

Dumont Tri- County YMCA

Password: _____

Camp High-Tor '24

*LAST GRADE COMPLETED: _____ Clan: _____

CAMPER INFORMATION & REGISTRATION FORM

___ Male ___ Female

Name _____ Age _____ Birthdate _____

Ethnicity: ___ White/Caucasian ___ Black/African American ___ Hispanic ___ Asian ___ Mixed ___ Other

Address: _____ City _____ Zip _____

Guardian #1 Name _____ Phone _____

Work Phone _____ Cell Phone _____ Email _____

Guardian #1 Employer _____

Guardian #2 Name _____ Phone _____

Work Phone _____ Cell Phone _____ Email _____

Guardian #2's Employer _____

With whom does the child primarily live with?

___ Both Guardians ___ Guardian #1 ___ Guardian #2 ___ Other

If you checked OTHER please list name(s) below:

Name _____ Relationship _____ Phone _____

List other children in camp: _____

CAMP FEES:

Who is responsible for the payment of fees? _____

A registration fee and first week's payment is due at the time of registration. **Payments WILL be automatically deducted from a credit card or checking account on a weekly basis** at the beginning of the week following the week attended.

LATE PAYMENTS

If your payment does not go through, you will be contacted by the billing administrator or Camp Director for new account information. A \$10 late fee will be assessed if payment is not received by the following Wednesday. Money not received by this time will result in automatic suspension from the program.

Signature of Parent or Guardian

Date

NONDISCRIMINATION POLICY

In accordance with the requirements of Title III of the Americans with Disabilities Act of 1990, Dumont Tri- County YMCA will not discriminate against any individual on the basis of disability. Dumont Tri- County YMCA will make every reasonable modification in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. Dumont Tri-County YMCA will not exclude any individual with a disability from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services. Dumont Tri- County YMCA will not exclude any individual from the full and equal enjoyment of its services and facilities because of the individual's association with a person with a disability.

Signature of Parent/Guardian _____

Date _____ Relationship to Child _____

REPORTING CHILD ABUSE/NEGLECT

Although the YMCA supports everyone's choice of child discipline, everyone, including parents, are prohibited from administering physical punishment of any kind at YMCA Camp High-Tor. If a staff member observes or receives a report from a child or other person that a child has been violated in anyway at camp or elsewhere, it must be reported immediately so steps can be taken to protect the child. The procedure is as follows:

A written incident report must be made to the Camp Director.

A copy of the report must be sent the Executive Directory immediately.

After a thorough investigation, the Camp Director or the Executive Director will take appropriate action.

Dumont Tri-County YMCA is a "mandated reporter" which means we are required by law to report suspicions of abuse or neglect to Child Protective Services. Violation of this policy by YMCA employees will be considered grounds for immediate termination.

Signature of Parent/Guardian _____

Date _____ Relationship to Child _____

Emergency Contacts:

Please do not list parents or guardians. We must have COMPLETE addresses.

CONTACT #1 _____ Phone _____

Address _____

CONTACT #2 _____ Phone _____

Address _____

CONTACT #3 _____ Phone _____

Address _____

COMPLETE ADDRESSES ARE REQUIRED FOR EMERGENCY CONTACTS!

Camp Closings/Updates

In order to communicate with parents about events or closing with Camp High-Tor, we will use social media, and our Dumont Tri-County YMCA app to notify parents. Please join the Dumont Tri-County YMCA Facebook group and our YMCA Camp High-Tor group on Facebook.

Alternate Field Trip Action

Occasionally, a situation arises that requires us to change or cancel a field trip at a moment's notice. The following is the Action Plan for such situations.

We Will immediately post the alternate field trip site on the Dumont Tri-County YMCA's Facebook group and the YMCA Camp High-Tor page.

It is your responsibility to check these avenues of contact so that you are aware of any changes.

If you signed your child up for the field trip at the time of registration and now have a conflict (i.e., doctor's appt., change in pick-up, etc.) it is YOUR responsibility to let your child know not to attend the field trip.

We will never depart before 10 AM for a field trip and we will always plan to be back to camp by 4 PM. If your child is attending the field trip, please plan to pick up no earlier than 4:30PM to allow the bus to turn around and the campers to get off the bus safely.

Dumont Tri-County YMCA Camp High- Tor

RELEASE FORM

Photograph, Video, Audio Release

I (DO – DO NOT) (circle one) give permission to have my child appear in any media type coverage approved by the Dumont Tri-County YMCA.

