



## YMCA Day Camp Parent Handbook

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**LEARN. PLAY. GROW.**

# SUMMER DAY CAMP ADMINISTRATION



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Contact for questions on Camp Payments

Dear Parents and Guardians,

Welcome to the Mankato Family YMCA Summer Camp program! We are thrilled that your camper will be joining us for a summer full of adventure, friendship, learning, and fun. Our goal is to provide each camper with the best possible experience, where they can explore new activities, build confidence, and create lasting memories.

At YMCA Summer Camp, we believe that a successful experience takes a partnership between families and staff. By working together, we can ensure that every camper feels safe, supported, and ready to embrace all that camp has to offer. We also place a strong emphasis on positive behavior—guiding campers to demonstrate our core values of Caring, Honesty, Responsibility, Respect, and Faith. With your support in encouraging these behaviors, we can create a respectful and fun environment for all children.

The contents of this handbook are vital to your camper's success in the program. Inside, you will find important information about schedules, procedures, safety, and expectations. We encourage you to read it thoroughly so that together we can provide a smooth, enjoyable, and enriching camp experience for your child.

Make sure you follow us on social media to keep up with all of our fun adventures! We are looking forward to a summer of growth, excitement, and unforgettable memories. Thank you for trusting the Mankato Family YMCA to be a part of your child's summer journey. We can't wait to welcome your camper to the fun!

With excitement and gratitude,

-Dustin

**Follow Mankato Family YMCA Youth Programs on Social Media**

@Mankato Family YMCA Youth

@mankatoymcayouth



## **YMCA Mission**

To put Christian principals into practice through programs and services that build a healthy spirit, mind, body, and social well-being for all.

## **Camp Purpose**

The purpose of the Mankato Family YMCA Summer Camp program is to create a safe, fun, and inclusive environment where every child has the opportunity to develop and feel valued.

## **Program Goals**

1. To promote a sense of self-confidence, self-efficacy, and independence.
2. To build positive relationships with peers and other adults.
3. To provide a variety of activities that develop skills in the fields of arts, STEM, and games.
4. To teach character development using the core values; caring, honesty, responsibility, respect and faith.

## **Program Standards**

- Staff/Child ratio: 1:12
- Staff must pass a criminal/child protection background check and complete CPR/First Aid training.

## **Child Abuse Prevention**

At the YMCA, safeguarding children is a fundamental responsibility. We believe every child deserves a safe, supportive environment where they can learn, grow, and thrive. As mandated reporters, YMCA staff are required by law to report any incident or concern that may indicate intentional, reckless, or knowing harm to a child. Our team receives comprehensive training in identifying and reporting suspected child abuse, and we maintain clear guidelines for safe, appropriate interactions between staff, youth, and families.

Below are examples of behaviors that align with our Child Abuse Prevention Practices:

- Physical Interactions
  - Appropriate: Side hugs, handshakes or elbow bumps, high fives or fist bumps, pats on the shoulder or back
  - Inappropriate: Full frontal hugs, kissing, lap sitting, any form of unwanted or intrusive physical contact
- Verbal Interactions
  - Appropriate: Positive reinforcement, age-appropriate and respectful humor, encouragement, praise
  - Inappropriate: Name-calling or belittling language, secrets between staff and youth, cursing, derogatory remarks, or sexual language

These guidelines help ensure that all interactions remain safe, professional, and supportive. Our commitment to child abuse prevention is central to the mission of the YMCA and the trust families place in our care.

## **Child Safe Environment**

At the Mankato Family YMCA, ensuring a safe and supportive environment for every child is our highest priority. We maintain rigorous supervision standards and follow all Child Abuse Prevention Policies set by the YMCA. All staff and volunteers complete comprehensive training, including our Code of Conduct and mandatory reporting procedures. In addition, every team member undergoes criminal and child protection background checks and is certified in CPR and First Aid. Our commitment to safety guides every aspect of our program, helping us create a secure and positive experience for all participants.

## **Communication**

At the Y, we are committed to keeping you informed and engaged in your camper's experience. Families can expect timely and relevant updates throughout the summer, including surveys, weekly previews, and daily/weekly communication. You will receive an email one week prior to your camper's session, as well as a weekly preview sent the Sunday before each camp week begins. After your camper's session concludes, a feedback survey will be emailed to you—we strongly encourage you to complete this survey to help us continually improve our program.

### **REMIND – Primary Communication Tool**

REMIND is our primary and most efficient method for families to communicate directly with camp staff. Staff are available on REMIND from 7:15am to 5:30pm, Monday–Friday. Messages sent outside this window may not be answered until the next business day. To join REMIND, please email our Camp Director at [dslaughter@mankatoymca.org](mailto:dslaughter@mankatoymca.org).

