Welcome to Kent County YMCA’s Camp Ok-Wa-Nessett!! We are pleased that you have selected us for your child’s summer camp experience.

The Family Handbook is designed to provide you with information about our program, answer any questions that you may have, and help prepare you and your child for a happy and safe summer.

Be sure and follow us on Facebook and Instagram to get an inside look at your campers day!

Thank you for choosing CAMP OK-WA-NESSEETT and we look forward to a safe and exciting summer!
camp communication

Becky Merritt 401-828-0130 bmerritt@gpymca.org
Camp Director ext 50708

The Camp Director and all camp groups may be reached by calling the camp office at 828-0130 ext 50716

hours of operation

YMCA Camp Ok-Wa-Nessett Program Day 8:30 am-4:30 pm
Tenderfoot Half Day 9:00 am-12:00 pm
*Before Camp Care 6:30 am-8:30am
*After Camp Care 4:30 pm-6:00pm
Provided for your convenience for an additional fee.

transportation

Bus transportation is available for our Cranston and Providence Youth Service campers to and from designated bus stops in those communities. Detailed transportation information will be provided to all families requiring bus transportation prior to the start of camp regarding bus routes and transportation policies.

YMCA character values

Our goal is to provide each camper with an emotionally and physically safe, FUN, and memorable experience. By stressing the values of Caring, Honesty, Respect, and Responsibility each camper learns that Character Counts!

CARING is composed of compassion, forgiveness, generosity, and kindness.

HONESTY is composed of integrity, trustworthiness, and fairness.

RESPECT is composed of acceptance, empathy, self-respect, and tolerance.

RESPONSIBILITY is composed of commitment, courage, health and service.
registration information

Participants may register for camp at the Welcome Center at any time. All camp forms are available at www.ymcagreaterprovidence.org.

TO REGISTER
1. Fill out and sign application and registration forms for each child.
2. Complete and sign the Camp Enrollment Agreement.
3. A current Camper Health History Form will need to be completed and copies of the child’s current immunizations must be submitted by June 1st. Failure to submit the appropriate forms may result in withdrawal from camp.

REGISTRATION DEADLINES
Registration will close the Thursday before the session starts, at the close of the YMCA building. There is a $25 registration fee.

CHANGES
To make a change to your child’s registration you must complete a Change Request Form. Changes may include adding or deleting authorized pick-up names or transferring from one camp to another. A $10 transfer fee will be assessed for transfers that take place less than two (2) weeks prior to the start of the session. Only the individual who signed the original application may make changes, and only after presenting photo id.

PHOTO RELEASE AND SOCIAL MEDIA
The Summer Camp Enrollment Agreement (part of the application) includes a photo release for all campers. If you do not want your camper photographed during the summer, please be sure to indicate this on the form. Through out the week we will take photos of our campers and staff enjoying their time at Camp Ok-Wa-Nessett and post them to our social media pages.

Be sure to check everyday- you never know who will be featured!

Facebook: @CampOkWaNessett
Instagram: @campokwanessett
goals for campers

In order to successfully achieve the mission of YMCA Summer Day Camps the staff of Camp Ok-wa-nessett will work hard to meet the following goals:

1. **Offer a challenging and enjoyable experience in the out-of-doors to develop an appreciation of the natural surroundings and environment.**
   - Each camper will participate in an environmental awareness program.
   - Each camper will spend ample time in the out-of-doors.
   - Each camper will participate in maintaining the surrounding environment.

2. **Provide an opportunity to learn to appreciate one’s self and others in a group setting.**
   - Each camper will be involved in a group where they will share activities, social skills, and common interests.
   - Each camper will contribute to a positive group experience.
   - Each camper will exercise and improve social skills through daily interaction with peers and positive adult role models.

3. **Promote healthy lifestyle habits that have carry over value into the camper’s home and school life.**
   - Each camper will choose and participate in activities that promote the strengthening of the spirit, mind, and body.
   - Each camper will try new activities and enjoy the old.
   - Each camper will be strongly encouraged through example and experience to follow a healthy diet, exercise, and lifestyle.

