



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ASPIRUS BRANCH PAVILION KINDER KUBS PARENT HANDBOOK



**WOODSON YMCA  
CAMP STURTEVANT  
EST. 1945**

Questions:

YMCA Camp Staff

**(715) 849-2267**

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Wausau YMCA  
**(715) 845-2177**

Aspirus YMCA  
**(715) 841-1850**

***PLEASE READ CAREFULLY - Important information regarding medicine, sun screen, bug spray, dates, & times that will help parents and campers enjoy their time at camp.***

Parent and Guardians,

Welcome to a great summer with the Woodson YMCA Camping Programs! We appreciate you choosing the Kinder Kubs program for your camper as this summer brings about many exciting events for this early childhood camp program. As part of our association's commitment to offering age appropriate progressive programs, Kinder Kubs offers our youngest campers the chance to experience the magic of Summer Camp.

With winding nature trails, and play areas to explore, camp will provide a comfortable and welcoming location where each day songs will be sung, adventures will be had, and activities will be enjoyed. Typically a schedule will be sent home on the first day of camp each week that will outline the week's activities and themes. Although Kinder Kubs is based out of the Aspirus Day Camp pavilion, Kinder Kubs will have opportunities to join Camp Sturtevant and their programs on a weekly basis.

As with all of our camp programs, campers will go about their days in a small group setting. Senior Counselors, assisted by Junior Counselors, will lead these tight-knit groups through some of their most memorable moments of the year. Safety with all programs is a top priority and our on-going training aims to create an accident-free environment.

Please carefully read over the following pages as it contains important information that will assist in your camper having a fun and successful experience with the Woodson YMCA Camping Programs. Feel free to contact our Camping Services Office with any questions you may have!

## **Purpose**

The purpose of the Woodson YMCA Kinder Kubs Camp is to provide a unique, positive, educational and recreational experience for children three (**potty trained**) through five years. Children must be potty trained to attend Kinder Kubs camp unless there is a special situation. Please talk to the camp director before registering your child if your child has a special situation.

## **PHILOSOPHIES**

The Woodson YMCA sees the Kinder Kubs Camp as a service for children, their families and the community. The goal of the Woodson YMCA Kinder Kubs Camp is to supplement and strengthen the kind of learning and guidance provided by parents. We strive to provide the child with experiences that will encourage the healthy growth of his/her body, intelligence and personality. At the YMCA, emphasis is on the total child. The process of true socialization involves freedom of choice in friendships, as well as earning respect of others with whom they must associate daily.

The Woodson YMCA Kinder Kubs Camp is a teacher directed learning experience. A warm and loving atmosphere is provided to help children develop good feelings about themselves and what they can accomplish. A variety of activities and experiences which encourage each child to grow socially, emotionally, cognitively and physically are provided daily. Young children's exposure to learning outside the home should be stimulating, enthusiastic and enjoyable and Camp Sturtevant programs strive to achieve that level each and every day.

## **OPEN ADMISSION POLICY**

YMCA Camps comply with all State and Federal policies, which prohibit discrimination on the basis of race, color, sex, age, disability, religion or national origin.

## **Special Needs Campers**

YMCA camps are designed to provide accessibility for children with moderate visual, auditory, orthopedic, mental and emotional challenges. Please discuss all situations with the Camp Director prior to registering.

## **DESCRIPTION OF CAMP**

Kinder Kubs base camp is located at the Aspirus Branch Pavilion which is located on the north side of Aspirus YMCA Branch grounds. Our location and mailing address is 3402 Howland Ave. Weston, WI 54476.

From Highway 51, take 29 East to Camp Phillips Road exit. At the top of the exit turn right (south), cross Weston Ave and you will soon see the Aspirus YMCA on your left. Turn left on Howland Ave and the entrance to the YMCA parking lot is on the left. Follow the perimeter of the parking lot around to the Day Camp Pavilion which stands on the hill slightly east of the main Aspirus YMCA building.

Kinder Kub campers participate in weekly field trips to area attractions. Frequent locations include Camp Sturtevant and the Marathon Park Splash Pad. Field trips are planned in advance, but some do get planned at the last minute. Campers and their parents are always given prior notice to any field trips. Schedules may change due to weather and unforeseen circumstances.

