



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



Meriden-New Britain-Berlin YMCA Mountain Mist Day Camp Summer 2026 Parent Handbook

MERIDEN-NEW BRITAIN-BERLIN YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.

MERIDEN YMCA
110 West Main Street
Meriden CT 06451
203 235 6386
www.meridenymca.org

NEW BRITAIN-BERLIN YMCA
50 High Street
New Britain CT 06051
860 229 3787
www.nbbymca.org

DIRECTOR'S AUTHORITY

The directors retain the right to add, change or revise anything within this contract.

Meriden YMCA Mountain Mist Day Camp Philosophy

The Meriden YMCA Mountain Mist Day Camp program serves the community by providing a proven, safe and fun environment for campers. We provide quality supervision outside of the home for all children who are 3 to 16 years of age. The Meriden YMCA Mountain Mist Day Camp program creates a comfortable, secure environment that allows each child to develop his/her sense of self-esteem, sense of belonging and a sense of accomplishment.

These programs encourage all to develop a partnership with families, working together to support children's optimal summer fun. The Mountain Mist Day Camp programs are designed to be comprehensive and based upon the fundamental factor of positive child development relative to physical, social, emotional, cognitive and language development.

Meriden YMCA Mountain Mist Day Camp Mission and Goals

Our goal is to provide all children with high quality fun and educational programs in a safe, friendly environment that will develop trust and self-worth, build awareness, confidence and self-esteem. We challenge ourselves to accept and demonstrate the values of caring, honesty, respect and responsibility. We provide programming that promotes family and community involvement which will enhance the well-being of our children. At Mountain Mist Day Camp we believe every camper should leave camp each day saying today was so much fun, I can't wait to see what happens tomorrow! Get ready to find your fun!

Hours and Days of Operation

The Meriden YMCA Mountain Mist Day Camp program operates between the hours of 6:30 a.m. and 5:30 p.m., Monday through Friday. Traditional camp hours are 9:00 a.m. - 3:00 p.m., with activities beginning at 9:15 a.m. and ending at 2:30 p.m. for dismissal preparation. Before camp hours are 6:30 a.m. to 9:00 a.m. After care hours are 3:00 p.m. until 5:30 p.m. Before and after camp hours are offered for an additional fee. The Meriden YMCA Mountain Mist Day Camp will send a Remind notice and post on social media if there is a closing.

Mountain Mist Camp Location

576 High Hill Road, Meriden CT - We are located on 66 acres of campgrounds and open space.



We are in a residential neighborhood at the end of High Hill Road.(Does NOT connect to Wallingford.) The speed limit is 25 MPH.

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Bus Transportation:

Bus transportation is available in the Camp Doc Registration for each session. Please refer to the chart for bus pick up and drop off times before registering in Camp Doc.

Parent Drop off and Pick Up Transportation:

Parent Drop off and pick up is available in the Camp Doc Registration for each session. There is a designated area for drop off and pick up.

- Morning Drop off is 8:45 a.m. to 9:15 a.m. Any earlier and you will be charged for AM care.
- Afternoon Pick up is 2:45 p.m to 3:30 p.m.

On the first day of each session, campers will be given two window placards. Please be sure that when you come to camp you have this clearly visible in your car window. This allows us to safely identify you and your authorized pick up drivers, and your children, when arriving and leaving camp. A valid ID will be required if there is no placard.

Traditional Camp Pricing (for a two-week session)

Tee-Pee, Pioneer, Discoverer, Explorer, Voyager, Adventurer, Navigator:

Full Member \$357, Program Member \$407

Specialty Camp Pricing (for a two-week session)

Adaptive 1:1

Full Member \$1390, Program Member \$1442

Adaptive Support

Full Member \$695, Program Member \$721

Art, Cooking, Dance

Full Member \$438, Program Member \$490

Fishing, Fort Building, Sports, Gymnastics and STEM

Full Member \$404, Program Member \$464

Musical Theater Camp

MTC Rising Stars

Full Member \$226, Program Member \$256

MTC Shining Stars and Juniors

Full Member \$456, Program Member \$486

MTC Teens

Full Member \$466, Program Member \$496

Race4Chase

Full Member \$250, Program Member \$250

Pathfinders

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Full Member \$242, Program Member \$242, Non-Member \$242

Extended day options:

- Early Birds AM Care only (6:30 am - 9:00 am) \$130 per session per child
- Night Owl PM Care only (3:00 pm - 5:30 pm) \$150 per session per child
- Combo care (AM + PM) \$250 per session per child

Required fees for all camps, traditional & specialty:

\$150 deposit for each camp session you register for

\$35 one-time camp improvement fee

Registration

The Meriden YMCA Mountain Mist Day Camp programs are open to all children ages 3 through 16 years old. **ALL CAMPERS must be toilet-trained.** If your child has frequent accidents or appears to have a toileting issue, we will schedule a meeting to try to resolve the issue.

- To register for Mountain Mist Day Camp, your child must have a current membership in good standing at the Meriden or New Britain-Berlin YMCA. Your child would need to be part of a family membership or have their own youth/student membership.
- If you are a new camp family and are interested in a family membership, ask about our special membership offer for new camp families who sign up by March 31, 2026.
- You do not need a membership if you are using the Campership Scholarship. Campership Scholarships are for one two week session. If you qualify for Campership and add on additional sessions membership is required. Camperships do not cover before and after care.
- You do need a membership if you apply for financial aid.
- The CT Lions Club Pathfinders Camp does not require campers to have a membership.
- If your child had a membership in the past and needs to reactivate and update it, call us at (203) 235.6386 and we can help over the phone.
- If your child does not have a membership now, please come to the Meriden YMCA to sign them up before you register for camp.

It is the parent's responsibility to keep all enrollment information up to date, such as changes in telephone number for home, work and cell. These changes may be changed in Camp DOC at any time.

Registration Deadline If you want your child to start on Monday of the camp session you are registering for, your completed registration (including registration, medical form, Camp Doc information and payment) must be received the Monday before the session begins. Please note all camp payments must be made in full before the camper attends camp unless other arrangements have been made. Completed registrations received Tuesday - Sunday will start on Tuesday of the session.

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If your child has attended Mountain Mist in the past, please email the nurse at mmnurse@meridenymca.org to make sure your medical form is up to date. (Forms are good for three years from the date of completion **BY A PHYSICIAN**). If you register your child Friday after 12:00 p.m. - Sunday at 12:00 p.m. before a session starts, your child will start camp on Tuesday.

The Meriden YMCA Mountain Mist Day Camp programs are open to all children regardless of race, color, national and ethnic origin. We do not discriminate on the basis of race, color, gender, national or ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs or athletic and other school-administered programs. The Meriden YMCA Mountain Mist Day Camp programs do not discriminate on the basis of religious beliefs or physical/mental handicaps.

