

[Type here]



# **Triangle YMCA Ranch Camp and Retreat Center Parent Handbook**

[Type here]

## Our Mission

The YMCA of Southern Arizona is dedicated to improving the quality of human life and to helping all people realize their fullest potential through the development of Spirit, Mind and Body

## Our Core Values

The YMCA of Southern Arizona four core values are;

- Caring
- Honesty
- Respect
- Responsibility

## Triangle YMCA Ranch Camp Motto

“We are born not for ourselves, but to help others.”

## Our Cause

The Y is a powerful association of adults and children of all ages, from all walks of life, joined together by a shared passion to strengthen the foundation of our community. We focus our work in three key areas; nurturing the potential of kids, helping people live healthy lives, and supporting our neighbors.

## Our Area of Focus

The Y is a cause-driven organization that is for youth development, healthy living, and social responsibility. The Y is for everyone. Our programs, services, and initiatives welcome and embrace newcomers, enable kids to realize their potential, help prepare teens for college, offer ways for families to connect and spend time together, and provide a broader community for seniors to be healthy in Mind, Body and Spirit. That is just the beginning of how the Y strengthens communities. Nearly one if 5 of our members receives financial assistance. The YMCA provides more than \$1.5 million annually in financial assistance and subsidies to families.

## Our Program Philosophy

YMCA programs are all about fun, games, encouraging individuality, and building strong, confident, healthy kids. During YMCA programs, Y staff members get to know participants, learn about their passions and personality, and work to celebrate ho they are and who they will become. Seeing and acknowledging the differences and similarities that inform our kids unique perspectives is a priority to us. Kids in YMCA youth programs are exposed to new experiences, different cultures, creative projects, and tons of fun. We aim to create an inclusive environment that supports self-confidence, encourages creativity, emphasizes teamwork, and develops future leaders.

[Type here]

## Nondiscrimination Statement

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, ace, or sexual orientation can reach their full potential with dignity. Our core values guide everything we do.

## General Program Information

### Our Staff

All YMCA staff meet and often exceed qualifications established by the State of Arizona , The YMCA of the USA, and The YMCA of Southern Arizona. As part of the application process, all staff are required to provide professional, personal/family and peer references and pass a National Sex Offender and Criminal Background check. YMCA Staff are required to keep their skills up to date at all times, and their training is regularly monitored. Trainings are updated often so staff stay current with the latest developments in their areas of expertise.

Staff will attend trainings that focus on program quality through topics such as innovation, behavior management, safety and compliance, and leadership. Our staff development initiatives provide opportunities for our site directors and group leaders to initiate and implement specific practices throughout our programming that engage youth in social and emotional learning that leads to successful futures.

### Staffing Ratios

The YMCA strives for a 1:10(or lower in certain areas) ratio whereas 1:20 is the state recommendation. We base staffing off of registration numbers and adjust where needed.

### Parent Registration

Families will each have a login and will be able to register through clicking the registration link on the YMCA website: <https://tucsonymca.org/program/resident-camp/>. The required registration and health form paperwork will be sent out via email shortly after registration is complete. All registration paperwork including health forms and payment must be completed and/or signed prior to attending summer camp.

### Financial Assistance

As a charitable organization, the Triangle YMCA raises money to provide our families the opportunity to take part in our programs at a cost that suits their financial needs. We offer financial assistance and work with each family individually to ensure their financial needs are met. Tri-Y partners with many foundations and entities in the area that assist families with affording camp. Please visit <https://tucsonymca.org/tri-y-scholarships-and-financial-aid/> for more information on financial assistance.

### Receipts and Tax Information

Receipts are available upon request after making payment. End of Year statements are available upon request after December 31<sup>st</sup>. YMCA of Southern Arizona payments for youth development programs may be tax deducted. TAX ID #-86-0101237.

[Type here]

## Participating in Activities

Opportunities for exercise, fitness, and adventure are available daily at Tri-Y. We follow the “Challenge by Choice” standard. Our staff will never force children to participate; however, we ask parents to encourage their child to participate in all camp activities and programs and our staff will encourage them to try them out as well. Should you or your child have any questions in this regard, please contact us at [camp@tucsonymca.org](mailto:camp@tucsonymca.org)

## Personal Belongings

The YMCA is not responsible for lost, misplaced, or stolen items. Please do not send your child to camp with electronics, expensive/sentimental items, or money. Mark all belongings with your child’s name. Lost and found items will be donated to charity 2 weeks after your child attends camp. Weapons, drugs, tobacco, vapes/e-cigarettes are not permitted on camp property.