4. **Create an emotionally and physically safe environment in which the camper can have a successful experience.**
   - Each camper will feel comfortable interacting and contributing.
   - Each camper will have the opportunity to learn from mistakes.
   - Each camper will be supervised and protected at all times.
   - Each camper will be able to define their own level of success.

5. **Encourage camper independence and positive behavior with the YMCA Character Values as a foundation.**
   - Each camper will be encouraged to try new activities.
   - Each camper will be encouraged to set and pursue realistic goals.
   - Each camper will be encouraged to demonstrate the Character Values.

6. **Allow campers to be kids!**
   - Each camper will participate in fun social and recreational activities.
   - Each camper will be encouraged to get dirty.
   - Each camper will be encouraged to seek out fun, friendship, and laughter.
our facility

YMCA Camp Ok-Wa-Nessett is a beautiful 117 acres of woods, fields and ponds and is ideal for a rewarding outdoor experience. There are two separate waterfronts for swimming and a canoeing area. The camp includes a first aid station, a camp office, changing rooms and bathrooms, a camp store, an arts and crafts cabin, several pavilions and various shelters. There are trails to explore, a sports field, basketball courts, spray park, high and low ropes courses and two archery ranges.

accredited camp

Camp Ok-Wa-Nessett is accredited by the American Camp Association, the most recognized organization that monitors the quality of camping in the world. The accreditation process requires the camp to either meet or exceed over 300 standards in the area of health, safety, risk management, human resources, transportation, and in all program areas including aquatics.

family nights & camp carnival

Family nights are held on alternating Thursdays throughout the summer. Camp families are invited to join us at camp for an evening of performances put on by our creative arts camps.

Our Camp Carnival is an annual fundraising event to support our YMCA financial assistance campaign. Camp counselors operate fun carnival “booths” where campers can win-a-fish, pie a counselor, get their face painted or any number of other fun activities!

the day camp program

Our day camp program is broken down into sections based on campers age. Each camp section has specifically trained staff members, activities and facilities designed to meet the needs of that particular age group. We feel this is an important and effective way to best serve the large variety of age groups and interests of campers who attend YMCA Camp Ok-Wa-Nessett throughout the summer.

daily schedule (preschool)

Preschool schedules may vary by group, but all full day preschool campers will have a morning and afternoon snack time in addition to a 50 minute relax time in the afternoon. Every preschool group will have recreational swim time each day. Lunch is at 12:00pm and half day preschool campers dismiss at 12:30pm.

There is a morning circle time and activity periods throughout the day where campers will participate in art, science, music and literacy activities. Campers may go on hikes, play games in the gym or on the field during other activity periods.
daily schedule (school age)

<table>
<thead>
<tr>
<th>TIME</th>
<th>CAMP ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45–8:30 AM</td>
<td>Before Camp Program</td>
</tr>
<tr>
<td>8:30–9:00 AM</td>
<td>Morning Drop-off</td>
</tr>
<tr>
<td>9:00–9:10 AM</td>
<td>Morning Opening</td>
</tr>
<tr>
<td>9:20–10:00 AM</td>
<td>First Activity Period</td>
</tr>
<tr>
<td>10:10–10:50 AM</td>
<td>Second Activity Period</td>
</tr>
<tr>
<td>11:00–11:50 AM</td>
<td>Third Activity Period</td>
</tr>
<tr>
<td>12:00–1:00 PM</td>
<td>Lunch/Recess</td>
</tr>
<tr>
<td>1:10–2:00 PM</td>
<td>Fourth Activity Period</td>
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<tr>
<td>2:10–2:55 PM</td>
<td>Fifth Activity Period</td>
</tr>
<tr>
<td>3:05–3:45 PM</td>
<td>Sixth Activity Period</td>
</tr>
<tr>
<td>4:00–4:30 PM</td>
<td>Afternoon Pick-up</td>
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<tr>
<td>4:30–6:00 PM</td>
<td>After Camp Program</td>
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</tbody>
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**ACTIVITY PERIODS INCLUDE:**

*Swimming* – All campers will have multiple opportunities each week to participate in recreational swim at one of the three waterfronts at our Lower and Upper Pond. Limited swim instruction is provided based on.