How to Register

There are two parts to the registration process. First is to register online or at the YMCA. Second is to complete Camp Doc. An email from CampDoc will be set 24 hours after your register at the YMCA.

Registration Part One -

Online: Members who have accounts in good standing can register online through their account. This does not apply to DCF/Care4Kids/Campership/Financial Scholarships.

In person: Please bring your completed camp forms to the Meriden YMCA at 110 West Main Street and have your form of payment ready. If you are applying for Care4Kids, bring your completed summer form.

Registration Part Two - You must complete 100% of your Camp Doc registration. Your registration will not be complete/valid until both parts of registration are completed. An email from CampDoc will be set 24 hours after your register at the YMCA.

Balances - Any back balances on your account **must be paid before you can register** for this summer. All camp balances must be paid one week before the start of the session the camper is registered for.

Camp Payments - **All camp payments must be made in full before the camper attends camp** unless other arrangements have been made. Camp payments are auto-drafted weekly so camp is paid for by the start of camp.

PLEASE NOTE: A CAMPER MAY BE REMOVED FOR LACK OF PAYMENT, INCOMPLETE REGISTRATION, OR INSUFFICIENT AND INCOMPLETE INFORMATION IN CAMP DOC.

Refund Policy

Should you wish to withdraw a child from the program, two weeks written notice is required in order to receive a refund. Deposits and camp improvement fees are nonrefundable. If the two week notice has not been received, a Y credit will be given. Full refunds (minus the camp improvement fee) are given for medical reasons only (must provide a note from the child's physician). Refunds are at the discretion of YMCA management. **There is no reduction in weekly fees for delayed camp starts or shortened days, absences due to illness, inclement weather, holidays, emergency closings, etc.**

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Termination

The Meriden YMCA Mountain Mist Day Camp reserves the right to cancel enrollment of a child with notice, but with parent/guardian discussion first, for the following reasons:

- Non-payment or excessive late payments or fees
- Incomplete camp registration
- Incompletement Camp Doc Registration information
- Not observing the policies of the Meriden YMCA Mountain Mist Day Camp program as outlined in the parent handbook.
- Disruptive behavior by a camper on YMCA property.
- Physical, emotional, and/or verbal abuse of the staff by a parent or a child.

The discharge policy is not limited to the above reasons. If the Meriden YMCA Mountain Mist Day Camp program cannot meet the needs of the parent or the child, the Program Directors reserve the right to terminate a child from the program.

Child Care Assistance Program (Care 4 Kids)

The State of Connecticut has a program to help subsidize child-care payments. This program is called Care4Kids and any parent or legal guardian who feels that they may qualify for this program should obtain the Care4Kids forms and documentation, complete the application and meet with the Y registration staff for assistance.

- ALL Care4Kids recipients will pay a deposit of \$195 per session and the \$35 camp improvement fee. .
- **Care4Kids registrations FOR NEW APPLICANTS MUST BE RECEIVED BY JUNE 1ST WITH APPROVAL CERTIFICATE ON FILE WITH THE Y TO REGISTER FOR CAMP.**
- Deposits must be paid at the time of registration or scheduled to be paid for each session registered.
- Campers' accounts will be adjusted accordingly when Care 4 Kids funds are received.
- The parent/guardian is responsible for the balance not covered by Care4Kids.

Should you incur any changes in your work schedule and or salaries it is your responsibility as a parent to notify Care4Kids of the changes. Parents are responsible for the Care4Kids re-determination status and necessary paperwork. Parents will be responsible for any changes in fees whether they are in your favor or our favor.

The Meriden YMCA Mountain Mist Day Camp Program Guidelines for Hardship Policy

The Meriden YMCA Mountain Mist Day Camp Program recognizes that some families may, from time to time, experience temporary financial hardship that impacts their ability to pay the determined family fee. All Meriden YMCA Mountain Mist Day Camp Program families may apply and are treated with sensitivity and circumstances kept confidential.

Families who need temporary assistance must send an email stating the hardship and attach supporting documentation that may be helpful in ascertaining eligibility. We will do our best to provide information and resources in the community or government assistance programs that may be helpful. We can also provide the following:

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Financial Assistance - If you need financial assistance to pay for camp, the Y offers camp scholarships to those who qualify.

Camp Scholarship - If you are applying for a Camp Scholarship, your scholarship must be approved before registering.

Summer Camp Scholarships

Scholarships are available for those who qualify. Camperships will be awarded on a first-come, first-served basis, so apply early. Separate applications are required for each child.

- **A Traditional Campership is good for one two week session of Traditional Camp.** The fee is \$75. There are a limited number available.
- **A Specialty Camp campership is for one two week session of the following specialty camps: Dance, Sports, STEM and Fort Building.** The fee is \$135. There are a limited number available.
- There are no discounts for AM and PM Extended Care.
- **Fees must be paid at time of registration.**

Additional sessions of Traditional Camp are offered according to the **Meriden YMCA Mountain Mist Day Camp Program Guidelines for Hardship Policy.**

If you qualify, the following will be available:

- \$190 per session per child for those who receive a campership. A \$75 deposit and a membership is required for each additional session registration. **All fees (session fee, deposit fee, and membership fee) must be paid at the time of registration.**
- Additional sessions of Specialty Camp are offered at \$240 per session per child for those who receive a campership. A \$75 deposit and a membership is required for each additional session registration. **All fees (session fee, deposit fee, and membership fee) must be paid at the time of registration.**

Day Camp Program Schedule

6:30 AM - 8:45 AM	Before Camp Care
8:45 AM - 9:15 AM	Arrive at Camp
9:20 AM	Polly's Place
9:30 AM	Activity Period #1
10:10 AM	Activity Period #2
10:50 AM	Activity Period #3
11:30 AM	Activity Period #4 and Lunch Begins

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11:30 AM - 12:10 PM	Activity Period #5 and Lunch
12:10 PM - 12:50 PM	Activity Period #6 and Lunch
1:00 PM - 1:30 PM	L.O.G.S at Polly's Place
1:30 PM - 2:30 PM	Afternoon Camp Activity
2:30 PM - 3:30 PM	Dismissal
3:30 PM - 5:30 PM	After Camp Care

What are the lunch options?

- Please note any food allergies in your Camp Doc.
- Campers will be offered a free grab and go breakfast snack and lunch.
- If your camper prefers to bring lunch they can bring a **peanut and tree nut free** cold lunch.
- Pack the lunch with an ice pack as it will stay in their backpack until lunch time. We do not refrigerate or heat lunches.
- The lunch menu is similar to the school meal menu.
- LUNCH MENU AVAILABLE ON OUR WEBSITE
- CARB COUNT MENU AVAILABLE ON OUR WEBSITE

Parent Communication and Involvement

The camp directors welcome the opportunity to talk informally with parents. Please call the office at 203-237-7864, email mmdaycamp@meridenymca.org, or drop a message in our Remind. DO NOT CALL THE MERIDEN YMCA FRONT DESK for camp information.