We strongly encourage all parents and guardians to enroll in REMIND. Important updates, schedule changes, and reminders are shared exclusively through this platform. Families who choose not to enroll may miss essential information, and the Mankato Family YMCA Summer Camp Program cannot be held responsible for any missed communication resulting from non-enrollment.

## **Parent Responsibility**

Parents and guardians are responsible for ensuring they are actively enrolled in all communication platforms used by the YMCA Day Camp program, including REMIND and email. If you have previously opted out of YMCA emails, please follow the steps below to opt back in:

1. Log in to your Online Account and navigate to your Dashboard.
2. In the top left corner, locate the box containing your profile picture and information.
3. Within that box, select the "Edit Profile" button or the Settings icon (gear symbol).
4. Click the Settings button and choose "Email Settings."
5. A window will appear stating that an email will be sent to update your preferences. Select "Send Email".
6. Open the email you receive and update your email preferences accordingly.

### Monitoring Your Camper's Schedule

Parents and guardians are responsible for keeping track of their camper's weekly schedule and program enrollment. The YMCA sends general weekly announcements to all members of the REMIND group; however, families may be enrolled in different camp programs from week to week (e.g., Explorer one week and Sports the next). It is essential that parents pay attention to the header of each REMIND message to ensure they are viewing communication from the correct program group.

If you are unsure of your camper's registration or weekly schedule, please log in to your online account to review and confirm your enrollments. Maintaining awareness of your camper's schedule and communication groups ensures that your family receives all relevant updates.

## Camper Attendance Responsibility

The YMCA does not contact parents or guardians if a camper is not dropped off for their scheduled program. It is the sole responsibility of the parent or guardian to know when their child is registered for camp and to ensure their attendance. Please review your camper's schedule regularly and confirm registration details to avoid confusion.

## **Payments**

All camp balances must be paid in full by the 15<sup>th</sup> of the month prior to the camp your child(ren) attends.

- May Camp: April 15<sup>th</sup>
- June Camps: May 15<sup>th</sup>
- July Camps: June 15<sup>th</sup>
- August Camps: July 15<sup>th</sup>
  - ALL camp payments must be received by July 15<sup>th</sup>.

For questions on camp payments contact Susan Lyons, [slyons@mankatoymca.org](mailto:slyons@mankatoymca.org) 507-345-9800. You will be charged a \$30.00 service charge for all returned drafts.

## **Financial Assistance**

The Mankato Family YMCA is committed to ensuring that every child has the opportunity to participate in our programs, regardless of financial circumstances. YMCA Financial Assistance is awarded on a first-come, first-served basis and is dependent on funds provided through donations, grants, and special campaigns such as the Penguin Plunge.

The application period opens in February and remains open until all available funds are distributed. Applicants will be notified of their award status and the amount of assistance via email. Financial assistance applications can be completed online at [www.mankatoymca.org](http://www.mankatoymca.org) or picked up in person at the YMCA front desk.

Additionally, the Greater Mankato Area United Way offers scholarship assistance through their Connecting Kids Program, which can be accessed at <https://www.connectingkidsmankato.org/>.

This ensures families have multiple resources to help make YMCA programs accessible to all.

## **Summer Camp Drop Policy**

Those who wish to withdraw their registration for a camp must do so no later than two (2) full weeks before the camp is scheduled to start. No refunds will be given after the two (2) week policy prior to the start of camp. The \$25 deposit used to register per session is non-refundable and non-transferable.

**Membership withdrawal notice:** If you are registered for a program and you cancel your membership, you will be billed for the nonmember rate of the program.

## **Lunch**

Campers are required to bring a packed lunch each day, which gives families the flexibility to choose foods that best fit their child's preferences and dietary needs. This also helps ensure that every camper has a meal they are excited about and comfortable with. We encourage parents to involve their children in preparing their lunches. It's a great way to build independence, responsibility, and ownership over their camp day.

## Days of Operation

- Summer Day Camps operate Monday through Friday, from 7:30am to 5:30pm, unless otherwise specified. Camp is closed on holidays and special observance days, which will be communicated in advance.
- All required forms and documentation must be completed and submitted prior to your camper's first day of camp to ensure a safe and smooth start.
- The schedule below provides a general overview of our daily operations. A detailed weekly schedule, including activities, special events, and any schedule updates, will be sent via REMIND the Sunday before your camper's session.

Families are encouraged to review schedules carefully and plan drop-off and pick-up times accordingly. Keeping track of weekly schedules helps ensure that campers arrive on time, participate fully, and have the best possible experience.