## Electronics

Cell Phones and electronics (game players, music players, tablets, e-readers, etc.) are not allowed. We strive to create an opportunity for your child to unplug and take a break from electronics. DISCONNECT TO RECONNECT!

## Check-in Process

Check in is at 1pm on Sundays. The gate will be closed prior to check-in so please remain in your car to stay cool or visit with other campers in the car line.

You will receive either a Green Slip or Pink Slip while checking in at the gate.

### Green Slip Procedure (Speedy Check-In)

- You will park depending on where your child is being bunked.
- You will receive your cabin assignment on one of the check-in spots on the main road into camp
- Once parked, you may go directly to your cabin to get your camper settled.
- If you have meds and/or mail, you can drop that off in the dining hall after getting your child settled.
- If you do not have any mail or meds, you do not have to come to the dining hall.

### Pink Slip Procedure

- Receiving a pink slip means your camper might be missing a form or payment.
- You will receive your pink slip at the gate.
- Present your pink slip to the second stop and they will tell you where to park
- Once parked, please proceed directly to the dining hall.
- Once in the dining hall, camp staff will determine what you need to finalize any forms or payments
- Once forms or payments is complete, you will receive your child’s bunk assignment.
- You may drop any meds and/or mail off in the dining hall before heading to the cabin.

## Check-Out Process

Check-out begins at 4pm on Fridays. The gate will be closed so please remain in your car to stay cool.

[Type here]

Please follow the directions listed below for easy check-out procedures.

- You will park in the same parking lot you did upon check-in
- After parking, please come directly to the Dining Hall (**WITH YOUR ID**)
- Proceed to the correct check-out table
- Once ID has been verified against the authorization pick up list, you will receive your campers check-out packet and then may proceed to the cabin to retrieve your camper

For the safety of the campers, the YMCA has established a procedure in the event of anyone attempting to pick up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else pick up the child. If the individual insist on leaving with the child, the staff will contact law enforcement and advise them of the situation.

## Visitors

All visitors must sign in at the main office. We highly encourage that campers receive zero visitors while at camp to help them make the most of their experience.

## Location of Campers

Campers whereabouts are monitored at all times. If a child's whereabouts is unknown, a thorough search of the area will be conducted by YMCA staff. If the child is not located within 30 minutes, parents of the child along with the police will be notified.

## Program Closure

In the event of a camp closure due to extenuating circumstances, parents/guardians will be notified with as much notice as possible. If an emergency requires the evacuation of camp, the arranged pickup location will be the Northwest YMCA at 7770 N. Shannon Rd Tucson, AZ.

## Child Health Information

### Health Records and Forms

Triangle YMCA has partnered with CampDoc to collect our forms and medical records. Access to the system begins with an invitation email from CampDoc. The CampDoc system meets or exceeds all county, state, and federal regulations on data security. Access to a camper's records are limited to camp leadership and camp medical staff.

### Immunizations

Tri-Y aligns with state licensing agencies that require a certificate of immunization. Your child may not be able to attend without supplying their immunization form. Failure to follow this policy will result in a delay for your child starting camp. Immunization exemptions are accepted as allowed by Arizona law.

### Medications and Medical Oversight Plan

Under standing medical orders, our camp medical staff are authorized to perform many basic medical tasks and administer many common over the counter medications. They may also administer prescribed medications as long as it arrive at camp in its original container, contains a valid RX number, matching date of birth and dosage directions. Our staff may only administer the dosage and method prescribed on the label. If a medical professional has changed the dosage, delivery time or method, a separate note from the medical professional is required. All medication MUST have a valid expiration date. Prescription

Revised February 2023

[Type here]

and non-prescription medication will be administered to children only when the below standards are followed;

- Medication must be given to the YMCA in its original container with prescription, dose, and time to be administered
- Medication may only be administered to the child it is prescribe for
- A written order is required from a prescribing health care provider if a child self-carries their own emergency medication
- If possible, please have the pharmacy provide just enough for the time your camper will be at camp.
- Supplements and vitamins may only be given with a dispensing note from a medical provider. This note must include dosing strength and delivery time. All supplements and vitamins must be presented in their original packaging with original label.