Download the Remind App to your phone, and text one of the following codes to 81010.

Session Date	Remind Code
Session 1: June 15 - June 26, 2026 (there is camp June 19)	@4b639efffd
Session 2: June 29 - July 10, 2026 (there is camp July 3rd)	@ecffddd9bc
Session 3: July 13 - July 24, 2026	@ckdh34df4g
Session 4: July 27 - August 7, 2026	@b8883f49eh
Session 5: August 10 - August 21, 2026	@9a3gkf472f

Please also follow us on Facebook and Instagram @ymcamountainmistdaycamp and check your email for messages from camp.

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Parent reminders

- When you change any telephone numbers or addresses, please give us the new updated information. It is your parental responsibility.
- Please remember to call and let us know if your child will be out for the day.
- If you have any concerns, please address them with the staff. They will inform the directors of any necessary information.
- **If your child goes home sick, they MUST be symptom free for 24 hours before returning to the center without the administration of medication.**

Arrival and Departure

The Meriden YMCA Mountain Mist Day Camp is open Monday – Friday from 6:30 a.m. to 5:30 p.m. If you know that you are going to be late, please call or send a REMIND as soon as you know, or send an alternative pick up person so that your child/children will be picked up on time. Two staff members ages 18 or older are in the building until all of the children have been picked up. If someone other than yourself will be picking your child up they **MUST** be listed on the pickup list, they need to be at least 18 years old and they MUST have ID, or a car placard on them. If the person is not on the list your child will not be released to them.

If your child has not been picked up by 6:00 p.m. and we have been unsuccessful in reaching you and/or your alternate pick up person by 6:00 p.m., we will contact the Department of Children and Families CARELINE at 1-800-235-28158 and the Meriden Police Department.

Late Pick Up

A late pick up fee of \$25.00 for the first 15 minutes and \$5.00 for every additional minute after that will be applied to your account.

Child Custody and Pick Up Issues

Meriden YMCA Mountain Mist Day Camp cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody. In most cases, both parents have equal custody rights; unless a court order states otherwise, even if parents have separated and one has moved out of the family home. In the event of divorce, separation, joint custody ruling, both parents will be treated equally. **If there is a change in legal custody, we need a copy of the order as soon as possible. This will help us plan to keep you and your child safe.**

Parking Lot Safety- Parent drop off and Pick Up

Remember to help your child while unloading and loading in the parking lot. There will be YMCA staff to assist you. Also please drive **slowly** with extreme care and caution while you are in the parking lot.

Other Closings

In the event the Meriden YMCA Mountain Mist Camp program loses power which cannot be restored and/or the Governor declares a state of emergency, the center will follow his/her directives. Parents will be notified of such a closing via Remind, and social media communication. Announcements will be made via television or radio announcements.

Supervision of Children

We will maintain counselor to camper ratios that meet or exceed the State of CT requirements for licensed day camps. A ratio of 1 counselor for every 12 campers or 1 staff to every 9 campers ages 6 and under.

For the safety of our campers and counselors, there is no longer a buddy system. An adult must be present with children AT ALL TIMES.

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SWIMMING POLICY

Swimming is a wonderful life skill and a popular activity! It is one of the areas of camp that we are the most cautious and strict on rules and expectations to ensure the safety of all participants.

Our swim challenges are designed to make sure that we know that all campers are capable of swimming without assistance in the level most suitable for their safety. Our number one priority is to keep kids safe. We will always err on the side of caution if a child is teetering on the edge of passing or failing the swim challenge. We also offer opportunities for campers to retake the swim challenge throughout the summer.

All campers complete a safety swim challenge at the beginning of a session to determine swim level. Campers are then clearly identified by wristbands that are visually and easily recognized by lifeguards and staff. For preschool children aged 3 to 5 years old, there will be at least 1 program staff member with every 4 children. For school-age children there will be at least 1 lifeguard for every 25. There will be no more than 75 campers at the pool per swimming activity time.

- Campers who are not swimming during swim time will not be allowed to come to the pool. They will have an activity outside of the pool with an assigned counselor.

Procedure for Swim Challenge

Below are all of the expectations from our aquatics department for your child to be deemed as a 'deep end' swimmer, allowing them to swim in water 5 feet or deeper.

- Swim 25 yards from the shallow end with their arms coming fully out of the water and feet kicking to the deeper end. This swim should be a 'freestyle' or 'forward crawl'. Lifeguards are looking to see that a child has endurance, and does not become exhausted or need to take a break for long. Underwater swimming, or standing in an area for a non-swimmer, is not considered proof that a child can swim safely in the deep parts of the pool.
- 30 Seconds of Treading water to demonstrate ability to float if the swimmer becomes tired and needs to rest.

Bathroom and Locker Room Supervision Guidelines

At the Meriden YMCA Mountain Mist Day Camp Program, the safety and well-being of all participants is our top priority. To ensure a safe and respectful environment, we follow strict policies regarding bathroom and locker room supervision. These policies are designed to protect the privacy of individuals while maintaining appropriate supervision standards.

Bathroom Supervision and the Rule of Three

The YMCA adheres to the "Rule of Three" to ensure safety and accountability in bathroom use. This rule means that no staff member or volunteer is ever alone with a child in a bathroom or locker room. Instead, there must always be at least three individuals present—this can include two children and one staff member, or two staff members and one child. This policy minimizes the risk of inappropriate behavior and ensures transparency in all interactions.

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Locker Room and Changing Area Supervision

Locker rooms and changing areas are shared spaces where privacy and supervision are carefully balanced. The following guidelines outline appropriate supervision practices:

- **Privacy Considerations:** Children are encouraged to change in designated private areas or stalls whenever possible. Staff members will not enter private changing areas unless absolutely necessary (e.g., in the case of an emergency or safety concern).
- **Group Use:** When groups of children are using locker rooms, staff will monitor the area from a visible but non-intrusive position to ensure safety and appropriate conduct. Staff will never be alone with a child in these spaces.

Additional Safety Measures

- Staff members are trained in child protection policies and procedures, including appropriate supervision techniques and maintaining professional boundaries.
- Locker rooms and bathrooms are regularly inspected to ensure they are safe, clean, and free of hazards.
- Any concerns or incidents related to bathroom or locker room use will be promptly addressed and reported to YMCA leadership.

By following these guidelines, the YMCA strives to create a safe, respectful, and inclusive environment for all participants. If you have any questions or concerns about these policies, please feel free to contact your local YMCA staff.

Upon Arrival to Swim Activity:

- Campers and staff will have bathing suits on before entering the pool area. Those who aren't swimming will go as a group with a counselor to their designated non-swim activity.
- Campers will have level swim bands and shall be allowed to swim in designated level areas.
- Non-lifeguard counselors will choose a role during swim time to lead non-contact games.
- Lifeguards are to keep kids safe by watching the water-not supervise and lead games.
- Once the lifeguards are in position and blow the whistle to start, campers and staff can enter the pool.