## PROGRAMS

Kinder Kubs Camp is a great way to add zest to your child's summer break. We specialize in fun-filled days. Camp core programming runs from 9:00am – 4:00pm, Monday through Friday. The children begin the morning with songs, crafts, and games. Field trips, fun in the sun at Marathon Park Splash Pad, exploring and swimming at Camp Sturtevant are all part of the adventure. Kinder Kub campers may also get the opportunity to swim at one of our YMCA branch pools throughout the summer. Days for field trips are to be determined, but parents will know the days of field trips when the weekly agenda goes home on Monday. **A typical daily schedule is listed at the end of the handbook.**

## Options for Programming

**Half Day Kinder Kubs Camp 7:30am-12:00pm Core Camp Program 9am-12pm**  
Parents drop off and pick up their children at the Aspirus Branch Pavilion or children can be transported to The Aspirus Day Camp Pavilion by bus from either Woodson YMCA Branch or Camp Sturtevant. Campers must be picked up by an authorized pick-up at 12:00pm, NOON, at the Aspirus Branch Pavilion. *There is no transportation back to the downtown YMCA or Camp Sturtevant at NOON for half day campers.* **If morning transportation is needed parents MUST REGISTER FOR IT ON THE CAMP REGISTRATION FORM.**

**Full Day Kinder Kubs Camp 7:30am-5:30pm Core Camp Program 9am-4pm**  
Parents drop off and pick up their children at the Aspirus Branch Pavilion or children can be transported to and from the Aspirus Branch Pavilion by bus with other campers. Campers can be dropped off at the Wausau Branch location or at Camp Sturtevant for morning busing and will return there in the afternoons. See transportation schedule for specific times. **If transportation is needed parents MUST REGISTER FOR IT ON THE CAMP REGISTRATION FORM.**

## Transportation

Our primary check-in and check-out is at the Aspirus Branch Pavilion. Limited transportation from the Wausau YMCA and Camp Sturtevant is available. You **MUST REGISTER** for the bus.

### Wausau Transportation Schedule – Monday through Friday

- Check-in at Youth Center

Lobby Check-in	Leave Lobby	Return Lobby	Check-out ends
6:30 – 7:55am	8:00am	5:10pm	5:30pm

***\*Please do not drop off campers before 6:30am at the Wausau YMCA***

### Camp Sturtevant - Monday through Friday

- Check-in at LAF Lodge at Camp Sturtevant

Camp Check-in	Leave Camp	Return Camp	Check-out ends
7:30 – 8:20am	8:25am	4:45pm	5:30pm

***\*Please do not drop off campers before 7:30am at Camp Sturtevant***

\*\*\*If for any reason we believe there is a question or confusion regarding a child's destination, we will keep the child safely at Camp Sturtevant until an authorized person can be reached.

### **Rainy Days**

**This is a camp experience and we will continue with programming in light rain or drizzle, even on Field Trip Days.** Camp will go on! If the weather is warm and the rain is light, we will be outside for at least some portion of the day. We suggest packing a spare set of dry clothing and a raincoat for these days. If we cannot be outdoors, games will be played in the Pavilion or YMCA, along with stories and songs.

### **Severe Weather**

Camp Sturtevant has a severe weather scanner for early warning and communication steps in place in case severe weather strikes. If the Kinder Kubs are at the Aspirus Day Camp Pavilion, the Kinder Kubs program director will be alerted by Camp Leadership or Aspirus YMCA Director Staff of the incoming weather. The Aspirus Day Camp Pavilion has a tornado shelter located in the bathrooms of the facility. Campers will be moved inside to an appropriate area upon first warning of dangerous weather. Please do not come to camp until the severe weather has passed.

### **ARRIVAL AND DEPARTURE OF CHILDREN**

Check in and check out for Kinder Kubs Camp will be at Aspirus Branch Pavilion or at either the Wausau YMCA Branch or Camp Sturtevant if the busing option is preferred. In order to assure proper supervision make sure you are dropping off at your registered time. A light breakfast is offered for those children arriving at the Aspirus Pavilion or Wausau branch between 6:30am-7:30am, but please feed your child a good breakfast prior to their camp day. All campers will receive a mid morning snack, and full day campers will receive lunch and an afternoon snack via the Aspirus YMCA childcare department.

### **Important Things to Remember at Drop off and Pick Up**

\*Parents must sign in their children in/out at the time of drop off/pick up and **provide a photo ID.**

\*Parents must make sure the counselor is aware they have dropped or picked up.

