



## **Camp on the Lake**

## **Parent Handbook**



709 Highland Village Road

Highland Village, Texas 75067

[www.camponthelake.org](http://www.camponthelake.org)



**We build strong kids, strong families,  
and strong communities**

## YMCA of Metropolitan Dallas After School/Day Camp Programs Medication Form

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Medicine: \_\_\_\_\_ Dosage: \_\_\_\_\_

Diagnosis: \_\_\_\_\_ Is Condition Contagious? \_\_\_\_\_

Time(s) to be Given: \_\_\_\_\_

(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

Valid for one week at a time for the length of prescription as stated by physician, e.g.: antibiotic 10 days, unless otherwise stated by physician.

**We will not administer any medication without this completed form.**

All prescriptions must be in the original container. Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor.

Name of Child: _____ Date Received: _____					
Medicine received: _____					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
Staff Sig.					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
PM					
Staff Sig.					

## **The YMCA's Position on the Nation-wide problem of Child Abuse**

**We make an active effort to prevent child abuse.** Including but not limited to:

A background check, including but not limited to, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

Staff are not to fraternize with children outside the programs, especially babysitting or inviting children home.

### **A Final Word**

We believe that every child needs to experience the fun and excitement of summer camp. The staff at the YMCA believes this because we love working with youth. Every staff person involved, from summer camp counselors to the Executive Director is involved with this program because we believe in providing fun and safe activities for our children. Nothing makes us happier than seeing out campers smile! If there is anything we can do, please let us know. We look forward to seeing you and your child this summer!

If you have any questions, please contact: Camp on the Lake at 972-317-4883.

## **Table of Contents**

<b>A Letter from the Camp Director</b>	<b>pg. 4</b>
<b>Summer Camp Schedule</b>	<b>pg. 5</b>
<b>Mission Statement and Goals</b>	<b>pg. 6</b>
<b>Summer Camp Information</b>	<b>pg. 7</b>
<b>Transportation &amp; Absences</b>	<b>pg. 8</b>
<b>Medication, Illness, What to Bring</b>	<b>pg. 9</b>
<b>General Information</b>	<b>pg. 10</b>
<b>Camper Behavior Information</b>	<b>pg. 11</b>
<b>General Questions</b>	<b>pg. 12</b>
<b>Payment Information &amp; Rates</b>	<b>pg. 13</b>
<b>Child Abuse Awareness</b>	<b>pg. 14</b>
<b>Medication Form</b>	<b>pg. 15</b>

## A Letter from the Camp Director

Dear Parent!

Welcome to another exciting Summer with YMCA Camp on the Lake! We are glad you are here.

This handbook contains lots of great information about COTL. If you find that you still have questions or concerns, please feel free to contact me.

The YMCA of Metropolitan Dallas summer camps strive to provide a quality summer program that enriches the lives of all involved. Changes have been made in the past year to continue to ensure that we are providing parents the best possible programs for their children and families. Summer Camp is not just day care, it is the chance for your child to participate in activities that cannot happen during the school year. Camp is an experience your child should not miss!

We have a goal of helping campers develop positive self esteem, provide social opportunities, strengthen their self discipline skills, and encourage their self expression. As an active YMCA participants we continuously introduce campers to the Four Character Values: Respect, Responsibility, Honesty and Caring.

The YMCA of Metropolitan Dallas summer camp programs maintain a staff to child ratio, compliant with State of Texas requirements. All of our summer camp programs are licensed by the State of Texas and meet their standards, as well as the YMCA of Metropolitan Dallas Policies.

We do understand that you have many options when it comes to finding a Summer Camp for your child, we are glad that you have chosen to be a part of the YMCA of Metropolitan Dallas Summer Camp Program.

See you at Camp!

Christin Ansley  
Camp On The Lake Camp Director



## Payment Information & Rates

### Payment Policies

- Rates are \$205 per week for YMCA Family Members and \$255 per week for Activity Members. Sessions 1 & 6 are prorated for 4 day camp weeks.
- A \$50 deposit is required for each week your child plans to attend. The deposits are applied towards the total weekly fee.
- The balance for each week is due 2 weeks in advance, please see the payment schedule included below.
- If payments are not received by close of business Monday of the due date, your registration will be dropped and your deposit will be forfeited. You may re-register but will have to pay the full fee.
- Deposits are non-refundable, non-transferable.
- We require a two week notice to cancel any weeks of camp, fees paid may not be refunded if this timeframe is not met.
- We are not able to pro-rate fees for illness or absence within a week or for a full week that has not been cancelled.