Leaving Activity:

- The lifeguard will blow the whistle at the designated time, giving campers enough time to change before the beginning of the activity period.
- Campers will and staff will follow the locker policy as outlined above.
- Campers will leave their level swim bands on for the duration of their camp day.

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Playground Rules and Supervision

Expect your child to play outside every day, even when we have liquid sunshine (rain). Daily outdoor activities are part of Meriden YMCA Mountain Mist Day Camp Program, and include hikes, sports and woods games, camp site activities, to name a few, and children will get dirty. We follow the State of Connecticut child care regulations concerning playing outside. When the weather does prevent playing outside, the counselors have an alternate pavilion plan. If your child is well enough to attend camp, they should be well enough to play outside. Due to safety issues we ask parents not to let their children wear open toe shoes. **All campers must wear sneakers. No other footwear is allowed for safety reasons. No crocs are allowed. They are not safe footwear. If campers arrive with footwear other than sneakers we will call you to bring sneakers to them.**

Home-Camp Transition: Separations

Because children are individuals, they tend to respond in different ways to the first days and weeks of camp. Many children will quickly become acclimated to the Meriden YMCA Mountain Mist Day Camp Program and will not be the least bit concerned with saying good-bye. Some children may be apprehensive and initially but rapidly adjust to the new environment. A few children will take longer to adjust. The staff at the Meriden YMCA Mountain Mist Day Camp Program will assist families in making this transition as smooth as possible.

At the Meriden YMCA Mountain Mist Day Camp Program, to accomplish a smooth transition we do the following things:

1. Before registering, families are encouraged to come to visit camp with their child so that the child can investigate the environment with the security of a nearby parent.
2. Families are invited to our Family Fun Fest and camp open house at the beginning of June to see what camp is all about!
3. Adjustment to camp will be easier if the child is prepared for it. In addition to visiting Meriden YMCA Mountain Mist Day Camp with your child, you should begin talking with your child about going to camp as soon as possible. Talk about things the child will be doing such as playing camp games, painting, playing outside, etc. Also, talk about what you will be doing while you are apart.
4. With the initial few separations, parents are encouraged to let their child know when they will be returning. Due to the developmental characteristics of children, it works best if parents use a concrete marker of time such as "I'll be back to pick you up after lunch"; instead of saying, "I'll be back here to get you at 1 o'clock."
5. Counselors will assist parents in establishing a consistent routine for the separation. This routine may include waving at the window, walking to the group together or finding a camper to play with.
6. In the case where the child is upset at the time of separation, counselors will comfort the child and encourage the parent to complete the separation routine and promptly leave.
7. Parents are encouraged to send a Remind note later in the morning and/or afternoon to find out about their child's progress.

Toys from Home

TOYS ARE NOT TO BE BROUGHT FROM HOME except on specified days. There are many similar types of toys. Children can become easily upset if their toy gets lost, forgotten, or two children bring in a toy that looks like another toy at camp, and it goes home to the wrong house. Even though your child may want to bring their toys to camp, we are asking that toys are not brought to camp except on special days. **THE YMCA IS NOT RESPONSIBLE FOR ANYTHING BROUGHT TO CAMP THAT IS LOST, STOLEN OR BROKEN.**

Parent Concerns

As a summer camp we are a community of children, parents, and staff all interacting and sharing our lives together. In a community, people, work closely together and hopefully interactions are positive, kind, and understanding. Yet it is to be expected that from time to time people will experience some conflict, some concerns, and some difficulties. We recognize that parenting is one of the most difficult, intense and rewarding experiences in

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your life. We want you to share your thoughts, hopes, and dreams for your child. You want what is best for your child. We know it is your job to advocate and protect your child.

When you have a concern, please remember:

- We want the parents to feel very satisfied with the care their child is receiving.
- Talk to the counselors whenever possible. If you feel comfortable, ask your child's counselor first about any concern. Counselors prefer that you talk with them, but they do understand if you would prefer to talk with the director first.
- Realize that if you have a concern with a counselor, the assistant director or the director will need to investigate and talk with the counselor directly about your concern and deal with the issue in a straightforward manner so that the counselor can improve performance and/or correct any mistakes or misunderstandings.
- Be assured that counselors do not hold a grudge against your child or "take it out" on your child after you have expressed a concern. We would not hire anyone at our center that would react in such an inappropriate manner.
- Do not let concerns build up. As concerns occur, share them with the counselors and directors so we can deal with any concerns that you may have when they have them.

CLOTHES - It is very helpful to us if the children have their names written on the inside tag of the child's extra clothes. An extra pair of clothes should remain in your child's backpack. As the temperatures can change throughout the day, please make sure to check your child's backpack to ensure that the extra clothing is appropriate for the temperature. Children **MUST** always have socks and shoes upon arrival no matter what the season is.

What My Child Will Need

Below is a list of what your camper will need when they begin camp. The items that you send in with your child **MUST BE LABELED with your child's full name.**

- Campers should bring a backpack packed with a **peanut and tree nut free lunch** with an ice pack that stays in their backpack until lunch time if they do not want to receive the free lunch that is provided to all campers. (Nothing that needs to be refrigerated or heated up.)
- Bring a bathing suit and a towel. Campers will change in the locker rooms in the pool area before and after swimming. If campers prefer they may wear their bathing suit.
- Sunscreen (no spray)
- Reusable water bottle with your child's name on it. We have water filling stations to refill throughout the day.
- **All campers must wear sneakers. No other footwear is allowed for safety reasons. No crocs are allowed. They are not safe footwear. If campers arrive with footwear other than sneakers we will call you to bring sneakers to them.**

Fishing Camp - Campers will need to provide their own fishing poles and tackle. Bait will be provided by Mountain Mist Day Camp.

Gymnastics Camp - Campers should wear shorts without zippers or buttons and a shirt that can be tucked in.

Daily Record Keeping & Communication

Daily record keeping occurs at the Mountain Mist Day Camp program. Records are kept regarding attendance, and incidents relating to a child's health and behavior. Reports will be made when a child has an injury, illness, or change not usual for the child. In return, we ask that you communicate with the director and counselors any unusual behavior or incident that may have occurred while the child was at home, so we are well informed and can take care of your child in the best way possible. Counselors communicate daily with families in a variety of ways. These include when they drop off and pick up their child, through conversations, and Remind notes sent home. If

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there has been an unusual or special circumstance during the day, information will be passed on to the parents verbally or through written communication. Serious incidents or ones which the staff feels may be upsetting to the parents will be communicated verbally to the parent and with a follow up incident report.

Accident Reports/Behavior Reports

All injuries requiring any kind of attention will be documented and kept on file. The information will be shared with the parent. An accident report will be filled out and will be signed by the staff making the report, the director and the parent. A copy of the report will be given to the parents within 24 hours of the incident. If your child has had inappropriate behavior during the day a behavior report will be filled out explaining the behavior that has occurred. The report will be signed by the staff member making the report, the program director and the parents. A copy of the report will be given to the parents.

