



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **Northern Lights YMCA – Delta Center Rotary Camp Harstad**

---

## **2026 Parent Packet**

Elizabeth Taylor  
Camp Harstad Director

Contact Information  
Email: [campharstad@nlymca.com](mailto:campharstad@nlymca.com)  
Wells Childcare Center Phone: 906-789-0202

Raquel Schon  
Youth, Family & Sports Director

Contact Information  
Email: [rschon@nlymca.com](mailto:rschon@nlymca.com)  
Phone: 906-789-0005

**Revised: 3/25/2026**

# **WELCOME TO THE NORTHERN LIGHTS YMCA & ESCANABA ROTARY CAMP HARSTAD**

**We are honored you have chosen to trust us with enriching your child's development and care.**

We are committed to providing your child with a rewarding and memorable experience. We have hired role models for your children who will help build character, positive experiences, and memories that will last a lifetime. Our staff is trained to display and encourage the values of caring, respect, responsibility, and honesty throughout daily activities, games, and curriculum.

Please use this handbook as a resource for the YMCA/Rotary Camp Harstad policies and procedures. It provides information about the program, policies, and practices. Please review this handbook carefully and review the camp rules and guidelines with your child. Any parent/guardian that has questions or concerns regarding a child's participation are encouraged to talk with the Camp Director or the Youth, Family & Sports Director.

## **PARENT NOTIFICATION OF LICENSING REQUIREMENTS**

Camp Harstad is licensed by the State of Michigan and operates in compliance with all applicable child care licensing regulations. Parents have the right to review licensing inspection reports and records upon request.

## **CONFIDENTIALITY STATEMENT**

Northern Lights YMCA day camp programming maintains confidentiality and will respect each family's right to privacy, refrain from disclosure of confidential information and intrusion into family life. When we have reason to believe a child's welfare is at risk, we will share confidential information with appropriate agencies, as well as individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants will require familial consent (except in cases of child abuse and/or neglect).

## **OUR MISSION AND VISION**

We put Christian principles into practice through programs that build healthy spirit, body, and mind. Our camp is committed to youth development, healthy living, and social responsibility. We follow our core values: caring, honesty, respect, and responsibility in our interactions with everyone that comes to camp, as well as encouraging and teaching these values to the children in our care.

Our vision is to provide a high-quality camp experience that encourages children and families to grow, learn, and thrive.

## OUR PHILOSOPHY

At the YMCA, we believe character development and values are part of who we are, this means more than just activities. We believe character development is an important challenge for everyone – staff, volunteers, participants, members, parents – to accept and demonstrate the positive values of caring, respect, responsibility, and honesty. We have built into our program time to reflect on these values, as well as striving for living and developing ourselves into following these daily.

An essential component of our program is our staff. Staff are trained in growth and development and set age and skill appropriate expectations. Staff guide and direct children with warmth, acceptance, approval, and respect and enable children to develop a strong, positive self-concept.

## SUPERVISION

Camp Harstad will always provide appropriate care and supervision of children. The ratio of counselors to campers present will be 1:3.

Our staff members are at least 18 years old and have been properly screened and trained. All camp staff have basic first aid and CPR/AED certifications. We have a Health Safety Officer certified as a Wilderness First Responder that will be always onsite. A certified Waterfront Lifeguard will be onsite during any swim time.

Our Camp staff are required to attend a minimum of 24 hours of training prior to the start of day camp. Our comprehensive training and development program includes behavior management and resolution, planning age-appropriate activities, risk management, and more. They are also trained in all day camp and YMCA policies and procedures. They explore techniques of how to better interact with children, build self-esteem and confidence, and become experts in games, skits, arts and crafts, and songs!

Campers are never left alone, and no camper is ever alone with a staff member. Campers will be escorted by camp staff following a rule of 3. There will never be less than 3 (2 staff to 1 camper/ 1 staff to 2 campers) individuals in a group.