\*Parents must inform the counselors if someone else will be picking up and make sure that person is on the authorized list and has photo ID.

\*Parents must communicate important information regarding their child to the counselors.

\*Full day campers must bring their sleeping bag on Monday and take it home to wash on Friday.

\*There will be a late charge for half day camper picked up after NOON and for full day campers picked up after 5:30pm. The charge will be \$1.00 per minute until the child is picked up by the parent.

### **Authorized Persons to Pick-up Campers**

For the camper's safety, we will not release any camper to an unauthorized person. Authorized persons are either the people designated on the registration form or people who are identified to the Camp Director or Program Director by a previously authorized individual.

**A photo ID is necessary** to check out your camper at the end of each day. Please understand this is a safety measure taken for the well-being of **all campers** and is in no way a reflection of you. If, by the 5:30pm program ending time (or 12:00pm for half day Kinder Kubs), a camper has not been picked up by authorized individuals, camp staff will make every effort to contact authorized individuals until a person is contacted and pick up is arranged. The camper will always be with staff members until the camper is picked up by an authorized person.

## REGISTRATION AND DEPOSITS

Bring in the completed Registration Form with the deposits for each camp week to the Member Services Desk, at either Woodson YMCA Branch location (Aspirus or Wausau). **Most Frequent Question: Do I have to complete the registration form and immunization records if I attended last year? YES. State licensing requires that immunization and information on the Registration Form be completed and in the camper's file.** If there are any changes with phone numbers, addresses, authorized pick-ups, or medical information, please see the Camp Coordinator so registration forms can be updated. It is important that we have all current information.

### **Incomplete registration forms will not be processed**

## **Fees for 2019 Kinder Kubs Camp**

Keep posted for your reference.

**Be sure to take advantage of our Family Friendly Rates and Fees – see the Camp Brochure Registration page for our Early Bird offers.**

**Core Camp Program Runs 9:00am-4:00pm**

**\*Financial assistance is available through scholarships to those who qualify.**

### **Deposits**

\$20.00 Non-Refundable deposit per camper per week is due when registering to reserve a spot in camp. However, deposits may be transferred to an upcoming registered week.

### **Payment**

The balance of each week is due at least two (2) weeks prior to the start of the camp week you are registering for or an additional \$10.00 late fee will be charged for each week not paid at least two (2) weeks in advance.

### **PAYMENT SCHEDULE**

**Please keep posted for your records.**

Full Payment is due no later than the dates listed in the following schedule. It is the responsibility of the camper's parent or guardian to make full payments on time. Campers may not attend camp if full payment has not been received.

Camper Week	2	3	5	6	7	8	9	10	11
Due by Monday 5pm.	June 14	June 21	July 5	July 12	July 19	July 26	Aug 2	Aug 9	Aug 16

### **Woodson YMCA Camping Service Programs Attendance, Refund, and Credit Policy**

- Summer camp programs are viewed as a complete program – a week versus daily or single class opportunities. In addition to the Woodson YMCA policies laid out in its Program Guide, camping program participants are subject to the following guidelines: To be eligible for any credit, it is the **parents/guardians responsibility** to cancel out of programs. If a cancellation does not occur and there is no attendance, credit may not be issued.
- All cancellations **MUST occur before** the program's first day.
- Campers are not eligible for refunds or credits for partial or single day absences and/or illnesses.

- Deposits are transferrable within the program i.e. from one week to another and must be made at the time of the session.
- The Camping Services staff may review each situation based upon circumstances and any adjustments or changes to fees and policies will need to be approved by the appropriate Camping Services staff.
- Children expelled from Camp for behavior matters will receive refunds minus the non-refundable deposit for all registered sessions starting the full week after being expelled.

### **SCHOLARSHIP POLICY**

The Woodson YMCA believes in providing membership and program services to all who desire to participate in the YMCA regardless of ability to pay. Financial scholarships are available, supported with contributions of YMCA friends, through our Community Partners Campaign. Scholarships are available to qualifying families and are given on a first come, first served basis. For more information to find out if you qualify contact either YMCA branch and ask to make an appointment with one of our financial assistance staff.

