

BELONGING ACHIEVEMENT RELATIONSHIPS

METRO YMCA OF THE ORANGES
A GUIDE TO SUMMER DAY CAMP

METROPOLITAN YMCA OF THE ORANGES

metroymcas.org/summercamp

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MISSION STATEMENT

Strengthen community through Youth Development, Health Living, and Social Responsibility.

WELCOME

Dear Camp Families:

Welcome to the Metro YMCA of the Oranges Camps! Whether this is your family's first camp season or you've been with us for years, we are honored to be part of your summer traditions and grateful for the trust you place in us.

Summer camp is more than a place to spend the day. It's where children discover new interests, build confidence, make lasting friendships, and create memories that stay with them long after summer ends. Our goal is to provide experiences that help every camper feel connected, capable, and excited to come back each day.

At the YMCA, we believe every child deserves to feel welcomed, included, and valued. Guided by our core values of Caring, Honesty, Respect, and Responsibility, we are committed to creating a camp community where children can explore, grow, and thrive while being supported by caring role models every step of the way.

As a parent or guardian, nothing matters more than knowing your child is safe, happy, and well cared for. We understand that trust is earned, and we take that responsibility seriously. Before camp begins, our staff complete extensive screening, training, and preparation to ensure they are ready to provide a safe, nurturing, and engaging experience for every camper.

Throughout the summer, we follow comprehensive youth protection and supervision practices designed to keep children safe and supported. Our staff are trained to maintain appropriate boundaries, provide active supervision, and create environments where children feel comfortable, respected, and heard. We have zero tolerance for abuse, neglect, harassment, or misconduct of any kind.

Most importantly, we want your family to feel confident partnering with us. We believe the best camp experiences happen when families and camp staff work together to support each child's success. We encourage you to share your questions, concerns, and goals with us so we can help create the best possible experience for your camper.

Thank you for allowing us to be part of your child's summer journey.

Warm regards,

Ed Philipp
President/CEO

The Metropolitan YMCA of the Oranges
304 South Livingston Avenue, Livingston NJ 07039

MISSION STATEMENT

Strengthen community through Youth Development, Health Living, and Social Responsibility.

PROGRAM OVERVIEW

Our Summer Camps are an integral component of the Metropolitan YMCA of the Oranges (Metro YMCA) mission, and provide a safe, fun-filled, day camp experience for each of our campers to make new friends and explore new activities and enrichment opportunities. Children engage in arts and crafts, sports, STEM and hands-on projects and special events, fostering social skills, confidence and creativity. With a focus on healthy living and character development, the Metro YMCA ensures children are active, engaged, and supported, promoting a sense of belonging and community.

Staffed by highly trained youth development professionals, our camps prioritize safety and personal growth, making it an ideal choice for parents seeking comprehensive care for their children. Our diverse staff is dedicated to role modeling the four core values of Honesty, Caring, Respect and Responsibility and guiding camper behavior to ensure the development of positive outcomes for all.

Goals and Outcomes for Campers:

At the Y we are for youth development, healthy living and social responsibility. Our goal is to provide our campers with an enriching, rewarding and challenging experience through intentional planning of developmentally appropriate activities, to create memories to last a lifetime. Our camp goals are:

- Friendship Skills: make friends and maintain relationships
- Independence: rely less on others for solving problems and for day-to-day activities
- Teamwork: working effectively in groups of peers
- Confidence: believe in their own success
- Curiosity: be more inquisitive, eager to learn new things
- Responsibility: accountable for their own actions and mistakes
- Appreciation for Nature: develop feelings of emotional connection toward nature
- Problem-Solving Skills: believe they have abilities to resolve problems
- Camp Connectedness: feel welcomed and supported at camp
- Summer Learning Loss Prevention: keep minds actively learning

Program Hours

Operating hours vary by location. Before care typically opens at 7:30 am. After camp care begins at the conclusion of the camp day and typically runs until 6:00 pm.

Refer to your branch-specific FAQ's/Welcome Pack or check with a Y staff member for more information.

What to Bring to Camp (and what to leave at home):

Please send your camper with the following items each day:

- A backpack for their belongings
- Comfortable clothing and closed toe-shoes (no sandals or flip flops)
- Lunch, snacks and a refillable water bottle
- Swimsuit, towel and goggles if your camp day includes swimming
- Sunscreen to reapply after swimming

Please do not send your child with toys, jewelry, or electronics from home. The YMCA is not responsible for these items in the event they are lost or damaged. Our camps prohibit any weapons or representation of weapons, matches, lighters, drugs, alcohol, and illegal or dangerous substances. Clothing with any references to alcohol, drugs, or any other explicit nature is not permitted. Animals or pets are also not allowed at camp.

Cell Phone and Screens Policy

To foster relationship building and ensure campers are fully engaged in daily camp activities, we request that campers leave all devices connected to the internet or cellular service, including smartwatches, phones, and tablets at home. Any electronic devices interfering with campers' ability to participate in camp may be held in the camp office until departure.

The following intentions shape our policy:

1. **Building Relationships:** We want campers to develop authentic relationships and social skills by interacting face-to-face, free from electronic barriers.
2. **Fostering Independence:** Campers grow their independence and problem-solving skills by relying on a supportive community of peers and the guidance of their counselors.
3. **Social confidence:** Campers learn to navigate social interactions, build confidence, and appreciate the physical world around them. They gain a sense of accomplishment and self-esteem by overcoming challenges without electronic distractions.
4. **Child protection:** Without devices connected to the internet we reduce the risk of bullying via social media and prevent unauthorized pictures or videos of other campers.