<b>Discoverers</b>	
7:30-8:30am	Check In
8:30-11:00am	Themed Activities
11:00-11:30am	Lunch
11:30-12:00pm	Wash, Bathrooms, Transition
12:00-1:00pm	Rest Time
1:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Explorers</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-12:00pm	Themed Activities
12:00-12:30pm	Lunch
1:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Voyagers</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-11:30am	Themed Activities
11:30-12:00pm	Lunch
12:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Sports</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-11:30am	Drills/Skills Work
11:30-12:00pm	Lunch
12:00-4:00pm	Games/Scrimmage/ Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

## **Check In Process**

Check-In Time: Check-in is available from 7:30am to 8:30am each day.

- Parking: Parents/guardians should park in the Mankato Family YMCA parking lot before proceeding to check in their camper.
- Check-In Location: All campers must be checked in at the check-in table located at Door A (to the left of the YMCA's main entrance).
- Late Arrivals: If a camper arrives after 8:30am and their camp group has already departed, it is the parent/guardian's responsibility to escort the camper to the correct camp location.
- Patience & Safety: We ask for your patience during check-in. Accurate attendance records are essential for your child's safety, and ensuring a smooth check-in process helps us prioritize the well-being of every camper.

## **Check Out Process**

• Check-Out Time: Check-out is available from 4:30pm to 5:30pm each day.

- Authorized Pick-Up: A photo ID is required to sign out your camper. Only individuals listed as authorized adult pickups may check out a camper. If you need to add an additional adult, please notify camp staff in advance.
- Parking: Parents/guardians should park in the Mankato Family YMCA parking lot before proceeding to check out their camper.
- Check-Out Location: All campers must be checked out at the check-out table located at Door A (to the left of the YMCA's main entrance).
- Door A Access: For safety reasons, parents/guardians are not permitted to enter or exit through Door A except during the official check-out window from 4:30pm to 5:30pm.
- Early Pick-Up: If a camper needs to be picked up before 4:30pm, it is the parent/guardian's responsibility to meet the camper at the location where their camp session is taking place.
- Patience & Safety: We ask for your patience during check-out. Accurate attendance records are essential, and the safety of your child is our top priority.

## **Late Arrival/Early Pick Up Policy**

If campers arrive late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp. If a camper needs to be picked up prior to end of day (before 4:30pm), it is the responsibility of the parent/guardian to meet the camper at the location in which their camp resides.

## **Authorized Pick-Up List**

Participants will only be released to individuals listed on their Authorized Pick-Up list. Check-out staff are required to ask for photo identification from anyone picking up a camper.

If an unauthorized person attempts to pick up a camper, camp staff will contact the parent/guardian immediately. If the parent/guardian cannot be reached, the camper will not be released until confirmation is received from the parent/guardian.

To add or remove authorized pick-ups after submitting the Participant Information Form, please contact the Director of Youth Development directly.

This ensures that every camper is released safely and only to approved adults.

## Visitors & Communication with your child at Camp

Communication via REMIND: Parents and guardians are required to communicate with camp staff through REMIND, including reporting camper absences.

- **Mid-Day Visits:** Mid-day visits are not recommended. If a visit is necessary, please contact camp staff in advance to schedule a time.
- **Electronic Devices:** Cell phones, smart watches, and other electronic devices are not permitted at camp. If a device is discovered, it will be confiscated. Campers are not allowed to make phone calls without permission from camp staff.
- **Emergencies & Social Support:** In the event of an emergency or to support a camper's social adjustment, camp staff will contact parents/guardians directly. While it can be challenging to be apart from your child, the camp experience is designed to help children unplug from devices and fully engage in activities, friendships, and the overall camp experience.

This policy ensures campers remain safe, focused, and fully immersed in their time at camp.

## Packing for Camp

Camp staff will help your camper keep track of his or her belongings, but they are NOT responsible for lost or stolen or damaged personal items. **LABEL ALL YOUR ITEMS.**

**Sunscreen & Bug Repellent WILL NOT be provided! Please ensure your camper(s) has their own.**

<b>Discoverers</b>
Backpack
Sweatshirt/Rain Coat
Swim Suit
Towel
Sun Screen
Bug Repellent
Filled Water bottle
Tennis Shoes
Rest Time
Blanket/Stuffed Animal

<b>Explorers, Voyagers, Sports, Pathfinders</b>
Backpack
Sweatshirt/Rain Coat
Swim Suit
Towel
Sun Screen
Bug Repellent
Filled Water bottle
Tennis Shoes

<b>Chesley Skate Camp</b>
Backpack
Sweatshirt/Rain Coat
Sun Screen
Bug Repellent
Filled Water bottle
Helmet & Pads*
\$\$ for concessions*

\*Helmet & Pads are available for use

\*Money may be brought for concessions

<b>Items NOT allowed at Camp</b>
Weapons
Electronics
Tobacco/Drugs/Vapes
Alcohol
Toys/Trading Cards
Money*
Inappropriate Clothing

## **Electronic Devices**

Participants are not permitted to use personal electronic devices—including cell phones, tablets, and similar devices—during Summer Camp, including on field trips.