### **STAFF**

Kinder Kubs Camp is made up of a group of caring individuals. Their guidance and help will provide a relaxed, yet stimulating experience for your child. All our Camp Counselors meet the Wisconsin licensing requirements. They are directly responsible for the care and supervision of the children and the Junior Counselors. Upon hiring, all counselors have completed a Background Information Disclosure (BID) form. Counselors may not supervise children until the BID is returned with no criminal background. Counselors are also trained in SIDS, Shaken Baby Syndrome, and are all CPR certified. Our Junior Counselors are students ages 13 through 17 years. The Junior Counselors assist the Camp Counselors and have also received training.

**Counselors will be available to meet Monday mornings during your week at camp and will answer any questions you may have.**

### **VOLUNTEERS**

People who volunteer for Kinder Kubs camp are called Junior Counselors (JC). All JC's must apply and interview before being accepted into the Kinder Kubs Camp Program. JC requirements are:

1. Must be at least 13 years old and complete 8<sup>th</sup> grade.
2. A Background Information Disclosure form must be completed. If a JC will be volunteering for 60 days they will need to then complete a caregiver background check, which will be sent to DCFS.
3. Complete all required paperwork, including emergency contact information. Complete all training, to also include training in Child Abuse and Neglect and Shaken Baby Syndrome, and go through a complete orientation. Orientation will be documented and kept in their file. Parents will also have to sign required paperwork.
4. JC's will be responsible for signing in and out every day they volunteer.
5. Be responsible in job duties, which is to assist in the day-to-day operation of the Kinder Kubs Camp at the discretion of the group counselor. This includes, but is not limited to, leading games, helping with arts and crafts, and running errands for the counselor. JC's will be expected to be good role models for the campers by being helpful and having fun. **JC'S WILL NOT be counted in the staff to child ratio, be left alone with children, or be responsible for changing diapers.**
6. JC's will not be compensated for their volunteer work and the Woodson YMCA will not get compensation for the JC. JC's will be able to come and go as they please, but do have the responsibility to carry out their job duties.
7. Enjoy working with children and other adults.

## HEALTH POLICY

One of the primary goals of the YMCA program is to ensure the safety and well being of each child. In order to accomplish this goal, the YMCA has established the following policy using the State required licensing standards.

- Each child must have on file a complete immunization record and any additional medical information such as allergies to (medicines, food, insect/bee stings, etc.), asthma, frequent ear infections, tubes in the ears, heart problems, epi pen, etc. If your child has an epi pen please keep one at camp with your child. An authorization form must also be completed and be kept in your child's file. All prescription medications must be in original container and contain a label, with child's name, name of medication, dosage etc.
- Each parent must sign a medical consent form for their child, authorizing medical treatment in case of an emergency. It is the policy of the program to contact the parent first, whenever possible.
- The program cannot care for ill children. Counselors will use their own discretion when making the decision to send home an ill child or not to permit a child to stay upon arrival. Counselors are required by Wisconsin licensing regulations to look for symptoms of illness when greeting children in the morning. A child will not be permitted to attend when the following symptoms are observed.
  - 100.5 temperature or higher
  - Vomiting
  - Diarrhea
  - constant cough
  - heavy colored nasal discharge
  - any contagious disease or illness

During camp, if any of the above symptoms are observed, a parent or guardian will be contacted to pick up the child. The child must be picked up within one half-hour after contact. We need your cooperation to help keep all children and staff as healthy as possible.

- Communicable diseases (chicken pox, strep throat, measles, etc.) must be reported to the Marathon County Health Department and also must be posted in writing when the children have been exposed. Children must have a written doctor's permit to return to Camp after a communicable disease.
- Children will wash hands before and after meals/snacks, after using the restroom, after being in contact with animals, and when hands have been exposed to bodily fluids. This is to ensure all children are preventing the spread of germs.

**\*NO CHILD SHALL RETURN TO CAMP UNTIL A FULL 24-HOUR AFTER FEVER, VOMITING OR DIARRHEA HAS STOPPED. FOR ALL OTHER CONTAGIOUS DISEASES, GUIDELINES GIVEN BY THE HEALTH DEPARTMENT MUST BE FOLLOWED.**

**\*WHEN YOUR CHILD IS ABSENT DUE TO ILLNESS OR ANY OTHER REASON, YOU MUST CONTACT CAMP AT 715-849-2267.**

## MEDICATION

The staff will administer medication to your child only under the following circumstances:

- Parents must complete an AUTHORIZATION TO ADMINISTER MEDICATION FORM when dropping off their child. These forms can be obtained from counselors or the office.
- The prescription medication must be in the original container with the child's name and dosage information on the prescription label. This includes epi-pens.
- No over the counter medications may be given to campers by Camp Staff.
- All left over medications will be discarded one week after camper's last day of camp.
- Insurance for health related matter must be covered by the parent or guardian.
- Only Camp Counselors or Camp Director will administer medication to children. It will be logged on the Authorization Form and in a Medical/Accident book as required by licensing regulations and the entry will need to be signed by the parent or guardian.