*Specialty Program Areas* – Counselors will lead their campers through rotating activity periods at our different program areas around camp. Program areas include: Arts & Crafts, Archery, Boating, Sports & Games, Swimming, Spray Park, GaGa Ball, Outdoor Education, Team-building, and Summer Skills! Program areas are overseen by experienced staff that have specialized training and skills in their particular area.

**extended camp day program**

The morning extended care program (6:30 am – 8:30 am) offers campers a friendly and relaxing start to their day. Campers are in mixed age groups and are free to choose between various games and outdoor activities.

The afternoon extended care program (4:30 pm – 6:00 pm) picks up the fun where regular camp programs during the day leave off. After checking in campers will participate in several different mixed-age options, including various outdoor and playground activities, sports, indoor games and puzzles, crafts, projects.
swimming

Our waterfront programs are one of the highlights of our camper’s day. We offer a well-rounded program for all campers utilizing the Kent County YMCA’s waterfronts at our Lower Pond. We strongly believe in providing a fun and safe atmosphere at our waterfronts. Campers will be encouraged to swim everyday. Campers choosing not to swim will need to remain on the beach while the rest of the group participates in swim.

Campers will participate in:

- Canoeing & Paddleboats
- Recreational Swim
- Water Sports and Games
- Safety Around Water

On the first day of each session, all campers will be given a skills assessment. This allows the swim staff to determine whether campers are shallow or deep water swimmers.

The "buddy system" is used during recreational swim time. Each swimmer is paired with another camper. “Buddy checks” are conducted throughout the period to ensure all swimmers are accounted for. Tenderfoot campers utilize a dedicated swim area for their swim periods.

The swimmer to lifeguard ratios is 20:1 with additional counselors assisting in supervision. All staff hold current Lifeguard, First Aid and CPR certifications. In addition, they hold instructor certifications in their specialty areas.

arrival and departure

Campers should be dropped off and picked up in designated areas for their age group each day. It is the parents responsibility to walk their child to the designated sign-in area. Camp staff will be there to greet you and sign your child in for the day. Camp staff will be available to help in locating your child’s group at the beginning of each session. Please park only in designated parking spots when dropping off or picking up your child from camp.

ABSENTEEISM

If your child will not be attending camp on a specific day, please contact the Camp Office at 828-0130 ext 50716. If your child is absent and you have not notified us, a call to home or work will be made to verify your child’s attendance.
LATE ARRIVALS
Campers who are dropped off after 9:00 AM need to be walked into the office and be signed in by a parent or guardian before proceeding to their meeting place. Camp staff will see to getting the camper to their particular group at the time of their arrival. Depending on the activity level in the Camp Office and your child’s group location at the time of drop off, there may be a delay in getting your child to their group.

EARLY RELEASE
The camp office must be notified in writing if a child will be picked up early so we can have your camper ready and waiting in the Camp Office at the designated pick up time. Please provide extra time when picking up a camper early. Early sign-out, before 3:30 PM, is in the Camp Office. Early pickups without prior notification may require up to 15 minutes of additional time in order to get campers from their program areas.

DESIGNATED SIGN-IN/SIGN-OUT LOCATIONS AND TIMES

<table>
<thead>
<tr>
<th>Before &amp; After Camp</th>
<th>Regular Camp Day</th>
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<tbody>
<tr>
<td>Drop-off (8:30-9:00am)</td>
<td>Pick-up (4:00-4:30pm)</td>
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<tr>
<td>After Camp (4:30-6:00pm)</td>
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</tbody>
</table>

Preschool  
In the A-frame  
In preschool pavilions behind A-frame

Pio Jr.  
In the A-frame  
In preschool pavilions behind A-frame

Pioneers  
In the pavilion on the field  
In PioLand

School Age Camps  
In the pavilion on the field  
At group locations on the field

Staff will be on hand to help direct you to your child’s group location. Please allow extra time for drop off at the start of each new session or if you have medications to drop off with the Health Office.