Discipline/Behavior Policy

Mountain Mist Day Camp is determined to provide a safe and fun environment for all campers, free from bullying and other possible negative behaviors that disrupt a positive day camp experience. We feel that the best way to prevent any negative behaviors from occurring is to provide a quality day program with well trained staff. In the event that a camper exhibits any negative behavior(s), it may result in referral to the camp office, time out of an activity and/or dismissal from the program. By keeping activities moving and well organized, we believe that many potential problems can be avoided or prevented. Disrespect toward staff members or property, injuring other children or staff, disruptive behavior, stealing, leaving camp property, and profanity will not be tolerated. If such a problem occurs, behavior charts will be implemented, and the following steps will be taken:

1. First Offense: Verbal discussion with the child. The child will be removed from the a group for a specified time frame or privileges will be taken away as well as a phone call home to the parents/guardians to inform them of the incident.
2. Second Offense: If a second discussion is needed with the child then a phone call will be made home to the parent/guardian and the child will be sent home for the day with an incident report filled out.
3. Three or more offenses: If the problem persists, or a serious infraction has been made, the camper will be put on suspension (via director's discretion) or removed from the camp program for the remainder of the summer.

The following negative behaviors will be dealt with by the Camp Counselor. If the offense is repeated or the camper is continuously disrupting the group's activities, the camper will miss time out of an activity and/or be sent to the Village Director. The Village Director will evaluate the negative behavior and may notify the parents (depending on severity/frequency), fill out a behavior log and put it in the camper's file and require that the camper miss more time from an activity (depending on severity/frequency).

1. Minor hitting, shoving or pushing
2. Inappropriate language or subject matter
3. Not following directions
4. Straying from the group
5. Distracting counselor/group
6. Throwing of objects

The following negative behaviors will result in camper(s) being sent immediately to one of the Camp Directors. The Camp Director will work with the Village Director to evaluate the negative behavior. Parent(s) will be notified, behavior log will be filled out and put into the camper's file and camper may be dismissed from camp (temporarily or permanently).

1. Aggressive physical contact towards self, other campers or staff (biting, hitting, shoving, or pushing)

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2. Verbal threats to campers or staff
3. Destruction of camp property or property of others
4. Stealing
5. Possession of drugs, drug paraphernalia, knives or other dangerous items
6. Emotional harassment of other campers or staff
7. Endangerment to self or others

All parties must be honest in communicating the concerns that they are having dealing with the child. It is important for the staff and parents to stay in constant communication. The concerns could be about anything dealing with: behavior, development, speech, a physical condition, etc. We do have outside consultants and agencies that can help. When we have come across a situation where every possibility has been exhausted, and the child is not benefiting from the programs the facility has to offer, or the behaviors have not changed, the parents will be asked to remove the child from camp. The Meriden YMCA Mountain Mist Day Camp staff will assist as much as possible. **We will leave the door open for a child to return to this facility should the behaviors diminish or change to the point where our program would be more conducive to the child's needs.**

If you have a problem with your child or another child within this facility, you need to address the problem immediately with the director or assistant director. Please do not text any camp counselor directly, or take matters into your own hands.

Mountain Mist Day Camp 2026 Behavior Policy – Inclusive for Campers with Special Needs

Mountain Mist Day Camp is committed to providing a safe, inclusive, and supportive environment for all campers. Our goal is to ensure a positive and enriching camp experience that respects individual differences while prioritizing the **SAFETY** and well-being of every participant.

We believe that many behavioral challenges can be addressed proactively through:

- Well-trained and compassionate staff
- Thoughtfully structured activities
- Individualized supports
- Open communication between families and staff

We recognize that campers, particularly those with special needs, may exhibit behaviors related to communication differences, sensory sensitivities, or emotional regulation. Our goal is not to punish such behaviors, but to understand them and respond with compassion, appropriate support, and structure.

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General Behavior Expectations

Campers are expected to:

- Show respect for themselves, other campers, staff, and camp property
- Follow directions to the best of their ability
- Stay with their group and participate safely in activities

Behaviors such as elopement (leaving a group without permission), aggression, or unsafe actions will be addressed in a way that considers the camper's developmental level, disability, and individual support needs.

Steps for Addressing Behavior

If a camper exhibits behavior that disrupts the camp environment or poses a safety concern, staff will take the following tiered and flexible approach, adapted as appropriate for campers with special needs:

Tier 1 – Redirection and Support

1. Campers are gently redirected, offered choices, and/or given a break from the group if overstimulated or overwhelmed.
2. Staff may use visual supports, fidget items, sensory tools, or other strategies to help the camper regulate.
3. A verbal conversation may occur between staff and camper, with the focus on understanding the trigger and helping the camper rejoin the group when ready.

Tier 2 – Communication and Planning

If behaviors continue:

1. Parent(s)/guardian(s) will be contacted to collaborate on strategies and provide additional insight.
2. A behavior support plan may be created by the Camp Director and Village Director, with input from the family, outlining strategies, goals, and supports for success.
3. If helpful, a behavior chart, social story, or visual schedule may be introduced.

Tier 3 – Suspension or Dismissal (Last Resort unless safety risk to themselves or others)

If a camper's behavior poses ongoing danger to themselves or others, and all reasonable accommodations and strategies have been attempted:

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1. A temporary suspension may be enacted to allow time for consultation with the family and/or outside support professionals.
2. If behaviors remain unmanageable and the camper cannot be safely supported within the scope of our program, the camper may be dismissed from camp.
3. Dismissal decisions are made in collaboration with families and with transparency. Re-enrollment may be considered if the camper's needs or circumstances change.

Behaviors of Concern

These are examples of behaviors that may require intervention:

- Inappropriate language
- Distracting the group
- Not following directions
- Straying from group
- Throwing small objects
- Frustration-based outbursts
- Aggressive physical contact (biting, hitting, kicking)
- Verbal threats
 - Repeated elopement or unsafe behavior
 - Destruction of property
 - Stealing
 - Bringing dangerous objects
 - Emotional harassment
 - Behaviors posing significant risk to self or others

Collaboration with Families

We believe in **honest, compassionate, and ongoing communication** with families. If staff have concerns about a camper's behavior, development, speech, or physical condition, these concerns will be shared respectfully.

We may involve outside consultants or agencies (with family permission) to support camper success. If all

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support has been exhausted and the camper is not benefiting from our program, we may request withdrawal. However, our goal is always to partner with families and **leave the door open** for future participation if and when the camper's needs can be better supported.

