



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

TEEN ADVENTURE PROGRAM

2019 PARENT HANDBOOK

YMCA OF GREATER SPRINGFIELD

Education Development Center

(413) 739-6955ext. 2180

WELCOME

Welcome to the Springfield YMCA's Teen Adventure Program (TAP). The staff is looking forward to a safe and fun summer. This handbook has been designed to answer the many questions parents and campers may

have. Please read this handbook carefully. If you have any questions and/or concerns, feel free to contact the Springfield YMCA at (413) 739-6955. as of June 24th, 2018.

PHILOSOPHY OF YMCA CAMPING

TAP is committed to teens. The staff is chosen carefully and trained to provide the Teens with a fun and supportive atmosphere where everyone can learn new skills, make friends, and most importantly, develop self-confidence. Attending TAP is a growing experience that teens will never forget, and we want their time spent with us to be as positive as possible.

GOALS OF YMCA TEEN ADVENTURE PROGRAM

The goal of YMCA TAP is to help participants grow in spirit, mind and body. By using a variety of settings and providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff members, YMCA programs give teens an experience that lasts a lifetime.

Objectives:

- Grow personally
- Clarify values
- Develop specific skills
- Improve personal and family relationships
- Become better leaders and supporters
- Appreciate diversity
- Reinforce Character Development (Caring, Honesty, Respect, Responsibility)
- Have Fun

FACILITIES

TAP's home base is the Springfield YMCA, which is located on the corner of Liberty and Chestnut Street in Springfield. The facility includes:

- * A computer center
- *Game Room
- *Gymnasium
- *Recreation Room
- *Crafts Room

In addition, teens will enjoy Camp Weber facilities every Tuesday and Thursday. Weber facilities include:

- *Olympic size pool
- *Locker rooms
- *Climbing tower
- *Ropes challenge course
- *Hiking & biking trails
- *Arts & Crafts Building
- *Basketball court
- *Tennis court
- *Sand volleyball court
- *Athletic field
- *Platform tents
- *Archery range

Directions to Camp Weber from Springfield: Take 91 N towards Chicopee/Holyoke. Get off at exit 13B/US 5 South – West Springfield. Merge onto Riverdale Street/US 5. Turn right onto Morgan Road. Bear left onto Pease Avenue. Keep to your left, Pease Avenue becomes Amostown Road. Turn right onto Dewey Street. Camp Weber is approximately 2 miles down, on your right.

PROGRAM STAFF

Our program is only as good as the people who staff it. By this measure, TAP is very special. Many of our directors, specialists, and counselors are teachers and college students who have been Y participants themselves. The entire staff participates in an extensive training session, which includes certification in CPR and Standard First Aid. Background checks are conducted on all members of the staff. All of our specialists and lifeguards are certified in their respective areas. Our goal is to serve as role models and to help each teen gain skills and enhance his or her self-esteem.

2018 TEEN ADVENTURE PROGRAM SESSION DATES

- Session 1 June 24th-July 6th (no camp July 4th)
- Session 2 July 8th – July 20th
- Session 3 July 22nd- Aug. 3rd
- Session 4 Aug. 5th – Aug. 17th
- Session 5 Aug. 19th- Aug. 23rd

TEEN ADVENTURE PROGRAM FEES (per session)

Fee: \$120.00

Fee includes lunch and field trip admissions.
(Except on Session 5 lunch will not be provided)

PAYMENTS

Payment in full is due (7) days prior to the beginning of each session. Payments may be made in person. Any previous YMCA balance must be paid in full before your child can attend camp. If you have any questions regarding your bill or previous balance, please call the YMCA Education Department Monday - Friday 6:00 AM - 6:00 PM, at (413) 739-6955 extension 2180. Payments may be made by cash, check, money order or credit card (Visa or MasterCard).

PAYMENT SCHEDULE

Session 1.....full payment due June 17
Session 2.....full payment due July 1
Session 3.....full payment due July 15
Session 4.....full payment due July 29
Session 5.....full payment due Aug. 12

PAYMENTS MAY BE MADE AT THE YMCA Education Desk

PROGRAM ACTIVITIES

Monday's: Teens will stay at the YMCA for a full day of activities including: Music & drama, art, sports, computers, cooking, Leadership training and more!