If your child experiences homesickness or any other difficulties during the camp day, we will contact you. Parents can also contact the camp office to pass a message to their child.

Please note – if your child requires an electronic device for a medical reason or a disability, please see the Non-Discrimination in the Provision of Services information on page 7 to request a modification to our policy.

Daily Schedule

A consistent daily schedule and routine helps children feel comfortable in their environment. Campers are typically organized and grouped by their age or grade and move as a group to each activity. Camp activities vary between 30 – 60 minute blocks depending on the activity and camp. Daily schedules will include various age-appropriate hands-on learning activities, free choice, snack and lunch time, outdoor activities, and enrichment.

The Camp Director is responsible for overseeing all aspects of the daily program with the support of their Leadership Team, Specialists and Counselors. Programming may be modified at any time due to weather (rain, extreme heat, unsafe air quality).

- **Attendance:** Attendance will be taken at the start of the camp day. Please notify us if your child is going to be absent by calling the camp phone number and leaving a message for the staff. Parent communication is essential for your child's safety. Please also call your camp phone number for late drop-offs and early pick-ups.

- **Program Activities:** A wide variety of activities are offered each day including indoor and outdoor play, sports, nature, arts and crafts, drama, STEM and enrichment activities. Specialist -led activities enhance the daily program at each site. Refer to your branch-specific FAQ form or check with a Y staff member for specific activity details.

- **Physical Activity & Nutrition:** The Y is committed to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards build a healthier future for our children by creating environments rich in opportunities for healthy eating and physical activity. Nutrition guidelines include access to healthy beverages, snacks, and modeling healthy behaviors.

Physical activity is the cornerstone of our program. Physically active children have lower rates of obesity in childhood and lower risk of obesity and chronic medical conditions in adulthood. In addition, higher levels of physical activity improve cognition, executive function, attention, and academic performance. At least 60 minutes of physical activity will be incorporated into the daily schedule. This time is designed to provide children with a variety of organized indoor and outdoor games, sports, and activities.

- **Swim Instruction:** Swimming is a life skill and a very important part of many of our Metro YMCA Summer Camp programs. Safety is our number one priority at the pool. During swimming lessons, campers take turns working on skills with the instructors, while the lifeguards ensure a safe environment. Counselors provide additional supervision to their campers and assist with guiding behaviors.

During summer camp, we focus on safety around water skills, as well as building stronger, more confident swimmers. Swimming tests are given on the first day of each week/session and campers are designated to a group according to their swimming ability.

- Red swimmers are beginners who swim in the shallowest part of the pool or lake with the most supervision. They are required to wear PFDs (personal floatation device) during free swim.
- Yellow swimmers are more advanced beginners/intermediates and are assigned to a designated area in the pool or lake where they can comfortably stand.
- Greens are intermediate and advanced swimmers who swim throughout the entire pool or designated areas in our camps with lake waterfronts.

All campers will receive a progress report at the end of their time at camp. We encourage continuing swim lessons year-round at the Y to further skill development.

- **Off-Site Field Trips and Special Events:** Parents will be informed in advance of field trips and special events through the Camp Calendar and Weekly Communication updates. Communications will include camp departure and return times and details of what to bring. For the safety of all, campers must wear their camp t-shirt when travelling off-site. Permission to participate in field trips is granted by signing the Parent Agreement and Participation Waivers in Pulse as part of the registration process and prior to participation in camp.

- **Snacks/Lunch:** Refer to your branch-specific FAQs for guidelines on what to pack for snacks and lunch each day. Please inform the Camp Director if your child has any food allergies or restrictions. Please see page 16 for more information on our Allergy Aware policy.

- **Screen Time:** Our programs provide an activity-focused, learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversations, and exploration. Our programs follow the recommendations established by the American Academy of Pediatrics including no screen time for children 0 – 18 months and a limit of one hour or less per day for older children. Occasionally, children may utilize technology such as computers and iPads to participate in learning activities.

- **Social Responsibility:** Opportunities for children to participate in social responsibility projects will be available throughout the camp season. For example, children may participate in a fundraiser such as Camp for a Cause or contribute to a food drive, all while learning the importance of helping others.

- **Family Engagement:** Family events are offered throughout the year at our Y branches to provide opportunities for families to gather socially. These may include international events, carnivals, picnics, and family nights. All caregivers are encouraged to participate in family activities and events held at camp. Events will be communicated through email and social media.

Everyone Belongs at the Y

At the Y, we believe every child deserves the opportunity to feel welcome, supported, and included. Our camp community brings together children and families of different abilities, backgrounds, cultures, identities, languages, and experiences. Guided by our core values of caring, honesty, respect, and responsibility, we work together to create a safe and welcoming environment where every camper can learn, grow, build friendships, and have fun.

Supporting Your Child's Success at Camp

We want all campers to be able to successfully participate in our programs. Parents/caregivers are encouraged to share information with the Camp Director about their child's strengths, needs, communication style, routines, and successful strategies, during the registration process. Our goal is to partner with families to understand each child's needs and determine how we can best support a safe and positive camp experience.

Our camp programs are group-based. Campers should be able to participate successfully within a group setting and manage personal care needs, including toileting and feeding, independently or with the level of assistance routinely available within the program.

Campers who require additional assistance or supervision may still participate with support from a qualified 1:1 professional provided by the family. Parents/caregivers who believe their child may need additional support are encouraged to contact the Camp Director so that individual needs can be discussed before the camper's start date. In some circumstances, a camper's start date may be adjusted while appropriate accommodations or necessary supports are put in place.

