

# **CAMP** **ON THE LAKE**

## **Camp on the Lake**

### **Parent Handbook**

**709 Highland Village Road**

**Highland Village, Texas 75067**

**972-317-4883**

**[www.camonthelake.org](http://www.camonthelake.org)**



## Additional Information

### **Overnight Adventures**

For campers ages 9 - 13

Offered during the following sessions

Sessions 4, 7 and 10

Overnight Adventures are from Thursday - Friday

Cost is \$40 per camper; includes all activities and meals

Campers must be registered for that week's session to attend

### **Follow Us On Facebook:**

[www.facebook.com/YMCACampOnTheLake](http://www.facebook.com/YMCACampOnTheLake)

### **Follow Us On Twitter:**

[www.twitter.com/CampOnTheLake](http://www.twitter.com/CampOnTheLake)

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**Check your email for weekly updates**

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## A Letter from the Camp Directors

Dear Parent,

Thank you for registering your child for an exciting summer at Camp on the Lake!

Summer Camp is not just daycare; it is an opportunity for your child to experience the thrill of the outdoors while spending time with new and old friends. Camp on the Lake is where we help children create memories and friendships that will last through the years. In our opinion, Camp is an experience your child should not miss! We do understand that you have many options when it comes to finding a summer camp for your child. We are thrilled that you have chosen Camp on the Lake and hope your summer is action packed and fun filled.

The YMCA of Metropolitan Dallas Summer Camp programs maintain a staff to child ratio which is compliant with the State of Texas requirements. All of our camp programs are licensed by the State of Texas, and we meet their standards as well as YMCA of Metropolitan Dallas policies.

We believe that every child needs to experience the fun and excitement of COTL. Every staff person, from summer camp counselors to the Executive Director, is involved with this program because we believe in providing fun and safe activities for our children. Nothing makes us happier than seeing our campers smile.

If there is anything we can do, please let us know. We look forward to seeing you and your child this summer!

See you at Camp!

Joelle Holtman

COTL Camp Director

[jholtman@ymcadallas.org](mailto:jholtman@ymcadallas.org)

Wilson Smitham

COTL Camp Director

[msmitham@ymcadallas.org](mailto:msmitham@ymcadallas.org)

972.317.4883 Camp office

## MISSION STATEMENT AND GOALS

*"To put Christian values into practice through programs  
that build healthy spirit, mind and body for all."*

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self confidence, self respect and an appreciation of their own self worth.
- Grow as responsible members of their families and as citizens of their communities.
- Appreciate that health of mind and body is a sacred gift and that physical fitness and mental well-being are conditions to be achieved and maintained.
- Recognize the worth of all persons and work for interracial and inter-group understanding.
- Develop a sense of world-mindedness and work for worldwide understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

It is the purpose of the YMCA to give every child the opportunity to participate in programs to learn the importance of good sportsmanship and fair play through Christian principles. The YMCA Philosophy is to allow children to participate in a low key, non-competitive program with emphasis on having fun, development of character, respect for others and fair play. The YMCA provides a variety of child care programs including preschool care, after school care, summer day camp, teen camp and preschool discovery camp. The YMCA offers financial assistance for all programs.

### The YMCA's Position on the Nation-wide problem of Child Abuse

We make an active effort to prevent child abuse. Including but not limited to:

A background check, including but not limited to, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adults present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

Staff are not to fraternize with children outside the programs, especially babysitting, inviting children home or through social media such as Facebook, Twitter and Instagram. If staff are associating with campers outside of the camp setting please notify the Camp Directors.

## Camp on the Lake

Your camper will begin each day with Opening Ceremony. This is a time to connect with their new friends, meet the camp counselors, and find out what the fun activities of the day will be! From there, your camper will join his/her group-mates and counselor in group building games and experience all the fun that Camp on the Lake has to offer!

### Young Adventurers (ages 6-8) and Experienced Explorers (ages 9-13)

Our campers are divided up into separate units to help with group scheduling. Campers are placed into groups based on their age and gender with no more than 10 campers per group. If your camper has a friend attending the same week we will place them in the same group as long as they are the same gender and within 2 years of age. Campers are not able to join friends if they are in the other age unit at camp.

### Camp Activities

We encourage campers to experience a variety of different camp activities with new friends and their camp counselor. In order to offer campers more time at the activities they enjoy we have changed how we schedule groups at camp. Larger activities such as boating, horseback riding, sailing and crafts will run for an hour. Smaller activities such as swimming, canoes, field games, archery and bb's will run for 30 minutes to allow for more activities throughout the camp day. At Camp on the Lake, kids have fun and make new friends while taking part in supervised activities that embrace the core values of caring, honesty, respect and responsibility. We know that campers gain a greater sense of security and community by remaining with their "new" friends and camp counselor throughout the week. That is why we engage children in activities that encourage camaraderie and social interaction so that they feel comfortable and free to experience all the possibilities that camp has to offer.