Initial

Swimming Permission

I (DO - DO NOT) (circle one) give permission for my child to participate in swimming activities planned by the Dumont Tri-County YMCA Childcare Center and Staff.

Initial

Sunscreen Permission

I (DO – DO NOT) (circle one) give permission to the Dumont Tri-County YMCA Childcare Center staff to apply sunscreen, which I provide for my child.

Initial

Travel Permission

I (DO – DO NOT) (circle one) give permission for my child to leave the Camp to participate in special events or field trips. I understand that they may be transported in the YMCA bus, county school bus, or charter bus.

Initial

RELEASE INFORMATION

Please list all persons with whom the child may leave the program:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

If your child must leave the program with someone not listed here, you must provide written verification in person to the Camp Director before the child can be released.

If there are person(s) with whom your child is **NOT PERMITTED** to leave the program with, please list them below.

1. _____ 2. _____

3. _____ 4. _____

Note: In order to have authority to enforce restraining orders or limited custody arrangements, a copy of a divorce decree or restraining order must be on file with the Summer Day Camp program.

Waiver of Liability

I desire to register my child in the YMCA Day Camp program. I understand that my child will be involved in a variety of physical activities. In consideration for allowing my child to participate in the YMCA Day Camp program, I agree to assume the risk of such a program, and further agree to hold harmless the YMCA and its staff member and/or volunteers conducting the program from any and all claims, suits, losses, or related causes of action for damages, including but not limited to such claims that may result from my child's injury or death, accidental or otherwise, during or arising in any way from the Day Camp program.

Parent/Guardian Signature

Date

We the parent(s) of _____, do hereby acknowledge that I/we have received, read, and understand the Dumont Tri-County YMCA Camp High-Tor Parent Handbook. Furthermore, I/we agree to abide by the policies and procedures set forth therein and I/we understand that failure to adhere to them may result in our child being discharged from the program.

Parent/Guardian Signature

Date

Dumont Tri-County YMCA Staff Signature

Date

Health Form

This form will be presented upon admission for treatment.

Insurance Information

Is the participant covered by family medical/hospital insurance? ___ Yes ___ No

If so, indicate carrier or plan name _____ Group # _____

Carrier Address _____

Name of Insured _____ Relationship to Participant _____

SSN of policy holder or insurance ID number _____

Permission to Provide Necessary Treatment or Emergency Care

I hereby give my permission to the medical personnel selected by the Camp Director to order X-rays, routine test, treatment, to release any records necessary for insurance purposes, and to provide or arrange necessary transportation for my child or me. In the event I cannot be reached in an emergency. I hereby give my permission tot the physician selected by the program director to secure and administer treatment, including hospitalization. This complete form may be photocopied for trips out of camp. I agree to pay the entire cost and fees contingent on any emergency medical care and or treatment for my child as secured or authorized under this consent.

Signature of Parent/Guardian _____

Staff Witness _____ Date _____

Every effort will be made to notify parent/guardian immediately in case of emergency.

*If for religious reasons you cannot sign this, please contact the Camp Director.

ALLERGIES

Describe reaction/management of reaction

Medication Allergies

Food Allergies

Name of Family Physician _____ Date _____

Address _____

SPECIAL NEEDS

Please indicate below if your child has been diagnosed with any of the following:

ADD DD Cerebral Palsy Rhetts Syndrome Severe Allergy

ADHD PDD bipolar disorder Down's Syndrome Autism ODD

Asthma Asperger's OCD Fragile X Tourette's Other

Does your child have an IEP? YES NO If yes, please submit a copy.

Does your child have a behavioral plan? YES NO If yes, please submit copy.

Does your child have a Section 504 Student Amendment Plan? YES NO

If yes, please submit copy.

If your child has been diagnosed with any of the above disabilities and an IEP/BMP/504 is not in place, a Special Needs form will be required before you can register.

Note: All Special Needs cases requesting one-on-one staff/child ratio must be approved by Camp Director prior to registration. Please contact Angel Anderson, 304-757-2189.

Any of the above items must be discussed with the Camp Director prior to your child's attendance.

Please Note: Failure to disclose any medical conditions prior to your child's attendance at Dumont Tri-County YMCA's camp program may result in them being unable to attend the camp program. In accordance with the requirements of Title III of the Americans with Disabilities Act of 1990, Dumont Tri-County YMCA will not discriminate against any individuals on the basis of disability. Dumont Tri-County YMCA will make reasonable modifications in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modification would fundamentally alter the nature of its services.

