



Cadillac Area YMCA  
Dillon Community Center

Dillon Day Camp  
Program Handbook

2024



# General Information

Children will be signed in/out daily when coming and leaving the Dillon Day Camp program. Only legal parent/guardians, or individuals authorized by legal parent/guardians, may sign children in/out.

Any changes to your child's schedule need to be in written form and given to the EC director.

Parents/Guardians will be responsible for all Dillon Day Camp fees whether your child attends camp or not due to illness, holiday and/or personal vacation time.

Fees will only be waived when your child attends a Camp Torenta session, the fall school start date occurs before Labor Day or proper withdrawal from the program has occurred.

The camper must be a member on or before the initial camp start date to receive member rates.

Only one subsidy such as Y Financial Assistance or DHHS can be applied to an account.

When more than one subsidy exists, the highest qualifying subsidy will be applied to the account unless otherwise directed by the member.

Non-refundable \$30.00 registration fee per family.

All fees for Dillon Day Camp must be scheduled and paid through EFT or a credit card. This also applies to DHHS paid accounts for final payment.

Weekly fees associated with the camp will be drafted each Monday of the week attending.

# Registration Forms

All forms must be complete:

BCAL-3731 Card, Child Information Sheet, Payment Information, Race/Ethnicity Form, Licensing Notebook Verification, Meal Verification and Medication Permission/Instruction forms for (parent provided) sunscreen, bug spray and prescription medications.

# Fees

- \$28/day member \$33/ Community members
- EFT or Credit Card must be on file for billing.
- Daycare payments will be drafted weekly (Monday) prior to daycare service occurring.
- Full time status takes precedence over part time status.

# Pool

The YMCA pool will be utilized for recreational swimming.

Caregivers will be in the pool while supervising children. Children who pass the deep-water swim test will be supervised at a ratio of 8:1. Children who pass the shallow water swim test will be supervised at a ratio of 8:1. Children's swim level will be indicated on file in Daxko and registration record. Safety rules and procedures will be followed according to YMCA policy.

Certified lifeguards will always be on duty in accordance with YMCA policy.

Children will always be supervised by caregivers while utilizing the locker room facilities.

Deep Water Swim Test: Swim 75 feet using any swim stroke. No flotation or touching the bottom. Children passing the deep-water swim test may use the entire pool, 3 ½ -12 feet of water. Children who pass the deep-water swim test will wear a green wristband indicating they are allowed in the 5 -12-foot end of the pool.

Shallow Water Swim Test: Swim 25 feet using any swim stroke. No flotation or touching the bottom. Children passing the shallow water swim test must stay in the shallow end of the pool 3 ½ - 5 feet of water.

Non-Swimmers: Classified as children who are unable to pass shallow water test. Coast guard approved life jackets will be used for all non-swimmers while in the water.

# Gymnasium

The gymnasium will be utilized for recreational and physical activities. Activities and equipment will be age appropriate. Staff and caregivers will ensure children participate in a safe manner. When appropriate, caregivers will participate in recreation and physical activities with children.

# Multipurpose Room

The multipurpose room will be utilized for low movement activities, arts & crafts, and eating. Activities and equipment will be age appropriate. Staff and caregivers will ensure children participate in a safe manner. When appropriate, caregivers will participate in activities with children.

# Teen Center

The teen center will be utilized for low movement activities, arts & crafts, and eating. Activities and equipment will be age appropriate. Staff and caregivers will ensure children participate in a safe manner. When appropriate, caregivers will participate in activities with children.

**\*\*All outside electronic devices and cell phones will be prohibited. The Y provides a landline phone for use by all campers.**

# Medication

Only emergency prescription medications will be kept at the YMCA. These medications will include Epi pens and asthma inhaler medications. A BCAL – 1243 form must be filled out for any emergency medication that needs to be given to a camper during the Dillon Day Camp hours. Parents provided sunscreen and YMCA provided bug spray will also require a BCAL-1243 form. All emergency prescribed medications must be in the original container, have a pharmacy labeled with the child's name, DOB, dosage, and instructions. YMCA staff will not dispense any over-the-counter medication. Sunscreen and bug spray will be applied daily at the discretion of the camper with staff supervision.

# Health Care Policies

## **CAMPER ATTIRE:**

- Clothing appropriate for the weather condition or activity
- **Closed toed shoes and socks, no sandals/flip flops.**
- YMCA camp shirt provided for field trips.
- Parent provided sunscreen.
- Backpack as needed for field trips.
- Personal water bottle

## MULTICULTURAL PLAN

- With the world around us changing every day, it is our responsibility as educators to provide multicultural experiences for our students on a continuing basis within the classroom.
- For children to become productive citizens of this ever-changing world, they must learn to get along and accept all religions, races, and cultures.
- Multicultural experiences and exposure can come from books, music, artwork, maps, dramatic play and most of all social interaction with others within the classroom and community.
- Respectfully nurturing each child's social identity will build a positive sense of self while showing support and encouragement to their families.