### Camp Session Dates

Camp Dates	Camp Dates
Week 1 May 29 - June 1* (busing only available from Lake Highlands, Park Cities and Town North Ys this week)	Week 7 July 9 - July 13
Week 2 June 4 - June 8	Week 8 July 16 - July 20
Week 3 June 11 - June 15	Week 9 July 23 - July 27
Week 4 June 18 - June 22	Week 10 July 30 - August 3
Week 5 June 25 - June 29	Week 11 August 6 - August 10
Week 6 July 2 - July 6*	Week 12 August 13- August 17

\* no camp is offered on Monday, May 28th and Wednesday, July 4th

## A Typical Day At Camp

7:30 - 8:15 am	Camper Drop Off / Load Bus
9 - 9:15 am	Arrival at Camp
9:30 am	Opening Ceremonies
10 am	Program Activity
11 am	Program Activity
12 pm	Lunch at campsites in the shade
12:30 pm	Program Activity
1:30 pm	Program Activity
2:30 pm	Program Activity
3:45 pm	Closing Ceremonies /snack
4 pm	Load Buses
4:15 pm	Buses Depart Camp
4:30 pm	COTL Camper Pick-Up
5 - 6 pm	Camper Pick-Up at Locations

## Sign In/Sign Out

Every morning, our counselors will greet parents and campers at one of our 9 locations for morning drop-off/sign in. Children may be dropped off between 7:30 and 8:15 AM (Bus leaves at 8am at the Lake Highlands location). After 8:15 AM, parents will need to bring their camper to Camp on the Lake. *To ensure the safety of your child, every child must be signed in to our program at drop off.*

Afternoon pick-up happens at one of 9 locations from when the bus returns until 6 PM. Any parent wishing to pick their child up before the bus returns will need to pick them up from COTL; please call us at 972-317-4883 to ensure that your camper is ready.

A Drivers License or Government issued photo ID must be presented to the staff before the child can be released to the parent. We will not release any children to someone who is not authorized on the child's registration form. Our summer camp program closes at 6 PM every day. A late fee of \$1 per minute will be charged for any child who remains in YMCA care after the close of Camp.

## Bad Weather Day

If it is raining or begins to rain at Camp we will proceed with the day as normal. Horseback Riding and Waterfront activities might be closed depending on the severity of the rain. The Camp Directors will make the call if we need to evacuate camp early. If we do leave camp early the Directors will call the 8 YMCAs to give the updates on the bus pick-up. We will also post information to our Facebook and Twitter accounts.

## Absences

All absences or late arrivals need to be reported to the Camp on the Lake office by 8:15 AM. Parents should call the Office at 972-317-4883. Thank you for your help with this matter.

## Payment Policies

- Rates are \$220 per week for YMCA Family Members and \$270 per week for Activity Members. Cross Timbers camper fees are \$210 per week for Family Members and \$250 per week for Activity Members. This lower rate is due to no busing offered from this location. Sessions 1 & 6 are prorated for a 4 day camp week.
- A \$50 deposit is required for each week your child plans to attend. The deposits are applied towards the total weekly fee.
- The balance for each week is due on the corresponding draft date. Please see the payment schedule below for the draft breakdown. Your account will be drafting for the remaining balance on the draft date.
- Deposits are non-refundable and non-transferable.
- We require a two week notice to cancel any weeks of camp. Fees paid may not be refunded if this time frame is not met.
- We are not able to pro-rate fees for illness or absence within a week or for a full week that has not been cancelled.

Sessions:	Session Dates:	Draft Date :
1	Week 1 May 29- June 1*	May 15
2	Week 2 June 4 - 8	May 15
3	Week 3 June 11 - 15	June 1
4	Week 4 June 18 - 22	June 1
5	Week 5 June 25 - June 29	June 15
6	Week 6 July 2 - 6*	June 15
7	Week 7 July 9 - 13	July 1
8	Week 8 July 16 - 20	July 1
9	Week 9 July 23 - 27	July 15
10	Week 10 July 30 - August 4	July 15
11	Week 11 August 6 - 10	August 1
12	Week 12 August 13 - 17	August 1

\* No camp offered on Monday, May 28 and Wednesday, July 4



## Transportation

Children will be transported to and from Camp on the Lake in a school bus with a certified driver. We will leave the YMCA at 8:15 AM (Lake Highlands will leave at 8 am) and return between 5 - 5:15 PM. All children must arrive at the YMCA no later than 8:15 am (Lake Highlands by 8am) to ensure that the bus leaves on time.