Tuesday & Thursday's are Camp Weber days. Teens will be given choice activities to participate in any of the following activities: *swimming, *archery, *mountain biking, *arts & crafts, *music, *nature, *ropes course, *field games.

Wednesday & Friday's are Field trip days! Teens may visit *Misquamicut Beach, *Quassy Amusement park, *Farmington River Tubing, *Bousquet water slide, *Hiking, *Chicopee State Park, *Forest Park.

RAINY DAYS

TAP is held rain or shine. On rainy days, activities are arranged indoors. While indoors, teens will participate in games, arts & crafts, songs, and more. Teens are asked to please wear sneakers everyday due to our walks, visits to camp Weber and Field Trips to parks.

INCLEMENT WEATHER POLICY

The YMCA provides services on inclement weather days unless the city of Springfield declares a state of emergency banning all non-essential traffic on the roads. Please listen to the radio or television if severe weather should arise. If a state of emergency is declared, camp will not be opened that day.

LUNCH

The YMCA provides a free cold lunch for all teens through the Department of Education Summer Food Program teens may opt to bring lunches, snacks, and drinks from home every day. Please pack lunch/snacks in a disposable bag with your child's name on it. All lunches are stored in refrigerators.

The following items are suggested healthy snacks for your teens:

- * Cheese cut into wedges adds variety
- * Hard-boiled eggs have lots of protein
- * Dried fruits like raisins and apricots are an excellent source of iron
- * Crunchy vegetables such as celery and carrots are nature's "toothbrush"
- * Water and juice quench thirst better than soda

Water is available any time at the water fountain

WHAT TO BRING TO TAP

Items that should be brought to TAP:

- | | |
|---|--|
| *Bathing suit | *Towel |
| *Sunscreen | *Hat |
| *(Optional) Lunch (with name on it) | *Insect repellent (lotion only) |
| *A drink (water bottle) | *Comfortable shoes (sneakers are the best) |
| *Weather appropriate clothes (Rain gear when necessary) | |

Items that should not be brought to TAP:

- | | | | |
|-------------------------------|----------------|------------------------|----------------|
| *Money | *Toys | *Jewelry | *Glass bottles |
| *Radios/walkmans/i-Pods/MP3's | *Pocket knives | *Hand held video games | |
| *Expensive items | *Playing Cards | *CDs | |

Your child's name should be on everything that he or she brings to TAP.

TAP is a physical experience each day. Please understand that your teen may come home very dirty. Do not dress your teen in attire that cannot get dirty. **Please have your child wear sneakers to the TAP program EVERYDAY. Sandals are not appropriate footwear for TAP teens will be sent home to get sneakers!!**

The YMCA is not responsible for lost or stolen items regardless of their worth or value.

LOST AND FOUND

We will try to return marked items, but we cannot guarantee the return of unidentified articles. All unclaimed items will be kept for three days after the last day of the session. After that, all unclaimed items will be donated to a local shelter.

ATTENDANCE POLICY

Parents are required to call the YMCA Education Desk when their child is absent. The YMCA is open Monday - Friday, 6am AM to 6 PM. The phone number for the YMCA is 739-6955 ext. 2180

REGISTRATION, CANCELLATIONS & REFUNDS

Any cancellation must be made in writing and sent to the Springfield YMCA attn. Camp Registrar, 275 Chestnut Street STE 1, Springfield, MA 01104. Please remember your camp fees is non-refundable. The only exception is when there is a note from a doctor stating the child cannot attend camp for a medical reason.

HEALTH POLICY

Teen Adventure Program employs first aid certified staff. Each child must have a completed medical form on file before he/she is allowed to attend camp. Parents should not send children who are sick or infectious to camp. Any additional health information should be directed to the TAP Director or Health Administrator. If your child is ill or unable to attend TAP, please call the YMCA Youth Department on the day that he/she is out, (413) 739-6955 ext. 2180.