### Injury and/or Illness

In the case of an injury/illness, parents/guardians will be notified. A decision will be made between the parents/guardians and Y Leadership staff if a child needs to transported for emergency attention. Triangle YMCA staff will NOT transport sick or injured campers. Transportation must be provided by the parents or professional medical transport.

### Allergies

For our staff to better serve your camper, it is imperative that parents inform staff of any allergies their child may have or had. The YMCA is NOT a nut free zone. We cannot guarantee safety from exposure to food that may cause allergic reactions that have been brought in by other campers.

### Illness

According to state licensing requirements and for the protection of all campers and staff, the YMCA cannot accept children who have had the following symptoms in the last 24 hours;

- Elevated temperature (above 101)
- Diarrhea and/or vomiting.
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox.

All campers must be symptom free for 24 hours prior to returning to camp. In some cases, a doctors note of release will be required.

If children become ill during camp, parents will be notified to come and pick up their child as soon as possible. Ill campers will be provided with a place to rest comfortably until their parents/guardians arrive.

### Mental Health

YMCA staff will refer any mental health concerns to all invested parties.

[Type here]

## Sunscreen

It is recommended during summer camp you provide your child with enough sunscreen for 2 weeks. Your child's sunscreen must be properly labeled with their first and last name. While at camp, staff will supervise sunscreen application. Tri-Y will provide 30+SPF sunscreen if your child does not bring their own.

## Safety Planning

### Accidents and Emergencies

YMCA staff are First Aid and CPR/AED certified. Emergency numbers are available to all staff members. Plans for handling fires, tornadoes, severe weather, lost or missing camper, injuries and illnesses are on file and staff are trained to respond to such emergencies. We will call parents/guardians or emergency contacts to notify of a minor accident or injury. When there is no question that a child must be taken to the doctor or hospital, we will call to inform the contact of our course of action as soon as possible.

### Natural Disaster

In the case of a natural disaster, the YMCA will follow its emergency procedures and FEMA guidelines specific to the incident. If an emergency of this nature were to occur, parents would be asked to be available at the number they listed.

The YMCA will notify parents via phone and email immediately once the participants are safe and the location is secure. In the case of a participant with a diverse ability, the emergency procedures will be followed and the buddy system with a staff member will be followed to move them to a secure location where the parent/guardian will be notified.

### Serving all Children

The YMCA is an inclusive organization. In an effort to ensure all children are successful in summer camp; the YMCA will work with each family on a case-by-case basis to determine if the YMCA can support the child to their fullest potential. The YMCA will not discriminate against anyone because of a diverse ability and is willing to make reasonable accommodations in our program to meet the needs of all children and their families.

The YMCA does have limitations due to ratio requirements and nonspecific knowledge of certain abilities or needs and requires all individuals who have been identified with a diverse ability to take part in an intake process. This will help to determine if the YMCA can meet the needs of the child. The YMCA relies on well qualified community partners and other subject matter experts to help us make decisions on reasonable accommodations and to determine a child's path to success.

### Behavioral Management

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire program. Therefore, the following conduct policies apply directly to each individual child and will be used in determining the child's eligibility to continue as a participant.

A child may be suspended or released from camp, without refund, for the following behaviors.

- Leaving the Y location without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other campers

[Type here]

- Verbal or written threats to campers or staff
- Defacing Y property or any property visited
- Engaging in fighting, intentionally hurting another camper or staff member
- All types of bullying
- Bring or using any illegal substances and/or weapons
- Stealing or defacing another child's property
- Refusing to remain with the group with a camp or during or during outings
- Refusing to participate in camp activities
- Other infractions deemed inappropriate by camp leadership

We will work with the parent/guardians on all fronts to keep a child from going home early.

### Documentation of Accidents/Injury Reports

YMCA staff are not allowed to provide documents such as incidents or accident reports. Any issue related to the child will be expressed to the parent or guardian at pickup. The YMCA will only provide documentation through formal process of written notification or by receiving a subpoena. Separated or divorced parents will need to come up with their own method of sharing information. Communication about accidents or incidents should be made between the both of you and will not involve YMCA staff.