### **Insect Repellant & Sunscreen**

We suggest you apply sunscreen on your child before arriving at Camp. Camp will be supplying NO-Ad 45 SPF sunscreen and Deep Woods OFF 25% Deet insect repellant, which will be used as needed. Type of sunscreen and insect repellant will be noted on the Health History form. If your child has allergies to sunscreen or you prefer different brands then you will need to supply the items. IF YOU WOULD LIKE YOUR CHILD OR CAMP STAFF TO BE ABLE TO APPLY BUG SPRAY OR SUNSCREEN AT CAMP, YOU WILL NEED TO FILL OUT AN AUTHORIZATION FORM AT CHECK IN. Any changes in the type of sunscreen or bug spray must also be recorded by the parent/guardian on the form at Check In.

### **SUPERVISED SWIM PLAN**

Facilities used for swimming are NOT part of the Camp Program. When the Camp goes swimming at the YMCA pools or at Marathon Park, these trips are considered FIELD TRIPS. Campers will only use the shallow end of the South swimming pool or the small instructional swimming pool at the Woodson YMCA – Wausau Branch when swimming is one of their field trips. When swimming at Camp Sturtevant, children will use the roped off area where the water is only knee high at the deepest point.

### **CHANGING FOR SWIMMING PROCEDURES**

All children will change together in a locker room or designated area when swimming is a part of the camper's day. If boys and girls want some privacy, there may be a separate stall within the same locker room that may be available. Otherwise in a designated area where there are not any separate enclosed areas a counselor may hold up a towel for some privacy for that child. All children change together because of staffing reasons, to insure that the children are being supervised at all times.

### **BATHROOM PROCEDURES**

Children will be supervised at bathroom times. We will do bathroom breaks as a group and will also take individual bathroom breaks as needed. Girls will go in the girl's restroom and boys in the boy's restroom. Kinder Kub staff of the opposite gender as the bathroom being used will supervise bathroom time from the doorway and only enter the bathroom in case of an emergency or extenuating circumstance.

### **GENERAL TRANSPORTATION**

To ensure that children are not inadvertently left on a YMCA vehicle, they are equipped with the EP1 Child Checkmate System. This ensures that the driver checks the entire vehicle for any riders that may be left behind. This meets the State of Wisconsin licensing requirements. Transportation will be provided by YMCA leased buses and contracted bus companies, such as First Student or Lamers Bus Line.

### **GUIDANCE POLICY**

It is the goal of the YMCA Camping Programs to guide children in becoming happy, responsible, respectful participants through positive, non-threatening teaching techniques. The staff works to increase children's respect for themselves by guiding them to become responsible for their own actions and to help them grow in their respect for the rights and feelings of others.

The YMCA four core values of Honesty, Caring, Respect and Responsibility will be included in our programming.

If conflict should occur, it is our goal to work with the child, listening to what he/she has to say and trying to help resolve the conflict through effective communication. A serious behavior problem is defined as one in which a child is hampering the smooth flow of the program by requiring constant one-on-one attention, is inflicting physical or emotional harm to other children, is physically abusing staff or is otherwise unable to conform to the rules and guidelines of the program. Persistent behavior problems will result in parents/guardians being asked to attend a conference with staff that will assist in working out an equitable solution to

the problem. It is imperative that the YMCA staff receives total cooperation from the family. A parent/guardian's unwillingness to be cooperative may result in the dismissal of the child from our program.

The YMCA program does not tolerate the use of any abusive methods such as, but not limited to, *hitting, spanking, slapping, yelling, withholding food, ridicule, embarrassment or physical restraint*. "Physical Restraint" means the use of physical force to restrict the free movement of all or part of a child's body.

Physical restraint does not include:

- Briefly holding a child in order to calm or comfort the child;
- Holding a child's hand or arm to escort the child from one area to another;
- Moving a disruptive child who is putting him/herself/others in danger and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful;
- Intervening or breaking up a fight.