## GENERAL INFORMATION

### OUR LOCATIONS

#### **Northern Lights YMCA – Wells Center**

5775 Main Street  
Wells, MI 49894  
906-789-0202

#### **Northern Lights YMCA – Delta (Main building)**

2000 North 30<sup>th</sup> Street  
Escanaba, MI 49829  
906-789-0005

#### **Rotary Camp Harstad**

E4655 Hwy M-35  
Ford River, MI 49829

## SOCIAL MEDIA

### Follow along on the adventures of Camp Harstad!

Follow us on Facebook: @CampHarstad-Rotary & YMCA



## SPECIAL NEEDS

Camp Harstad serves individuals from 6 to 17 years of age\*. Camp Harstad is a program designed for children with mild to moderate disabilities. Some of the educational eligibility categories of participants at camp may include (but are not limited to): Autism Spectrum Disorder, Cognitive Impairment, Specific Learning Disability, and other health impairments.

The YMCA is committed to inclusion and will make reasonable accommodations when possible. Accommodations must not compromise safety or fundamentally alter the program.

A pre-camp meeting may be required to determine appropriate supports.

Campers must:

- Be able to participate in a group setting (1:3 ratio)
- Follow basic directions with minimal redirection
- Be fully toilet trained and independent in personal care
- Demonstrate safe behavior toward self and others

Campers may NOT be appropriate if they:

- Require constant 1:1 supervision
- Exhibit frequent aggressive or unsafe behaviors
- Require intensive medical or behavioral interventions beyond staff training

If additional support is needed:

- A parent-provided aide may be required
- A trial period may be implemented

Final placement decisions are made at the discretion of the Camp Director.

\*Due to state regulation, campers 18+ are ineligible to register for Camp Harstad. Campers who turn 18 throughout the summer can participate in camp up until their birthday. If a camper's birthday is in the middle of the week, campers will be permitted to stay through the end of that week.

# ENROLLMENT PROCESS AND EXPECTATIONS

## Before enrolling we Suggest:

1. Review the Handbook, make sure this will fit your needs.
2. Plan any payments or payment arrangements.

## CAMP HARSTAD Paperwork Needed:

Registration Form

Medication Form (if applicable)

## Schedule Changes

Please declare any changes to your child's schedule (missing a day, early pick-ups, etc.) at the start or prior to the start of each camp week.

## Communication

Weekly newsletters and important camp updates will be sent via email, so please ensure we have a correct and updated email address on file when registering.

The Remind app allows us to enhance real-time communication between parents and camp staff. This free app allows for quick, easy, and efficient messaging, ensuring you stay informed throughout the camp session. We highly recommend all parents sign up! Instructions on how to join are provided below.

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/bk73gc](http://rmd.at/bk73gc)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

**B** If you don't have a smartphone, get text notifications.

Text the message @bk73gc to the number 81010.

If you're having trouble with 81010, try texting @bk73gc to (415) 799-2512.

\* Standard text message rates apply.

Don't have a mobile phone? Go to [rmd.at/bk73gc](http://rmd.at/bk73gc) on a desktop computer to sign up for email notifications.

## FINANCIAL ASSISTANCE AND 3<sup>RD</sup> PARTY CHILDCARE CONTRACTS

We are committed to access to all, regardless of family financial situations. We have a scholarship fund (annual campaign) to assist parents in affording YMCA childcare. This is awarded based upon fundraising and donations provided from the community each year. Scholarship forms must be turned in fully completed with all required documents. Unfortunately, we do not accept DHS payments for camp. All fees apply as normal until the application has been reviewed and approved.

## **ADMISSION**

Our program is a full-week program. Currently, we do not offer part-time enrollment. Children may be enrolled based upon camp availability. The YMCA will enroll campers regardless of nationality, race, gender, or creed.

Before a child may begin, the required paperwork (listed on page 5) must be submitted and approved by the Youth, Family, & Sports Director.

## **DISMISSAL PROCEDURES**

The Northern Lights YMCA reserves the right to terminate care. Reasons a child may be removed from camp may include non-payment of fees; poor suitability of the program for the child; repeated unacceptable behaviors that may be harmful to the welfare of other children (such as biting, inappropriate touching / conversations, or aggressiveness); or inappropriate behavior from the parent or family. Please refer to the discipline section for our procedures. Disenrollment is at the discretion of the Director.