CAMPER RELEASE PROCEDURES
FOR THE SAFETY OF ALL, persons responsible for picking up campers from YMCA Camp Ok-Wa-Nessett must comply with the following procedures:

• No camper will be released to individuals who are NOT on the approved pick-up list, unless written permission is delivered, in person, by the person who registered the camper.
• All campers must be picked up by someone over the age of 18 who is listed on the YMCA Camp Registration Form, or added in writing by the camper’s parent or legal guardian.
• Photo identification of all persons picking up campers will be required each and every time, regardless of relationship to the camper.

PLEASE NOTE: A late fee of $1.00 per minute will be applied to your camp bill for every minute past the close of camp (6pm) that a child is still in our care. Parents will be contacted and if unavailable emergency contacts will be notified at the 15 minute mark. If our staff is still unable to contact an authorized person to pick up after 1 hour, local police will be contacted for further assistance.
what to bring (please be sure to label all belongings!)

- Backpack
- Lunch and snacks
- Bathing suit and towel
- Refillable water bottle
- Sunscreen/bug spray
- Sneakers or closed toe shoes (sandals and flip flops are only permitted at the waterfront)

what to keep at home

We believe that certain items are best left at home to maximize your camper’s outdoor experience. Campers may not bring cell phones, iPods, computer games, trading cards, or insect repellent containing DEET.

Any camper who brings weapons to camp will be suspended immediately. YMCA Camp Ok-Wa-Nessett is a drug/alcohol and smoke free facility. This includes vaping or other electronic nicotine delivery devices (e-cigarettes).

Any camper found with tobacco, drugs or alcohol will be immediately dismissed from camp. We are also interested in keeping a clean, healthy image at our camp. Clothing with messages referring to tobacco, drugs, alcohol or sex are not permitted. Matches, lighters, knives, guns, drugs, alcohol, cigarettes, illegal substances, weapons and all other items deemed hazardous by YMCA staff are prohibited at YMCA Camp Ok-Wa-Nessett. If any of these items are found, they will be confiscated immediately and the camper will be disciplined appropriately. Please keep all household pets and animals out of camp. YMCA Camp Ok-Wa-Nessett is not responsible for any personal belongings (i.e., sports equipment, camping gear) that are brought into camp.

lost & found

Lost and Found items accumulate very quickly. Please make every effort to label your child’s belongings. Should items be lost at camp, have your camper look for their item at our lost and found area which is located outside the camp office in the red canoe. These items will remain at camp for one session. After that all remaining unclaimed items will be donated to charity.

camp store

YMCA Camp Ok-Wa-Nessett has a small camp store that sells healthy snacks, juice, ice cream and camp merchandise such as key chains, water bottles, t-shirts and more. Campers visit the store only when their schedule permits, therefore each child might not be able to visit the store everyday. Please note that the camp is not responsible for money brought in by campers.
our staff

YMCA Camp Ok-Wa-Nessett is dedicated to recruiting, screening and developing an outstanding group of directors and counselors who are committed to providing each camper with the best possible day camp experience. We believe that the success of our program lies in the quality of our staff. Staff people are selected on their experience, ability to lead camp related activities and their personal commitment to role modeling positive values.

Our program is unique because we have many camp staff who serve as child care professionals during the school year with our Out of School Time program. Furthermore, we strive to retain seasonal staff people from summer to summer. Your child may already know many of our staff from their Out of School Time site or from camp last year. These seasoned staff bring a great deal of knowledge and experience to the Camp Ok-Wa-Nessett summer program.