If a device is used during program hours, it will be collected by Summer Camp Lead staff or the Camp Director for safekeeping and returned to the participant or parent/guardian at pick-up.

Smart watches may be worn during camp as long as they do not become a distraction to the participant or others.

## **Camp Dress Code**

Please ensure your camper is dressed appropriately for all camp activities. Campers are active and may get dirty, so comfortable, durable clothing is recommended.

- Footwear: Campers must wear tennis shoes or closed-heel sandals each day for safety during activities.
- Field Trip Attire: Campers are required to wear their YMCA Field Trip shirt on their designated field trip day.

Dressing appropriately helps ensure your child can fully participate safely and comfortably in all camp activities.

## **Dress Up Days**

Every Friday, camp has a special dress up theme! We encourage all campers and counselors to take part in this fun event. Below are the dress up themes for Summer 2026.

- May 29: Neon- be as bright as you can be!
- June 5: Monochromatic Day (Dress in one color from head to toe)
- June 12: Sports/Jersey Day
- June 19: Wacky Day
- June 26: Crazy Hat/Hair Day
- July 2: Red, White, and Blue
- July 10: Costume Day!
- July 17: Holiday Sweaters/Holiday Gear
- July 24: Color Wars Team Colors
- July 31: Role Reversal (Campers dress as counselors & counselors dress as campers)
- Aug 7: Hawaiian Day
- Aug 14: Camp Field Trip Shirts
- Aug 21: Superhero Day!

## **Character Development**

For over 150 years, the YMCA has been committed to promoting character development in children, families, and communities. At camp, participants will learn and practice the five YMCA core values: Caring, Honesty, Responsibility, Respect, and Faith.

These values are not only taught through camp activities but are also modeled by our staff in their interactions with campers and families. Each camp incorporates the core values in its own unique way, creating opportunities for campers to see them in action and apply them in their daily experiences.

We encourage parents and guardians to check in with their campers about how these values are practiced throughout their week, fostering meaningful conversations and reinforcing the lessons learned at camp.

## Activities

At YMCA Summer Camp, every day is filled with fun, engaging, and enriching experiences! Our curriculum includes a wide variety of activities designed to spark curiosity, build skills, and foster personal growth, including:

- Arts & Humanities – Explore creativity through crafts, music, and theater.
- Character Development – Practice our YMCA core values and build strong personal character.
- Health & Wellness – Enjoy games, sports, and activities that promote fitness and healthy habits.
- Literacy – Dive into stories, reading, and creative expression.
- Science & Technology – Discover the wonders of STEM through hands-on experiments and projects.
- Service Learning – Give back to the community through meaningful projects.
- Social Skills & Conflict Resolution – Learn teamwork, communication, and problem-solving in a supportive environment.

Campers are encouraged to participate in all scheduled activities, but no one will be forced to join. If a camper chooses not to participate, they are welcome to observe nearby, but must remain in the activity area.

Every activity is designed to be fun, safe, and memorable, giving each camper the chance to explore new interests, make friends, and create lasting summer memories!

## Swimming

To ensure safety, every camper who plans to swim will have their swimming ability evaluated on their first pool visit. Campers are grouped into three skill levels: beginner/non-swimmer, intermediate, or advanced, and pool activities are determined by their assigned level.

### YMCA Pool

- Campers aiming for the highest level (green) must swim one full length of the Taylor Pool.
- Campers who choose not to take the swim test can enjoy water activities in the zero-depth area.
- Discoverers do not take a swim test and remain in the zero-depth area.
- Campers may retake the swim test during future camp sessions if desired.

### Tourtellotte Pool Swim Test

If the camp visits Tourtellotte Pool, swim levels and pool access are determined as follows:

- Orange (Beginner): Did not pass or did not take the swim test. Enjoy activities in the zero-depth pool and the water slide (if tall enough).
- Yellow: Swim half the length of the lap pool. Access to the shallow side of the lap pool, zero-depth pool, and the slide (if tall enough).
- Pink: Can swim anywhere in the lap pool without a life jacket, use the diving boards in the dive well, as well as the zero-depth pool and the slide (if tall enough).

### Pool Guidelines & Safety

- Red Cross-certified lifeguards are on duty at all times.
- Campers should pack a swimsuit and towel daily to be prepared for swim day.

This ensures that campers at either pool location have a safe, structured, and fun swimming experience that matches their skill level.

## Lost & Found

Items found within the Summer Camp program are placed in the Camp Lost & Found, located at Door A. If you cannot locate your camper's item in the camp lost & found, please contact the YMCA Front Desk to check the YMCA-wide lost & found. Unclaimed items and equipment will be donated to a local charity after two weeks, so please check promptly to retrieve lost belongings.