Our guidance philosophy means setting limits and expectations, guiding behavior and helping children to learn appropriate behavior. It is solution oriented and designed to help solve problems. We use the following forms of guidance techniques at our camp.

- Distraction: changing the child's focus
- Redirection: Preventative in nature, this involves anticipating problems and intervening before they occur.
- Ignoring
- Talking it over: Resolving conflicts to help a child recognize when they are out of control.
- Time Away: The least used of all methods. If children are unable to get themselves under control, then we assist them by providing a *short* cool-down time. This is not a punishment: it is an opportunity to think about alternative behavior.

**Physical or verbal abuse will never be used to resolve conflict by the YMCA staff, even at the parent's request. The YMCA, therefore, cannot allow others, including parents/guardians or children, to do so within the YMCA program.**

### **CAMP BEHAVIOR POLICY**

Camp programming is designed for group participation and interaction. Attempts to correct behavior through action plans, behavior contracts and parent/guardian meetings will be held to instill potential changes. Behavior that disrupts programming, endangers self or others, disrespects property of others, or requires repeated one to one attention MAY result in the camper being suspended and/or expelled from camp. General Behavior Management Guidelines are listed below:

- Problem behavior addressed by on site staff.
  - \*Parents/guardians notified based on seriousness and/or if behavior persists.
  - \*Suspension or temporary removal may be warranted.
- Action plans with set time line created and put into place for campers.

Camps are designed for group participation and interaction. Behavior deemed dangerous, inappropriate, or unmanageable is grounds for dismissal from camp. Examples of behavior that may be grounds for dismissal are as follows:

- Fighting
- Constant misbehavior
- Inability or refusal to follow instructions

This list is not all-inclusive, but simply provides examples of conduct that may result in dismissal. We reserve the right to determine if dismissal is warranted in a given case based upon our review of the facts and circumstances.

## **BITING POLICY**

As with any behavior, how biting is dealt with depends upon the age of the children involved, the reason for biting (if it can be determined), frequency of the biting and many other specific circumstances. General guidelines for biting include:

- Helping the bitten child feel better or providing appropriate first aid, if warranted.
- Incident will be documented in Medical/Accident Log.
- Discussing the situation with the biter's parent.

Depending on the ages and circumstances involved, additional actions might include:

- Discussing a better solution with all children involved.
- Separation of involved children.
- Ensuring that the environment provides enough activities.
- Carefully observing the involved child to identify precipitation events and prevent recurrences.
- Maintaining a log to track when the behaviors occur.
- Conferences with parents to discuss the child's actions at home. Parental discipline techniques, search for outside resources, etc.

With repeat occurrences, a formal conference will be held with the counselors, parents, and the director to outline the written behavior plan to combat the biting behavior. If the problem behavior continues, the child will be removed from the program for the safety of the other children /staff for a period of time determined by a member of the Camping Office Staff.

Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family and prevent bias from others enrolled in the center. We will keep you informed as to what steps are being taken. Informative handouts are given to parents regarding biting.

## **CLOTHING – No flip-flops, sandals with straps are fine, tennis shoes are preferred. We do a lot of walking and running!**

Play clothes are a must for camping fun! We do a lot of messy art projects and active games. Please consider appropriate clothing when bringing your child. As majority of our programming is outdoors, children must wear shoes with rubber soles to aid in keeping them safe. Children should bring a backpack with a complete change of clothing. Please label all of your child's clothing with his/her name.

## **NUTRITION PROGRAM**

- A light breakfast will be provided before 8:30am.
- A mid-morning snack will be provided to all children.
- An afternoon snack will be served to full day campers.
- Lunch will provided to all Kinder Kubs at 12:00pm
- Children are encouraged and allowed the opportunity to drink water throughout the day.
- Children registered for full day camp will need to provide their own nutritious sack lunch daily labeled with their name. **Refrigeration is NOT available.**
- Children may not bring candy, gum and any other snacks.
- Children and staff will wash their hands before and after snack.
- Children are encouraged and expected to use appropriate table manners.
- Children with special diets will be asked to provide their own snacks and meals so they are getting the nutrition they need.