### Meals

Camp provides campers 3 meals a day (breakfast, lunch and dinner) and 2 snacks/drinks per day. Our chef will work to provide meals for those with dietary restrictions. Additional options can often be accommodated with advance notice. Please contact us at [camp@tucsonymca.org](mailto:camp@tucsonymca.org) with specific questions.

### Camp Store

The Camp store is a great place for the campers to grab a snack, drink or souvenir. You do not have to worry about loading money onto your campers account. Each camper will receive 2 drinks and snacks from the store daily as well as a camper t-shirt. Your tuition cost also covers some souvenir items as well that the camper can pick up Thursday night.

The camp store will be OPEN during Check-out for parents and campers to purchase additional items.

### Mail, Email and Care Packages

Campers love mail. We distribute mail everyday during lunch. While you can send packages, emails, and mail, campers are unable to respond. Please send all emails to [summercamp@tucsonymca.org](mailto:summercamp@tucsonymca.org). You may drop off mail or packages to be delivered on certain days during check-in at the dining hall.

If you send using UPS or FedEx please use 34434 S. Y Camp Rd Oracle, AZ 85623

Any other carrier, please send to P.O. Box 350 Oracle, AZ 85623



[Type here]

## Financial Processing

### Registration and Fee

Registration paperwork is required to be completed, submitted, and approved by the YMCA prior to your child attending camp. The State of Arizona requires the completion of the Emergency Card and a copy of your child's immunizations. You do have the option to sign for personal exemption if you choose not to have your children immunized as allowed by Arizona Law.

All accounts should have a stored billing method (credit/debit card) to schedule and make payments. It is the responsibility of the participant to ensure all payments are made in a timely manner to avoid any interruption. Campers with an outstanding balance will be admitted to camp.

All payments must be collected prior to your child attending camp. If the payment declines on the scheduled payment date, the YMCA will automatically reprocess the payment until the payment is received up to the Wednesday prior to the start of the camp week.

Receipts are not automatically sent. They are available upon request.

### Split Payments

Any household making split payments needs to contact the Camp Office.

### Cancellation and Change Policy

It is the policy of the YMCA that any notice of change or withdraw from camp must be made in writing ([camp@tucsonymca.org](mailto:camp@tucsonymca.org)) at least 3 weeks prior to start of the camp week.

If a cancellation occurs within 2 weeks of the camp start date, leadership will review the case and determine if a refund is warranted.

## Communication

### Communication Dispute Resolution Plan and Process

Open communication is essential in resolving conflict. The YMCA aims to create a streamlined experience for each individual camper. Parents and staff are encourage to address any concerns or questions with the onsite staff as soon as possible, If the onsite staff feel they cannot appropriately handle the concern or questions, they will refer the person to their supervisor, who will reach out to the family within 24 hours.

In most cases, the Assistant Director is well equipped to handle most questions and/or concerns. However, if the Assistant Director requires further assistance, the Executive Director will be communicated with and they will work together with the family to address the concern.

### Mandated Child Abuse Reporting

YMCA programs are licensed programs through the State of Arizona. The YMCA is mandated to report any suspicion of child abuse to the county or state. The license indicated that the program has met the required standards for the operation of a licensed facility.

[Type here]

## Pictures

We love taking them and you love seeing them. We will post a small sampling of pictures on social media each day, but the bulk of the photos will be on Waldo Photos. Along with being a storage location for photos, Waldo also sells facial recognition product that will send you alerts when your campers is recognized. This is an optional service and does have a fee attached.

## Packing List

<b>Sleeping Equipment and Storage</b>	<b>Clothing (for 6 days)</b>	<b>Toiletries</b>	<b>Miscellaneous</b>
Sleeping Bag or twin sheets and blankets	Walking Shows or sneakers	Towels (include one for the pool)	Flashlight or Headlamp
Pillow and Pillow Case	Hiking Boots	Washclothes	Sunscreen
Laundry Bag for dirty clothes	Socks	Toothbrush and Toothpaste	Insect Repellent
Footlocker, suitcase, or duffle bag	Shower shoes	Shampoo/Conditioner	Disposable camera
	Jeans or long pants	Lip Balm/Chapstick	Writing paper, pen or pencil
	Shorts		Backpack or day pack
	Underwear		Raincoat or poncho
	Pajamas		Hat or visor
	Swimsuit		Belts

Please do not bring your best clothes or bedding. Camp is dusty and can get muddy. Please bring toiletries in plastic bottles not glass.