

# CAMP CLARK

## Parent Handbook



Building character & values in youth & families

Licensed by:  
Winchendon Board of Health

155 Central Street  
Winchendon, MA 01475  
978-297-YMCA  
[www.theclark.com](http://www.theclark.com)

## Table of Contents

P. 3	Welcome
P. 4	Dates and Times /General Information
P. 4	Camp Payment Policy
P. 4	Camp Refund Policy
P. 4	Rainy Days
P. 4	Extended Care
P. 5	Things to Remember
P. 6	Important Contacts / Notes
P. 7	Camper Information Packet
P. 7	Medications
P. 7	Camp Attendance Policy
P. 8	Emergency Procedures
P. 8	What to Bring
P. 8	Lunch
P. 9	Field Trips
P. 10	Code of Conduct
P. 11	Incident Reports
P. 12	FAQ's
P. 18	Other Youth Programs of Interest.

**Welcome to Camp Clark!** On behalf of the Wendell P. Clark Memorial YMCA and Camp Clark counselors, I am pleased to have you join us this summer.

Our camp counselors work hard to instill the values of the YMCA: Honesty, Caring, Respect and Responsibility. Our camp staff is experienced in working with children and providing a safe environment for all. We have many exciting age-appropriate games and activities planned as well as our daily recreational swims and weekly field trips. Campers will be safe and well supervised by our caring staff and will make many new friends and memories this summer.

We hope that throughout the camp season you will support your child in our program by showing an active interest in your child's camp activities. Through your support and interest we can combine our efforts to make camp a fun and rewarding experience for all.

Please read all of the enclosed materials so that you will be completely prepared for your child's time at camp. If you have any questions or concerns please feel free to contact me.

We sincerely hope that you and your child enjoy your experience with us this summer at the Wendell P. Clark Memorial YMCA. We value your input and encourage you to share your thoughts with us.

Sincerely,

*Glenn M. Rediker*

School Age and Day Camp Director  
Clark Memorial YMCA  
978-297-YMCA  
[grediker@theclark.com](mailto:grediker@theclark.com)

## General Information

Member Fee: \$75.00/wk. - Non-Member Fee: 99.00/wk.

Camp hours are: Monday - Friday 9:00am to 4:00pm.

### **DATES**

Session 1: June 28 – July 2

Session 5: July 26 - 30

Session 2: July 5 – 9

Session 6: August 2 - 6

Session 3: July 12 - 16

Session 7: August 9 - 13

Session 4: July 19 - 23

Session 8: August 16 - 20

### **Extended Care**

Extended care is available for no extra fee! Advanced registration for Pre & Post Camp is required for staffing purposes.

AM Extended Care: 7:00 – 9:00am

PM Extended Care: 4:00 - 5:30pm

(Additional \$1.00 per minute fee if late pick-up occurs)

### **Camp Payment Policy:**

Camp fees must be paid in full when you register your child for camp. *Questions about payment or your account?* Contact Amanda Grubb at (978) 297-9622.

### **Camp Refund Policy:**

Refunds will not be made for any reason except in the case of extended illness or accident which will require documentation of the illness from a physician prior to the start of camp.

### **Rainy Days:**

We are outside RAIN OR SHINE, except in severe weather situations such as thunderstorms or torrential downpours. *Please dress your children accordingly to the weather!* It is also highly recommended to pack a change of dry clothes every day, as no one can predict our famous New England weather!

## Things to Remember

### Every day, campers should:

- Begin each day with a *wholesome breakfast*... it's the most important meal of the day, as it will provide energy all morning long!
- Pack a *healthy, hearty lunch* with plenty of snacks and fluids. HYDRATION IS KEY TO HEALTHY KIDS!
- Pack a one piece bathing suit and towel.
- Dress for the weather (layers on chilly/rainy days).
- Wear sneakers only, especially on field trip days! Statistically, most foot injuries occur when sandals are worn to camp! Sandals may be brought to camp for swim time, water games, etc.
- Remember bug spray and sun block!

### Every day, parents should:

- Be sure all personal belongings are labeled... Camp Clark does not take responsibility for lost or stolen items!
- Have your child to camp on time!
- Notify the camp director if your child will be absent.
- Have a valid photo ID ready at pick-up.
- Talk/listen to your child about their camp day.
- Notify the camp of any concerns you may have.