Biting Policy

Children biting other children are unavoidable occurrences of group child care. It is a common occurrence in any child care program. When it happens, and sometimes continues, it can be very scary, very frustrating, and very stressful for children, parents and staff. **Every young child is a potential biter or will potentially be bit.** It is important to understand that because a child bites, it does not mean that the child is "mean" or "bad" or the parents of the child who bites are "bad" parents. Biting is purely a sign of the developmental age of the child. Biting is not something to blame on the child, parents, or caregivers. When a child bites, confidentiality must be practiced within the YMCA. We cannot tell a parent who bit their child. There are many possible reasons as to why a camper may bite:

- Impulsiveness and lack of control. Campers sometimes bite just because there is something there to bite. It is not intentional to hurt, but rather to explore their world.
- Making an impact. Sometimes children will bite to see what reactions happen.
- Excitement and over stimulation. Simply being very excited. Very young children do not have the same control over their emotions and behaviors as some preschoolers do.
- Frustration. Frustrations can be over a variety of reasons- wanting a toy that another child has, not having the skills needed to communicate, do something, or wanting attention. Some campers are simply lacking the language and social skills necessary to express all of their needs, desires, and problems.

If a child bites more than twice in one day, the child's parents will be contacted and will be required to pick up their child for the remainder of that day. If biting incidents are continuous, the child will be shadowed (one to one) during group play times. If staffing does not permit shadowing the child will be isolated to solitary play.

The Meriden YMCA Mountain Mist Day Camp reserves the right to dismiss a child due to ongoing biting issues and incidents if the situation cannot be resolved after all efforts to correct the issue have been enforced.

Allergies

It is not unusual for children with allergies to food or other substances to be enrolled at camp. With food allergies, the YMCA Mountain Mist Day Camp will remain a PEANUT FREE FACILITY. Parents should provide this information in Camp Doc. Adjustments are made as necessary to ensure individual children with other types of allergies can safely participate in camp activities.

Health and Safety Procedures

The Meriden YMCA Mountain Mist Day Camp program must be able to reach you in an emergency.

- Be sure to share new telephone numbers when you get a new telephone number
- Be sure to add new contacts to your pick up list

All new information regarding your child should be updated in CampDoc immediately. It is very important that all files are kept up to date. The State of Connecticut requires up to date emergency contact information.

Accidents & Incidents - Simple, minor accidents/incidents are common at this age. The parent/guardian will be notified of any injury/accident. Basic first aid will be given by the nurse. If the injury is serious, emergency action plans will be followed. All accidents or incidents are written. A copy is given to the adult picking up the child that day. The pickup person will sign the report. The original is kept on file in the office.

Health Forms

Upon registration at Meriden Mountain Mist Day Camp, we **MUST have a completed physical with most up to date immunization records signed by the child's licensed health care provider (MD, DO, APRN, PA).** A physical is required. This is required by the State of Connecticut. We must also have a complete immunization record to be kept on file with your child's physical.

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Administration of Medications

The Meriden YMCA Mountain Mist Day Camp program is required to administer medications to children. **Medications to treat asthma, allergic reactions and anaphylaxis, and ongoing special health care needs such as a seizure disorder or gastroesophageal reflux will be administered with the proper parent and prescriber authorizations. Families are responsible for administering the first dose of the day except in the case of emergency medication or as needed asthma or allergy medication.**

The types of medications that will be administered will be limited to oral, topical, inhalant and injectable (the injectable must be a regulated system, EpiPen). Prescriptions and over the counter medications to be administered at the Center **MUST be accompanied by a fully completed "Authorization for the Administration of Medication" form** approved and meets the DPH regulations by the State of Connecticut, which is to be signed by a physician and/or dentist and by the child's legal guardian. On the authorization form, the physician, dentist, podiatrist, APRN or PA must note the reason for the medication and any side effects that may occur. We must have certified staff on site that is specially trained to administer medications.

Medications must be in the pharmacy prepared containers, labeled with the child's name, name of the medication, strength, dosage, method of administration, and frequency of dosage, name of physician and date of original prescription. On the authorization form, the physician and/or dentist must note the reason for the medication and any side effects that may occur. Children may not medicate themselves.

All medication will be administered in accordance with the written directions of the physician. Individual written medication administration records for each child will be maintained according to State regulations. Personnel will keep all medications in a locked container in a cabinet and/or refrigerator except emergency medication such as asthma medication and EpiPen. All unused medications will be returned to the parent or destroyed if it is not picked up within one week following the termination of the order, or expiration of the medication, whichever comes first. Medication administration errors, such as missed or late dosage, will be reported to the parent. Nurses and staff have First Aid, CPR and Medication Training Certificates.

Licensed childcare centers administering medications to children shall comply with all requirements regarding the administration as described in the Connecticut State Statutes and Regulations.

These forms are required to be on file here at the Meriden YMCA Mountain Mist Day Camp should you be interested in allowing the staff to administer any medications ranging from non-prescription, over the counter medications such as Advil or Tylenol, topical medications including sun screen.

Page 3 is required only when a child needs to have prescription medication administered, such as antibiotics, inhaler, and or any prescriptions that are prescribed by the child's primary care physician that will need to be administered either when sick or on a regular basis. If you have any questions, please contact the nurse at mmnurse@meridenymca.org.

Medication Administration Rules

Under the licensing rules and regulations (listed above), the Meriden YMCA Mountain Mist Day Camp can only administer prescription or over the counter medications when accompanied by the permission to administer medication form. Prescriptions must be clearly labeled as follows:

- Be in the original container bearing the original pharmacy label
- Prescription name and number
- Patient's Name
- Name of Medication
- Expiration Date
- Physician's Name
- Directions for Dosage
- Date the prescription was brought to provider

If the child refuses to take medication, the parent will be notified and must come to administer the medication. Non-prescription medications must be accompanied by the permission to administer medication form filled out by

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the person with prescriptive authority and the child's physician. All non-prescription medication MUST be in the original container bearing the original label, child's name and age, expiration date and directions for dosages.

The YMCA Exclusion Policy

In order to maintain a healthy environment for all children, the Meriden YMCA Mountain Mist Day Camp program, we follow the National Health and Safety Performance Standards for Out-Of-Home Child Care. If a child becomes ill at camp, the parent or guardian will be notified by telephone and will be expected to pick up their child as soon as possible. The child will be allowed to rest in a comfortable, supervised area while awaiting the parent's arrival.

