bottle for those hot days.

Swimsuit & Towel: Campers should pack a swimsuit, towel and a plastic bag for their wet swimsuit every day in a backpack clearly labeled with their name.

Sunscreens: We strongly encourage you to apply sunscreen to your child prior to coming to camp. We also recommend you send sunscreen to camp with your child. Please make sure it is labeled with your child's name. Our staff will assist your child in applying the sunscreen as stated in the above policy.

Great Attitude: Campers need to be prepared to have an active day outdoors. A good night's sleep and breakfast are essential for a healthy camper. Swimming, sports, games, songs, arts & crafts and much more will be offered during a regular camp day. Our goal is to keep everyone active and engaged throughout the day.

ARRIVAL AND DEPARTURE

Our program hours are 7:30am-5:30pm. We ask that all campers are present from 9:00am- 3:00pm for scheduled activities. We do understand that some children may have extracurricular activities, if your child has an activity that runs more than one time, please alert your child's lead counselor so that they are aware.

Children must be accompanied by an adult when they arrive and leave the day camp program. You must sign your child in and out daily. For the safety of your child, only the authorized pick-ups on your child's Daxko account may pick up your child. **Please be prepared daily with photo identification.**

CUSTODY

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the Casper Y-Venture Camp, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration is responsible for paying the fees. Occasionally we are asked to provide attendance records. Please know that in order to obtain any records from the YMCA, we must be subpoenaed for them.

Forms and Health Information

HEALTH HISTORY AND CAMPER RELEASE FORM

All campers are required to have a complete health history form. Please complete both the online and physical form prior to your camper's session.

INSURANCE

You, as the parent or guardian, are responsible for any medical costs incurred as a result of injury or illness while your child is at camp. Be sure to provide accurate information (carrier and policy number) regarding your health insurance on the health history form.

HEALTH CARE

Our camp staff are trained in emergency first aid and CPR techniques. Emergency transportation is available from the local fire department. Should any serious accident or illness occur at camp, parents or guardians are notified immediately.

Please, if your child is ill, do not send them to camp. If your child is ill and cannot attend camp for the entire session, we will try to reschedule as space is available. If your child becomes ill while at camp, you will be contacted to pick them up. In case of injury, the day camp staff will take necessary.

measures to ensure proper emergency care, which may include treatment by staff for minor injuries, phoning you for your instructions, calling local emergency care providers, or transporting the camper to a doctor or emergency care facility when necessary.

We will notify parents as soon as possible about any communicable diseases affecting children in the program. We report outbreaks of diseases to local health authorities. Children absent due to contagious diseases can return to the program when accompanied by a signed physician's statement indicating they are no longer contagious. Children absent due to lice may not return until there is no sign of lice.

It is very important that you provide us with **complete** emergency contact information. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have your written authorization (on the health history form) on file to treat an injury.

Any child who cannot participate in a regular childcare program due to discomfort, injury or other symptoms of illness may be refused care.

A facility serving well children may not admit a child who has any of the illnesses/symptoms of illness specified below:

- Severe pain or discomfort
- Two or more episodes of vomiting within a period of twenty-four (24) hours.
- Difficult or rapid breathing.
- Yellowish eyes or skin.
- Sore throat with a fever over 101 degrees F, or severe coughing.
- Untreated head lice or nits.
- Untreated scabies.

- Children suspected of being in contagious stages of chickenpox, pertussis, measles, mumps, rubella or pink eye.

Children with the following symptoms should be excluded from childcare unless they are under the care of a physician and the physician has approved in writing their return to childcare:

- Skin rashes, excluding diaper rash, lasting more than one (1) day.
- Swollen joints or visibly enlarged lymph nodes.
- Elevated oral temperature of 101 degrees F or over.
- Mouth sores associated with drooling; or
- Having a communicable disease or being a carrier of such, that is listed on the Wyoming Department of Health (WDH) Reportable Disease and Condition List

The parent shall be notified immediately and will need to come and pick up their child within 30 minutes, when he/she has symptoms requiring exclusion from care.