## Important Contact Information

Wendell P. Clark Memorial YMCA  
978-297-YMCA (9622)  
[www.theclark.com](http://www.theclark.com)

Executive Director:	Mike Quinn <a href="mailto:mquinn@theclark.com">mquinn@theclark.com</a>
Camp Director:	Glenn Rediker <a href="mailto:grediker@theclark.com">grediker@theclark.com</a>
Rec. Sports Director:	Dwayne Pelkey <a href="mailto:dpelkey@theclark.com">dpelkey@theclark.com</a>
Billing:	Amanda Grubb <a href="mailto:agrubb@theclark.com">agrubb@theclark.com</a>
Healthcare Consultant:	John Harrington, MD 978-297-2311

### Notes:

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## Camper Information Packet

Camp registration packets must be completed in full and submitted at the time of registration. A copy of your child's immunization record and proof of physical from within the past year must be received by June 18<sup>th</sup>. School Physical forms are accepted. Incomplete registration packets will not be processed, NO EXCEPTIONS! Unless otherwise specified, all children will be required to participate in the total camping program.

### Medications

Any medicine to be administered at camp must be noted on the Medical Information Form, and the order signed must be signed by a parent/guardian and by his/her physician for all prescription medicines. The medicine must be delivered to the camp office by an adult, in its original container with pharmacy label with correct dosage and times attached. The camp health care supervisor will administer all medications.

### Camp Attendance Policy

If you know in advance that your camper will not be attending camp on any given day, please inform the camp office as soon as possible. Parents picking campers up must sign their child out.

YMCA policy requires a photo ID for release of children.

Campers will only be released from camp to those listed on the authorized release form that is provided in the camp enrollment packet. No exceptions to this policy will be allowed.

## Emergency Procedures

If an emergency arises, please call the Clark Memorial YMCA as soon as possible. In the event that a parent must be notified because of sickness, medical emergency, or behavior problem, the YMCA will make every attempt to contact the parents or guardians at home or work, followed by the emergency contacts as provided by parents. If these individuals cannot be reached, the YMCA shall act promptly in a manner that is appropriate to the situation and in the best interest of the child. It is very important that the YMCA be informed immediately of any changes in phone numbers and emergency contacts.

### What to Bring

Children should wear appropriate clothes and rubber soled shoes or sneakers (no flip-flops, please!). On rainy days children should bring a raincoat and hat, and a sweatshirt or jacket for cold days. A one-piece swimsuit and towel is required each day. Each camper should have a bag or backpack in which to carry their lunch, towel, and bathing suit. A lost and found area will be kept inside of the recreation building (former skating rink). *Please mark all clothing with child's name*, especially towels and swimsuits! Any unclaimed lost and found will be donated to goodwill after September 1st. Campers should not bring expensive clothes, large sums of money, sports or hunting equipment, radios, CD players, video games, musical instruments, or pets to camp. **The YMCA is not responsible for items lost, stolen, or damaged.**

### Lunch

Each camper should bring a large, wholesome lunch to camp that is carefully wrapped and placed in a strong lunchbox. Please mark your camper's name on all lunches. Water is

always plentiful and available to campers throughout the day. You may wish to send in extra snacks as well. Please keep in mind that food cannot be heated or refrigerated. If a child does not have a lunch, parents will be called to bring a lunch for them. Parents may also opt to purchase a lunch for their child through Subway. Lunch orders must be made in advance. See camp director for details.

### **Field Trips**

Camp Clark campers, counselors, and CITs will embark on a field trip once a week to a different destination in Massachusetts or New Hampshire. Parents are allowed to accompany their child on the field trip as a chaperone, however, a CORI and SORI form must be completed and on file before any parents will be allowed of field trips. A parent fee, required by the venue, may be applicable.

Non- perishable lunches are required for all campers during all field trips.

Nintendo DS/DSi, iPod, and other personal electronic devices are permitted for bus rides ONLY during field trips. However, the Clark Memorial YMCA and Camp Clark claims zero responsibility whatsoever for lost, stolen, or damaged items.

Under severe circumstances, if certain campers have major behavioral issues during the week prior to the field trip and may be a safety issue, the camp director may deem that said camper cannot participate in the weekly field trip. Parents will be notified at least 24 hours in advance.

**Note: There WILL NOT be alternative care for children who do not participate in field trips.** We must stay within our ratios; therefore all counselors will be attending field trips each week. Please make alternative childcare arrangements if you don't want your child to participate in any given field trip.