Children should remain home when they have:

- An axillary body temperature over 100 degrees F and experiencing behavior changes or signs or symptoms of illness, or a temperature of 101 degrees F or greater
- Signs of drowsiness, irritability or persistent crying, loss of appetite, and unwilling to participate in usual activities
- An illness resulting in greater need for care than the child care staff can provide without compromising the health and safety of the other children
- Uncontrolled coughing, difficulty breathing, or wheezing
- Two or more episodes of vomiting in the previous 24 hours
- Two or more episodes of diarrhea (watery stools) in the previous 24 hours
- Mouth sores with drooling
- Rash with fever or behavior changes
- Conjunctivitis (pink eye) with white or yellow discharge (until treatment has been initiated)
- Head Lice (until treatment has been initiated)
- Scabies (until treatment has been initiated)
- Impetigo (until treatment has been initiated)
- Strep Throat (until 24 hours after the initial antibiotic treatment and cessation of fever)
- Ringworm (until treatment has been initiated)
- Chickenpox, measles, mumps, rubella and pertussis (until the appropriate treatment has reduced the risk of transmission and no longer infectious to others)
- Tuberculosis (until receiving the appropriate therapy)

Children may return back to the summer camp when they are:

- Able to participate comfortably in program activities, tolerating a regular diet and do not require continuous one-on-one care
- **24 hours' fever-free and 24 hours without fever-reducing medications such as Tylenol or Motrin**
- No longer experiencing diarrhea or when continuous loose stools are deemed not to be infectious by a health care provider
- 24 hours free of vomiting and have tolerated at least one regular meal
- Receiving treatment for conjunctivitis, head lice, scabies and ringworm, or rash
- On antibiotics for 24 hours or longer for impetigo and strep throat

COLDS, COUGHS, UPPER RESPIRATORY INFECTIONS, EAR INFECTIONS, OR THICK DISCHARGES FROM THE NOSE: The conditions usually do not go away overnight. They can linger, and sometimes develop into something more serious. You may want to give your child's doctor a call to see what he/she advises. If your child is not responding to the medication(s) that you are giving him/her, may want to get him/her examined by the doctor. **Children who do have one or more of the above conditions and appear to be getting worse will be sent home and we ask you keep them home until the symptoms subside.**

NON PRESCRIPTION TOPICAL MEDICATIONS (includes medicated powders, insect repellents, and sunscreen protectants that are free of amino benzoic acid-PABA or its derivatives: A parent/legal guardian must sign the Non Prescriptive Topical Medication form before the staff can administer the above medications. A physician needs not sign this form. **When purchasing sunscreen for your child/children, we recommend purchasing a "No Tears" formula sunscreen because it has been our experience that children rub their eyes a great deal in warm weather and the sunscreen gets into their eyes.** This can be very irritating and painful. If your child needs a prescription medicine to be administered during camp hours, the

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doctor must sign an Authorization for the Administration of Medication Form and medicine should be in the vial that comes from the pharmacy

A child must be symptom free for 24 hours without the use of acetaminophen, ibuprofen, cough medication, cold medication, or any other medications that might be masking a more serious condition. This does not include antibiotics, eye medications, asthmatic medication, yeast infection medication, or any other medication that a Physician/Physician's Assistant (P.A.)/Nurse Practitioner (NP) prescribes to make the child feel better and his/her condition "non-contagious." **Please remember that this is for the health of our staff as well as other children.**

***Sometimes the best medication for a child's ailment is TLC. It's keeping your child home where he/she can rest, get plenty of fluids, the proper food and care that he/she cannot get at day care. A little "TLC" goes a long way.

If your child develops any of the above symptoms while at camp, your child will be isolated from other children in the program and brought into the nurse's office. The child will be supervised during this time by the director and you will be called to come get your child. We expect you to do this within a reasonable period of time **(NO MORE THAN ONE HOUR) WE DON'T EXPECT TO SEE YOUR CHILD AT CAMP THE NEXT DAY AFTER BEING SENT HOME.** It is for this reason a backup day care is recommended. If your child is acting "differently" (i.e. not like he/she usually acts or behaves), but is not presenting any of the above symptoms, we will give you a phone call to let you know that your child is coming down with an illness. **This is for the health and safety of all attending children and YMCA Staff as well. Remember we must maintain proper ratio at all times.**

IT IS IMPORTANT THAT YOU TELL A STAFF MEMBER IF YOU GAVE YOUR CHILD ANY ANTIBIOTICS PRIOR COMING TO DAY CARE IN CASE HE/SHE HAS A REACTION. THIS IS SO IF YOUR CHILD HAS A REACTION WE MAY REACT APPROPRIATELY:

- What is the name of the antibiotics? What time did you give the antibiotics
- What is the reason for giving antibiotics?

If the culture is positive, your child must be on medication for 24 hours before he/she can return to day care and must not have a fever for 24 hours. If your child is diagnosed with conjunctivitis (pink eye), he/she may return to day care once treatment has been initiated. Any other communicable diseases must be reported to the staff so that we can take proper precautions and relay any information to other parents if necessary. Reporting that your child is on medication is also important so that we can monitor your child for any possible allergic reactions or changes in your child's behavior.

VACCINATIONS: A notarized exemption form MUST be completed and on file in the case of religious exemption from immunizations.

Reporting Other Contagious Illnesses

It is very important to inform the staff if your child has, or has had any communicable disease or illness. (Chickenpox, Strep Throat, Fifth Disease, Scarlet Fever, Coxsackie virus, Meningitis, Roseola, Conjunctivitis, etc.) We do everything we can to properly disinfect the entire program regularly. The staff will follow proper hygiene regulations and see that the toys and equipment are also properly maintained. Remember that some diseases may need to be reported to the state and parents to be notified. If your child becomes sick while at camp and parents cannot be reached in time, we will have an ambulance transport the child to Mid-State Hospital in Meriden.

Hardships of Missing Time From Work

We realize that missing work or being called out of work can be a hardship, both at the work site and financially. We do not mean to be responsible for problems at work, but we must think about what is best for your child, the other children, and the staff. We cannot give one-on-one care at camp. We encourage you to have a backup day care to help out in these situations.

Doctors Note

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The program director reserves the right to request a doctor's written note should the staff observe that your child exhibits any signs or symptoms of common contagious childhood illnesses. Should your child be sent home with any signs and symptoms of any contagious illness **the program also reserves the right to request a written doctor's note with a written diagnosis and instructions for when the child may return.** **Please remember that this is for the safety of all enrolled children in efforts to reduce the spread of childhood illnesses and germs.**

Accidents

Nursing and senior staff at Meriden YMCA Mountain Mist Day Camp receive training in CPR and First Aid. First aid supplies are kept with each counselor and are checked regularly by the nurse. In the event your child has an accident while at camp, an accident report form will be filled out on Camp Doc by the attending staff member for access and review.

Emergency Plans

Medical Emergency

In the event of a true medical emergency, a qualified staff person will attend to first aid/CPR as needed, while another staff person calls 911. Meriden YMCA Mountain Mist Day Camp, after contacting emergency services, will immediately attempt to contact the parent and the child's physician. If the child's physician is not available, the program's health consultants will be contacted. That staff member will stay with the children and make him/her as comfortable as possible. The emergency medical permission form will accompany the child and staff member in the ambulance. Additional staff will be called in if necessary to maintain required ratios. If the parent has been successfully contacted, he/she will be informed of the nature of the emergency and will be instructed as to what procedures will be followed. Depending upon the seriousness of the emergency, the parent will be instructed to either come to camp or meet the child at the medical facility (i.e. medical clinic, hospital etc.) If the parent cannot be contacted, or if time does not permit, due to the immediate nature of the emergency, the Meriden Ambulance will take the child to the nearest medical facility or hospital. Parents are financially responsible for all expenses incurred in relation to emergency transportation and treatment of the child. Parents will be notified as soon as contact can be made.