## **LOST AND FOUND ARTICLES**

We highly recommend writing the camper's first & last name on everything they bring to camp. All lost and found items will be kept for one week after the last week of camp at the Aspirus Day Cap Pavilion. At that time, lost and found is donated to charity organizations. Lost items will remain at the location site in which they are lost. Parents may need to check both the Aspirus Day Camp Pavilion location and or Camp Sturtevant and the Wausau Branch.

## **HEALTH INSURANCE**

Parents are responsible for any medical expense related to any injury their child incurs while participating in the program. The YMCA does not carry supplemental health insurance for any of its programs. Please file any medical claims with your personal health insurance company. In the event of an injury, staff will complete appropriate accident forms for you to sign.

## **ABSENT CHILDREN**

Campers' appearances will be observed for symptoms and conditions upon their arrival at camp. If a camper is feeling ill, please be sure to keep them at home to get plenty of rest and notify us at camp, 715-849-2267 if your child will not be attending. Children cannot have a fever within the last 12 hours in order to attend camp.

If camper becomes ill while at camp, we will notify parents to discuss whether he/she should be picked up. Camp Kinder Kubs is required by state licensing requirements to send a child home that is suspected to have an illness or a contagious disease.

If a child is scheduled to arrive by an alternate arrival agreement and does not show, the parent, guardian, or emergency contact will be contacted immediately.

## **IN CASE OF AN EMERGENCY**

If your camper is involved in an emergency situation, camp staff will follow emergency procedures immediately. First Aid measures will immediately be put into practice and an ambulance contacted or the camper will be transported to the emergency room if camp staff deems necessary. Camp staff will call parent/guardian or emergency contact listed on the registration form and Camp Sturtevant as soon as safety measures follow. If emergencies services are required, the Village of Weston is our EMS provider and St. Clare's Hospital is our closest medical center.

## **CHILD ABUSE REPORTING**

Staff of the YMCA are required to report children who appear to be emotionally, physical or sexually abused to the Marathon County Child Protective Services or the police. Suspicions of abuse or neglect will be documented and placed in the confidential record.

## **SIDS Risk Reduction Training & Shaken Baby Syndrome Prevention Training**

All staff is trained in the SIDS risk reduction techniques as part of their initial orientation. This training may include the pamphlet "Facts about Sudden Infant Death Syndrome and Reducing the Risks for SIDS" from the SIDS Network, the power point presentation "Reducing the Risk of SIDS in Child Care" from the American Academy of Pediatrics, and/or demonstrations by center staff in the infant/toddler room. Orientation will take place before the staff member begins work at camp, and will conclude within their first week of employment. It will cover how to place children to sleep on their backs in their cribs, how to make up a crib, and the importance of tummy time for awake, and non-mobile children. It will also address the need to remove children that have fallen asleep in a swing, bouncy seat or car seat and to instead place them on their backs in their crib.

All staff that work with children 5 years of age and younger receives training in Shaken Baby Syndrome Prevention before they work at camp. This training must be done by personnel approved by the state licensing agency. It covers background information about Shaken Baby Syndrome, symptoms and long-term effects, and preventative measures to take. All staff will come away from the training having developed a plan of what they can do if they are feeling stressed while working with young children.

Shaken Baby Syndrome occurs when an infant or young child is violently shaken. The shaking may only last a few seconds, but it can cause severe brain damage and even death. The neck muscles in a baby or young child are underdeveloped and weak and are unable to support the baby's large head. When a child is violently shaken, the brain bounces back and forth inside the skull, tearing blood vessels and causing damage to the brain. The number

one reason for shaking a baby is inconsolable crying. Shaking usually occurs because caregivers become frustrated and lose control. Other triggering events are toilet training difficulties and feeding problems. Because violent shaking causes immediate damage to the baby's brain, symptoms usually will appear at once. These symptoms vary and may appear to be caused by minor childhood ailments. Some of these minor signs and symptoms include: trouble sucking or swallowing, decreased appetite, trouble sleeping, increased fussing or irritability, and vomiting. In the most severe shaking cases, the baby will immediately show more obvious signs of serious injury. Some of these severe symptoms include: difficulty breathing or turning blue, unresponsive or lethargic, convulsions or seizures, and loss of consciousness. If a baby is demonstrating these severe symptoms, call 911 immediately!