MEDICATIONS

THE MEDICATION AUTHORIZATION FORM MUST BE SIGNED BEFORE ANY MEDICATION IS ACCEPTED OR ADMITTED.

All medications must be submitted to the day camp staff. All prescription drugs and over-the-counter medications must be in their original container with a licensed physician's instructions. Please place your packaged medications in a clearly labeled sack (zip lock bags work well, with masking tape for a label) with the camper's name, dosage and directions for administration. Any medications that are coming with your child to camp must be listed on the Health History form. All medications are administered by the camp director under the doctor's or parent's written orders. Non-prescription drugs must have a parent note attached. Children should not bring or administer their own medication, except where regulations and standards make exceptions for inhalers. Any unused medications will be returned at the close of the camp session. Any changes to medications or

medical conditions must be communicated to the camp director prior to program beginning.

CAMPER/PARENT EXPECTATIONS AND GUIDELINES

Behavior Management Policy

YMCA of Natrona County supports all children using positive behavior guided techniques. We believe that engaging children in developmentally appropriate activities and providing positive social interactions are the best ways to promote positive behavior. Staff members actively supervise children during all aspects of the program in order to model and encourage desired behaviors. It is understood that negative behaviors do occur. Staff members are trained to handle incidents by setting clear expectations and consistent consequences.

Our staff will make every attempt to provide positive, realistic expectations, and guidelines for your child. Attending YMCA camp is a privilege that you as a parent/guardian have chosen for your child. Campers that cannot live within camp rules, or are adversely affecting the experience of other children, will be dismissed without a refund. In these rare instances, it is the responsibility of parents to pick up their child from camp.

In the event of ongoing behavior concerns, program leadership may create a behavior contract with the participant and their parent/guardian with requirements to sign the contract. If the undesired behavior continues and further intervention is warranted, the participant may be suspended from the program with determination based on the severity of the offense and after review from the Director. If the behavior continues after suspension, their case may be taken under review and could result in termination from the program.

At any time, you can request documentation of your child's behavior. There should be open communication between yourself and program leadership so that we can help every child be successful in the program. You may also request a meeting with the director to discuss your child's case.

Behavior that threatens or harms another person (adult or child) will not be tolerated. If your child exhibits this type of behavior, you will immediately be called to pick your child up, and a meeting between the parents and director will ensue. Types of behavior include violence with the intent to harm physically, mentally or emotionally, action deemed to be inappropriate or dangerous to themselves or others, aggressive

intimidation, theft, destruction of property, carrying objects that would be deemed a weapon, possession of tobacco, alcohol, or illegal substances.

Violent or threatening behavior, such as injuring a child or staff member or causing damage to YMCA, school and/or another's property can result in immediate suspension or termination from the program. If property is damaged by a child, their family may be required to compensate the YMCA for those damages.

We understand that combined with the school day, the program can amount to a long day for students. When possible, children will be offered to take a "body break" from the program if they are feeling overwhelmed. Staff will give students a space to themselves where they are still visible and accounted for, to calm down and prepare to rejoin the group. If it is not a time when a body break is available (during transitions, etc.) staff will make that space available to them as soon as possible.

Important: If a student leaves the group without the permission of their counselors, program staff will work with them for 10 minutes to encourage them to re-join the group. If at that point, the student declines to re-join, they will be sent home from program to avoid a safety concern and allow our staff to properly supervise the program. An incident report will be written, reviewed and signed by the program staff and given to the child's guardian.

SUSPENSION-EXPULSION POLICY

Occasionally a situation may arise when a child is having difficulty adjusting to the day-to-day life in summer camp. This can lead to having a child removed from the classroom or facility. Our facility works diligently to avoid these circumstances, however if a situation should arise with your child, here is the procedure our staff/facility will follow.