Other reasons for termination include:

1. Consistent disruptive behavior
2. Inappropriate or unsafe behavior or language
3. Physically harming self, other campers, or staff
4. Bullying
5. Threats of harming others
6. Bringing any form of weapon
7. Consistent late pick-up

## **ZERO-TOLERANCE POLICY FOR VIOLENCE**

The Northern Lights YMCA maintains a zero-tolerance policy for violent behavior. Any act of violence or credible threat of violence may result in immediate dismissal from the program and could lead to termination of care for the remainder of the camp season.

The following behaviors are prohibited:

- Hitting, kicking, biting, or physical aggression
- Threats of violence
- Bullying or intimidation
- Throwing objects to harm others
- Possession or imitation of weapons

Consequences may include:

- Immediate removal from activity
- Parent notification
- Same-day dismissal
- Termination from camp without refund

Severe behaviors may result in immediate dismissal without progressive discipline.

# PAYMENT INFORMATION

## COST OF CAMP

The cost for camp is \$60 per camper per week per child. To hold your spot for a week of camp, a *non-refundable \$20 deposit* is required at the time of registration.

## WAITING LIST

If a week is full prior to your registration, you may place your child on our waiting list. No deposit is required. If a spot becomes available, you will be contacted.

## DUE DATES

- All program payments are due by 4:00PM every Friday before the week of attendance.
- Parents may set up weekly payments with the approval of the Director.
- **A child may be dismissed due to an unpaid balance.** Families will be given notice for payment, if payment is not received, the child will not be able to return until balance is paid.
- Payments are non-refundable (unless there are unforeseen circumstances approved by the Director)
- A \$25 non-sufficient funds (NSF) will be applied to each declined credit card transaction and returned check.
- Tuition is owed even if a child does not attend due to illness or vacation.

## REFUND POLICY

All withdrawals from a camp week and/or refund request must be made in person or over the phone.

Refunds and/or credits will be issued as follows:

- A full refund or credit (less the deposit) will be issued if cancellation is received by Monday prior to the start of the camp week. (7 days in advance)
- Cancellations and/or No-Shows the week of camp will be charged for the full week.
- If WE need to close camp for any reason, a refund will be provided.

# HOURS

## CAMP HARSTAD

June 15 – August 7

Camp runs Monday through Friday from 9:00 AM – 4:00 PM. The bus departs the Wells Center promptly at 9:00 AM, so please ensure your child arrives on time and ready for the day.

Campers may arrive as early as 8:30 AM and must be picked up by 4:00 PM. At this time, we are unable to accommodate drop-offs before 8:30 AM or pick-ups after 4:00 PM. Thank you for your understanding and cooperation.

## WHAT TO EXPECT IN YMCA PROGRAMS

**We want you and your child(ren) to be comfortable knowing what to expect from the start.**

### DROP OFF & PICK UP

Parents are required to accompany children into any of our camp programs. There is a daily attendance sheet that includes the time of arrival and initials that must be filled out by the parent. At pick up, the same information will be noted.

No child will be released unless the parent/authorized pick-up person signs the child out of the camp. No child will be released to a person not noted as an authorized release on the camper registration form. **Before a child can leave the program, the adult must sign the child out. We will check identification on everyone until faces become familiar.** If the parent wants to change the pick-up person over the phone, the new pick-up person must show identification and the parent will have to sign a written permission at the next available time. Authorized individuals must be 18 years old.

If a parent or authorized pick-up person is intoxicated or substance impaired when they come into the center, staff will offer to call another person to pick up the child. If that person insists on leaving, public safety and Child Protective Services will be called.

Parents who are separated and have court ordered arrangements must have a copy of the court order on file with the Youth, Family, & Sports Director. The YMCA cannot enforce court orders without these documents on file.

If your camper will be absent or late on any given day of camp, please report the change by calling the YMCA or let staff know of scheduled absences ahead of time.

## **LATE PICK-UP PROCEDURE**

We respectfully ask that children be picked up no later than 4:00 PM. If a situation arises where you will be late, contact the YMCA at 906-789-0202 as soon as possible. We will attempt to reach emergency contacts if you are more than 5 minutes late.

A late fee of \$1 per minute, per child, will be charged for late pick-ups. Late fees must be paid in full before the next day of attendance. If your child is not picked up 30 minutes after closing and we have had no contact, public safety will be called. If a child is frequently picked up late, the Camp Director can elect to discontinue care.