Creating a Safe and Respectful Community

All campers are supported in contributing to a safe and welcoming camp environment. Camp staff will help campers practice respectful communication, safe behavior, cooperation, and consideration for themselves and others. We recognize that children may demonstrate these skills in different ways and may benefit from individualized strategies and supports.

Families are also encouraged to share information about their culture, language, traditions, and background to help us learn from one another and strengthen our camp community.

Non-Discrimination Policy

The Metropolitan YMCA of the Oranges ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectional orientation, gender identity or expression, national origin, ancestry, nationality, age veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

Non-Discrimination in the Provision of Services to Persons with Disabilities

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs.

Non-Discrimination in the Provision of Services to Persons with Disabilities (cont)

Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.
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Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include working with children who have diabetes to administer the necessary care they need and allowing a program participant to have a service animal.

All requests for modifications or for auxiliary aids and services should be directed to the applicable Program Director or Laura McCann, Senior Director of Mental Health and Safety, at lmccann@metroymcas.org or at 973-758-9622.

The YMCA will work with prospective or current participants in our programs, and/or their parent/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications. The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.

The YMCA prohibits retaliation against any individual for exercising their rights to request and/or receive a modification to the YMCA's policies, practices and procedures or auxiliary aids and services. The YMCA further prohibits retaliation against any individual who on good faith participates in any investigation or proceeding related to a request for modification to the YMCA's policies, practices and procedures or auxiliary aids and services.

Parental Responsibilities

Please be sure to read through the entire Program Policies Guide provided during registration. Please keep us informed of any changes and information you think will help us better serve you and your child. Contact the Camp Director to discuss any questions or concerns about the program.

You are required to complete and sign all enrollment, parent information, waivers and medical release forms in Pulse before your child starts our program. Your child will not be allowed to start the program with incomplete paperwork.

Preparing for the First Day

We encourage you to have positive conversations about the beginning of camp with your child leading up to your child's first day. Your Camp Director will inform you of any specific opportunities, such as a Meet and Greet Orientation, to foster a smooth transition to the program. Leading up to camp, ensure that your child is familiar with their belongings and everything is labeled. Review or practice daily routines such as getting changed for swimming or re-packing their backpack. As the first day approaches, please do not hesitate to connect with the program staff to discuss any concerns or questions that you may have regarding your child's participation in camp.

Drop-Off and Pick-Up for Camp: You will be informed of the specific drop off location for before care, after care and camp prior to your child's start. Children must be signed in with a YMCA staff member each day at arrival by a parent/guardian or adult and signed out by an authorized adult at pick up. Please check with your Camp Director if you need to make alternative arrangements including authorization for your camper to walk home unsupervised or to be released to an older sibling. Guidelines may vary by camp, see Policy on the Release of Children, page 15 for more information.

Parent Notification/Open Communication: The YMCA utilizes several methods to communicate with families regarding our programs. Information may be sent via email, posted on our website, or posted on social media including Facebook. Phone calls and text messages may also be used to communicate information. Please be sure to update your email address on file to ensure that you can receive updates and information about the program. Parent satisfaction surveys will also be conducted via email.

Each camp program has a direct phone number that can be called during program hours. Please use this number to notify the staff if your child will be absent. You may also leave a message or send a text message if your call is not answered. YMCA staff may contact parents/guardians to verify an absence or to notify a parent/guardian of illness, injury, or other urgent information.

It is against YMCA policy for staff to provide members and participants with their personal cell phone numbers. Staff may not use their personal cell phones to contact parents.

Feedback & Concerns/ Open Door Policy:
The Y maintains an open-door policy, welcoming your feedback, so that we can improve our programs and services. Please speak with a staff member or administrator to share any feedback. We also encourage you to participate in the satisfaction surveys that are distributed throughout the year.
If you have a concern, complaint, or grievance, please notify your Camp Director immediately. There are several options, including in person, by phone or email. A report regarding child abuse-related concerns can also be made anonymously on our website. Please know that all concerns and complaints are important to us; however, depending on the nature and complexity of the issue, it may take time to evaluate the issue. We will stay in contact with you throughout the process. All concerns and complaints are treated as confidential and will be reviewed and investigated objectively and fairly by everyone involved.

"Y For All" Financial Assistance: The Y is a leading 501c3 nonprofit organization for youth development, healthy living, and social responsibility. Through funds raised from the Annual Campaign and special events, we can provide financial assistance to qualifying individuals and families so that everyone has a chance to learn, grow, and thrive at the Y. If you or your family would like more information about financial assistance or to donate, please contact your Camp administrator.

Registration and Payment Policies

Registration for Metro YMCA summer camps can be completed online through Pulse, in-person at your local branch or over the phone with a member of our Remote Welcome Center. During the enrollment process, a downpayment will be taken to secure your child's spot in a camp program. The registration process will display a payment plan for camp balances; however, you can pay online in advance of a scheduled payment date or in person at your branch's Welcome Center. If a partial payment is received, the remaining installment balance will be charged on the scheduled payment date.

Scheduled Payments: Camp balance payments will be automatically charged on the scheduled payment date to the authorized credit/debit card or checking account you provided during registration. **The schedule is also available on the next page.**

A re-processing fee of $25.00 may be charged for any declined draft or returned check. An alternative form of payment such as prepaid debit, money order, or credit card may be required after two declined payments.