In order to prevent a suspension/expulsion from happening, our staff is committed to the following:

- Creating a positive environment to nurture self-expression and opportune learning.
- Modeling positive behaviors to ensure children are treated with respect and kindness.

- Be consistent and clear with expectations and rules of the classroom.
- Use redirection and positive guidance and praise appropriate behaviors.

If a child is having a difficult time maintaining appropriate behaviors in the classroom the following steps will be taken:

- Thorough account of the child and staff's actions will be documented and shared with parent/guardian.
- Parents/Guardian will be notified of disruptive behaviors, and a conference may be scheduled to discuss improving behaviors.
- Local resources such as developmental screening opportunities, mental health consultants and behavior specialists will be shared during the conference.
- Staff and parents(s)/Guardian(s) will develop a plan of improvement to help improve the child's behavior.

If there is no improvement in the child's behavior after these steps have been taken

- Parents/guardians will be advised in writing about the child's behavior warranting an expulsion.
- Length of expulsion will be provided.
- Expected behavior changes required in order for the child to return to the facility will be discussed, documented and shared with parent/guardian.

Bullying

We advocate for a "bully free" environment within all programs. If staff members find that bullying has taken place, consequences will be tailored to appropriately address the nature of the behavior, the developmental age of the bully and victims, and the participant's history of behavior and performances. All measures shall be designed to correct the behavior, prevent other occurrences, protect and provide support for the victim, and take corrective action for the documented occurrences of bullying.

Weapons

For the safety of all program participants and staff, the YMCA of Natrona County does not allow any potentially dangerous items to be brought into any YMCA programs.

Possession or use of firearms and other dangerous weapons on YMCA grounds or in YMCA programs is strictly prohibited and is grounds for immediate termination from the program. YMCA of Natrona County reserves the right to inspect all packages, bags, backpacks, purses or suspicious clothing to ensure compliance with this policy.

DAY CAMP GROUPS

AGE-APPROPRIATE PROGRAMMING

All campers are placed in a group of 20-30 campers. Each group will participate in activities as a group to encourage new friendships and allow for age-appropriate structure. Groups are based on age and number of registrations.

GROUP ASSIGNMENTS

Day campers are separated into groups based on grade and age. An important part of camp is meeting and making new friends. Our staff is trained to build unity within the group. Group changes are not possible once camp begins. Camper to staff ratios are 10 campers to 1 staff member. Groups are as follows:

Caring Cubs

Kindergarten
Ages 4-5

Honest Hawks

1st-2nd
Ages 6-7

Respectful Rabbits

2nd-3rd
Ages 7-8

Responsible Rhinos

4th-5th
Ages 9-11

STAFF

All staff have to undergo background screening, drug screening and receive comprehensive training. Any camper needs should be brought to the

attention of the Camp Director, and they will be taken care of in a timely manner.

LOST AND FOUND

The camp experience is an opportunity for children to learn responsibility for their personal belongings. Prior to camp, please discuss with your child caring for and keeping track of their gear.

Also consider that summer camp can be hard on clothing and shoes, so new or expensive items are not recommended. Mark all clothing and equipment with the camper's full name. Any unclaimed items left behind will be held for a period of one week after each session, after which they will

be donated to charity. Casper Y-Venture Camp is not responsible for lost or damaged articles.

SUMMER PAYMENT INFO

It is the goal of Casper Y-Venture Camp to offer quality programs at an affordable cost. The following policies help us to properly allocate staff and resources and ensure that our prices remain as low as possible.

The balance of all camp fees is due two weeks prior to your camper's week of camp.

DFS SUBSIDIES AND FINANCIAL ASSISTANCE

If you plan to receive DFS subsidies, we must have received your current DFS Authorizations in the mail by the time you register for any of our childcare programs. The DFS portion will be applied to your account, and you will be placed on automatic withdrawals for the parent portion. You will be billed and are responsible for paying for any amount DFS does not cover for any reason. Financial assistance is available from Y, graded on an income-based sliding scale. In order to qualify for a Y scholarship, you must provide an official notice of denial from DFS.