Signature of Parent/Guardian Date

Staff Witness Date

Dumont Tri-County YMCA
Camp High-Tor 2024
Parent/Guardian Contract

Please know that no matter which parent/guardian signs this form, all parents/guardians involved will be held to the same standard. Please ask for a copy if you need it to share!

1. I understand that I must follow all guidelines in the Summer Day Camp/Guardian Guide 2024. Failure to do so can result in my child 's dismissal from the Summer Day Camp program.
2. I understand that I must complete all forms needed for my child's care at the YMCA.
3. My child may not attend until the registration and first week have been paid and payment information is on file at the main facility.
4. I understand that there may be times when the Summer Day Camp program cannot meet the needs of my child. In such cases, the YMCA will release my child from the program.
5. I understand that if I am called to pick up my child due to illness or behavior, I must do so in a timely manner. Failure to do so can result in immediate dismissal, and after one hour, late pick-up fees apply.
6. I understand that if my child is injured, and the injury can be fixed with a band-aid, I will not be called. For all other injuries, parent/guardian will be notified.
7. I understand that if my child is not picked up at the end of their camp day on time, my account will be charged a late fee in the amount of \$10 for each 15 minutes the child is not picked-up.
8. I understand that when my child is ill, he or she may not be accepted to camp.
9. I understand that my child will not be released to any person(s) not listed on the camp permission form.
10. I understand that my child will not be released to any person(s) who seem to be under the influence of drugs or alcohol.
11. I understand that my child must be signed in and out daily by myself or my designee (as listed on the permission form).
12. I understand that the YMCA Behavior Management Guidelines will be followed and enforced.
13. The YMCA reserves the right to terminate services if it is determined that the placement is unsatisfactory.
14. The YMCA is an inclusive, family friendly organization. We expect all our members, program participants, and guests to model our four core values (Caring, Honesty, Respect, and Responsibility) in their conduct and language. Dumont Tri-County YMCA has the right to deny application, terminate, or suspend individual or family memberships or participation in all YMCA programs at our sole discretion if actions or behaviors are not deemed in the best interest of the organization. Dumont Tri-County YMCA has sole discretion to reinstate members and participation privileges in YMCA programs and activities.

Childs Name _____

Parent/Guardian Signature _____ Date _____

Camp High-Tor 2024

LETTER FROM THE DIRECTOR

I am so excited to share this year's summer program with you. No matter which week(s) your camper attends, I know they will have a safe, fun, and formative experience, shared with one-in-a-lifetime friends, and led by dedicated role models. This was true of my first year at camp, in 2003 and it's true today.

Camp High-Tor's summer staff members are hand-picked and passionate about our mission. Before campers arrive each June, we spend two weeks training and preparing. Training topics include leadership, first aid mentoring, emergency procedures, conflict resolution, nature exploration, games and more.

Time spent at camp offers enduring opportunities for personal, and social growth. In so many ways, camp is the antidote for the challenges of these last few years. Whether singing camp songs, learning a new skill, laughing deeply with friends new and old, or lying in the grass staring up into the sky, campers can't help but sense something profound, something bigger than themselves.

During days filled with gaga, creative arts, nature hikes, and more, campers build and participate in a community of empathy and acceptance. At Camp High-Tor, young people encounter a safe space to explore who they are and who they want to be away from the stress of the school year. They experience a community that welcomes them because of the things that make them unique. This is my 22nd season involved at Camp High-Tor, and my summers at camp create meaningful and grounding memories and hopes of the future.

Camp High-Tor's summer camp program is the best camp in Putnam County. Thanks to support from volunteers, donors, and the hard work of our dedicated staff, we can provide a high-quality experience for you and your camper(s) while not turning away anyone for the inability to pay. We have financial assistance available and are committed to ensuring all campers can have a camp experience.

I can't wait to welcome you and your family to Camp High-Tor. See you this summer!

All the best,

Angel Anderson, Camp Director

WELCOME TO CAMP HIGH-TOR

Camp Age Divisions

Adventure Camp: Age 5 by July 1, 2024-Completion of 5th grade

Leaders in Training Camp: Completion of 6th grade- Completion of 8th grade

Counselors in Training Camp: Completion of 9th grade- Age 17

Registration Fee: \$30

Full Week

Members: \$130

Members Additional Child: \$115

Non-Members: \$180

3 Day Week

Members: \$100

Non-Members: \$145

Counselors in Training Camp Fee: \$5 per day (No Registration Fee Required)

Financial Assistance

Financial assistance is available for families who qualify. Contact the Dumont Tri-County YMCA at (304) 757-0016. The YMCA guarantees that no child is turned away for the inability to pay.

