

# SUMMER CAMP

## PARENT HANDBOOK



Many thanks to our camp sponsor, Hitachi!

Our Camps are separated by the grades children will be entering this August. K Camp Children must be at least 5 years of age on the first day attending camp.

<u>Camp</u>	<u>Location</u>
Kindergarten Camp	Knowles Conference Room (across from Gym)
First Grade Camp	Knowles Childcare Basement
Second Grade Camp	Knowles Childcare Basement
Third Grade Camp	Knowles Kids Center (Next Door to Gym)
Fourth Grade Camp	Knowles Annex Basement
Fifth & Sixth Grade Camp	Knowles Annex Top Floor

**Counselor In Training Program (CIT):** Applicants must be entering 7<sup>th</sup> -10<sup>th</sup> grade to qualify. Please fill out the CIT registration form if interested in applying.

### Management Staff

<b>Jessica Kever</b>	Director, Childcare Services <a href="mailto:jkever@jcymca.org">jkever@jcymca.org</a>	761-3196
<b>Brittany Watkins</b>	Asst. Director, CIT <a href="mailto:bwatkins@jcymca.org">bwatkins@jcymca.org</a>	761-0716

### Other Contact Numbers

YMCA Annex Phone	761-4760
YMCA Knowles Front Desk	761-9531

### Operational/Financial Aspects of Camp

**Camp Hours:** 7:00AM until 5:30 PM

**MEMBER RATES:** \$110 per week

**NON-MEMBER RATES:** \$130 per week

**Non-Refundable Registration Fee:** \$30.00

**Rates for partial weeks are prorated accordingly**

**Fees Due:** Partial Payment/Deposit of \$10.00 per week due upon enrolling. Remaining fees for the camp week are drafted at midnight on each Monday of each week enrolled. Additional fees may incur as a result of late registrations/payments. The **Primary Parent** (first name on registration form) is financially responsible for camp fees. We cannot split payments or draft multiple parties.

**Payment Methods:** ACH withdrawal or Credit card. Payment arrangements are indicated at registration.

**Drop a Week/Add a Week:** Please fill out the Drop/Add at the Knowles desk to make changes. One week's notice is required to add or drop a week. Partial payments/Deposits are only creditable if proper notice is

provided. All drop forms must be submitted to the Knowles desk no later than Thursday at noon prior to the week of service in order to avoid the full charges for the camp week. Parents are responsible for full fees incurred once the camp week registered for has begun.

**Receipts:** All families may obtain electronic receipts at [www.jcymca.org](http://www.jcymca.org). If a printed receipt is required, please contact the childcare office. **Federal Tax ID:** 43-095-3286.

**Returned Checks:** Insufficient bank drafts are assessed a \$20.00 fee. After three insufficient returns, we will not accept bank drafts. Any insufficient drafts or checks may result in loss of enrollment.

### **Collections**

Payments not received in the timeframe indicated weekly or as a result of an insufficient check may be subject to collection activity by a collection agency and/or attorney. If such occurs, the patron agrees that he/she shall be responsible for any and all of the Jefferson City Area YMCA's expenses, including but not limited to, collection costs, court costs, and attorney fees whether or not litigation is commenced.

### **FSD (State Childcare Assistance)**

The YMCA has a contract with the Family Support Division. All families must pay a portion of the Summer Camp Fees, based on their sliding scale from FSD. All FSD clients must provide a copy of their childcare authorization before enrollment is completed.

Children receiving care through the Children's Division (protective services) are not required to pay any fees.

All parents receiving FSD childcare subsidy must initial in and out on the attendance sheet each day as well as provide drop-off & pickup times. Failure to do so will jeopardize your child's enrollment.

If your child misses more than five days per month, FSD will not reimburse Y-Care for the cost of tuition. If you exceed the five days per month, you will then be charged the standard daily rate.

If your FSD assistance expires/isn't authorized the **primary parent** will be responsible for the full tuition amount.

All FSD clients **must** submit their FSD authorization to the YMCA prior to receiving sliding scale rates. FSD rates will be adjusted for the current month of service only. The Y will not file FSD claims for previous months of service.

### **Outreach**

Please call 761-9001 for questions regarding Outreach assistance. All new Outreach applicants must apply for state assistance in order to receive Outreach assistance. If the state denies aid, this does not mean that the family is ineligible for Outreach.

### **Records**

All enrollment forms must be complete in order to finalize enrollment in camp. **Falsification of records is grounds for immediate expulsion from the program.**

## **Policies and Procedures for Camp**

### **Behavior Management**

The YMCA strives to teach the four core values of respect, responsibility, caring and honesty to all children in our program. We believe in second chances, and use positive techniques such as redirection and think sheets to promote reflection on behavior and ways to make good choices in the future.