REFUND POLICY

In case of dismissal or voluntary withdrawal, there is no refund of any fees. A physician authorized a written medical excuse verifying illness or Injury is required to be considered for a refund (less deposit). If the camp is closed participants will be given a full refund.

If your camper is ill contact the Camp Director to discuss refund options. **If you cancel your enrollment, you must alert the Camp Director at least one week in advance.**

SWIMMING

Swimming is part of our regular schedule, and it helps us in our promotion of fitness and water safety. A bathing suit, towel, sunscreen and change of clothes are required for swimming days. If suits are worn to camp, please do not forget to pack undergarments to allow for a dry, comfortable rest of the day. Goggles will be allowed during swimming time.

When swimming at the YMCA Aquatic Center, all children under 8 must wear a life jacket (Provided by the YMCA). If 8 and older, the camper will perform a swim test proctored by a lifeguard to decide whether or not they need a life jacket.

FIELD TRIPS & SPECIAL ACTIVITIES

We offer a variety of off-site special activities, field trips & on-site guest speakers. To ensure the safety and well-being of all campers during off-site activities and field trips, appropriate behavior is required at all times. If a camper displays behavior that could pose a safety risk to themselves or others, participation in future field trips may be restricted. This decision will be made after careful consideration and communication with the camper's guardians.

Some days we may watch movies on this program. We will only show movies with a rating of PG or below. We may take photographs or videos of your children for promotional purposes. **You or any other parent or guardian may visit the program at any time.** Any other visitors must make arrangements with the program director prior to visiting. We will make reasonable accommodations for children with special needs so that they may enjoy our programs. We will make all decisions related to the enrollment, placement, or dismissal of children with disabilities or chronic conditions in compliance with the Americans with Disabilities Act.

SUSPECTED ABUSE OR NEGLECT

We will report all cases of suspected abuse or neglect to the proper authorities. We are not required to discuss the situation with you before making a report. Please note that being 30 or more minutes late to pick up your children counts as a case of suspected neglect. If this happens, we will turn your children over to the police, who will transport them to the Casper Police Department and contact you to pick them up.

TRANSPORTATION

When children are transported, there shall be a first aid kit, emergency medical release forms on all children being transported and no smoking. Each child who is a passenger shall be properly restrained in accordance with State Statute at all times while in the vehicle. Children will never be left without adult supervision in any vehicle.

In the Event of...

If emergency situations dictate children will be evacuated to: YMCA of Natrona County

Lockdown: Doors and windows will be locked, and curtains and blinds drawn if possible. Children will be taken to an interior room away from windows. 911 will be called. Instructions from law enforcement will be followed.

Bomb Threats: Evacuate the school and call 911 from the evacuation site. Instructions from law enforcement will be followed.

Natural Disasters: When necessary, following a natural disaster, children will be taken to the evacuation site. From there we will call parents/emergency contacts, to pick up children.

COMMUNICATION

It is our belief that communication and cooperation between the parents and the camp staff are key to providing and maintaining the highest quality camp experience for your camper. We will respond to all messages within 24 hours, and as soon as possible in emergency situations.

Communication is vital to keep the program innovative, safe and fun. If you have any questions or concerns, please feel free to speak with the Camp Director. The best way to communicate with the Director is in person during camp hours or by email: schoolagecare@casperfamilyymca.org

Dear Parents and Caregivers,

Thank you for choosing Natrona County YMCA Casper Y-Venture Camp for your child this summer! We are thrilled to partner with you in providing an enriching and memorable camp experience for your child. We deeply value the trust you've placed in us and are excited to make this summer unforgettable for your child. Thank you for allowing us to be a part of their journey!

Sincerely,
Lyric Wall
School Age Coordinator
Natrona County YMCA