Important Field Trip Information

This year we are excited to put a new twist on field trips. We will be taking one field trip per age group. Every child in the group will be able to attend with their parent/guardian's permission. Places and times for the trips are TBA. The information will be available no later than one week before the trip is scheduled. On the weeks in between field trips, we will be having special guest and/or special events at camp. Stay tuned to newsletters and social media for changes or updates!!

***If camper is entering kindergarten, we need a copy of their Birth Certificate.**

****ALL CAMPERS ARE REQUIRED TO HAVE CURRENT SHOT RECORDS ON FILE.**

Dumont Tri-County YMCA operates on a nondiscriminatory basis with regard to race, religion, creed, ethnicity, gender, ability, or marital status of parents. We wish to extend an invitation to you and your child to learn discover and grow with us.

Camp High-Tor 2024 Parent Handbook

PARENTS, PLEASE KEEP THE FOLLOWING PAGES FOR YOUR RECORDS

What your child will need at Camp High-Tor each day:

Please bring only suggested items and ensure that they are labeled with their name. Your child will be responsible for carrying whatever is brought to camp. We do not provide storage lockers for campers.

Towel- Many towels look alike so **PLEASE** help our staff by labeling your child's towel.

Sunscreen- Please be sure to apply sunscreen liberally to your child **BEFORE** arriving to camp. We do not provide sunscreen, but we will remind campers to reapply and help as needed.

Bathing Suit- Your child may wear his/her bathing suit underneath their clothes or change in our locker-rooms.

Hat- Hats are recommended for those campers prone to sunburn.

Water Bottle- While we do provide large water stations for campers throughout the campgrounds, we require that all campers bring their own labeled water bottle.

Items NOT Permitted at Camp:

Do not allow you child to bring iPod, iPad, tablets, gaming/trading cards, electronic gaming systems, radios, personal DVD or CD players, cell phones, valuable toys, roller blades, Heelies, knives, lighters, or weapons. These items will be confiscated by staff. The YMCA is not responsible for lost or stolen items at camp. Campers are responsible for everything they bring with them to camp. We ask that campers do NOT bring toys unless they have received permission from camp staff.

Child Health, Illness, Exclusion Policy

To ensure the health and safety of all children enrolled, Dumont Tri-County YMCA has established guidelines for short-term care and exclusion. Please be sure that we are aware of your child's known medical conditions such as asthma, diabetes, allergies, etc. And any special treatment or procedures. The Dumont Tri-County YMCA has an obligation to deny admission to or send home any child who exhibits one or more of the conditions listed below:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in greater need for care than the staff can provide without risk to the health and safety of other children.
- The child has any of the following conditions:

*Temperature of 100 degrees or greater

*Colored discharge from the nose

- *Symptoms and signs of severe illness
- *Diarrhea
- *Vomiting
- *Mouth sores with drooling
- *Rash with fever or behavior change
- *Lice or other infestations
- *Conjunctivitis or pink eye
- *Impetigo

The parent, guardian or other person authorized by the parent will be notified immediately when a child has a symptom requiring exclusion from the program.

PLEASE NOTE: If your child has been tested positive for COVID-19 and is unable to attend our program, the must quarantine for 5 days and wear a mask for an additional 5 days.

Medication Policy

All medications are to be in their original, clearly labeled containers with the child's name and dosage requirements, physician's orders and signature, child-proof caps, and must be checked in and given to a staff member for safe storage. Two copies of our medication form must be obtained from staff, filled out completely by the parent and physician, signed and returned to staff. One copy will be placed in the child's permanent file, and one posted to remind staff to administer medication and to provide acknowledgement. No medications will be dispensed unless we have a signed medication form on file.

Emergency/Safety Procedures

Dumont Tri-County YMCA is committed to the safety of every child in our care. We conduct monthly inspections at Camp High-Tor and report any problems to the camp director. We also conduct monthly fire drills in compliance with the WV Department of Health and Human Resources and the WV State Fire Marshall's office. A copy of our Dumont Tri-County YMCA Emergency Procedures Manual for Camp High-Tor is available upon request.