EMERGENCY PROCEDURES

Our trained first aid personnel will respond to minor illnesses or injuries that arise during the day. For any injury or illness that requires additional medical treatment, parents will be notified immediately to pick up their child. If parent / guardian cannot be reached, the person listed as the emergency contact will be

called. In an emergency when a guardian cannot be contacted and immediate medical attention is necessary, the teen will be transported to Bay state Medical Center by an authorized camp vehicle. In the case of an injury which requires immediate medical treatment, the following steps will be taken:

1. An ambulance will be called.
2. Parent / Guardian will be notified.
3. The Program supervisor will accompany the child to the hospital.
4. YMCA staff will remain with the child until a parent / guardian arrives.

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will only be administered under the following guidelines:

- *Prescription medication must be in its original container with the child's name, address, and dosage instructions listed.
- *An Authorized Medication Form will be provided for the parent to fill out. Each form must be completely filled out including signature and date. This form can be requested by calling the Education Department at (413) 739-6955 ext. 2180.
- * Non-prescription medication will not be administered under any circumstances.
- * Medications are to be given to a staff member upon the child's arrival at the program.
- * All medication is secured within a locked area. Medication that requires refrigeration is placed on a labeled shelf in the refrigerator.

TRANSPORTATION/BUS SAFETY

Field trips will happen throughout the summer and teens will be transported by YMCA buses/vans. Please help us make your camper's time on the bus safe by making him/her aware of bus safety rules.

- All teens and staff must remain seated while the bus is in motion.
- Teens and staff will keep aisles clear for safe passage.
- No gum, food or drink will be consumed on the bus. Also, pens and pencils should not be used during any bus ride.
- All teens must follow the directions of the bus driver and monitor and counselors.

PICK-UP / DROP-OFF PROCEDURES

When you drop off or pick up your teen at the YMCA the procedure is as follows:

1. Parents must escort their teen into the center and sign in their teen.
2. At pick up, please come in to the center to sign out your teen.
3. You must have proper identification available at all times.

Early Pick Up - The TAP Director should have written notice of any teen that will be picked up early. Parents/ Guardians must come directly to the YMCA to sign out and pick up their teens. The YMCA will release a child only to parents, legal guardians or to persons authorized and identified on the teen registration form. Please have your identification ready, as staff members will ask for it.

AUTHORIZED RELEASES

The YMCA will release a child only to persons authorized and identified on the teen's Registration Form. Staff will ask for identification, please have your ID ready.

In the event a relative or friend not identified on the registration form needs to pick up a teen, parents should provide, if possible, advance written notification. If an emergency or unexpected need should arise for an unauthorized person to pick up the child, precluding advance written notification, a telephone call from the parents or legal guardian must precede the arrival of the unauthorized person. Identification from this person is required. No child will be released to any individual without proper identification.

PRE CARE (EARLY PROGRAM)/ POST CARE

To accommodate the needs of working parents, pre and post hours will be made available at no additional cost. Pre operates from 7:30 – 8:30 at the YMCA. Games, sports, crafts, movies, and more will be offered during these times.

Post Care is available from the hours of 4:00-5:00pm at YMCA. There is no additional charge for post camp participation.

LATE FEE POLICY

A \$5.00 fee for each 15 minutes past 5:00 PM will be charged for teens picked up after 5pm. Late fees are to be paid by the end of the next business day. Please make every effort to be prompt at pick up time. Late pick ups cause undo stress to a teen, which may be hungry and tired from a full day at TAP. If, in an emergency, you know that you are going to be late please call the Camp Office or the YMCA Education Department.

ADJUSTMENT TO THE TEEN ADVENTURE PROGRAM

If a teen is unable, in our opinion, to enjoy the TAP experience, we reserve the right to ask for his or her withdrawal after consultation with parents. Please feel free to speak to our TAP staff regarding any questions or problems your child may have adjusting to the TAP program.

YMCA PLAN FOR BEHAVIORAL MANAGEMENT

DISCIPLINE and GUIDANCE shall be (1) consistent and (2) based on an understanding of the individual needs and level of development of each teen. The goal of all discipline is to maximize the growth and development of self-discipline, while insuring the safety of the group.