Emergency Safety Standards

Emergency Safety Plan for Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Camp Director or assistant director must follow these risk reduction measures: Call 911 to summon emergency personnel and then call the Camp Office. Notify the parent or the parent emergency contact number. Isolate the scene to prevent further injury or illness. Have a **staff person** accompany the child to the hospital and stay until the parent arrives. Prepare a written report immediately but no later than 24 hours following the occurrence. In the case of an injury, correct the hazard immediately, if possible; study the occurrence to see if changes can be made to eliminate future injuries.

Safety Plan for Emergency Evacuation

As a safety precaution, an emergency evacuation drill must be conducted as follows: Staff will escort the campers out of the building in an orderly fashion, and proceed to a safe area (i.e., at least 75 feet from the facility) at the New Life Church property. All camp staff must remain with their camp group and take attendance. If all campers and staff are accounted for, the Camp Directors, assistant directors and village directors will maintain order and follow the instructions of emergency personnel. If a camper or staff person is missing when the attendance is taken, the emergency personnel must be informed immediately, and staff must follow their instructions. When the emergency drill has been completed, the event must be recorded on the appropriate form, and a record of the dates of all emergency drills must be kept on location.

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Fire or Other Hazard

If a fire or other hazard occurs, evacuate campers for their safety, following the Emergency Evacuation Safety Plan above. If you cannot stop the fire with a fire extinguisher or sand, call 911 for the Fire Department.

Natural Emergencies

When emergency weather bulletins are issued that warn of high winds, thunderstorms or flooding, the Camp Director will notify campus by the three whistles. The Camp Director, assistant directors and village directors will move campers to safety. Attendance must be taken to ensure that all campers have been accounted for.

Those camps that are outside should immediately move to shelter.

Emergency Safety Plan for Major Emergencies

In the event of a major emergency or natural disaster that would be threatening to the well being of the campers (e.g., fire, flood, terrorist act, etc.), the following procedures will be followed: The YMCA will be contacted to send out emergency texts, one call now, remind, etc. to alert parents of the situation.

Transportation

Transportation to an alternate site may be arranged and coordinated at the discretion of the Director in consultation with the Supervisor.

Shelter-in-Place

If appropriate, camps will follow shelter-in-place procedures to ensure camper safety.

Communication

If appropriate, all camp personnel including Camp Directors, Recreation Specialist/Camp Supervisors will work together to notify parents of the whereabouts of campers.

Crisis Response Protocol

The Camp Director will be given the most up-to-date version of the Crisis Response Protocol to follow in the event implementation becomes necessary for the safety of campers, volunteers and staff.

Domestic/Family Dispute

If parents/partners had or have been having difficulties, certain problems can arise. A parent or guardian may not want the other to take the child out of camp. What can happen here may be strictly legitimate or it might involve a plan to take the child and move to an undisclosed location. Either way, camp is put in an awkward situation. In a case such as this, the staff is well informed and has delegated responsibilities that protect the child and other children in question and within the entire building. The plan calls for a staff member to call the police while the director speaks with the parent who has arrived to remove their child. Another staff member is given instructions on what to do with the child in question for safety purposes. The director will then contact the other guardian and request that they come to the center where both parents/guardians can discuss the matter and come to an amicable conclusion that is satisfactory to both parties. The police remain until the situation is resolved.

Child Abuse and Neglect Reporting Policy

State law in Connecticut (public policy 17a-101, 17a-101a, 17a-101b, 17a-101c and 17a-101d) requires that anyone who suspects child abuse and/or neglect must report that suspicion to the Connecticut Department of Children and Families (DCF), and child day care licensing within 12 hours of first suspicion. All child care workers are considered mandated reporters. DCF hotline 1-800-842-2288 open 24 hours per day, or Department of Public

MERIDEN-NEW BRITAIN-BERLIN YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.

MERIDEN YMCA

110 West Main Street
Meriden CT 06451
203 235 6386
www.meridenymca.org

NEW BRITAIN-BERLIN YMCA

50 High Street
New Britain CT 06051
860 229 3787
www.nbbymca.org

Health 1-800-282-6063, 1-800-439-0437 or 860-509-8045. If any employee or parent witness another employee and/or parent using physical discipline, we ask that you report it immediately using the Incident Report to the director. This report must be filled out and filed within 12 hours. Failure for staff to comply with this strict policy is grounds for disciplinary action and may lead to termination. The Meriden YMCA Mountain Mist Day Care staff have the responsibility to protect and prevent all of the children under their care from abuse and neglect. If any staff member has reasonable cause to suspect or believe that a child attending the child care program has been abused and or neglected, they MUST report it. **CHILD CARE PROFESSIONALS ARE MANDATED REPORTERS BY LAW.** Abuse is defined as a child who has a non-accidental physical injury inflicted upon him/her; or is the result of maltreatment. Child neglect is defined as a child who has been abandoned, is being denied proper care and attention physically, emotionally or morally or is permitted to live in conditions, circumstances or associations injurious to his/her well-being (public policy 46b-120). By law it is DCF's responsibility to determine whether or not to investigate based on their findings. We encourage you to discuss any accidents which may have occurred at home with your child's teacher and/or the Director. By law it is DCF's responsibility to determine whether or not to investigate based on their findings. We encourage you to discuss any accidents which have occurred at home with staff.

Reasonable Cause

If staff or parents witness abuse or neglect by another staff member or parent, they must notify the director immediately. A written report specifying exactly what was observed must be submitted to the director. We have a zero tolerance policy for this type of behavior or treatment toward anyone under the age of 18. If staff is involved in an act of abuse and neglect, the staff members will be subject to the following:

- The discipline in the center's Personnel Policy. The question of suspending a staff member during the investigation will be decided by the program director, and executive director.
- The decision as to whether the staff member should be allowed to stay working or suspended from work will be based on the allegations and safety of the children.

The administration has the responsibility to protect (including notification of the parent and/or guardian) once there is an allegation of abuse and/or neglect of a child enrolled in the program. Steps will be taken to provide the victims of abuse and/or neglect with medical services as needed. Staff are protected by law (refer to Connecticut General Statutes, Section 171-101e) from discrimination or retaliation for reporting abuse and/or neglect. Each staff member is trained in reporting suspected child abuse and neglect on a yearly basis. Administrative actions (we support zero tolerance for abuse and neglect) will be implemented should there be an allegation that a staff member abused and/or neglected a child. All records will be maintained and kept in the incident/accident report folder as well as in the child or staff number.

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