## Field Trips

Specific field trip details will be shared with parents/guardians prior to the scheduled trip.

- Each camp is assigned a designated field trip day, and campers may travel up to 90 miles from the YMCA.
- Field trip fees are included with camp registration.
- Ensure your camper is on time (8:30am sharp) to make the bus before departure.
- YMCA camp staff are not responsible for any money or personal items that are lost or stolen during the trip.
- Campers must bring a lunch and wear their YMCA Summer Camp Field Trip shirt.

Please note that there is no alternate programming at the YMCA on field trip days. Refunds are not available for campers who do not attend the field trip.

Field trips are designed to provide fun, educational, and memorable experiences, so full participation is strongly encouraged.

### Field Trip Shirts

There will be multiple days for “T-shirt Pick Up” days prior to Camp beginning. We highly encourage you to pick your shirt(s) up at then to guarantee you get the size you want. If you do not pick up your shirt prior to camp beginning, shirts will be handed out on the Wednesday of every camp session. You will receive your camp shirt at the first camp session your camper attends. Every camper receives ONE field trip shirt per camp season. More can be purchased directly from the Director of Youth Development.

## Sunscreen / Bug Repellant

- Parents/guardians are responsible for providing sunscreen and bug repellent for their camper. These items will not be provided by the YMCA.
- Spray sunscreen is preferred, as camp staff are not permitted to apply lotion sunscreen on campers.
- Sunscreen and bug repellent may be considered medications and must be used only under the guidance of camp staff.
- Campers should arrive at camp with sunscreen already applied each morning.
- Campers will have the opportunity to reapply sunscreen and bug repellent during designated times throughout the day to ensure protection while outdoors.

## Dietary Restrictions/ Allergies

- Parents/guardians must list all dietary restrictions and allergies for their camper at the time of registration.
- The camp can accommodate reasonable dietary restrictions and allergies for snacks. In certain situations, parents may be asked to provide allergen-free foods for their camper to ensure their safety.

## Weather & Rainy Days

- Summer Camp activities are primarily held outdoors. Be prepared.
- In the event of inclement weather, activities will be modified for safety, and parents/guardians will be notified via REMIND.
- Campers will take shelter immediately in the presence of lightning, thunder, high winds, or extreme heat.
- Campers should be prepared for rainy days by bringing appropriate clothing, such as a rain jacket, sweatshirt, or waterproof shoes.
- We encourage sunscreen, hats, and water bottles on sunny days, as outdoor activity continues whenever it is safe to do so.

## Medications

- Parents/guardians must send all medications in the original container with the original pharmacy label. Medications not in their original container will not be accepted.
- All medications will be collected by camp staff at the start of each week and administered according to the prescription label.
- Unused medications will be returned to the parent/guardian on the last day of the camp session.
- Campers who use asthma inhalers or emergency medications (such as an EpiPen for allergic reactions) may keep their medication with them, but it may only be administered by the camper under the supervision of camp staff.

## Illness

The Mankato Family YMCA Summer Camp program follows the Minnesota Department of Health guidelines and recommends that campers stay home if they exhibit symptoms of illness. Campers may be excluded from activities for the following reasons:

- Vomiting or Diarrhea: Camper may return 24 hours after the last episode.
- Fever: Camper may return 24 hours after being fever-free without the use of medication.
- Undiagnosed Rash: Contact your medical provider before sending your camper to camp.
- Impetigo, Strep Throat, Ringworm: Camper may return 24 hours after beginning treatment.
- Chickenpox/Shingles: Camper may return once all blisters have dried into scabs.
- Head Lice: Camper may return once treatment has been completed.
- Hand, Foot, Mouth: Fever-free for 24 hours minimum.

If a camper becomes ill while at camp, they will be isolated and supervised to prevent the spread of illness. Parents/guardians will be contacted and are required to pick up their camper within 30 minutes. For communicable diseases such as chickenpox, lice, impetigo, and strep throat, the YMCA will notify other parents in writing on the same day so they can monitor for symptoms and the incubation period. Please notify camp staff immediately if your camper has contracted or been exposed to any of the above illnesses.

## Injuries

All YMCA Summer Camp staff are trained in CPR and First Aid to provide prompt and appropriate care for campers.

- Minor Injuries: Campers with minor injuries will receive basic first aid and care until they are ready to safely return to activities.
- Serious Injuries: For more significant injuries—including severe falls, lacerations, sprains/fractures, or head injuries—camp staff will contact parents/guardians immediately and complete an injury report documenting the incident.
- Emergency Situations: In the event of a medical emergency, staff will call 911 and notify parents/guardians. Emergency personnel will determine the appropriate course of action, and if further medical attention is required, the camper will be transported to the nearest medical facility. Parents/guardians are responsible for all medical expenses incurred.