In the event the parent/guardian is in default and fails to make payment, the parent/guardian is responsible for all collection costs, including collection agency fees and legal costs. The Y will suspend services while collection efforts are pursued. Re-enrollment in any program requires prior satisfaction of all balances due, including collection costs. Childcare/camp services may be terminated for failure to make payments or continuous late pick-ups.

Third-Party Payments:

The Y accepts third-party subsidies at most locations.

- Parent/guardian is responsible for submitting all required paperwork
- Weekly security deposit is due at the time of registration
- Registration must be for 5 days per week
- Parent/guardian is responsible for making sure contacts including email and phone number are current
- Parent/guardian will be responsible for any unpaid balance by the third-party provider
- Services may be interrupted or terminated for failure to make payments on time

Changes to Your Camp Enrollment:

Any changes to your camp enrollment (transfers, cancellations and withdrawals) may be requested using the online form at metroymcas.org. **Tuition will not be prorated for any reason. There are no make-ups for illness, absence or vacation.**

Transfers/ Changes: There is no additional charge to transfer a week/session of camp enrollment to a different week/session within the current camp year before January 31, 2027 at 11:59pm. From February 1, 2027 all changes are subject to a $35 administrative fee per camper, per request.

Transfers to a different week of camp must be submitted at least 21 days prior to the start of the scheduled camp week. All transfers are subject to availability. If the desired week is full, the camper must remain in their current enrollment or proceed under our cancellation policy.

Please note - the Early Bird rate does not apply to any transfers or additional weeks purchased after January 31, 2027, unless you were waitlisted during Early Bird registration.

Membership and Camp Rates: To qualify for Y member pricing, Y membership must be purchased by April 30 and maintained through the last day the child attends camp. If Y membership is purchased after your camp registration, a $35 administrative fee will apply to update your camp registration to member rates. Please request an adjustment through the Change Form on the website.

Metro YMCA memberships must be current and in good standing through the last date of your child's enrollment to receive the membership rates for camp programs. Any lapse in membership will result in camp charges reverting to the higher Community rate until the membership lapse is resolved.

Withdrawals and Refunds:

The last day to cancel camp and receive a FULL refund is April 1, 2027 at 11:59pm. Camp cancellations received on or after April 2 forfeit all payments made, including downpayments.

Withdrawals and Refunds (continued):

- **Withdraw on or before April 1:** A full refund will be issued to the original method of payment.

(Note: the East Orange YMCA Registration Fee is non-refundable and will be forfeited upon withdrawal).

- **Withdraw on or after April 2:** No refunds will be issued. Credits/refunds will not be issued for participant absence, inclement weather or changes in family plans.

Notice Requirements: All withdrawal or cancellation requests must be submitted through the online Change Form. Please review the chart below to determine the deadline for withdrawing from your child's camp week or session. Requests received after the applicable deadline will not stop scheduled payments.

- **Weekly Camps:** To withdraw from a camp week, submit the Change Form at least 21 days before the first day of that camp week. After April 1, payments already made toward that week are non-refundable.
- **Multi-Week Session Camps:** To withdraw from a multi-week session, submit the Change Form at least 21 days before the first scheduled payment date for the session. This deadline applies to the entire session.
- **Late Withdrawals:** If a withdrawal request is received after the applicable 21-day deadline, the full balance for the week or session remains due. Any remaining scheduled payments, including installments for multi-week sessions, will be charged to the pre-authorized payment method on file.

Exceptions to the cancellation and payment policy are limited to **documented medical circumstances** that prevent a child from participating in camp. Changes in plans, scheduling conflicts, transportation issues, or other personal circumstances are subject to the standard cancellation policy.

Families requesting a medical exception must complete the online Change Form and provide supporting documentation from a medical provider to the Branch Executive Director. **Submission of a request or documentation does not guarantee approval, a refund, or a credit.** Please allow up to 10 business days for a determination.

Court Orders & Confidentiality

In cases where an enrolled child is the subject of a court order, the Y must be provided with an original certified copy of the most recent court order and all amendments for our files. If a court order is not on file with the Y, both parents will be afforded equal access to their child as stipulated by law. Confidential and sensitive information will only be shared with employees on a need-to-know basis to ensure we can provide the most appropriate care for your child. Employees are strictly prohibited from disclosing confidential information about other children in the program.

Late Pick Ups: A late fee of up to $25.00 per 15 minutes is charged for late pickups. If you cannot arrive before the scheduled closing time, it is your responsibility to arrange for an emergency or alternate pick-up for your child. Please call to notify the program supervisor of any changes. Continuous late pick-ups may result in termination from the program.

Failure to Pick Up: If the parent/guardian or person authorized by the parents fails to pick up a child by the time of the program's closing, the following procedures will be followed:

- The child will be supervised at all times.
- Staff will attempt to contact a parent/guardian or persons authorized by the parent/guardian for pick-up and emergency contacts.
- If a child is not picked up within one hour of the program's closing time and no alternate arrangements can be made, staff will contact the NJ Division of Child Protection & Permanency (DCP&P) at 1-877-652-2873 for assistance.

Staffing and Supervision

Staff Qualifications and Training: The success of our camps and the positive and fulfilling experience of our campers is largely reliant on our Directors and Counselors. Our full-time, dedicated and professional staff works year-round to recruit, secure and train the best possible staff to lead our camp programs. All staff goes through a rigorous hiring process, including extensive background and reference checks. Prior to camp, all staff receive thorough training to ensure preparedness for any situations that may arise during the summer:

- Risk Management topics including Aquatic Safety, Playground Safety, Trip and Transportation Safety, Camper Safety and Supervision, Emergency Procedures, Dealing with Possible Intruders, Prevention of Lost Campers and Lost Camper Drills, Health Orientation, First Aid/CPR and Child Abuse Prevention.
- Youth Development topics are also covered including Positive Discipline, Diversity, Inclusion and Relationship Building at Camp, Interactive Workshops, and Leading Games Trainings

Supervision and Staff-to-Camper Ratios: Proper supervision is critical in providing a secure environment where children can learn and grow. The Metro YMCA is committed to providing continuous, attentive, and appropriate supervision to all children in our care.