Session Number	Session Dates	Balance Due By:
1	May 31st	May 16th
2	June 6th	May 23rd
3	June 13th	May 31st
4	June 20th	June 6th
5	June 27th	June 13th
6	July 5th	June 20th
7	July 11th	June 27th
8	July 18th	July 5th
9	July 25th	July 11th
10	August 1st	July 18th
11	August 8th	July 25th
12	August 15th	August 1st

## General Questions

### ***Is the YMCA Summer-Day Camp licensed?***

All the YMCA Summer-Day Camps are licensed by the State of Texas. Each has standards and requirements that must be met or exceeded to maintain operation. The State of Texas and the YMCA of Metropolitan Dallas inspect all camps on a regular basis.

### ***How are staff screened and hired?***

Each applicant is interviewed by a YMCA Program Director, prior to reference checks and a group interview. The YMCA of Metropolitan Dallas completes a multi-state wide background history check on all applicants before hiring.

### ***How are the staff trained?***

All Summer-Day Camp staff complete over 30-hours of training before the summer begins. Staff are certified in CPR and first-aid, age-appropriate activities, positive behavior guidance, communication skills with children, group building skills, transportation safety and procedures, specialty activities, games, songs and plenty of other fun activities.

### ***Can parents visit their child during the day?***

Definitely. Parents are always welcome to our camp, even grown-ups need a dose of FUN! But due to the different locations of the children during the day, we do not recommend calling to speak with your children, unless it is an emergency. You will be able to hear about all of the FUN on your way home.

### ***Will the children get too hot?***

Please remember that the Camp on the Lake is an **outdoor camp**. We do spend all day outside. We make every effort to provide plenty of water and shade each day.

- Sunscreen is very important. Apply sunscreen before camp, even on cloudy days. Staff will remind children to apply sunscreen at various times during the day.

- Children also need to have plenty of water with them and drink it often during the day. Water coolers are available at every activity. Children should bring a refillable water bottle with their name clearly marked each day.

- Hats are a terrific way to help keep the sun off the children's face. Be sure to have their name clearly marked on the hat if they decide to wear one.

### ***What happens if my child is ill?***

Any child that becomes ill at camp will stay with staff until an authorized to release to person can pick up the child. If your child is sick or has a fever of 100.4 prior to leaving your care, please do not send him/her to camp.

## Summer Camp Schedule

### Camp on the Lake

Your camper will begin each week with Opening Ceremony, the time to connect with their new friends, meet the camp counselors and find out what the Theme of the Week will be! From there your camper will join his/her group-mates and counselor in group building games and experience some of the activities that Camp on the Lake has to offer!

### Taste of Adventure

Ages: 6 - 8

Our "Taste of Adventure" program encourages young campers to experience a variety of different camp activities with new friends and the caring camp counselors. At YMCA Camp on the Lake, kids have fun and make new friends while taking part in supervised activities that embrace the core values of caring, honesty, respect and responsibility. We know that young campers gain a greater sense of security and community by remaining with their "new" friends and camp counselor. That is why we engage children in activities that encourage camaraderie and social interaction so that they feel comfortable and free to experience all the possibilities that camp has to offer.

### Camper Choice

Ages: 9 - 12

For our older campers we will offer camper-choice clinics. Each Tuesday - Thursday the older campers will select 2 - 3 program areas which **they** would like to learn more about. During these days, the campers will spend their afternoons in activities developing skills and interest in these clinics. Activities like sailing, marksmanship, jewelry making and nature classes, the older campers will have a chance to choose activities which may spark an interest for a lifetime!

### Camp Session Dates

Camp Dates	Camp Dates
Week 1 May 31 - June 3	Week 7 July 11 - 15
Week 2 June 6 - 10	Week 8 July 18 - 22
Week 3 June 13 - 17	Week 9 July 25 - 29
Week 4 June 20 - 24	Week 10 Aug 1 - 5
Week 5 June 27 - July 1	Week 11 Aug 8 - 12
Week 6 July 5 - 8	Week 12 Aug 15 - 19

## MISSIONS STATEMENT AND GOALS

*“To put Christian values into practice through programs that build healthy spirit, mind and body for all.”*

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self confidence, self respect and an appreciation of their own worth as individuals.
- Grow as responsible members of their families and as citizens of their communities.
- Appreciate that health of mind and body is a sacred gift and that physical fitness and mental well-being are conditions to be achieved and maintained.
- Recognize the worth of all persons and work for interracial and intergroup understanding.
- Develop a sense of world-mindedness and work for worldwide understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

**It is the purpose of the YMCA to give every child the opportunity to participate in programs to learn the importance of good sportsmanship and fair play through Christian principles. The YMCA Philosophy is to allow children to participate in a low-key, non-competitive program with emphasis on having fun, development of character, respect for others and fair play. The YMCA provides a variety of child care programs including preschool care, after school care, summer day camp, teen camp and pre school discovery camp. The YMCA offers financial assistance for all programs. No family will be turned away because of the inability to pay.**



## Camper Behavior Information

### Behavior Guidance

The YMCA attempts to teach all children the values of respect, responsibility, honesty, and caring. Parents will be notified if Behavior problems occur. The general practice at the YMCA is to encourage and reward positive behavior, and redirect misbehavior. Although we make every attempt to work with children and teach proper behavior, we will suspend or terminate children from the program as a last resort. Fighting will not be tolerated and could lead to dismissal.