## **TOYS FROM HOME**

We ask that personal toys be kept at home. The YMCA does not assume responsibility for personal toys at our facilities.

## **EQUIPMENT USE AND SUPPLIES**

The YMCA & Rotary will make numerous types of equipment and supplies available to children for use during free play and group activities. We do expect some wear and tear on items; however, we ask that all our materials are treated with respect. If we have a student deliberately destroying items, the parents will assume financial responsibility for that property.

We do ask that parents supply a change of clothes and outdoor gear for your child. If your child has an accident and does not have an extra set of clothes, parents or emergency contacts will be called and asked to provide a change of clothes within 30 minutes.

## **OUTDOOR TIME**

Outdoor time is considered an integral part of our program. All children will be expected to go outside daily. Extreme temperatures may determine limited play. If it is raining, or if the temperature is above 95 degrees, outdoor time will be limited. It is assumed that if the child is well enough to attend the camp, he/she is well enough to go outside. Please send children with appropriate clothing to play outside in a variety of temperatures.

## **WHAT TO WEAR**

Exploration and play are essential to a child's healthy development. Children should dress in comfortable play clothes that are weather appropriate. Children often soil clothing when eating, playing, and participating in activities. It is a good idea to have an extra set of clothes. Please do not send your child in shoes that they cannot run in. Please pack a water bottle (labeled with Name), afternoon snack, swimsuit, water shoes and towel daily.

# NUTRITION/FOOD SERVICE

Mealtimes allow children the chance to make choices, develop relationships, practice self-help skills, and learn the fine art of conversation.

As of March 25, 2026, we are still awaiting confirmation from Escanaba Area Schools regarding their ability to provide lunches through the Meet Up & Eat Up program. If and when we receive confirmation, we will notify campers and their families. If we are unable to partner with them, campers will be expected to bring a packed, cold lunch daily.

If provided, lunches through the Meet Up & Eat Up program would be available Monday – Thursday, with all campers still required to bring a packed, cold lunch on Fridays. A menu will be provided once available.

An afternoon snack and a labeled water bottle should be packed for your child daily. On Fridays, all campers are expected to bring a packed, cold lunch as well.

The menus will follow nutritional guidelines established by the U.S. Department of Agriculture. Under these guidelines, we offer children a variety of healthy foods. Food served in our program will be primarily low-sugar and low fat in nature.

A menu will be posted in the main entrance. **All food allergies must have a written doctor's statement of the allergy. Please notify the Director right away of any allergies.**

In accordance with the Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410, or call (800)795-3272 or (202)7205964 (TDD). USDA is an equal opportunity provider and employer.

# STAYING HEALTHY IS VITAL TO SUCCESS

## MEDICATION

All medication, including ointments, will be administered only with written permission from the parent. All medication must be in the original container with a Medication Authorization form on file. Prescription medication must have a pharmacy label indicating the physician's name, instructions, name, and dosage. If the medication is a liquid, parents are required to bring the syringe. Medications will be stored in a secure area away from campers. Rescue medications such as epi-pens and rescue inhalers will be stored with the lead counselor of the group in which the camper is part of. If another counselor is with the camper, the medication will be passed to the staff with the camper.

## HANDWASHING

Handwashing is the mechanical removal of infectious agents. Handwashing will be done by using warm water and liquid soap. Rub hands together for at least 15 seconds, making sure to scrub the backs of hands, wrists, between fingers and under fingernails. Rinse well under warm water and use a paper towel to dry your hands, use paper towel to turn off running water. Hands will be washed before and after meals (or food preparation), after toileting, before and after the use of sand, water, or Play-Doh, and after wiping a nose, touching mouth, etc.

## TOILETING

It is our policy that all children enrolled in Camp Harstad must be fully toilet trained and self-sufficient in all personal care.

Campers are never left alone, and no camper is ever alone with a staff member. Campers will be escorted by camp staff following a rule of 3. There will never be less than 3 (2 staff to 1 camper/ 1 staff to 2 campers) individuals in a group.

## CLEANING & SANITIZING

All items (tables, etc.) require sanitizing to prevent illness and shall be washed, rinsed, and sanitized with approved agents, methods, and concentrations. Cleaning is done daily after each use of the item or space.