## SPECIAL NEEDS PLAN

- Children diagnosed with a disability will be cared for according to their disability plan or IEP.
- Staff shall be educated and if need be, trained in the child's disability prior to caring for the child.
- The teaching staff/caregiver will work with the family to be sure all the child's needs are met.
- Once in our care, the child will participate in all activities of the program to the best of their ability.
- Further services can be obtained through screenings, assessments and observations when deemed necessary.

## HAND WASHING

- Staff
  - Upon arrival at work.
  - After toileting the self or child.
  - Before and after preparing food.
  - Handling body secretions of self or child.
- Children
  - Sanitize hands upon arrival.
  - After toileting themselves.
  - Before snack.
  - After messy projects.
  - Handling body secretions.
  - How to wash hands:
    - Moisten hands with water and apply a heavy lather of antibacterial soap.
    - Wash hands under running water for at least 10 seconds rub hands vigorously.
    - Pay attention to areas between fingers, around nail beds, under nails and the back of hands.
    - Rinse well under running water until free of dirt and soap.
    - Dry hands with paper towel.
    - Use paper towel to turn off faucet, then discard towel.

## NUTRITION

- Dillon Day Camp will promote a healthy attitude toward food. We will take careful consideration, pride and care in our selection, preparation, and presentation of food so that all nutritional needs are met. Our snack menu will consist of a balance of the various food groups, and we will strive to serve foods low in fat, sugar, and preservatives.
- Breakfast and 1 snack will be provided by the Cadillac Area YMCA.
- Lunch and 1 snack will be catered by Chartwells.
- A monthly menu will be posted.
- **Special dietary needs will only be accommodated if they are classified as a medical disability. Parents/guardians will be responsible for supplementing lunch foods/milk for intolerances.**
- Children will be encouraged to participate in the setting and cleaning up of the snack area.
- **WE ARE A NUT FREE FACILITY**

## ILLNESS

- **Please do not bring your child to Dillon Day Camp if he/she seems sick.**
- A child may be temporarily excused from the program if they seem infectious or demonstrate physical symptoms of illness.
- Precautions will be taken to keep our camp "germ free".
- If a child shows any of the following symptoms, a parent will be notified to pick the child up immediately.
  - Fever over 100 degrees
  - Recurring vomiting
  - Diarrhea
  - Eye discharge
  - Excessive cough and/or nasal discharge that is green or yellow.
  - Any unidentified rash
- **The child may return to when:**
  - Temperature is below 100 degrees without Tylenol or Motrin for 24 hours.
  - There has been a 24-hour time frame since the last episode of vomiting or diarrhea without medication.
  - Nasal discharge is no longer thick, green, or yellow.
  - Eyes are no longer discharging and/or the condition has been treated with an antibiotic for at least 24 hours.
  - Rash has subsided or a doctor has determined that the rash is not contagious.
- **Parents are required to notify the Y if their child will not be attending due to illness.**

## EMERGENCY/INCIDENT/ACCIDENT PROCEDURES:

- **Classroom safety**
  - The staff will continuously watch for and eliminate “unsafe” situations.
  - The classroom will be kept clutter-free, clean, and safe.
  - Electrical outlets will be covered.
  - Toys and furniture will be kept clean and disinfected on a weekly basis or as needed.
  - The staff will be familiar and comfortable with their duties in the event of an emergency or evacuation.
- **Emergency Plan**
  - First aid kits are in the classroom and throughout the Y building.
  - In the event of a serious injury, (head injury, excessive bleeding, broken limb, seizure, etc.) the parent will be notified immediately.
    - The parents will make the decision on treatment.
    - If the child needs to go to the hospital via ambulance, and the parent is not available, a staff member will stay with the child until the parent arrives.
  - In the event of a non-serious injury, (bump, bruise, scrap, etc.) the child will be given proper first aid and the parent will be notified at the end of the session about the injury.
  - All cases, emergency, or non-emergency will be documented and shared with the parents. The parents and staff members will sign and date the injury document. The document will then be filed in the child’s file.
  - All serious injuries will be reported to the state via the Incident, accident, Illness, Death, or Fire Report provided by DHS.