- Staff-to-child ratios will adhere to state regulations and licensing requirements.
- Children will be supervised at all times, including indoor and outdoor activities, bathroom visits, snack times, and during transitions between activities.
- Extra care will be taken during transition times to ensure all children are accounted for and supervised.
- Playgrounds and outdoor areas will be inspected before children are allowed to use them. Any identified hazards will be immediately addressed and documented in the facility management system.
- Children will be supervised during bathroom visits. Privacy will be respected while ensuring safety.
- Staff will ensure children are released only to authorized individuals listed on the child's enrollment form.
- During special activities and field trips, additional staff or volunteers may be used to maintain proper supervision.
- All staff will receive regular training on supervision techniques, safety procedures, and emergency response.

Metro YMCA camps follow American Camping Association recommended ratios throughout the camp day. During before and after camp care we ensure a minimum ratio of 1:12, exceeding the state standards:

Camper Age Group	Staff	# of Campers
4-5 years	1	6
6-8 years	1	8
9-14 years	1	10
15-17 years	1	12

Behavior Management & Discipline Policy

The Metro YMCA utilizes a progressive behavior response plan to ensure that our responses to challenging behaviors are consistent, focused on assisting the child to succeed in our programs, and involves the engagement of the parent or guardian in addressing the child's needs. If your child consistently has issues with challenging behaviors, our staff will inform you of the behavior, communicate how we are working to address the underlying needs of your child and engage you in strategies to support your child.

Positive discipline is used to help promote social and emotional growth. We use two methods for promoting positive behavior. First, we reinforce and promote desired behaviors with verbal praise and recognition. Second, we provide a 'reset opportunity' where we talk with children making inappropriate choices to educate them about making better choices in the future and allow the child to rejoin activities. Finally, we work with children to repair any harm caused by their behavior and restore community within the group.

The following behaviors are considered to be inappropriate:

- Behavior on the part of the child that interferes with their safety and well-being , or the safety and well-being of any other person
- Verbal disrespect of YMCA staff or other children
- Lack of respect for property and/or the property of others
- Abusive language or gestures

Our goal is to create an environment of shared values to correct behaviors and separate negative actions from a child. We encourage parents/guardians to share any appropriate behavior management strategies to help their child make better choices in the future. We will also work with parent/guardians to develop a plan to help their child succeed in our program. If appropriate, we may remove a child from an activity, under the supervision of staff, to allow them to 'reset'. As per the YMCA Staff Code of Conduct, a child will never be deprived of food, struck, name-called, threatened, or ridiculed by staff. No child will be isolated or left unsupervised at any time. If the remedial actions do not work, parents/guardians will be advised verbally and/or in writing. Inappropriate behavior that cannot be redirected may result in the following:

- Verbal warning from the Camp Director or their designee
- Written communication of the child's inappropriate behavior
- Communication requesting a meeting
- Suspension or expulsion from the program

Suspension & Expulsion

We are committed to working with all families to prevent a child from being suspended or expelled from our programs. Our staff will utilize the steps outlined in the Behavior Policy to help a child develop better self-regulation. In addition, we will:

- Always use positive methods and language while disciplining children. Praise appropriate behaviors. Consistently apply consequences for rules. Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality. Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference with the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors. Give the parent resources regarding methods of improving behavior.
- Recommend an evaluation by a professional consultant on the premises.
- Recommend an evaluation by the local school district's child study team.

The following are reasons we may have to suspend or terminate a child from this center:

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical/verbal abuse to staff or other children

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Unwillingness to engage in strategies to support the child's continued participation
- Failure to pay/habitual lateness in payment
- Failure to complete required forms, including the child's immunization record
- Habitual tardiness when picking up your child
- Physical or verbal abuse of staff

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting a suspension or expulsion. The parent/guardian will be informed about the length of the suspension and the expected behavioral changes required for the child to return to the center. Failure of the child to satisfy the terms of the plan may result in permanent expulsion from the program. In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternate child care, whenever possible (depending on the risk to other children's safety or welfare).

A child cannot be suspended or expelled from the program as a form of retaliation if the parent/guardian has made a complaint regarding a program's alleged violations of licensing requirements, reported abuse or neglect occurring at the program, or questioned the program regarding policies and procedures.

Policy Prohibiting the Abuse or Mistreatment of One Youth by Another Youth

The Metropolitan YMCA of the Oranges is committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth, including any behavior that is classified as physical, sexual or psychological abuse. In addition, we will not tolerate any behavior classified under the definition of bullying. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another
- Verbal Bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names
- Nonverbal or relational bullying – when once person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
    - Sending mean, vulgar, or threatening messages or images;
    - Posting sensitive, private information about another person;
    - Pretending to be someone else in order to make that person look bad; and
    - Intentionally excluding someone from an online group
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate
- Sexualized Bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying involving one or multiple youths bullying another, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers. We will take the necessary steps to eliminate such behaviors listed above. Consequences of these types of behaviors may result in suspension or expulsion from the program. Employees or volunteers who violate this policy are subject to disciplinary action, up to and including termination.