### General Rules

Be Kind - keep hands, feet and objects to yourself

Be Respectful - to staff, others, yourself and facility (clean-up)

Be Safe - stay with a YMCA staff member

### Rewards For Good Behavior

- Praise from the staff
- Positive phone calls to parents
- Special surprises: special guests, special project, extra activity time
- Super camper awards
- Being made a “good example” for the group

### Steps which will be taken if Camp Rules are Broken

- Quick reminder of “Camp Rules”, then re-direction to other activity
- 5-10 minutes to think and counselor time to discuss
- Repeat “think time” and counselor time to discuss what can be done “next time”
- At check-out parents are informed of problem and how it was resolved
- Parent is called for suggested help
- Parents are called in for conference with Director
- For continually repeated offenses, child is sent home/suspended from program (no refunds)
- Dismissal from program

Any physical, emotional, or mental harm/threats to ones self, another person or property may result in immediate suspension or dismissal.

### Parent Conferences

Parent conferences are available if needed. Please call the Camp Director to arrange for a conference, at 972-317-4883.

### Your Child's Paperwork

Camper's enrollment forms must be filled out legibly and completely. We also must have a **copy of your child's immunization records**. We will need new copies of these each year. Any pertinent information regarding your child should be added to their file throughout the summer (ex. Child counseling forms, additional information from parents, additional pick up information). No one else except the YMCA staff, our licensing representatives and yourself will be able to see your child's file.

### Clothing/Belongings/Lost and Found

Lost and found items will remain at Camp on the Lake. If you notice that your camper has "lost" an item, please let the counselor know at check-in! Following the last week of camp, we will donate items left in the baskets to charity.

### Your Trash is Our Treasure

Anytime during the year that you have any of the following, please donate it to camp for our crafts supplies. THANKS!!

old wax candle	spoons	rice
marbles	leather scraps	tissue paper
butter tubs w/ tops	coffee cans w/lids	foil
dried flowers	pipe cleaners	felt
sandpaper	wrapping paper	glitter
cigar boxes	glue	toilet paper tubes
ribbon	styro-foam balls	puzzle pieces
golf balls	masking tape	buttons
baby food jars w/ lids	washable ink pads	spools
paper towel tubes	wax paper	beads
pom pom balls	clear contact paper	paint brushes
balloons	markers	

### Parent's Rights

Parent's/Guardian's, upon presentation of identification, have the right to enter and visit the day camp facility in which their child(ren) is receiving care, without advance notice to the provider. Entry and inspection is limited to normal operating hours while their child(ren) is receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian under the following circumstances: The parent/guardian is behaving in a way that poses a risk to the children in the facility.

*Under no circumstances should a parent/guardian approach another child other than their own. Any parent who behaves in this manner will be asked to leave the facility.*

### Child's Personal Rights

Each person receiving services from a day camp facility shall have rights, which include, but are not limited to, the following: To be accorded with dignity in his or her personal relationship with staff and other persons; To be accorded safety, healthful and comfortable accommodations, furnishing and equipment to meet his or her needs; To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

## Summer Camp Information

### A Typical Day At Camp

7:30 - 8:15	Pre-Camp Fun at your chosen location
8:30	Traveling to Camp on the Lake
9 - 9:15	Arrival at Camp...join in the adventure!
9:30	Opening Ceremonies
10-12	Group / Program Activity times—2 rotations
12:00	Lunch/Quiet time in the shade
12:44	World Famous One-Minute Trash Round-up!
12:45 - 3:45	Program Activity/ Camper Choice times—3 rotations
3:45	Closing Ceremonies
4:15	Load buses for pick-up at YMCA's (except Cross Timbers campers)
4:30	Depart Camp
5 - 6:00	Post Camp Fun at you chosen location

### Sign In/Sign Out

Every morning our counselors will greet parents and campers at one of our 6 drop off locations for morning drop off /sign in. Children may be dropped off as early as 7:30 AM and we will be here until 8:15. After 8:15 parents will need to bring their camper to Camp on the Lake. *To ensure the safety of your child, every child must be signed in to our program.*

Afternoon Pick-up happens at one of 6 drop-off locations from 5:00 PM – 6:00 PM. Any parent wishing to pick their child up before 4:00 PM, will need to pick up their child from Camp on the Lake; please call us at **972-317-4883** to ensure that your camper is ready to meet you!