Physical Altercation Policy

Dumont Tri-County YMCA will follow Putnam County School policy in regard to physical altercations while attending Camp High-Tor. We encourage any child who feels threatened to immediately tell a counselor.

Babysitting Policy

It is policy of the Dumont Tri-County YMCA that YMCA staff will not initiate contact with or accept supervisory responsibilities with program or membership participant children they meet through their YMCA employment outside approved YMCA activities, including babysitting. Dumont Tri-County YMCA staff may not be alone with children they meet through YMCA program participation or membership facility usage outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes.

Staffing

All staff are CPR and First Aid certified through the American Red Cross, YMCA trained in age-appropriate activities and Child Abuse Prevention, background checked, and selected for their ability to work well with children.

Children will be adequately supervised with staff/child ratios maintained at all times. The ratio for school age children is one staff for every 16 youth. There must be at least 2 staff members present at all times.

Social Media Policy

The YMCA's Child Abuse Prevention Policy prohibits Dumont Tri-County YMCA staff from fraternizing with youth under the age of 18 who they have met as a result of working at the YMCA. This no contact policy extends to social media as well as other forms of communication, such as texting, instant messages, and direct messaging. The YMCA does allow staff to contact minors regarding YMCA programs via email or text for the purpose of sharing information about the programs. However, staff is prohibited from social media interactions with minors on all personal matters, including casual conversation or for reasons unrelated to their job responsibilities including but not limited to staff's persons Facebook, YouTube, Twitter, Linked In, Snap Chat, Instagram, TikTok, blogs, and wikis, etc. Staff with profiles on social networking sites **may not** request to be friends with you or **approve/accept** friend requests from youth.

Records and Information Disclosure

Dumont Tri-County YMCA maintains the confidentiality of all children and staff records and provides for the secure storage, maintenance, and disposition of records. Records will only be provided with a court order and a processing charge will be incurred for all copies.

Grievance Procedure

Dumont Tri-County YMCA Camp High-Tor Grievance Procedure Purpose:

The purpose of this procedure is to ensure participants, responsible party(s) of participants, or employees can express concerns or make formal complaints without fear of retaliation of any kind.

Grievance Procedure:

Participants, responsible party(s) of participants and/or employees must report any complaint within five (5) days of the occurrence, to the Camp Director. The complaint or concern must be submitted in writing, including date of occurrence and signature of person submitting the concern or complaint.

The Camp Director must respond in writing within an additional five (5) days.

If any parties involved are not satisfied with the outcome or resolution, then the complaint may be addressed by the Executive Director within an additional five (5) days.

In the event that one or more of the parties involved are not satisfied with the outcome or resolution after it has been addressed by the Camp Director and the Executive Director, a conference will be scheduled with the Executive Director, Camp Director, and individuals involved.

In accordance with the Federal Law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. If you require this information in alternative format (Braille, large print, audiotape, etc.) contact the USDA's office.

Behavior Policy

We want camp to be an enjoyable and safe experience for all who participate. To ensure a positive environment, we have established a set of rules and guidelines that campers are expected to follow. Continuous aggressive and uncooperative behavior is subject to dismissal from camp temporarily or permanently. Camp staff will adhere to the following disciplinary guidelines and procedures:

Level 1

Verbal Warning & Redirection

Including but not limited to:

- * Not listening/following directions
- * Talking back
- * Being hateful to other campers
- * Not cleaning up after themselves
- * Inappropriate language

Level 2

Note Home

Including but not limited to:

- * Excessive rowdiness
- * Not keeping hands and feet to self
- * Inappropriate use of or damaging equipment
- * Not obey counselor
- * Refusal to stay with group
- * Disrespect to self or others
- * Three or more verbal warnings

Level 3

Suspension (Number of days to be determined by camp directors based on offense)

- * Attempting to run away
- * Destruction of Property
- * Fighting
- * Stealing
- * Multiple notes home in one week

Level 4

Administrative Decision Leading to Extended Suspension or Expulsion

- * Excessive use of force
- * Possession of illegal item
- * Striking a staff member

A level 4 infraction will result in a conference with the directors, administration, and parents/guardians regarding the decision-making process.

Parent/Guardian Acknowledgement

By signing below, I hereby acknowledge that I have completely read, fully understand, and will comply with the behavior expectations set forth by Dumont Tri-County YMCA Camp High-Tor.

Camper's Name (Print)

Parent/Guardian's Name (Print)

Parent/Guardian Signature