**Parent/Guardian Responsibility:** It is the responsibility of parents/guardians to ensure that camp staff have accurate and up-to-date contact information and the ability to reach all authorized individuals listed for emergency contact.

## **Emergency Procedures**

The safety of our campers is a top priority at the YMCA. All camp staff are thoroughly trained in Emergency Action Procedures (EAP) and receive comprehensive instruction on how to respond to a wide range of situations, including severe weather, medical emergencies, lost campers, and other unexpected incidents. Staff practice these procedures regularly to ensure they can act quickly, confidently, and effectively to keep all participants safe.

In the event of an emergency, camp staff will contact parents/guardians promptly via REMIND with updates and instructions as needed.

Our extensive training and preparedness allow us to maintain a secure environment, giving parents peace of mind while campers enjoy a fun and engaging experience at YMCA Summer Camp.

## **Transportation**

Campers and staff are transported using YMCA-owned vehicles or Yaeger Bus Service for field trips and other program activities. Safety is our top priority, and the following guidelines must be observed while riding:

- **Boarding and Exiting:** Campers must get on and off the vehicle in an orderly manner while following instructions from the driver and camp staff.
- **Core Values:** Campers are expected to demonstrate the YMCA core values of caring, honesty, responsibility, respect, and faith at all times.
- **Personal Safety:** Keep hands, feet, and belongings inside the vehicle and to yourself at all times.
- **Seating & Restraints:** Remain in your seat while the vehicle is moving and use a seatbelt or safety restraint whenever available.
- **Behavior & Noise:** Speak at normal voice levels. Screaming, yelling, or the use of vulgar language is not permitted.
- **Food & Drink:** No food or drinks are allowed on the vehicle unless otherwise instructed by staff.
- **Disruptive Behavior:** Behavior that threatens the safety of others may result in suspension or loss of riding privileges. The driver and/or camp staff have final authority regarding safety decisions.
- **Damage Responsibility:** Parents/guardians will be held financially responsible for any damage caused to YMCA or contracted vehicles by their camper.

## **Non-Discrimination Statement**

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex and/or gender, or religious beliefs. The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, responsibility, respect, and faith – they guide everything we do.

The YMCA Summer Camp program is a large-group program designed to foster participant development in a positive manner. In order for participants to be successful, please review the recommended program readiness standards.

## **Program Readiness**

The Mankato Family YMCA Summer Camp program follows best-practice readiness standards to ensure campers have a safe, positive, and enriching experience. Our programs are designed to support social-emotional learning by helping campers develop skills in self-management, social awareness, relationship building, self-awareness, and responsible decision-making. YMCA school-age programs are not designed for one-on-one care, so parents/guardians should carefully evaluate if the program is appropriate for their camper.

Campers are most successful in our programs when they can:

- Demonstrate independence: transition between locations, dress, eat, and maintain personal hygiene without assistance.
- Regulate emotions, thoughts, and behaviors in a variety of situations.
- Express and recognize emotions and thoughts effectively.
- Show empathy and respect for others, including those from diverse backgrounds.
- Build and maintain healthy relationships, including effective communication, listening, cooperation, and resisting inappropriate behaviors.
- Make safe, healthy, and respectful choices for themselves and others.

These readiness skills help ensure that each camper can fully engage in camp activities, grow socially and emotionally, and enjoy a positive camp experience.

## **Accommodations**

The YMCA Summer Camp program is committed to providing reasonable accommodations to support the physical, emotional, and social development of every camper. The Director of Youth Development will work closely with families to gather information and determine what accommodations can be implemented to ensure a safe, inclusive, and successful experience.

Honesty and transparency from families are essential to helping staff understand and meet the unique needs of each camper. The camp's goal is to create an environment where all participants and staff feel valued and included.

Parents/guardians are expected to collaborate with program staff to support their camper's growth and development, ensuring that accommodations are effective and the camper can fully engage in all aspects of the program.

This partnership helps guarantee that every camper has the opportunity to thrive, learn, and enjoy their camp experience.

## **Behavior Management**

The goal of the Mankato Family YMCA Summer Camp program is to provide a safe, welcoming, and inclusive environment for all campers and staff. Our programs focus on teaching and reinforcing the YMCA core values: Caring, Honesty, Responsibility, Respect, and Faith.

Campers are expected to follow behavior guidelines and interact appropriately in a group setting. These guidelines include:

- Caring: Campers will care for themselves and those around them.
- Honesty: Honesty is the foundation for all relationships and interactions.
- Responsibility: Campers are responsible for their actions and choices.
- Respect: Campers must respect others, themselves, and the environment.
- Faith: Campers have faith in themselves and others to overcome challenges and handle incidents positively.