### **YMCA of the USA Code of Conduct for YMCA Staff and Volunteers**

To protect YMCA program participants, staff, and volunteers, the YMCA of the USA prohibits employees and volunteers to be alone with a single child where he or she cannot be readily observed by others. As staff supervises children, they should position themselves in such a way that other staff can see them.

Staff shall never leave a child unsupervised.

Staff shall not abuse children in any way, including:

- Physical Abuse - Striking, spanking, shaking, slapping
- Verbal Abuse - Humiliating, degrading, threatening
- Sexual Abuse – Touching or speaking inappropriately
- Mental Abuse – Shaming, withholding kindness, being cruel
- Neglect – Withholding food, water, or basic care

No type of abuse will be tolerated and will result in immediate dismissal if substantiated. Staff must use positive techniques of guidance including redirection, positive reinforcement & encouragement rather than competition, comparison, or criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.

**Staff are not to be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, driving or riding in vehicles and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to the approval of the YMCA administration.**

Staff will act as positive role models for youth by maintaining an attitude of loyalty, patience courtesy, tact and maturity. Staff will act in a caring honest and respectful manner consistent with the mission of the YMCA. Under no circumstances shall staff release children to anyone other than the authorized parent or guardian or authorized adult as granted by the parent.

### **Incident Reports**

Camp Clark operates on a three strike policy. If any severe behavioral instances occur that may be a threat to the safety of campers or the daily operation of camp, your child may be issued an incident report. After the first incident report, parents may be required to pick their child up from camp for the remainder of the day, and/or a one day suspension may be issued. After a second incident report, parents may be required to pick their child up from camp for the remainder of the day, and/or a maximum of two days suspension may be issued. The camp director may also request a formal meeting with the parent to discuss their child's behavior and possible ways to resolve this behavior. After a third incident report during the summer, parents will be required to pick their child up from camp immediately, and the child will be terminated from Camp Clark for the remainder of the summer.



YMCA

We build strong kids,  
strong families, strong communities.

## **Frequently Asked Questions**

### **Registration Information**

#### **If my child attended camp last summer, why do I still need to supply another physical?**

A physical exam is only good for one year. You may use the school physical form from the 2009-2010 school year.

#### **My child is enrolled in the YMCA After-School program, why do I still need to fill out paperwork for camp?**

While both programs are operated by the YMCA, they are licensed under two separate authorities: Dept. of Early Education & Childcare, and the Winchendon Board of Health. We cannot interchange files.

### **Financial Information**

#### **Do you accept Childcare Vouchers?**

Yes. We accept vouchers through Child Care Resources. You will need to have your voucher provider issue the summer camp voucher to the Clark Memorial YMCA.

#### **What is your Refund Policy?**

Once registration is complete, refunds will only be made for extenuating medical emergencies. Documentation from a physician is required.

#### **How and where do I make payments?**

Payment for camp is due in full at registration. Members can make payments online with a credit card or existing EFT. In-person payment can be made by cash, check, or credit card. Checks should be made payable to "Clark Memorial YMCA".

**Is Financial Aid available, and how do I apply?**

Yes, through the generosity of our members and other local sources, the YMCA does offer a limited number of scholarships. To apply, please contact Amanda Grubb at 978-297-9622 *prior to registration*.

**What if I am late picking up my child from camp?**

Parents are charged a late fee of \$1.00/minute late fee for all late pick-ups.

**Medical****What if my child needs to take medicine while at camp?**

Medications must be hand delivered to the Camp Director by the parent or guardian. Medications must be in the original container and a Medication Order must be on file with the camp.

**Food****Does the camp provide lunches for the children at camp?**

No. Campers need to bring lunch from home. Campers should not bring any lunches that need to be heated or refrigerated. There is an option for parents to buy a lunch from Subway for a fee of \$5. See Camp Director for details

**Are snacks provided for the children at camp?**

No. It is strongly recommended that campers bring snacks such as apples and other nutritious items from home.

**What about water and other beverages?**

Camp does have a water fountain available and recommends that campers bring along a refillable water bottle.

**What is your policy regarding peanut and other nut allergies?**

Camp Clark recognizes this allergy among children, but cannot

provide a nut-free eating area. We encourage parents to educate their children about their allergy and to communicate any concerns to the camp administration.

**What to Bring****What type of shoes should my child wear to camp?**

We are very active all day long, therefore children should wear sneakers to camp. They will also help protect feet from rocks, poison ivy, wood chips, bees, etc. *Flip flops are not permitted!*

**What clothing items should I pack for my child?**

Each day, campers should bring shorts, t-shirt, sneakers, one-piece bathing suit, towel, hat, and a sweatshirt. A change of clothes is always handy as well.