Social Media

The Y recognizes the value of social media and other online communication tools for business purposes, such as connecting with members, staff, donors, and volunteers.

- Employees must demonstrate the Y's values of caring, honesty, respect, and responsibility when using social media or other online communication tools for work-related purposes.
- Parent/staff relationships are limited to Y social media sites.
- Parents/caregivers are asked to be respectful and exercise good judgment in social media interactions. Please only post or share photos/videos of your own children, and refrain from sharing identifying or personal information of staff, children or other Y families without express consent from the individuals or the Camp Director.

Photographs & Media

We respect the privacy of our participants. No photos or videos will be taken of any child without your consent. This includes the use of cell phones and cameras. If consent is given at the time of registration, your child's photo may be taken for Y marketing purposes and used in newsletters, media advertisements, or articles. This footage and use will be shared in advance with you for your approval and knowledge.

Hate Speech Policy

Metro YMCA of the Oranges denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech of this nature is contrary to our mission statement, diversity statement, and core values. Individuals determined to have participated in such harassment may be subject to consequences including suspension and expulsion.

Policy on the Release of Children:

- Children will only be released to individuals listed as authorized pick-up contacts in the registration system. Parents/guardians are responsible for keeping this list current.
- If a court order limits or denies access to a non-custodial parent, the custodial parent must provide a certified copy of the court order. The center will maintain a copy on file, and comply with the terms of the court order. Without such documentation, both parents will be presumed to have equal access under the law.
- All individuals picking up a child must present a valid government-issued photo ID. Staff will verify the individual's identity against the authorized pick-up list before releasing the child
- In an emergency, parents may request to add a temporary authorized pick-up person by contacting the Camp Director. This request must be submitted in writing (email is acceptable) and include the full name and phone number of the individual
- If a staff member believes that an authorized individual is impaired (e.g., under the influence or emotionally unstable), the child will not be released. Staff will immediately contact other authorized individuals and notify the Program Director.
- If a child is not picked up within one hour of the program's closing time and no alternate arrangements can be made, staff will contact the NJ Division of Child Protection & Permanency (DCP&P) at 1-877-652-2873 for assistance.
- Children will not be released to another minor or allowed to walk home or leave the premises alone unless the center has received written permission from the parent/guardian in advance. Please note the following age-related guidelines:

    - Youth Under the Age of 10 – independent departure is not permitted. Youth under the age of 10 must only be released to an authorized adult or other documented parent-approved arrangement, such as release to an older sibling (aged 14 or older). Staff will verify identify and that advance written authorization has been provided.
    - Youth Ages 10 – 12 – independent departure is permitted, however environmental factors such as busy parking lots or traffic may impact times and locations where independent departure is permitted.
    - Youth Over the Age of 12 – self-sign out is permitted with advance written authorization from the parent/guardian.

Child Safety & Abuse Prevention

Safety is our primary concern. Our core values of caring, honesty, respect, and responsibility are part of everything we do. Our policies and procedures include our child abuse prevention policy, staff and volunteer expectations, and responding to allegations of abuse. We place great value on creating the most child-safe environment possible. For additional information regarding our child abuse prevention policies, procedures, and additional resources, please visit www.metroymcas.org/main/child-abuse-prevention/.

Babysitting Policy

Per the Metro Y's Child Abuse Prevention Policies and Staff Code of Conduct, staff members are not allowed to sign out any child from the program or transport any child in their car unless the staff and the child or child's family or guardian are related. Staff members may not be alone with the children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their homes. Any exceptions require a written explanation and are subject to prior approval by the Executive Director.

National Sex Offender Screening

We conduct checks through the National Sex Offender Registry on all adult (18 years and older) members and visitors through a web-based platform that will notify us instantly if a sex offender is attempting to enter the building. Anyone with a sex offender record, including visitors, vendors, contractors, family members/friends, and staff, will not be allowed access to the building and/or children in our care.

Child Health & Wellbeing

Health History Requirements: As per NJ Department of Health guidelines, we must have an up-to-date immunization record (or a religious/philosophical exemption letter) on file for your child, along with a record of a health examination completed by a licensed physician within one year prior to admission to the camp. Please upload these documents in Pulse. Your child will not be allowed to start the program with incomplete paperwork.

All health histories will be reviewed by the Camp Director and/or the Health Care Manager, who will contact you with any questions regarding managing health conditions during camp.

Illness: The Metro YMCAs is committed to ensuring the safety and health of your child and our employees. The Health Care Manager works with our staff team to note any fever, bruises or signs of illness during morning attendance, documenting any concerns. If your child develops symptoms while at the program, we will contact you to request that you pick up your child immediately, and follow the guidelines related to your child's condition.

If your child is ill:

To maintain a healthy environment and prevent the spread of illness, we kindly ask for your cooperation in keeping your child home if sick. Keeping sick children home helps protect other children and staff from getting sick, prevents outbreaks of contagious illnesses, and ensures your child gets the rest and care they need to recover fully.

Your child may return once they have been symptom-free for at least 24 hours without the use of medication, or with a doctor's note stating the child is well enough to participate in activities and does not pose a health risk to others.

A child who has any of the illnesses or symptoms of illness specified below shall not be admitted to the program on a given day unless a medical diagnosis from a health care provider, which has been communicated to the program supervisor in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Red eyes with discharge;
- Lethargy that is more than expected tiredness;
- Severe pain or discomfort and/or too ill to participate in activities;
- Yellow eyes or jaundiced skin;
- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Undiagnosed skin rashes with fever, behavior change, or increasing tenderness or open blisters;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck
- If your child is suspected to have lice, we will ask that you pick your child up immediately and have him/her treated. Your child may return when free of lice and live nits.

