



Summer 2018

Dear Parents/Guardians and Children,

Welcome and thank you for choosing Camp Ma-Kee-Ya for your child's summer camp experience!

We are looking forward to another terrific summer with lots of fun and exciting activities and special events. Preparing for camp is very important which is why we try to make it easier for you.

Camp Directors: **Kevin Harney**  
Tel: **201.327.3137**  
Email: [campmakeeyastaff@ywcabergencounty.org](mailto:campmakeeyastaff@ywcabergencounty.org)

Address: Camp Ma-Kee-Ya  
Darlington County Park - Upper Lake  
600 Darlington Avenue  
Mahwah, NJ 07430

Here are a few things you should know:

**Camp Philosophy** – In keeping with the spirit of the YWCA mission, we are dedicated to creating an environment of friendship and acceptance. We will not tolerate physical or verbal bullying, acts of hatred, intolerance or anything that harms another child. No weapons, drugs or alcohol are permitted on camp transportation or camp property.

**Absence/Illness** – Please call/text the camp **201.327.3137** if your child will be out of camp for any reason. For the welfare of your child and the other children in the group, your child must be kept home if they appear ill or has been ill during the night. If your child is injured, becomes ill (fever, vomiting, diarrhea, etc.) or has symptoms of a communicable disease (pink eye, lice, strep throat, etc.), the EMT or Camp Directors will contact you to pick them up immediately. A child must be free of all symptoms for 24 before re-admission to camp. If a child sees a doctor for an infection/ illness, they must bring a note from that doctor stating they may return to camp.

**Camper Security Pre and Post Camp** – Children are to be escorted and signed into pre-camp each morning by a parent/guardian. Each child must be signed out of post-camp each evening. It is our policy that the person dropping off or picking up your child is at least 18 years of age and is designated on your release form.

Parents/Guardians must come into the program to physically sign children out. We cannot release a child unless an authorized person can come into the program to sign the child out. Parents/guardians must inform the Camp Directors in writing, in advance, if someone other than the parent/guardian will be picking up. If the pick-up person is not listed on the child's emergency data form and we have not been notified by the parent/guardian, the Camp Directors will not release the child and a telephone call will be made to the parent/guardian. We require parents/guardians to continue to show identification until the Camp Director and staff become familiar with parent/guardian. This step is taken for the safety of the child.

**Morning Bus Procedure** – Children and parents/guardians must be at the bus stop at the time indicated on the bus schedule. You must sign in your child with the bus counselor and stay with your child until the bus leaves. The bus counselor will stand at the entrance to the bus and children will state their name so the bus counselor can take attendance as children enter the bus.

**Afternoon Bus Procedure** – Parents/guardians should be at the bus stop on time. The bus counselor will exit the bus and stand at the bus entrance. Children will be released to parents/guardians as they exit the bus. Parents/Guardians must sign the children out and ID must be shown. It is our policy that the person picking up your child is at least 18 years of age and is designated on your release form.

**We do require that parents/guardians show identification until the bus counselor becomes familiar with the parent/guardian.** This step is taken for the safety of the child. YWCA Bergen County Camp Ma-Kee-Ya will not assume responsibility for a child after the child has been signed out with the bus counselor. YWCA Bergen County Camp Ma-Kee-Ya has no responsibility or involvement with any arrangements for transporting a child home from the summer camp program or for babysitting of a child. YWCA Bergen County staff is prohibited from signing a child out of program.

**Bus Rules** – Children must obey the bus rules. Failure to comply with the rules may result in termination of enrollment.

- Children enter the bus and take a seat
- Seatbelts must be worn at all times
- Everyone must be seated until the bus comes to a full stop
- Food or drink is not permitted on the bus
- Fighting, pushing, shoving, yelling or any negative behavior is not acceptable
- Hands (and all other body parts) stay in the bus at all times – no hanging out the window
- Rude, obscene or intolerant language or gestures are not acceptable
- Defacing any part of the bus is not acceptable

**Transportation Emergencies** – In case of changes or emergencies that would affect campers' pick-up or drop-off times or locations, the Camp Directors or designee will contact the main office at the YWCA Bergen County. The School Age Program Manager and Camp Directors will place phone calls/send emails to every camper's parent/guardian affected by the emergency or change. The bus camp counselors will remain with the campers until picked up by parents/guardians or emergency person or until the emergency is resolved (i.e. another bus is provided if a bus breaks down or does not show up). Ridgewood and Dumont bus campers will remain inside the building until the emergency is resolved. In the event that this occurs, Camp Ma-Kee-Ya's Directors and the main office of the YWCA Bergen County will be notified.