In June, our staff participates in an in-depth training program that covers areas such as program goals, emergency procedures, group work skills and child development. Each staff person receives training and is certified in First Aid and CPR, Child Abuse Prevention & Behavior Management.

staff ratios

YMCA Camp Ok-Wa-Nessett has a counselor to camper ratio that ranges from 1:6 to 1:13. Our youngest preschool campers follow a 1:6 ratio, Pioneers follow a 1:10 ratio, all other camp groups follow a 1:13 ratio. All counselors are 18 years of age or older and many have prior camp related experience.
health & safety

RAINY DAYS & EXTREMELY HOT DAYS
We do operate on rainy days—with only minor adjustments to our schedule. Please help your camper be prepared with proper rain gear for transitions to and from program areas—this would include a raincoat, extra clothing and footwear.

We also operate on extremely hot days. On these days we make sure campers have ample opportunity to get drinks of water, spend time in the shade, and make every effort to provide campers with water-based activities to keep them cool.

Please send campers with a water bottle and an extra beverage for lunch. Sunscreen should be applied before the campers arrive.

SUNSCREEN & INSECT REPELLENT
We recommend that campers wear sunscreen. Campers should apply sunscreen and/or bug repellent before coming to camp each morning. Campers who need to reapply during the day can keep sunscreen lotion in their backpacks if they can reapply the lotion themselves. For younger campers that may need assistance reapplying lotion, Camp Ok-Wa-Nessett staff will only apply lotion to body parts that are not covered by a bathing suit.

EMERGENCIES
We devote much time and attention to emergency procedures during our staff training in June. We have specific procedures for lost campers at the waterfront or on land, as well as for severe weather and medical emergencies. We practice these procedures during staff training and throughout the summer so that campers and staff will be prepared in the event of an emergency.

FIRST AID
All staff at YMCA Camp Ok-Wa-Nessett are certified in First Aid and CPR. YMCA Camp Ok-Wa-Nessett also employs the services of a dedicated Health Office Supervisor. During the hours of 8:30 AM-4:30 pm, someone with training beyond general First Aid and CPR is on the grounds to help in cases of emergencies.

In the event of an emergency or illness, a Director or the Health Office Supervisor will notify parents/guardians. Please keep sick campers home so that germs and illnesses will not spread to other campers and staff. Unless otherwise notified, any camper that requires further medical attention will be transported to Kent County Memorial Hospital.

FIRST AID NOTIFICATION PROCEDURES
All campers who receive first aid will have their injuries recorded in the First Aid Log Book by the Health Office Supervisor or appropriate staff person. Our First Aid Station sees many campers each day for sunscreen, Band-Aids and minor first aid treatments. Camp Leadership staff will call parents to notify them of mild injuries at their discretion and of all serious injuries that occur at camp.
If your camper needs to take medication (either over the counter or prescription) during the camp day, our Health Office Supervisor can dispense medication and the following guidelines will be followed:

- The staff shall not administer prescription medication without the written order of a physician (which may include the label on the medication bottle). We request that a note be obtained from the physician if the child has had an office visit.
- The staff shall not administer prescription or non-prescription medication without written parental permission.
- All medication must be in the original prescription bottle and the label must include the following: child’s name, physician’s name, date, dosage and times of administration.
- The medication has not expired. All medication, including inhalers, must be given to the Health Office Supervisor or to a member of the Camp Leadership Team if the Health Office Supervisor is unavailable.
- Medication cannot remain with a child at camp.
- Children with a medical release may carry inhalers after speaking with the Health Office Supervisor.
- Any remaining medication must be picked up by the parent on the last day of the camp session or it will be destroyed. We will not hold medications after the last day of camp.
behavior policy

At YMCA Camp Ok-Wa-Nessett we believe that the best way to deal with behavior issues is to provide a quality camp program. By keeping activities moving and well-organized, we believe that many potential problems can be avoided.

The Behavior Management Policy has been developed to clarify the expectations of camper behavior. Our goal is to provide a program based on the YMCA Character Values of Caring, Honesty, Respect, and Responsibility and ensure an environment that is both physically and emotionally safe. As such, we operate with these principles:

- Campers will be treated with fairness and compassion.
- Individuals and behaviors are unique and intervention will be appropriate to each situation.
- Behavior situations will be resolved as quickly as possible between the camper and camp staff. As necessary, the family will be notified and involved.