In the event of a behavior incident, the following behavior management strategies may be used:

- **Redirection:** Participant and staff will discuss the behavior and why it is deemed inappropriate. Staff use situations as learning moments for participants to understand the impact of their behavior and healthy ways to react in the future
- **Modeling:** Program staff will model positive behavior, provide praise, and encourage acceptable behavior

If behaviors escalate and camp safety is a concern, parent/guardians will be contacted for an immediate pick-up. Documentation will be collected on the incident.

## Behavior Expectations

The Mankato Family YMCA Summer Camp program is committed to providing a safe, positive, and respectful environment for all participants and staff.

- **Keep Everyone Safe**
  - Campers use their bodies and words in ways that keep themselves and others safe. This includes keeping hands, feet, and objects to themselves, using kind and appropriate language, respecting personal space, and making choices that help everyone feel secure and welcome.
- **Care for Our Space and Belongings**
  - Campers treat YMCA facilities, equipment, and personal belongings with care. This means using materials properly, cleaning up after activities, and respecting the property of others. Families are responsible for any damage caused by their camper.
- **Participate Positively in the Program**
  - Campers stay with their group, follow staff directions, and make a genuine effort to take part in activities and transitions. This helps ensure that the day runs smoothly and that everyone has a fun and meaningful camp experience.
- **Live the YMCA Core Values**
  - Campers are expected to model the YMCA Core Values of Caring, Honesty, Responsibility, Respect, and Faith in their words and actions by showing kindness, being truthful, taking ownership of their choices, and treating others with dignity

The following behaviors are considered inappropriate:

- **Threats to Safety:** Any behavior that directly or indirectly threatens the safety of participants or staff, including but not limited to: hitting, kicking, pushing, biting, choking, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, or sexualized behavior.
- **Destruction of Property:** Any behavior that intentionally damages YMCA property or the property of participants or staff, including graffiti, malicious destruction, or intentional misuse of equipment. Parents/guardians are financially responsible for any damages caused by their camper.
- **Disruption of Program:** Behavior that consistently disrupts the camp environment, such as leaving the program area or building without permission, refusing to follow directions, or being unable to transition between activities.
- **Failure to Follow Core Values:** Any behavior that does not align with the YMCA Core Values of Caring, Honesty, Responsibility, Respect, and Faith.

Camp staff will address behavioral issues as appropriate. Participants sent home for disruptive behavior will not receive a refund.

## Zero-Tolerance Policy

The Mankato Family YMCA Summer Camp program has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from camper for the remainder of the day, week, month, or year. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- Any kind or type of physical assault, such as hitting, kicking, pushing, or biting
- Endangering the health or safety of themselves, other campers, staff, members, etc.
- Inappropriate touching of themselves or others or sexual misconduct
- Theft, damaging, or destruction of YMCA property
- Leaving the YMCA Summer Camp program without permission
- Using profanity, vulgarity, or obscenity frequently
- Acts or threats of physical harm, mental harm, or bullying
- Possession of tobacco, alcohol, drugs, weapons, or explosives

## Disciplinary and Dismissal Process/Intervention

The YMCA Summer Camp program strives to provide a safe and positive environment for all campers. When a camper demonstrates negative or disruptive behavior, the following steps may be taken:

1. Redirection: Staff will redirect the camper to more appropriate behavior, reminding them of camp rules and behavior guidelines.
2. Parent Notification: If the behavior continues, parents/guardians will be notified. Staff will explain the behavior, the strategies used to redirect the camper, and how the behavior is affecting the camp environment.
3. Behavior Meeting: If the behavior persists, a meeting will be scheduled with the parent/guardian, camper, staff, and Camp Director to discuss the behavior and establish clear expectations moving forward.
4. Dismissal: If the behavior continues despite these interventions, the camper may be dismissed from the YMCA Summer Camp program.

YMCA administrative staff reserve the right to take immediate action if a camper's behavior poses a threat to their own safety or the safety of others.

Important: No refunds will be issued for campers who are dismissed due to behavioral issues.

## Bullying

The YMCA Summer Camp program is committed to providing a safe, welcoming, and inclusive environment for every camper. If you feel your child is being bullied or struggling within the program, we encourage you to follow the grievance procedures outlined below.

What is Bullying?

Bullying is unwanted, aggressive behavior between individuals that involves a real or perceived power imbalance and is repeated or has the potential to be repeated over time. To be considered bullying, the behavior must be aggressive and include:

- Imbalance of Power: Individuals who bully use their power—such as physical strength, access to private information, or popularity—to control, intimidate, or harm others. Power imbalances can change over time and differ between situations, even if the same individuals are involved.
- Repetition: Bullying behaviors occur more than once or have the potential to recur; a single incident is not considered bullying.