A Drivers License or Photo ID must be presented to the staff before the child can be released to the parent. We will not release any children to someone who is not authorized on the child's registration form. Our summer camp program closes at 6:00 PM every day. A late fee of \$1.00 per minute will be charged for any child who remains in YMCA care after the close of Camp.

### Aquatic activities

Campers should wear their swim suit and bring/wear their water shoes daily. Lifeguards will be on duty while the Waterfront area is open, maintaining a ratio of 1:25 at all times. In order for the campers to take part in boating activities, each will complete a swim test and will be given a tag. Gold for great swimmer and Silver for not so great swimmers. This system allows our lifeguards and counselors to quickly know a camper's skill level. All swimmers will remain in the U-dock and wear a PFD. Gold swimmers are able to tube as long as they are 8 and older.

### Newsletters

Weekly newsletters with themes, special events and other important information are sent home with your camper...please be sure to ask him/her about it! **If you have questions about the week's activities, please contact the camp director.**

**Summer Camp Information****Cont.****Transportation**

Children will be transported to and from **Camp on the Lake** in a Durham school bus, with a YMCA certified driver. We will leave the YMCA at 8:15AM and return around 5:00 PM, daily. All children must arrive at the YMCA no later than 8:15 to ensure that the bus leaves on time. Parents needing to drop off children later or pickup earlier will need to drive to **Camp on the Lake**. Please call us at 972-317-4883 to make arrangements.

**Coppell Family YMCA**

146 Town Center Blvd.  
Coppell, TX 75019  
972-393-5121

**Frisco Family YMCA**

3415 Main Street  
Frisco, TX 75034  
214-297-9622

**Park Cities Family YMCA**

6000 Preston Road  
Dallas, TX 75205  
214-526-7293

**Russell Creek Family YMCA**

3300 McDermott  
Plano, TX 75025  
214-705-9459

**Town North Family YMCA**

4332 Northhaven Road  
Dallas, TX 75229  
214-357-8431

**Cross Timbers YMCA**

**- drop off/pick up at Camp on the Lake**  
709 Highland Village Road  
Highland Village, TX 75067

**Absentees**

All absences or late arrivals need to be reported to the Camp on the Lake office by 8:15 AM. Parents should call the Office at **972-317-4883**. Thank you for your help with this matter.

**Summer Camp Information****Cont.****Medication and Illness**

Anytime a camper must bring medicine to camp, a **medication form must be on file** (located on pg. 15) from the parent authorizing the distribution of the medicine. The medication must be in the original container with the child's name clearly marked, and we must follow the instructions on the bottle. If a medication is prescribed, the label must contain the date, directions to administer and the name of the physician prescribing the medicine. All medicine must be given directly to a staff member. Children cannot administer medicine to themselves.

If a child becomes ill or is injured at camp, an attempt will be made to notify the parents. If no parent can be reached, the staff will use their judgment as to the seriousness of the condition. For those injuries and illnesses requiring medical attention, a local doctor will be used. *Children must be clear of fever, vomiting and diaherria for 24 hours before returning to camp.*

**What to bring to camp**

- We are very active, so be sure your camper eats a hearty breakfast before heading to camp and pack a good healthy lunch. Lunches are not refrigerated. Campers may bring a little cooler with ice packs.
- **Bottle of water!** Please send a full bottle of water with your camper each day. They will have multiple opportunities to refill, throughout the day.
- Swim Suit and Water Shoes! Rule of thumb would be to send your child in their swimsuit. It will help with lost clothing.
- Sunscreen (in a plastic bag to prevent leaking)

A back pack is a great way to keep all items together at camp. All clothing and items should be marked with camper's name. **Your Camp newsletter will alert you to any additional items needed.**

**What not to bring to camp**

**As we will schedule lots of activities for your camper to do. Please leave the following items at home:** radios, headsets, electronic games, pokemon/ yu-gi-oh cards, toys, tobacco or tobacco products, alcohol or drugs, guns,, money, knives or pocket knives and pets.

**What to wear**

Camper will spend most of their time outdoors. It is recommended that your child wear comfortable old clothes, swimsuit and a hat. The weather will be warm, so shorts and t-shirt are great.

Camp on the Lake will have camp shirts for sale at the Camp Office.