**Bus Drop Off Times/Pick-up Times:**

| <b>Bus Stop</b>  | <b>Drop Off Time</b> | <b>Pick-Up Time</b> |
|--|----------------------|---------------------|
| Christ Lutheran Church<br>32 Pascack Road, Woodcliff Lake NJ | 8:15am               | 5:10pm              |
| Mahwah High School<br>50 Ridge Road, Mahwah, NJ              | 8:45am               | 4:45pm              |
| Honiss Elementary School<br>25 Depew Street, Dumont, NJ      | 8:20am               | 5:10pm              |
| Mackay Park<br>130 West Englewood Avenue, Englewood, NJ      | 8:25am               | 5:15pm              |
| YWCA of Bergen County<br>112 Oak Street, Ridgewood, NJ       | 8:35am               | 5:15pm              |

## Bus Drop Off Times/Pick-up Times: (Continued)

| <u>Bus Stop</u>  | <u>Drop Off Time</u> | <u>Pick-Up Time</u> |
|--|----------------------|---------------------|
| Brookside Elementary School<br>20 Lake Drive, Westwood, NJ | 8:25am               | 5:15pm              |

\*We ask for your patience during the first few days of camp as bus drivers acclimate to our schedule. Please make sure to review our bus rules with your child.\*

**Late Fee Policy** – If a child is left at camp/post camp/their designated bus stop beyond the designated pick-up time, a \$25.00 late fee per child will be charged for the 1<sup>st</sup> and 2<sup>nd</sup> occurrence. If we are unable to contact a parent/guardian or the emergency contacts 15 minutes after said pick-up time, the Police Department will be called to assist in locating a parent or guardian. If the child is left for over an hour without notification from a parent/guardian, DCP&P will be called. A 3<sup>rd</sup> late pick-up incurs a \$50.00 late fee per child. More than 3 late pick-ups may result in removal from camp. Please understand, your child's safety is our first priority.

**Anti-Bullying Policy** – In keeping with our mission to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, YWCA Bergen County in accordance with its discipline policy, cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions. The YWCA Bergen County has instituted the following policy:

- Any incidents of the above behaviors will be brought to the attention of the Camp Directors. Each incident will be handled on a case-by-case basis. All disciplinary actions will be in accordance with the YWCA Bergen County Discipline Policy and will be done so in an age appropriate fashion.

The local police department and the Department of Child Protection and Permanency (DCP&P) will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YWCA Bergen County administration.

**Camp Safety/Personal Property Policy** – Weapons, drugs, alcohol, animals, personal sports equipment and vehicles are strictly prohibited during transportation and at our camp. The use of/or possession of alcohol, drugs or weapons by staff or campers is strictly prohibited. Staff and campers are prohibited from using personal sports equipment and must use equipment furnished by the camp. Staff are prohibited from using their personal vehicles to transport campers. Animals are prohibited from camp grounds with the exception of service animals for campers with disabilities and petting animals that may be brought in by a company for a special event. Should any camper or staff be found with any of the above, termination of enrollment or employment will be immediate.

**Discipline Policy and Removal from Program Policies** – It is the YWCA Bergen County's goal to educate camp participants and instill in them the ability to self-discipline. Misbehavior is seen as a chance to educate a student about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger them self, others, or to damage property. It is the policy of the YWCA Bergen County to use appropriate physical restraint only when absolutely necessary for the welfare of the child or the protection of life and property. Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Children whose needs, abilities and values vary are treated in such a way that recognizes these differences. Occasionally there may be times and reasons we must expel/suspend a child from our program. Before we would reach such a situation, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Some examples of unacceptable behavior include but are not limited to:

|   |   |
|---|---|
| Disrespectful/Intolerant words or actions                 | Use of foul language by child or parents/guardians                                      |
| Consistently ignoring program rules                       | Disrespect to staff or other children by a child or parent/guardian                     |
| Failure to complete required forms                        | Leaving program area without permission   |
| Bringing a gun, knife, etc. to the program                | Habitual tardiness when picking up child.   |
| Failure to pay tuition and/or late pick up fees           | Parent/Guardian or child exhibiting verbal abuse to staff in front of enrolled children |
| Physical aggression on part of a child or parent/guardian |   |

Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Should there be an infraction of the rules, the following consequences will occur:

1. Verbal Warning - We remind children of appropriate behavior.
2. Five Minute Time Out - This gives a child a break to cool off.
3. Ten Minute Time Out - Again a cooling off period and chance for re-direction. Staff will inform parents/guardians at pickup.
4. Written Note - Student writes a note to parent/guardian explaining behavior. This allows the student a chance to separate from the problem and cool down. It also forces the child to review the situation from start to end. Child will give the written note to the parent/guardian in the presence of staff.
5. Removal – Parents/guardians are called and asked to pick up the child immediately. This happens in rare cases where a child's actions are detracting from the safety of the group. If this removal is permanent the parents/guardians will have the opportunity to meet with the Manager of School Age Programs to discuss.