Care will be taken that all rules and limits are clearly explained to the children frequently so that the children understand them and so that they feel secure that the adults in charge care enough to keep them safe. Developmentally appropriate methods of behavior management will be used in dealing with unacceptable behavior. These methods include use of some of the following techniques: distraction, redirection, gentle reminders, offering acceptable choices, natural consequences, and when absolutely necessary, "renewal time" (time away from the situation to relax and renew self-control). "Renewal time" needs to be used with much care and thoughtfulness to prevent it from becoming a punishment or form of reinforcing inappropriate behavior. Behaviors, which might call for "renewal time", include:

- Repeated defiance of rules set down for the children's safety (only after said rules are thoroughly established)

Repeated behavior which threatens the physical and/or emotional safety of the child, other children or staff (i.e.: hitting, biting, verbal assault, kicking, throwing objects, pushing, and temper tantrums) will result in the following:

First Occurrence – "In House" behavior management. The child will be asked to sit and discuss what unacceptable behavior they demonstrated and why it occurred. With the assistance of the staff person, they will list alternate appropriate behaviors for possible future situations.

Second Offense – The parent will be called in for a conference that same day. Previous documentation will be shared – a plan of action with staff, parent, and child will be determined.

Ex: Choices may include loss of privileges at home and at program.

Third Offense – Suspension. 1-3 days depending on the severity of behavior.

Fourth Offense – TERMINATION from program

NOTE: Extremely Violent / Threatening Behavior can result in an IMMEDIATE TERMINATION.

Ex: Housing a weapon, a child is seriously injured, YMCA property is damaged

At no time will a behavior incident be dealt with in a demoralizing, humiliating, abusive manner. No child will be subject to neglect, cruel, unusual, severe, or corporal punishment including: punishment which subjects a child to verbal abuse,

ridicule or humiliation, denial of food, rest, or use of bathroom facilities. Punishment for soiling or wetting and, relating to or not eating food is strictly prohibited.

No staff member shall be subject to verbal or physical abuse by a child enrolled in the program. This includes humiliation, foul or abusive language or ridicule.

YMCA NO TOLERANCE POLICY

In an effort to make the camping experience pleasurable for everyone **we would like to remind you about our NO TOLERANCE policy.**

The NO TOLERANCE policy does not allow for physical violence and bad language in Y programs. The consequences will be as follows:

Physical violence:

Any child that attacks or injures another child with physical force will be suspended from camp immediately.

Suspension will be for 1-day.

A second offense will be a 3-day suspension

A third offense will be dismissal.

NO refunds will be given for missed days

Bad language:

teen's using bad language will be sent to the office. Teens will spend 1-hour in "community service" which may include one of the following activities: Time out, picking up trash, cleaning camp. A phone call will be made to the parent to inform them of the offense.

Second offense: Loss of afternoon activity choice and "community service" & a call home.

Third offense: 1 day suspension

At TAP we speak to the Teens to give them some options for dealing with anger. It would be helpful if you could reinforce these at home, too.

**When I am angry or frustrated; Instead of hitting or swearing
I CAN TAKE TEN**

- **Walk ten steps away and calm down**
- **Take ten deep breaths**
- **Count to ten**
- **Squeeze my hands together and think of 10 things that make me happy**

THANK YOU FOR YOUR SUPPORT

PARENT SUGGESTIONS

Your questions, suggestions and concerns are important to the success of the Teen Program. If a staff member is not free to speak with you immediately, please leave your name and phone number, and someone will call you as soon as possible. Remember that you are your child's advocate. You should inform the staff if your child is having difficulty at camp. If your child exhibits inappropriate behavior at TAP, the Director and staff need your input. Let them know if changes are occurring at home that are affecting your child's mood or behavior. Do not let a potential problem arise and grow. Also, if your teen enjoyed a particular event or activity, please feel free to tell the staff.

PARENT VISITATION AT TAP

Parents / Guardians are welcome to visit YMCA TAP at any time during the session provided they have photo identification. Upon arrival at TAP please sign in at the office. At which time you will be issued a visitor's pass.

This TAP Program must comply with regulations of the Massachusetts Department of Public Health and is licensed by the local Board of Health.