Administration of Medication: Medication will be administered to your child only under the following circumstances:

- The physician-prescribed dosage schedule does not allow the parent to administer the medication to the child before or after camp.
- Prescribed and over-the-counter (OTC) medication is in its original container bearing the pharmacy prescription label or OTC box.
- The parent has provided written permission to administer medication along with the Physician's Orders to the YMCA.
- The Health Care Manager or their designee will administer the medication while another observes. Both staff persons will sign the Medication Log.
- All medications will be kept in locked storage.

Communicable Diseases: Children and/or staff with an excludable communicable disease (see list below) shall not be permitted to attend the program until the following requirements have been met:

- A note is received from a physician that states that the child or staff member has been diagnosed and presents no risk to themselves or others.
- The Camp Director or Health Care Manager contacts the Communicable Disease program at the State Department of Health and is told that the child or staff member poses no health risk to others.
- In the case of chicken pox, the program supervisor obtains a note from a parent or staff member that at least six days have lapsed since the onset of the rash, or that all sores have dried or crusted.

Table of Excludable Communicable Diseases			
Respiratory Illnesses		**Contact Illnesses**	**Gastrointestinal Illnesses**
Chicken Pox	*Mumps	Impetigo	*Campylobacter
*German Measles	Strep Throat	Scabies	*Escherichia coli (E Coli)
*Hemophilus Influenza	*Tuberculosis	Shingles	*Giardia Lamblia
*Measles	*Whooping Cough		*Hepatitis A
*Meningococcus			*Salmonella/Shigella

*Reportable Diseases: If an enrolled child or staff member has been diagnosed as having contracted or is suspected of having a reportable disease, then the program supervisor must report it to the local health department. If there is any outbreak of an excludable disease at the program, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

Injuries & Medical Emergencies:

- If a minor injury occurs during the program, it will be treated and logged by the Camp Health Care Manager.
- If a child receives an injury to the head/face, falls from a height greater than the height of the child, or the child cannot be consoled, the staff will call the parent/guardian.
- If an injury requires further medical attention or consultation, the staff will call the parent/guardian and request that they make arrangements to pick up their child.
- In a medical emergency, 911 will be called, and the parent/guardian will be called immediately. A staff person will accompany emergency personnel and will stay with the child until a parent/guardian or an authorized emergency contact arrives.

Emotional Wellbeing: The mental, emotional, and social health of your children is just as important to us as their physical health. We strongly encourage parents and guardians to share mental/emotional/social needs and/or existing management plans through the Getting to Know You Form or directly with the Camp Director and Health Care Manager so that we can partner with you to provide the best care possible for your child.

To support youth mental, emotional, and social development, we utilize evidence-based social emotional learning (SEL) curricula such as Harmony SEL and MindUp, that help build resilience, foster healthy relationships and create a sense of belonging through fun activities and games. These curricula are appropriate for youth in pre-K through middle school, and are intended to foster knowledge, skills, and attitudes needed to develop healthy identities, create meaningful relationships, and engage productively with others. Lessons include topics such as celebrating differences, empathy and critical thinking, communication, problem-solving, and peer relationships.

To support the mental, emotional, and social health of your children, all camp staff receive training that helps them understand the diverse needs of youth and respond to those needs with compassion. Select staff are trained and certified by the National Council for Mental Wellbeing in Youth Mental Health First Aid; by the QPR Institute in Question, Persuade, Refer (QPR) Suicide Prevention; and/or by the Nurtured Heart Institute in the Nurtured Heart Approach®. These trainings equip staff to support the emotional needs of campers, plus to recognize when youth may be struggling with a mental or emotional challenge, relate to that challenge, and offer support and referral to services if needed/desired.

Finally, the Metro YMCA has a Mental Health Team that consists of a Mental Health Director and Mental Health Specialists who can provide mental and emotional support to staff and campers. The team will partner with summer camp staff to assist campers with the transition between school and camp; provide increased activities to promote the social and emotional wellbeing of campers; and partner with families to address any emotional or behavioral needs of campers. They are also available to provide families with resources and referrals to address individual needs upon request.

Allergy Aware Environment: Our camps implement a range of measures to minimize the chance of a camper with a food allergy being exposed to a known allergen. Please read carefully so that you fully understand the guidelines that will be in place.

- Parents are required to alert the YMCA of known food allergies on the health form. Please discuss appropriate strategies to minimize risks with the Camp Director or Health Care Manager and provide a Physicians Care Plan and appropriate medication as needed.
- Leadership staff will ensure counselors are aware which of their campers are at risk for an allergic reaction. Staff will be educated and trained in the prevention, recognition and treatment of allergic reactions including anaphylaxis.
- Age-appropriate education will be provided to campers to help raise awareness and manage the risk of an allergic reaction.
- Food sharing is not allowed at camp.
- We will communicate with parents of campers with food allergies about any activities that involve food. Please check with your camp director regarding bringing in foods for celebrations. Items should be store-bought and in the original unopened packaging with the ingredient label detailing any potential allergens intact.