## FIRE/TORNADO/LOCKDOWN PROCEDURES:

- All emergency plans, routes and procedures are posted.
- Drills will be discussed and practiced on a regular basis.
- The building is equipped with a fire alarm system and a sprinkler system.
- Classrooms and hallways are equipped with fire extinguishers.
- Designated meeting spot: YMCA Dillon Community Center sign in parking lot.
- Relocation Area: Baker College



## **Fire Procedure**

- Daily attendance sheets will be posted at the door along with the Child Information card.
  - In the event of the fire alarm sounding, the lead staff will grab a cell phone, go to the classroom door, grab the attendance sheet and child information cards and quickly line the children up to be evacuated.
  - Students will know how to go directly to the door and wait to be evacuated because fire drills have been practiced regularly.
  - The assistant staff will assist the children to the door; check the bathroom and all existing areas of the classroom to make sure no child is left behind.
  - All belongings will be left behind.
- **Fire Procedure**
    - The children and staff will evacuate the building by walking to and remain at the designated meeting area (the YMCA Dillon Community Center sign located at the southwest corner of the parking lot) together.
    - Once at the designated meeting spot, the lead staff will take roll and inform the Y director/fire chief if anyone is missing.
    - The students and staff will stay together until an "all clear" signal to return to the classroom.
    - In the event we are unable to return to the classroom, parents will be notified via cell phone as to the location of their child.
    - We will relocate to Baker College in the event of inclement weather, or we are unable to return to our classroom.

## **Tornado Procedure**

- Staff will be aware of the difference between a tornado watch and a tornado warning.
- Designated tornado "safe" area: small corridor area located by the Wellness Center entrance.
- In the event of a tornado warning, the lead staff will grab a cell phone, go to the classroom door, grab the attendance sheet and child information card and wait for the children to quickly line up to go to the designated safe area.
- Students will know how to go directly to the door and wait to be evacuated because tornado drills have been practiced regularly.
- The assistant staff will assist the children to the door; check the bathroom and all existing areas of the classroom to make sure no child is left behind.
- All belongings will be left behind.
- Once at the safe area, the students and staff will assume the crouched position until an all-clear signal.
- The students and staff will stay together until an all-clear signal to return to the classroom.
- In the event we are unable to return to the classroom, parents will be notified via cell phone as to the location of their child.

## Evacuation Procedure

- In the event of any building evacuation due to bomb threat or other circumstances, the assistant staff and lead staff duties will be the same as stated in the fire procedure.
- Students will be evacuated as stated in the fire procedure and relocated to Baker College.
- Parents will be notified via cell phone to pick up the students immediately.
- Dillon Day Camp will resume regular hours of operation when the building has been cleared of the threat.

## Lock Down Procedure

- Secure mode will occur when there is an outside community threat but there is no immediate threat to the YMCA facility.
- Lock down mode will occur when there is an immediate threat to the YMCA premises.
  - **Secure mode**
    - The Executive Director will inform the camp staff of the threat. All staff will take immediate action to secure the children in the classrooms. All doors leading to the classrooms will be locked and all shades will be drawn. No one will exit or enter the classrooms unless escorted by the Executive Director and/or a front desk staff person. Staff will continue the class routine as much as possible without disruption. We will remain in secure mode until an "all clear" signal has been given by the Executive Director.
  - **Lock Down mode.**
    - Upon being informed of the immediate threat to the YMCA, all staff will take immediate actions to secure the children in the safe areas designated. (Room # 1 – Child Watch bathroom & Room #2 – Large closet located in the room) All doors leading to the classrooms will be locked and all shades will be drawn by the lead staff. Assistant staff will be responsible for grabbing the BCAL information cards for each classroom, a cell phone that will be put on silent mode for communication, activities, snacks and drinks. Once the children are secure and safe, no one will exit or enter the classrooms until a text or phone message of an all clear by the Executive Director.

# Dillon Day Camp Rules

1. RESPECT EACH OTHER
2. RESPECT THE EQUIPMENT
3. WALK/BE CALM IN HALLWAYS AND LOCKEROOMS
4. STAY WITH LEADER IN AREA
5. ASK TO GO TO THE BATHROOM
6. BE RESPECTFUL OF YMCA STAFF AND MEMBERS
7. NO INNAPROPRIATE TOUCHING OF OTHERS (PUNCHING, SLAPPING, HUGGING, KICKING ETC.)
8. **THE Y WILL NOT BE RESPONSIBLE FOR LOST ITEMS. PLEASE LEAVE ALL PERSONAL BELONGING SUCH AS TOYS, ELECTRONICS, CELL PHONES, ETC., AT HOME.**
9. HAVE FUN!

## Consequences

1. WARNING
2. TIME OFF ACTIVITY
3. MEETING WITH PROGRAM DIRECTOR/CEO
4. CALL HOME