However, some actions are considered too serious to be dealt with by these methods. A child may be sent home or removed from the program for the following behaviors (**including but not limited to**):

- Biting
- Hitting/Punching
- Spitting
- Stealing
- Throwing objects with the intent to harm people or destroy property
- Hurting/Threatening to hurt self or others
- Revealing/touching private body parts purposefully, or touching another child inappropriately
- Bringing a weapon to camp
- Running away or leaving camp/staff without permission
- Profanity
- Bullying, including ethnic/religious/cultural intolerance

If a child accrues excessive suspensions, they may be removed from the program for the rest of the summer.

We reserve the right to deny future program enrollment to children removed from Summer Camp due to discipline problems.

*No credits/refunds issued if a child is sent home/removed from the program due to disciplinary problems.*

### **Parent Code of Conduct**

We expect all parents in our program to model appropriate behavior for the children we serve. Parents who behave in the following manners will be asked to leave the YMCA:

- Use of profanity
- Behavior consistent with alcohol/drug use
- Physically threatening staff, children, self or other families
- Verbally bullying/intimidating staff, children or other families
- Attempting to confront/discipline a child other than their own.

### **Confidentiality**

YMCA staff will not discuss children's behavior or behavior consequences with anyone other than that child's parent or legal guardian. All children have a right to privacy, and the YMCA will not violate that right, regardless of the situation.

### **Special Needs/Accommodation Process**

Please inform the counselor or teacher if you or your child has a need that requires an accommodation. This information enables the Y to better meet your needs or those of your child, within available resources and to the extent reasonable.

### **What We Can and Cannot Accommodate**

We strive to be welcoming and inclusive of all participants. We can accommodate several special needs, but not all. We are a recreational camp and our staff are not trained or certified in Crisis Prevention (CPI).

We can accommodate the following needs:

- Food allergies or dietary restrictions
- Medication distribution (with Medication Form on file)
- Behavior that requires one-on-one attention for limited time, occasionally

In accordance with the Americans with Disabilities Act, we cannot accommodate campers who would pose a direct threat to the health and safety of others, or whose presence or necessary care would fundamentally alter the nature of the program.

This includes, but is not limited to, the following:

- Campers who wander, run, or aren't willing to stay with the group
- Campers who are violent towards others, themselves, or staff
- Campers who require regular one-on-one attention, care or assistance
- Campers who aren't able to self-transfer, dress or toilet

### **Campers Should Bring These to Camp**

Campers should wear comfortable clothing that appropriately covers their bodies, as well as close-toed shoes that stay on their feet. In addition, campers should bring a water bottle, sunscreen, and swim gear on swim days. **PLEASE CLEARLY LABEL ALL BELONGINGS.**

### **Campers Should Leave These at Home**

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, electronics, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they **MUST** remain in the child's book bag during program hours. Campers will not be allowed to use these items at camp.

### **Communication**

Please check the **Parent Table** daily! Staff will use this table for important announcements, schedules and newsletters. We use a **Parent Communication** notebook for parents to communicate with staff about issues like authorized pick-ups, late arrivals, etc. If at any time you have questions or concerns, please do not hesitate to contact your Camp Director or Management Staff.

### **Sign In and Sign Out**

**Parents must accompany their child to their campsite daily.** Likewise, parents must come into camp to pick up their child. Do not send siblings under 16 to pick up your child.

If a biological parent is barred from picking up a child, we must have court documentation on file to enforce the ruling (like custody paperwork or an order terminating parental rights).

If someone other than people listed as **AUTHORIZED PICK-UP** is taking your child from camp, please notify staff using the Parent Notebook. **Staff will ask for a photo ID when new faces are picking up children.**

### **Absences**

Please inform camp staff of planned absences. Fees are not pro-rated for absences from the program.

### **Camper Illness**

Camp is no place for sick children. Children need to remain home for at least 24 hours to eliminate contagion. We will call you to pick up your child if he/she displays the following:

- Fever over 100 degrees
- Vomiting
- Diarrhea
- Fainting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Red, inflamed eyes (Pink eye)
- Chicken Pox
- Strep Throat (without 24-hour medication)

Head Lice: If a child has head lice or has been sent home for head lice, they may not return to camp without a release from a physician or Cole County Health Department stating the child is free from lice.

**Note: If your child is too ill to play outside or participate in activities, they are too ill to be at camp.**

### **Accidents**

- All staff are certified in First Aid & CPR.
- Staff will treat any injury that is brought to their attention.
- If your child hits their head at camp, you will be immediately notified.
- If a child is injured and needs medical attention, you will be immediately notified.

### **Medication**

- Parent/Guardian **MUST** sign a Medication Authorization form weekly.
- The medicine must be in the **original container with the child's name and dosage.**
- We will not dispense medication from a "baggie", etc.
- Parents must hand counselors medication; medication received from campers will not be dispensed.
- The Y reserves the right to refuse medication administration on a case-by-case basis.