Safety and Risk Management

Emergency Procedures: The safety of our campers and staff is our number one priority. As licensed and accredited camps, we develop extensive Emergency Action Plans to address a wide variety of situations such as Fire/Evacuation, Lock Down, Unwanted Intruder, Missing Person, Onsite and Off-site Emergencies and Severe Weather (Tornado, Lightning). The following steps are implemented each summer:

- Establish a partnership with our local police departments and first responders by informing them of camp details (dates and times, ages of campers) prior to camp.
- Review treatment procedures and protocols for situations requiring first aid with a licensed physician or registered nurse.
- Train our camp staff on how to respond in an emergency situation, reviewing procedures and implementing practice drills throughout the camp season.
- Complete an analysis of incidents at the end of the summer and create an Action Plan for improvements to be made for the next camp season.
- Report any life-threatening injuries sustained at camp to the Department of Health.

Equipment and Facilities: As part of our commitment to safety, we regularly inspect all camp facilities and equipment to ensure that we comply with licensing and accreditation standards:

- Equipment is checked by our staff prior to use. Staff are trained on how to determine appropriateness of program equipment in regards to the size and ability of the user. Staff will remove any equipment from use that is broken or needs to be replaced.
- Campers will receive a weekly safety orientation to learn safety rules and understand any hazards to avoid. Specialists will review safety rules each week for specialized activities such as Archery or swimming with safety reminders throughout the camp season. Safety rules are posted in specialized activity areas.
- All camp site locations will meet local and state health requirements. Camp facilities will be cleaned daily and appropriate levels of sanitation maintained. Any facility issues will be immediately reported to the Camp Director.

Transportation Safety Guidelines for Bussing and Field Trips: To ensure the safety of our campers and staff on field trips, and during camp pick-up/drop-off routes, the Metro YMCA contracts with a licensed, bus company for all transportation. Camp staff receive training on bus safety guidelines and group management protocols for field trips, and participate in emergency bus evacuation drills.
Our Camp Directors carefully plan all field trips, ensuring that they are age-appropriate for the campers and that they meet stringent safety expectations. Trip details will be communicated ahead of time through the Camp Calendar and Weekly Camp Updates email. Please pay attention to departure and return times and what your camper needs to bring. Your camper is required to wear their camp shirt for all trips.

General Bus Rules

1. Buses may not be filled over capacity and everyone must have their own seat and seatbelt.
2. No camper enters the bus until their name is called from the attendance roster.
3. The Field Trip Manager is responsible for knowing the head counts of all campers and counselors on each bus and bringing health forms and medications.
4. The campers and staff must remain seated at all times with their seat belts on when the vehicle is in motion, walking about only when getting on or off at a designated stop. A counselor should exit first before the campers are allowed to leave the bus.
6. No throwing objects from the bus.
7. No arms, head, or any body parts are to be hanging out of the windows.
8. No garbage or food is to be eaten or left on the bus.
9. All buses and staff vehicles, if necessary, must follow the convoy travel procedure when traveling together on trips

Praesidium Accreditation

Metropolitan YMCA of the Oranges has achieved full accreditation from Praesidium Inc., the leader in abuse risk management. This prestigious honor publicly demonstrates that Metro Y has worked to achieve the highest industry standards in abuse prevention.

To achieve accreditation, the Metro Y staff underwent a rigorous, 12-month process that included a comprehensive review of the Metro Y's internal safety policies and procedures, staff interviews, and onsite facility inspections conducted by certified Praesidium staff. Metro Y now joins a small group of YMCAs around the world that have achieved this highly respected accreditation status. For more information, visit Praesidiuminc.com.

Steps to Protecting Children:

1. Learn the facts of child sexual abuse. Understand the risks. Realities, not trusts, should influence your decisions regarding children.
2. Minimize opportunity. If you eliminate or reduce one-adult/one-child situations, you'll dramatically lower the risk of sexual abuse for children.
3. Talk about it. Children often keep abuse secret, but barriers can be broken down by talking openly about it.
4. Stay alert. Don't expect obvious signs when a child is being sexually abused.
5. Make a plan. Learn where to go, whom to call, and how to react.
6. Act on suspicions. The future well-being of a child is at stake.
7. Get involved. Volunteer and financially support organizations that fight the tragedy of child sexual abuse.

Please educate your children about appropriate and inappropriate physical, verbal, and emotional contact. Make sure that your child knows that if they experience any inappropriate actions at our Y (or elsewhere), they should alert you immediately.

If you see warning signs from your child or adult, or you hear about something that sounds like abuse, report it immediately. If your child tells you about sexual abuse or inappropriate behavior, here's how to react. Your response plays a big role in how your child understands abuse and how he/she recovers.

1. Stay calm.
2. Comfort your child.
3. Listen carefully.
4. Ask for examples.
5. Do not threaten or criticize the person your child is accusing.

If what you learn from your child or if what you've observed or overheard sounds like abuse, call the CHILD ABUSE HOTLINE at 877.NJ.Abuse (877.652.2873) or the police. If what you learn from your child, or if what you've observed or overheard, sounds like a boundary violation, suspicious or inappropriate behavior, or a policy violation in an organization, share your concerns with the individual employee, supervisor, or the person in charge. A report regarding child abuse-related concerns can also be made anonymously on our website.

East Orange YMCA
100 North Arlington
East Orange NJ 07017

Fairview Lake YMCA Camps
1035 Fairview Lake Rd
Newton NJ 07860

Greater Bergen County YMCA
New Milford YMCA Program Center
1092 Carnation Dr
New Milford NJ 07646

Sussex County YMCA
15 Wit's End Rd
Hardyston NJ 07419

South Mountain YMCA
13 Jefferson Avenue
Maplewood NJ 07040

West Essex YMCA
321 S. Livingston Avenue
Livingston NJ 07039



Metro YMCA of the Oranges
metroymcas.org/summercamp
973.758.9039

Charity Navigator
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