Babies cry for many reasons, and sometimes for no apparent reason. Sometimes babies can't stop crying no matter what you do. When this happens, feeling frustrated is normal. But, it is our job to try to soothe the baby, while keeping calm ourselves. Remember to not take the crying personally; the baby is not doing this to "get back" at you. When dealing with a crying infant or young child, always check the basics: are they hungry, tired, uncomfortable, bored, frustrated or sick? If no matter what you do, you cannot calm the child and you feel yourself becoming stressed, feel free to ask a co-worker or call a member of child care management to take over caring for that child while you step away for a few minutes to take a deep breath and relax. Other ideas to help break a tense mood are to turn on either relaxing or upbeat music, go for a walk with the children to a new environment, blow bubbles and let the children pop them, or use positive self-talk such as "I can calm myself" and "The baby knows I'm trying". Above all, remember that it's okay to ask for help!

### **PARENT SURVEYS**

At the end of each week, complete the parent survey and return to your child's counselor or to the Camp office. Your comments and suggestions help us provide quality programming for your child.

### **FIELD TRIPS**

Each week pay close attention to the weekly agenda that is sent home, for it contains very important information, especially field trip days. Field trips vary from week to week and are subject to change.

Some of our field trips do include special animal visitors. Please notify your child's counselor or office staff of any allergies. Children will wash their hands with hand sanitizer after direct contact with the animals and then will wash their hands with soapy water when it becomes available. Safety of the children and animals will be in the hands of counselors, staff and volunteers.

### **ADVENTURE BASED ACTIVITIES**

Kinder Kubs Camp may participate in horseback riding at the Woodson YMCA – Aspirus Ranch Camp during certain weeks of camp, dates are to be determined. Parents will be notified of horseback riding day if and when it will occur. Children who do not want to participate in the field trip will still attend and can have the opportunity to pet the horses if they chose to do so.

Children who participate in the horseback riding are supervised by Kinder Kub Camp Counselors, Aspirus Ranch Camp Staff, Camp Coordinator, and volunteers (if any are scheduled for that week). Children should wear tennis shoes for this field trip. Children will wear a riding helmet while on the horse and will be lead around the fenced in pasture by an Aspirus Ranch Camp Staff or Kinder Kubs Camp Counselor. Children will never be left unsupervised on a horse or in the horse pasture.

## **WILDLIFE, FARM ANIMALS, AND PETS**

YMCA Camps offers campers an opportunity to experience the outdoors and the wildlife that inhabit camp in its natural state. Camp programs are structured so that both the campers and creatures that are part of camp can cohabitate together. If wildlife should become a nuisance, camp staff will ensure the safety of the campers by placing themselves between the animal and moving them to a safe area. Staff will contact local authorities to have animal relocated. If a camper is bitten or scratched by an animal, parents/guardians and a veterinarian will be notified immediately. Campers do also come into contact with other animals, such as farm animals when they are on field trips. After contact with the animals campers will wash their hands with soapy water once running water becomes available or soapy water based wipes after having contact with an animal. The Camping Services Director who lives on site currently owns a dog as a pet that is up-to-date on all shots and vaccinations.

## **BUILDING SAFETY ISSUES**

If there are problems with a building service, building management will decide if it is safe for the children to be there. Issues could include, but are not limited to: lack of heat or air conditioning causing uncomfortable inside building temperatures, no water, no electricity, plumbing or flooding problems, or no telephone service. Building management will attempt to correct the problem, and advise staff as to what steps need to be taken. This may include calling the parents to pick up their children, or evacuating the children to a predetermined safe location.

## **QUESTIONS**

Please contact us with any questions, concerns, or comments regarding Kinder Kubs (715) 849-2267 or ymcacampsturtevant@gmail.com

## **Kinder Kubs Camp Typical Daily Schedule**

### **Pre Care:**

6:30am-9:00am	Children Arrive/Free Choice
8:00	Light Breakfast Offered

### **Core Camp:**

9:00am-9:30am	Council Fire
9:15am-9:30am	Introductions/Week's Theme
9:30am	Snack
10:00am-12:00am	Core Activities; Arts & Crafts; Playgrounds/Games/Nature Trails
12:00pm	Departure of ½ day campers.
12:00pm-12:45pm	Lunch
1:00pm-2:30pm	Rest/Story Time
3:00pm	Snack
3:30pm-4:00pm	Playground/Beach/Games

### **Post Care:**

4:00pm-6pm	Free Choice/Departure
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**\*Schedule subject to change.  
Schedule will be different on field trip days.  
See weekly agenda for details.**