Camp on the Lake/Cross Timbers YMCA  
709 Highland Village Road  
Highland Village, TX 75067  
972-317-4883

Coppell Family YMCA (starting Session 2)  
146 Town Center Blvd.  
Coppell, TX 75019  
972-393-5121

Frisco Family YMCA (starting Session 2)  
3415 W. Main St  
Frisco, TX 75034  
214-297-9622  
Drop Off/Pick Up is held offsite: Newman Elementary

Lake Highlands Family YMCA (bus leaves at 8 am)  
8920 Stults Road  
Dallas, TX 75243  
214-221-9622

Moody Family YMCA in the Park Cities  
6000 Preston Rd  
Dallas, TX 75205  
214-526-7293

Richardson Family YMCA (starting Session 2)  
821 Custer Road  
Richardson, TX 75080  
972-231-3424

Plano Family YMCA (starting Session 2)  
3300 McDermott  
Plano, TX 75025  
214-705-9459

Town North Family YMCA  
4332 Northaven Road  
Dallas, TX 75229  
214-357-8431  
Drop Off/Pick Up is held at Good Shepherd Parking Lot

White Rock Family YMCA  
7112 Gaston Ave  
Dallas, TX 75214  
214-328-3849  
Drop-off/Pick up is held offsite: Stonewall Jackson Elementary

## **What to wear**

Campers will spend most of their time outdoors. It is recommended that your child wear comfortable old clothes, swimsuit and a hat. They will also need swim shoes to wear in the lake. They are welcome to wear them all day too.

## **What to bring to camp**

- A free lunch is provided, but kids are welcome to bring their own as well
- Refillable bottle of water! Please send a full bottle of water with your camper each day.
- Swim Suit and Water Shoes! Rule of thumb would be to send your child in their swimsuit. It will help with lost clothing.
- Sunscreen (in a plastic bag to prevent leaking)
- A backpack is a great way to keep all items together at camp.
- **All clothing and items** should be marked with your camper's name.

## **What NOT to bring to camp**

As we will schedule lots of activities for your camper to do, please leave the following items at home: radios, headsets, electronic games, iPods, cell phones, Pokémon cards, toys, money, knives or pocket knives.

## **Aquatic Rules - Swim Test Information**

Campers must wear their swim suit and water shoes. Campers will wear PFDs at all times in the waterfront area. Lifeguards will be on duty while the Waterfront area is open, maintaining a ratio of 1:25 at all times.

Campers will be able to kayak alone and tube behind the boat once they are 9 years old. The younger groups will canoe with their counselor and be able to ride the boat but not tube.

## **Your Child's Paperwork**

Camper's enrollment forms must be filled out legibly and completely. We also must have a copy of your child's immunization records. We will need new copies of these each year. No one else except the YMCA staff, our licensing representatives and yourself will be able to see your child's file.

## **Lost and Found**

Lost and found items will remain at Camp on the Lake. If you notice that your camper has "lost" an item, please let the counselor know at check-in/check-out.

## Behavior Policy

The YMCA attempts to teach all children the values of respect, responsibility, honesty, and caring. Parents will be notified if behavior problems occur. The general practice at the YMCA is to encourage and reward positive behavior, and redirect misbehavior. Although we make every attempt to work with children and teach proper behavior, we will suspend or terminate children from the program as a last resort. Fighting will not be tolerated and could lead to program dismissal without a refund.

## General Rules

Be Kind - keep hands, feet and objects to yourself

Be Respectful - to staff, others, yourself and facility (clean-up)

Be Safe - stay with a YMCA staff member

Have FUN!

## Rewards For Good Behavior

- Praise from the staff
- Positive phone calls to parents
- Special surprises: special guests, special project, extra activity time
- Super camper awards
- Being made a "good example" for the group

## Steps which will be taken if Camp Rules are Broken

- Quick reminder of "Camp Rules", then re-direction to other activity
- 5-10 minutes to think and counselor time to discuss
- Repeat "think time" and counselor time to discuss what can be done "next time"
- At check-out parents are informed of problem and how it was resolved
- Parent is called for suggested help
- Parents are called in for conference with Directors
- For continually repeated offenses, child is sent home/suspended from program without a refund

Any physical, emotional, or mental harm/threats to one's self, another person or property may result in immediate suspension or dismissal without refund.

## Parent Conferences

Parent conferences are available if needed. Please call the Camp office to arrange for a conference at 972-317-4883.

## Parent's Rights

Parents/Guardians, upon presentation of identification, have the right to enter and visit the day camp facility in which their child/children is/are receiving care, without advance notice to the provider. Entry and inspection is limited to normal operating hours while their children are receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian if the parent/guardian is behaving in a way that poses a risk to the children in the facility.