EXPECTATIONS FOR CAMPER BEHAVIOR ARE TO:

- Be respectful of yourself, other campers and staff
- Be honest and forthcoming in your interactions with campers and staff
- Be caring toward yourself and others
- Be responsible with Camp Ok-Wa-Nessett’s equipment and property

behavior definitions & interventions

BASIC BEHAVIORS are defined as words or actions that are not an immediate threat or danger to an individual or group. Examples may include not listening, inappropriate language or actions, or disrupting an activity.

The series of interventions for basic behaviors is:

1. NOTIFICATION: The camper will be notified that the behavior demonstrated is not in keeping with the behavior expectations.

2. CAMPER/COUNSELOR DISCUSSION: If the behavior continues beyond the initial notification or a similar behavior occurs the counselor and camper will talk about what is happening, why it is happening, and how the camper can try something different to make sure it does not happen again.

3. LOGICAL CONSEQUENCE: Upon seeing a behavior for a third time the camper will experience a logical consequence. Logical consequences are generally short-term and directly related to the guideline that is being stretched.

4. CAMP DIRECTOR: A Camp Director or member of the behavioral support team will speak with the camper and may initiate a phone call to a family member. It may be necessary to implement a one-day suspension in which the camper will be picked up immediately.
5. CHILD GUIDANCE PLAN: Continued behaviors will require a meeting with a parent or guardian, camper, and camp director. A Child Guidance Plan, acceptable to all three parties, will be designed and include an outline of inappropriate behaviors and consequences.

ADVANCED BEHAVIORS are defined as words or actions that are an immediate threat or danger to an individual or group. Examples may include but are not limited to aggressive physical or verbal exchanges, teasing, bullying, running away, continually taking away from the enjoyment of the group, or possession of alcohol, drugs, tobacco, or weaponry.

The intervention for advanced behaviors is:

1. NOTIFICATION: A Camp Director will discuss the situation with the camper and then contact the parent or guardian and explain what is happening.

2. SUSPENSION: During the phone call the length of the suspension will be determined. Suspensions are effective immediately and the parent or guardian must send someone to pick up the camper. Campers suspended for Advanced Behaviors are not permitted to ride the bus.

3. CHILD GUIDANCE PLAN: Prior to returning to camp a meeting with a parent or guardian, camper, and camp director must occur. A Child Guidance Plan, acceptable to all three parties, will be designed and include an outline of appropriate behaviors and expectations and consequences should those not occur.

SPECIAL NOTES

TERMINATION may result from extreme behavior situations, 3 or more behavior incidents or a determination by the Camp Director that the program is not a healthy or positive fit for the child.

CONFIDENTIALITY protects our campers and families. Staff will not release information about campers to anyone but the parent, guardian or appointed family member of that camper.

DISCIPLINE REPORTS may be sent home with the camper for situations that do not warrant a phone call but that a family member should be aware of or if we cannot contact a family member by day’s end.

Physical and emotional safety is essential to the Behavior Policy. Campers will not be deprived of food, water, or bathroom. They will not be physically punished or verbally humiliated. Whenever possible, behavior guidance will occur away from other campers. Campers and family members will be treated respectfully in all situations.
our promise to you

- All staff are thoroughly screened to ensure that they are suited to work with children.
- All staff are trained in the prevention of child abuse and how to report any suspicion of abuse.
- Parents may visit—unannounced and at any time—any program in which their child participates.
- Staff will never be alone with a single child where they cannot be observed by others.
- Staff never will leave a child unsupervised.
- Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities and staff will follow the “Rule of Three”.
- Abuse and bullying are never tolerated at the YMCA.
- Staff will respond to children with respect and treat all children equally regardless of sex, race, religion, culture, economic status, or disability.
- Staff will not be alone with children they meet in YMCA programs outside the YMCA.
- Staff never will release children to anyone other than those authorized by the parent or guardian.
- Staff will be caring, honest, respectful and responsible.

Stay on top of all the activities going on at camp and follow us on social!