## TOYS AND EQUIPMENT

Toys and equipment are shared by many children and the potential for transmitting infections is obvious. In general, soft, cuddly toys are avoided because washing is more difficult. Non-absorbent toys such as plastic toys or blocks will be washed with soap and water, rinsed, and sanitized and left to air dry. Absorbent toys such as stuffed animals will be washed in the washing machine.

## IS YOUR CHILD WELL ENOUGH TO COME FOR CARE?

When parents are debating whether it's okay to attend, remember the most contagious time is just prior to the emergence of full-blown symptoms. It is important that children who have been ill do not come to camp if they are still sick.

If a child becomes seriously ill during the day, parents will be notified and asked to pick up their child within 30 minutes. Camp Harstad is not qualified to care for seriously ill children.

Upon arrival, if a child seems too ill to be at camp (determined by the Camp Director or person in charge), parents may be asked to take him or her home. If we disagree about your child's health, please understand that it is a judgment aimed only at trying to keep everyone healthy.

A parent will be notified, of a fever or oral temperature of 99.9 degrees and sent home for a fever or oral temperature of 100.3 degrees or greater. Children may also be sent home for vomiting, and diarrhea (2 unexplained loose stools within an hour).

### GUIDELINES FOR RETURNING TO CARE

CONDITION FOR EXCLUSION	CONDITION FOR RETURNING
Temperature greater than 100.3	Fever free for 24 hours (without fever reducing medication)
Symptoms & signs of possible severe illness (unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, or thick mucus from nose)	Until medical evaluation allows inclusion (written doctors note) or symptoms have cleared
2 abnormally loose stools, uncontrolled diarrhea, that is – increased number of stools, and / or increased stool water	Diarrhea free for 24 hours
Red or blue in the face, croupy sounding cough, or whooping sounds after coughing	Until health care provider determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines the symptoms are noncommunicable
Purulent conjunctivitis (red or pink eyes with white or yellow discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or similar infestation	24 hours after treatment and free of infestation, such as lice and nits
Known contagious disease while still in communicable stages	Until health care provider determines the condition is noncommunicable or symptoms have cleared

# SAFETY IS OUR TOP PRIORITY

**Below are the guidelines we enforce to ensure that your child is safe throughout the day.**

## **WEAPONS ARE PROHIBITED**

No firearms, knives, or other items deemed as weapons may be brought into our YMCA sites. Anyone who observes the items will have to report it to the Director (or site lead) immediately. Anyone found in violation of this rule will be prohibited from entering any YMCA facility or program. Public Safety will also be informed.

## **STAFF**

Staff are certified in the following: First Aid, CPR, Bloodborne Pathogens, LifeVac, Child Abuse Prevention, and additional professional development training.

The Camp Harstad Program DOES require a criminal history background check on its employees and long-term volunteers.

1. A staff member or volunteer shall not be present in our camp site or program if he or she has been convicted of the following:
  - a. Child Abuse or Neglect
  - b. A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.
  - c. No character crimes can be on a criminal record.
2. Before a staff member or unsupervised volunteer may have contact with a child in our camp, our program will conduct a criminal history check using the State of Michigan Bureau of Community and Health Systems Childcare Background Check Program or equivalent by law in other states.
3. Parent and guest involvement is very important to the family unit and learning environment. Parents or guests that are sporadic or a onetime visitor will not under any circumstance have unsupervised time with any child in the program. Parents and guests must comply with all YMCA policies and comply with the law in the State of Michigan.

All our staff are mandated reporters by law. If any form of child abuse or neglect is suspected, by law our staff are required to report it verbally to Child Protective Services (855-444-3911) immediately. The staff who report the incident must also submit a written report to CPS within 72 hours. We are fortunate to employ mature and caring staff, eager to make your family's experience as fun, educational, safe, and memorable as possible.

## **STAFF RELATIONSHIPS WITH CHILDREN OUTSIDE OF PROGRAM**

We understand good quality childcare is hard to find and some parents may be interested in having staff members provide childcare services outside of business hours. Our policies state that staff may not be alone with children that they meet in the YMCA program outside of the YMCA. If a relationship existed prior to care at the YMCA and you would like to have a YMCA employee on the contact card, please notify the Youth, Family, & Sports Director.