**Under no circumstances should a parent/guardian approach another child other than their own. Any parent who behaves in this manner will be asked to leave the facility.**

## Child's Personal Rights

Each person receiving services from a day camp facility shall have rights, which include, but are not limited to, the following: To be accorded with dignity in his or her personal relationship with staff and other persons; To be accorded safety, healthful and comfortable accommodations, furnishing and equipment to meet his or her needs; To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

## Your Trash is Our Treasure

Anytime during the year that you have any of the following, please donate it to camp for our crafts supplies. THANKS!!

old wax candle  
marbles  
butter tubs w/ tops  
dried flowers  
sandpaper  
cigar boxes  
ribbon  
golf balls  
baby food jars w/ lids  
paper towel tubes  
pom pom balls  
balloons

spoons  
leather scraps  
coffee cans w/lids  
pipe cleaners  
wrapping paper  
glue  
styro-foam balls  
masking tape  
washable ink pads  
wax paper  
clear contact paper  
markers

rice  
tissue paper  
foil  
felt  
glitter  
toilet paper tubes  
puzzle pieces  
buttons  
spools  
beads  
paint brushes

## General Questions

### **Is the Camp on the Lake licensed?**

All of the YMCA Summer Day Camps are licensed by the State of Texas. Each has standards and requirements that must be met or exceeded to maintain operation. The State of Texas and the YMCA of Metropolitan Dallas inspect all camps on a regular basis.

### **How are staff screened and hired?**

Each applicant is interviewed by a YMCA Program Director, prior to reference checks and a group interview. The YMCA of Metropolitan Dallas completes a multi-statewide background check on all applicants before hiring.

### **How are the staff trained?**

All Summer Day Camp Staff complete over 30-hours of training before the summer begins. Staff are certified in CPR and First Aid, age-appropriate activities, positive behavior guidance, communication skills with children, group building skills, transportation safety and procedures, specialty activities, games, songs and plenty of other fun activities.

### **Can parents visit their child during the day?**

Definitely. Parents are always welcome at our camp (even grown-ups need a dose of FUN). But due to the different locations of the children during the day, we do not recommend calling to speak with your children, unless it is an emergency. You will be able to hear about all of the FUN on your way home.

### **Will the children get too hot?**

Please remember that COTL is an outdoor camp. We do spend all day outside. We make every effort to provide plenty of water and shade each day.

- Sunscreen is very important. Apply sunscreen before camp, even on cloudy days. Staff will remind children to apply sunscreen at various times during the day.

- Children also need to have plenty of water with them and drink it often during the day. Water coolers are available at every activity. Children should bring a refillable water bottle with their name clearly marked each day.

- Hats are a terrific way to help keep the sun off the children's faces. Be sure to have their name clearly marked on the hat if they decide to wear one.

### **What happens if my child is ill?**

Any child that becomes ill at camp will stay with staff until an authorized person can pick up the child. If no parent can be reached, staff will use their judgment as to the seriousness of the condition. For those injuries or illnesses requiring medical care, a local doctor will be used. If your child is sick or has a fever of 100 prior to leaving your care, please do not send him/her to camp.

### **What happens if the bus is running late?**

If a bus is running late due to traffic or weather, the camp directors will contact the staff at that YMCA drop off location to have them inform parents. We apologize for any unexpected delays and appreciate your patience. We also post updates on our Facebook page regarding bus delays.

## Medication and Illness

Anytime a camper must bring medicine to camp, a medication form must be on file from the parent authorizing the distribution of the medicine. The medication must be in the original container with the child's name clearly marked, and we must follow the instructions on the bottle. If a medication is prescribed, the label must contain the date, directions to administer and the name of the physician prescribing the medicine. All medicine must be given directly to a staff member. Children cannot administer medicine to themselves. Children may also not share medicine with another camper.

If a child becomes ill or is injured at camp, an attempt will be made to notify the parents. If no parent can be reached, the staff will use their judgment as to the seriousness of the condition. For those injuries and illnesses requiring medical attention, a local doctor will be used. Children must be clear of fever, vomiting and diarrhea for 24 hours before returning to camp.

### YMCA of Metropolitan Dallas Medication Form

Name of Child: \_\_\_\_\_ Date: \_\_\_\_\_

Medicine: \_\_\_\_\_ Dosage: \_\_\_\_\_

Diagnosis: \_\_\_\_\_ Is Condition Contagious? \_\_\_\_\_

Time (s) to be Given: \_\_\_\_\_

(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Valid for one week at a time for the length of prescription as stated by physician, e.g.: antibiotic 10 days, unless otherwise stated by physician.
- We will not administer any medication without this completed form.
- All prescriptions must be in the original container. Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor.

Name of Child: \_\_\_\_\_ Date Received: \_\_\_\_\_

Medicine received: \_\_\_\_\_

Time to be given: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

AM

Staff Sig.

Time to be given: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

PM

Staff Signature

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
Staff Sig.					
PM					
Staff Signature					