If bullying is suspected, the Summer Camp lead staff and Camp Director will conduct a thorough investigation. If confirmed, the YMCA reserves the right to terminate enrollment to ensure the safety and well-being of all campers.

In the event of multiple incidents or extreme circumstances of inappropriate behavior, the YMCA Summer Camp program will implement the follow policy:

#### *Altercation Policy for Mankato Family YMCA*

*This policy is to define what an altercation is and how the Mankato Family YMCA will handle each situation to better serve our members, guests, community and staff. The following is a basic guideline and is not all encompassing, the below lists what an altercation is defined as and a minimum consequence to be given for violating the policy. This policy covers the majority of incidents, but it is also not limited to the below incidents or consequence guidelines and are subject to change based on the severity of the incident.*

- *Physical Altercation definition: An act done with intent to cause fear in another of immediate bodily harm or the intentional infliction of or attempt to inflict mental or physical harm upon another.*

*MN Statute 609.02 Subd. 9.6 subd. 10 to comply with MN guidelines.*

*The above covers the following but is not limited to the list: Hitting, Punching, Slapping, Pinching, Kicking, Spitting on, Biting, Pushing, Grabbing, Throwing objects at or around someone, Tripping, etc.*

*Incident Investigation In the event of a violation of this policy the YMCA will conduct an investigation into the matter. While the investigation is ongoing the individual/s who are involved will be suspended from the Mankato Family YMCA facilities and all programming until the conclusion of the investigation. There will be a minimum suspension of 48 hours or 2 standard business days to conduct the investigation, following that 48 hours or 2 standard business days those who were involved will get an update via phone call or email with either the results of the investigation or informed more time is needed to conduct the investigation.*

*2 Standard business days are Monday – Friday 8am-5pm*

*If the incident happens on a Friday anytime the offender/s will not be allowed in/on the Mankato Family YMCA properties or in any program at minimum until Wednesday, the following week. Monday and Tuesday would be the 2 standard business days after the altercation.*

*Each altercation will be reviewed on a case-by-case basis, and the consequences are determined by a panel of 3 individual directors (full time staff) 1 of the area where the incident occurred, that person's direct supervisor and 1 individual from the safety committee (rotating).*

*The 3 will determine the severity of the altercation, history of past events and other extenuating circumstances that lead to the altercation.*

- *First Consequence violation results in a minimum 48 hour (2 Standard business days) for the investigation.*
- *After the investigation process the consequences can vary, based on the severity of the include but are not limited to 2 days, 1 week, 1 month, 1 year, until the age of 18 (for minors), permanent suspension (adult and minors) from the Mankato Family YMCA properties and programs.*
- *Should the offender/s not be in a program the following week but in subsequent weeks following the offence, this consequence will be imposed on the next registered program. This will be communicated to the member/members guardians via phone or email.*

#### *Reinstatement*

*For reinstatement a letter of apology must be given to the affected areas director and a meeting must be held between the director and a member of the investigation committee assigned to the incident. In this meeting there will be a code of conduct signed and given to the members along with a copy retained by the YMCA. Any further incidents (if not already permanently suspended) can lead to permanent suspension from the Mankato Family YMCA and all properties/programs.*

*If asking for reinstatement to the Mankato Family YMCA see below for different incident types:*

- *Permanent Suspension- If under the age of 18 when suspension is levied depending on the suspension reason a letter can be sent for consideration after the age of 19 is reached. This matter will be reviewed by the safety committee within 5 business days, and a letter will be sent with the determination. There is no guarantee of reinstatement.*
- *Two day, One week - Follow regular reinstatement protocol listed above. A meeting must be held with the director of the area and a member of investigation committee. A code of conduct must be signed and understood any further incidents can lead to but are not limited to permanent suspension from the Mankato Family YMCA.*
- *One Year Suspension – A letter of apology and a meeting with the affected area director, member of the investigation committee and executive director must take place. A signed code of conduct must also be received at the end of the meeting. The 3-person committee will then render a decision within 2 business days of the meeting, a letter will be sent to the member seeking reinstatement along with a phone call with the determination.*
- *If it at any point the member cancels the membership, the already mentioned will still apply for reinstatement of the membership. A meeting will need to be held along with a letter of apology to reinstate the membership.*

## **Grievance Procedure**

If you have a concern or grievance regarding bullying or any other camp-related issue, please follow these steps:

1. Contact Lead Staff via REMIND or speak with Leadership Staff during pick-up to discuss the concern.
2. Contact the Camp Director via REMIND or email if the issue is not resolved. A phone call or meeting may be scheduled to address the concern.
3. Contact the YMCA Executive Director by phone or email if all previous steps do not resolve the issue.