**What about Sun Block and Bug Spray?**

Parents should apply both products at home prior to sending their child to camp. It is recommended that parents send extra to be reapplied throughout the day. If you wish for the camp staff to reapply, a note from home giving permission is required. Hats and sunglasses are also recommended.

**What NOT to Bring****Can my child bring their own Sports Equipment?**

Camp Clark asks that campers only bring their own baseball gloves (if they want) as well as any personal safety equipment such as shin guards, mouth guards etc. Otherwise please leave all balls, bats etc. at home. Be sure to label personal belongings and keep in mind that the YMCA is not responsible for any lost, stolen or damaged items.

**What about cell phones, Nintendo DS/DSi, and iPods?**

The YMCA recognizes parents' desire to maintain contact with their children, however we do require that campers refrain from using mobile phones while at camp. Cell phones should

be left at home or turned off and placed in the camp office for the entirety of the camp day. If a parent or child must call one another, they may do so through the Clark YMCA phone at **978-297-9622**. Aside from field trips, iPods, personal gaming systems, and other personal electronic devices are not part of the camp program and should be left at home, as we prefer to have our campers alert and attentive and more readily to interact with one another. If a camper is asked more than once to put a device away, the camp director may collect the device and return it to the parent at the end of the day.

These items (excluding cell phones) will be permitted on field trip days, but may be used on the bus rides only. *Parents: use your discretion about allowing your children to bring said electronic devices, as the Clark Memorial YMCA claims no responsibility whatsoever for lost, stolen, or damaged items.*

**The following items are strictly prohibited and will result in dismissal from camp:**

Persons may not bring any Hunting or Fishing equipment: Knives, guns, bows/arrows etc., or any illegal substances.

**Other Important Information**

**Who is able to pick up my child from camp?**

Parents must complete an Authorized Release form at the time of registration. Only persons listed on this form may pick up from the camp. They must have a valid photo I.D. at time of pick-up.

**What if I forgot to list someone on my child's contact list?**

We can only release campers to persons on this list. You will need to come into the office and add them in person. For your child's safety, there are NO exceptions.

**How does Camp Clark screen its employees to make sure my child is safe?**

Camp Clark is licensed by the Winchendon Board of Health and follows national guidelines established by YMCA of the USA. Massachusetts Department of Public Health requires camps to comply with 105 CMR 430.090.

**What is 105 CMR 430.090?**

At a minimum the operator shall require for each camping season, the following with regard to each staff person:

- A. Prior work history for previous five (5) years including, a name, address and phone number of a contact person at each place of employment.
- B. Three (3) positive reference checks from individuals not related to the staff person.
- C. Self-reporting of any felony conviction.
- D. Obtain criminal offender record information and juvenile report (CORI/Juvenile Report) from the Massachusetts Criminal History Systems Board (CHSB).
- E. Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board (SORB).

*This camp is licensed by the Winchendon Board of Health and must comply with all regulations as set by the Department of Public Health.*



**YMCA**

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

## **Other youth programs that may be of interest to you:**

## **Notes**

### **Swim Lessons ~**

- Level I: Introduction to Water Skills
- Level II: Fundamental Aquatic Skills
- Level III: Stroke Development
- Level IV: Stroke Improvement
- Level V: Stroke Refinement

### **Swim Team** ~Ages 5 & up.

Come swim with the Sharks! No experience required (must be able to swim one pool length). Beginners are encouraged to join. Contact Barbara Lawrence for more information. [blawrence@theclark.com](mailto:blawrence@theclark.com) / 978-297-9622

### **Gymnastics ~ Recreational Team:**

The Recreational Team is for gymnast who have passed beginner through advanced recreational gymnastics and would like to continue to learning new skills in a non-competitive format. Gymnasts may create routines or simply focus on skills.

### **USAG Competitive Gymnastics Team:**

This USAG team program is for athletes who are ready to put in several hours of time and effort each week. Gymnasts train and learn routines on all four pieces of Women's Apparatus: Floor Exercise, Balance Beam, Uneven Bars, and Vault. Emphasis is placed on consistency and mental focus as students continue to have fun learning gymnastics and build lasting relationships.

For more information on the Gymnastics program, contact Shawn Fournier. [sfournier@theclark.com](mailto:sfournier@theclark.com) / 978-297-9622

Be sure to watch for our Fall Sports programs  
**Youth Basketball & Youth Soccer**

## Notes