## **FIRE EMERGENCY DRILLS**

Camp Harstad has emergency plans, routes, and procedures posted. The camp staff and campers practice these drills regularly. Fire drills are done quarterly, but more may be completed.

## **TORNADO EMERGENCY & DRILLS**

Again, Camp Harstad has emergency plans, routes, and procedures posted. The shelter in place zone for Camp Harstad is the interior bathrooms. Campers and staff will shelter in place until a WARNING has been cleared by the NOAA Weather advisory. Campers and staff practice these drills regularly and are conducted a minimum of twice per camp year.

## **NATURAL OR MAN-MADE DISASTERS**

Other natural or man-made disasters may occur and include but are not limited to flood, blizzard, gas leak or chemical spill, sewer back-up, or a power outage. If one of the listed disasters occurs, YMCA staff will move quickly and decisively while evaluating the necessity to evacuate immediately to an arranged off-site location. If children are evacuated to an off-site location, parents will be notified by phone by the Camp Director, Youth, Family & Sports Director, or the YMCA.

## **RELOCATION PLAN**

In the event the relocation of campers is required, Camp Harstad campers will be re-located by public transportation from DATA to the Wells Center located at 5775 Main Street, Wells as a first location. If that location is also experiencing the same distress as the camp site, the children will be re-located to the YMCA at 2000 North 30th Street, Escanaba using public transportation from DATA. Parents will be notified by calls to arrange pick up.

## **INJURIES, ACCIDENTS, OR SAFETY ISSUES**

Parents MUST inform the program staff of any health or safety needs of the child that the program will need to address. If your child has an illness or injury that may prevent an activity, please call the Camp Director.

Parents will be notified at the end of the day for non-serious injuries/incidents (anything out of the ordinary or if the child is not like him/herself). Some injuries (lacerations, anything with the head) will warrant a call to the parent right away.

**MAJOR INJURIES:** head injury, broken bone, severe laceration, or any other injury that requires a doctor's visit.

**MINOR INJURIES:** scratches, bruises, bumps – parents will receive an incident report at the end of the day.

In all cases a written report will be shared with parents by the end of the day. The staff is not to make judgment that the child is ok. That call is for the parent/guardian to make. The director will call the parent and document the call including the date, time, what was said, the parent's decision, and staff signature. The parents will receive written information regarding the incident/accident. Parents must be fully aware of the child's incident with all the details. A parent should NEVER leave camp with doubt or unanswered questions.

If a child needs to go to the hospital via ambulance, a counselor will stay with the child until the parent arrives at the hospital. Parental signatures will be required on incident/accident reports.

When the camp observes changes in a child's health, a child experiences an accident, major injuries, or incidents, or is too ill to remain in the group, parents will be notified immediately via phone.

## **FIRST AID KITS**

First Aid Kits are kept in the Camp Office at Camp Harstad. When leaving camp, staff will take along the first aid kit. Our staff are required to wear gloves whenever they are dealing with bodily fluids. This includes, but is not limited to blood, vomit, and fecal matter.

## **INCIDENTS**

An incident includes but is not limited to a child lost or unsupervised; alleged sexual contact; physical discipline. If this occurs, parents will be notified immediately by phone or personal contact, if appropriate, local authorities will be notified, and LARA agency will be notified using appropriate reporting form and procedures.

## **WADING**

We will be wading most days at camp. Your child will wade in a designated wading area of Lake Michigan on days the conditions allow for safe wading. Your child will remain in waters no deeper than waist deep. We highly recommend sending your child with water shoes due to the natural conditions of the beach.

If you choose to send your child with a life jacket or other PFD, it MUST be U.S Coast Guard approved and have it labeled. While we recommend sending a form of PFD, it is not required.

# DISCIPLINE POLICY & PROGRAM GUIDELINES

## DISCIPLINE POLICY

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of conflict.

Our staff is trained in Conscious Discipline, which focuses on teaching over punishment while improving communication skills and helping children express emotions in a constructive way.

We encourage children to empathize with one another's feelings and understand the impact of their actions. We use "time out" as a last resort. Any child placed in time out will always be supervised by a counselor and will remain in time out for no more than one minute per year of age.