Fighting or intentional physical aggression for any reason will result in immediate jump to #5. In order to return to camp, the parent/guardian and child must meet with the Camp Directors and/or the Manager of School Age Programs.

A child will not be expelled if the parent/guardian:

- Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
- Reported abuse or neglect occurring at camp.
- Questioned the Camp Directors regarding policies and procedure.

**YWCA Bergen County will not tolerate any parent/guardian reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all children in our care is our first priority.**

**What to Bring Each Day** – Parents/guardians are encouraged to **LABEL all children's belongings.**

- 1 bathing suit (1 piece only for girls) and towel in a bag. **\*\*PLEASE SEND A PLASTIC BAG TO PUT YOUR CHILD'S WET BATHING SUIT IN AFTER SWIM\*\***
- Good sneakers are a must, we ask that children do not wear open toed shoes, sandals, flip flops. or crocs (sandals are permitted during swim time ONLY)
- A refillable/reusable water bottle
- Lunch in an insulated bag
- Sunscreen
- Bug spray
- Extra change of clothes

Below is a list of recommended items. They are not required, however they are highly suggested:

- Hand Sanitizer
- Lip Balm/Chap Stick
- Tissues
- A sweatshirt and a light rain jacket is a good idea; it is often cooler at Camp Ma-Kee-Ya thanks to the shade provided by the trees. Activities continue rain or shine providing there are no thunderstorms, high wind gusts, lightning or heavy rain.

**Lunch/Snacks** – Campers bring their own lunch from home and the YWCA will provide an afternoon snack.

- We are a **NUT FREE** environment. **Please avoid sending food containing nuts.**
- Please send lunch in an insulated bag; refrigerators & microwaves are NOT available.

**Medications** – As stated on the application all medications must be dispensed by the Camp EMT. Parents/guardians must provide any medication/epi-pens/inhalers/Auvi-Q's/etc., along with the prescription and written instructions/action plan provided by a doctor to the bus counselor on the child's first day of camp. Medications must be in original package.

**Swimming** – Campers participate in American Red Cross Swim lessons daily and will be instructed by YWCA Lifeguards/Instructors in a man-made, chlorinated lake which is closed to the public. We will be swimming in the afternoon. Your child will have time to change into their bathing suit prior to swim. However, you may send your child dressed in their bathing suits to camp with clothes over it and apply sunscreen/sunblock at home prior to arriving.

**Phone Calls** – Campers are not allowed to make phone calls. You will be called if a problem should arise. In case of emergency, parents/guardians should contact the Camp Directors at **201.327.3137**.

**Cell Phone Policy** – Parents/guardians are highly encouraged not to let their children bring a cell phone to camp. Please understand the camp staff will call you if there is ever need to do so with any serious situation relating to your child's health or wellbeing. However, if you insist your child possess a cell phone, please be advised the phone will be turned off and placed in the possession of the Camp Directors. The camper may only use the cell phone for emergency purposes. To insure the camp is a safe, controlled environment, phones will not be allowed for social contact reasons or to take/send pictures. Parents/guardians are also urged not to call their campers with non-emergency topics during the camp week. For emergencies, call/text the camp at the number listed above. Your understanding and cooperation is appreciated.

**Camp Shirts** – Shirts are given to campers on their first day of camp. Camp shirts should be worn on each Monday, unless noted on the calendar. Of course, your child may wear their shirt any other day of the week as well!

#### **SPECIAL NOTES:**

1. Camp Ma-Kee-Ya will not be responsible for items such as cell phones, iPods, iPads and other personal electronic devices. We strongly recommend that these items be left at home and we thank you in advance for your cooperation.
2. Camp is closed Wednesday, July 4th in celebration of the holiday.
3. Every Friday is "Pink Friday" at Camp Ma-Kee-Ya. Campers are encouraged to wear pink in support of our anti-bullying initiative.
4. On Fridays, campers will be able to **ORDER** pizza through the camp. The cost is \$5.00 for two slices and a beverage. Money is due to your pre-camp counselor or bus counselor by **Thursday morning** drop off in order for your child to have pizza for lunch on Friday, **NO EXCEPTIONS**. Your bus counselor will have a sheet to add your child's name, your signature and amount paid.

If you have any questions or concerns, please call/text us at **201.327.3137** during camp hours or send us an email at **[campmakeeyastaff@ywcabergencounty.org](mailto:campmakeeyastaff@ywcabergencounty.org)**. As always, we are looking forward to a safe and rewarding camp summer season!

Regards,

*Kevin Harney*

Kevin Harney  
Director, Camp Ma-Kee-Ya



When you participate in YWCA Bergen County programs, you invest in yourself and your community. Want to go further in your support? Visit [ywcabergencounty.org/donategive](http://ywcabergencounty.org/donategive).