### **Lunch & Snack**

The Y provides a lunch and afternoon snack to every camper, every day. Meals must meet Summer Food Service Program standards, as issued by the USDA and Missouri DHSS. Menus are available online at [www.jcymca.org](http://www.jcymca.org) under the CHILD CARE SUMMER CAMP section. We have a very limited ability to make substitutions, and those substitutions are only made for a medical necessity (see below).

## **Allergies/Food Issues**

- Communicate with your camp staff about any food or other allergies your child may have.
- We cannot change our lunch menu. If your child has an aversion to what is served, please provide a sack lunch on those days.
- Children who have allergies/aversions are welcome to eat anything else served on days the menu does not meet your child's needs.
- Children are never forced to try or eat any food. We do encourage children to try new foods when presented.
- Children with a documented allergy can complete a Food Substitution Form (available online at [www.jcymca.org](http://www.jcymca.org)); we will supply a replacement meal component.
- Fresh fruit will be available to children at mealtimes who may be still hungry.

## **Mandated Reporters**

Child care staff are required by law to report any cases of suspected child abuse or neglect to the Child and Abuse Hotline.

## **Employee/Child Contact Outside of YMCA Programs**

No employee may have contact with a child in their program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing or sports.

## **Late Pickup Policy**

In order to be fair and consistent with all families in our program, the YMCA has adopted a "no exceptions late policy". Many of our staff have evening classes/obligations as well as families of their own. Please be considerate and arrive on time to pick your child up. The YMCA clock will serve as the official camp clock. Please synchronize your timekeeping devices with this clock. Frequent late pickups may result in removal from the program.

\$1.00 per minute per family will be charged if child is dropped off before 7:00 or picked up after 5:30. If you have multiple children enrolled in camp, please pick up your last child no later than 5:30.

### **Late Pick-up with no Parent Contact**

5:30 PM: Staff will attempt to contact parents.

5:45 PM: Emergency contacts called if parents have not responded.

6:00 PM: IF NO CONTACT HAS BEEN MADE: Director of Childcare Services contacted; Child Abuse Hotline called. Child will be transferred to juvenile authorities.

## **Camp Activities and Programs**

### **Swimming**

Children will swim twice weekly, either at the Knowles Indoor Pool or the Firley Outdoor Pool. Swim schedules available on the website. Parents are responsible for providing their child's sunscreen. Please indicate your child's swim ability on the enrollment form:

- **None:** Child cannot swim at all. Child will be limited to shallow end, and must wear a backpack or life jacket at all times.

- **Limited:** Child can swim a little, but not much. Child will be limited to shallow end. Child will wear a backpack if they cannot “touch” in the shallow end.
- **Advanced:** Child is able to swim the length of the pool, and demonstrate proper breathing techniques. Child can swim in the shallow end without a backpack. Child may take the Deep End Test.

**Lifeguards may ask your child to wear a life preserver at any time.**

**The Deep End Test, which is administered by Lifeguards, consists of swimming the length of the pool using the breast stroke and the back stroke.**

**If your child passes, they will be asked to wear a wristband, and will be able to swim anywhere in the pool without a life preserver.**

**No child is allowed in the deep end of the pool without a wristband.**

**Lifeguards have final say on child’s swim ability.**

### **Field Trips**

- Campers are asked to wear their camp shirts on Field Trip Days.
- No additional money is necessary for field trips.
- Parents will be notified ASAP if a trip is cancelled.
- Parents are **WELCOME** to accompany their child on any field trips.

### **Camp Assembly**

- Assemblies are every Friday at 8:45 AM in the Knowles Gymnasium.
- Cool Campers are announced.
- Talent/camp skits are displayed.
- Parents are **WELCOME** to attend.

### **Cool Campers**

Every week staff will nominate a camper who has best demonstrated the Four Core Values of the YMCA (Respect Responsibility Caring & Honesty). This camper will be honored at our weekly assembly, receive a free treat from the Trading Post, and may appear on our Y Facebook page.

### **Trading Post**

- Campers can purchase small items on Friday only.
- Campers are not required to purchase anything.
- Campers may only spend \$3.00 on snacks at the Trading Post.
- Campers may purchase extra camp shirts at this time. Camp shirts are 8.00 each.

### **Camp Shirts**

All campers who register before May 6<sup>th</sup> are guaranteed a camp T-shirt!



**SFSP**

The YMCA receives funds from the Summer Food Service Program (SFSP) which provides lunch and snacks for all children under the age of 18 during Summer Camp. Funds are awarded from the Missouri Department of Health & Senior Services and the USDA. As a sponsor, we are required to inform parents of the USDA Non-Discrimination policy (below).

**USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

This statement implementation date is November 2015.