When time out is complete, staff will review with the child why it occurred and what appropriate behavior is expected moving forward. No child will be subjected to corporal punishment or physical discipline at any time.

The YMCA maintains a zero-tolerance policy for violence and violent behavior. Any act of hitting, kicking, biting, fighting, or intentional harm toward another child or staff member will be addressed immediately. Severe or unsafe behavior may result in immediate removal from camp without following the progressive discipline steps outlined below.

We will make every effort to work with parents of children experiencing behavioral challenges. Behavior that frequently or significantly disrupts camp activities may indicate the need for additional support.

Children displaying ongoing disruptive behavior that impacts the physical or emotional well-being of others may require the following actions:

1. Parents will be contacted for a conference to discuss concerns and develop a plan of action in partnership with staff.
2. If the initial plan is not effective, a second meeting will be scheduled to reassess and adjust the approach.
3. If progress is not made, the child may be suspended from camp. Suspension may range from the remainder of the day to an indefinite period.

Please note: No refunds or credits will be issued for any suspension or dismissal resulting from behavioral concerns.

## **CAMP HARSTAD GUIDELINES – REVIEW WITH CAMPER(S)**

1. Listen to the staff and follow directions.
2. No cell phones or electronic devices are allowed.
3. Please do not climb trees.
4. Please respect nature. No throwing sticks or rocks.
5. Keep camp clean! This includes picking up litter and replacing equipment after you have used it.
6. No fighting. If you have a problem, walk away, and talk to a counselor.
7. Please use appropriate language.
8. Hitting, pushing, biting, kicking, throwing toys, screaming, running indoors, spitting, etc, are not allowed.
9. No guns or pretending to play guns are allowed.
10. No toys of a violent nature are allowed at camp. (Power Rangers, Mortal Combat, etc.)
11. Children and staff are expected to:
  - a. Be respectful of themselves, others, and materials.
  - b. Be responsible for his/her actions.
  - c. Be caring.
  - d. Be honest.

## **PROHIBITED PRACTICES**

1. Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
2. Restricting a child's movement through physical restraints
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
4. Depriving a child of meals, snacks, rest, or necessary bathroom use
5. Excluding a child from gross motor activities
6. Excluding a child from daily learning activities
7. Confining a child in an enclosed space. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based upon a child's development, to prevent a child from harming his/herself or to prevent a child from harming others.

# TYPICAL SCHEDULE

8:50 AM – 9:00 AM	Staff should arrive no later than 8:45 AM Camper Drop Off
9:00 AM – 9:30 AM	DATA Bus Transports Campers to Camp Harstad
9:30 AM – 9:45 AM	Campers put backpacks, lunches, and personal belongings in designated location
9:45 AM – 10:00 AM	Welcome, Announcements, Raise Flag
10:00 AM – 10:30 AM	Healthy Starts: Walks, Stretching, Yoga
10:30 AM – 11:15 AM	Arts & Crafts
11:15 AM – 11:55 AM	Sports & Games
11:55 AM – 12:00 PM	Prepare for Lunch, Wash Hands, Prayer
12:00 PM – 12:30 PM	Lunch
12:30 PM – 1:00 PM	Games
1:00 PM – 1:30 PM	Change for Water Activities
1:30 PM – 2:45 PM	Wading & Water Activities
2:45 PM – 3:15 PM	Change from Water Activities
3:15 PM – 3:40 PM	Afternoon Snack
3:40 PM – 4:00 PM	DATA Bus Transports Campers to YMCA Wells Center
4:00 PM	Camper Pick Up

\* Schedule subject to change

## Camp Harstad Weekly Themes 2025

WEEK	THEME
Week 1: June 15 – 19	Garden Explorers
Week 2: June 22 – 26	Builders & Brick Masters
Week 3: June 29 – July 3	Happy Holidays!
Week 4: July 6 – 10	Ocean Adventures - Shark Week Tentatively Planned: Field Trip to DNR Pocket Park
Week 5: July 13 – 17	Storybook & Fairytale Adventures Tentatively Planned: Field Trip to Bowling Alley
Week 6: July 20 – 24	Spirit Week – YMCA Core Values
Week 7: July 27 – July 31	Hometown Heroes
Week 8: August 3 – 7	All-Star Games