



SUMMER CAMP PARENT HANDBOOK



Our Goals:

- To provide a safe and positive environment for all children.
- To model positive, healthy lifestyles and habits.
- To provide a variety of activities that will strengthen youth physically, morally, and intellectually.
- To support individual diversity.
- To allow all children an opportunity for success by giving choices in a supportive environment.
- To promote educational skills such as literacy and mathematics through weekly themes and curriculum development.
- To retain and build program participation through excellent member services and programming.
- To provide an enjoyable and memorable experience for all children in the program.

YMCA Mission: To put Christian principles into practice through programs that build healthy body, mind, and spirit for all.

YMCA's Four Core Values: Caring, Honesty, Respect, Responsibility

Challenging others to accept and demonstrate positive values is part of our mission and the basis for Character Development. Building values and behavior consistent with Christian principles is one of the eight goals in the YMCA Constitution and all Y's, including ours, agree to uphold this.

Benefits of Character Development:

It is a positive effort our community needs.

It gives us focus for all that we do.

It differentiates us from other organizations.

It ensures we are doing what we say we do.

It provides positive role modeling for children and adults.

It ensures consistent and fair treatment of all people.

Management Staff

| | | |
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| Brittany Watkins | School Age Childcare Director bwatkins@jcymca.org | 761-0716 |
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| Carlie Bleich | Asst. School Age Childcare Director cbleich@jcymca.org | 761-3196 |
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| Knowles YMCA Front Desk | | 761-9531 |
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Our Camps are separated by the grades children will be entering in 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 (by the 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 7th -10th grade to qualify. Please fill out the CIT registration form if interested in applying.

Operational/Financial Aspects of Camp

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

Fees Due: A deposit of \$20.00 per week is due upon enrollment. ALL DEPOSITS ARE NON-REFUNDABLE. The remaining fees for the camp week are drafted at midnight on each Monday of each week enrolled. Additional fees may be incurred as a result of late registrations/payments. The **Primary Parent** (first name on the registration form) is financially responsible for camp fees. We cannot split payments or draft multiple parties. We do not accept third-party payments. Fees will not be prorated for illness, suspension, holidays, or inclement weather

Past Due Payments: If your payment is not received by the due date, your children's participation in summer programs will be terminated until your account is current or arrangements have been made with the program director.

Absences: Please inform the staff if your child will be absent. There is no fee credit for absences or illnesses

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

Drop a Week/Add a Week: Please fill out the "Request to Change Weeks form" at the Knowles desk to make changes. Payments/Deposits are only creditable if proper notice is provided. All add/drop forms must be submitted to the Knowles desk no later than Thursday at NOON before the week of service to avoid the full charges for the camp week. Withdrawing from a week without proper notice does not guarantee the full payment back.

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

Returned Checks: After three insufficient returns, we will not accept bank drafts. Any insufficient drafts or checks may result in the loss of enrollment.

Collections: Payments not received in the timeframe indicated weekly or as a result of an insufficient check may be subject to removal from the program

Outreach: Please call 761-9001 for questions regarding Outreach assistance.

Records: All enrollment forms must be complete 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 is dedicated to teaching children in our program the four core values: respect, responsibility, caring, and honesty. We believe in providing second chances and utilize positive techniques such as redirection and think sheets to encourage reflection on behavior and make better choices in the future. It is essential for participants to learn to respect themselves as well as the rights and feelings of others.

When conflicts arise concerning the rights of individuals or property, our aim is to work with each participant individually to resolve the issue through effective communication and logical consequences. Additional behavior management techniques may include redirecting behavior, removal from an activity, and consulting with parents when conflicts persist.

Depending on the severity and frequency of incidents, a participant may be suspended or expelled from the program for the following behaviors:

- Fighting (hitting, slapping, punching)
- Biting,
- Using Inappropriate language
- Destroying Property
- Stealing
- Throwing objects with the intent to harm people or destroy property
- Hurting or threatening to hurt self or others
- Being physically inappropriate
- Bringing a weapon to the program
- Running away or leaving without permission
- Bullying including ethnic, religious, and cultural intolerance
- Disregarding rules

If a child is expelled from the program, the SAC Assistant Director or the SAC Director will contact the parent to discuss the circumstances surrounding the decision. We reserve the right to deny future enrollment for any child who has been removed from the program due to disciplinary concerns. Additionally, please be informed that credits or refunds will not be issued if a child is sent home or removed from the program as a result of behavioral issues.

Parent Code of Conduct: The YMCA mandates that all adults accompanying enrolled children conduct themselves in a manner reflective of courtesy, respect, and the core values of the organization. Our primary objective is to cultivate an optimal environment for the growth, learning, and development of children. This mission is a shared responsibility, requiring the active participation of not only the staff but also every adult present within the program. Each adult must engage in behaviors that contribute to this ideal setting; noncompliance with the Code of Conduct may result in dismissal from the program.

- **Inappropriate Language:** Use of profane or inappropriate language is strictly prohibited during YMCA programs, regardless of whether children are present. Such language is deemed offensive and will not be tolerated.
- **Threatening Behavior:** Any form of threats directed towards staff, children, or other adults is unacceptable and will be dealt with accordingly.
- **Disciplining Other Children:** Adults are prohibited from addressing or disciplining children who are not their own. Furthermore, no adult may physically reprimand another adult's child. Should an adult observe

another child's inappropriate behavior or receive reports from their own child regarding such behavior, it is imperative to convey concerns directly to the staff.

- **Confidentially:** It is inappropriate for one adult to approach another concerning a child's misbehavior. All behavioral concerns must be reported to the staff, who will manage the issue appropriately. While one may wish to inquire about the resolution of such discussions, staff members are legally obligated to maintain the confidentiality of all children and are prohibited from disclosing information regarding another child's behavior.

- **Safety Policies:** Adults are required to comply with all safety policies at all times. These protocols are essential for safeguarding the welfare of both children and staff and should not be regarded as mere inconveniences.

- **Hygiene:** Parents are expected to foster the value of good hygiene to promote health and cleanliness. If there are any concerns the Director will discuss this with the parent or guardian confidentially.

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

Special Needs/Accommodation Process: Please notify the staff if you or your child require any accommodations. This information is essential for the Y to effectively address your needs or those of your child, within the available resources and to the extent that it is reasonable.

What We Can and Cannot Accommodate: The Jefferson City Area YMCA welcomes participation by children of all abilities. Every effort is made to provide reasonable accommodation, however, there may be instances where a child's needs may exceed the parameters of the scope of our program. We can accommodate some special needs, but not all. We are a recreational program and our staff are not trained or certified in Crisis Prevention (CPI).

We can accommodate the following needs:

- Food allergies or dietary restrictions (with a Food Substitution form on file)
- Medication distribution (with a Medication Form on file)

In accordance with the Americans with Disabilities Act, we cannot accommodate children who pose a direct threat to the health and safety of others, or whose presence or required care would fundamentally alter the nature of the program. This includes, but is not limited to:

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

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 ensure your child leaves toys, trading cards, electronics, food or any personal item at home. If a child is sent to Camp with any of these items, they must remain in the child's backpack during program hours. Campers will not be allowed to use these items at Camp.

Communication: Please check the Parent Table daily! Staff will post important announcements there. We also have a Parent Communication notebook for parents to communicate with staff about issues such as

authorized pick-ups. If you have any questions or concerns, please do not hesitate to contact your Camp Director or the 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. Parents must follow policies and procedures of signing in/out if receiving State child care assistance. Failure to do so could result in required payment or termination from the program

If a biological parent is barred from picking up a child, we must have court documentation on file to enforce the ruling (copies: court order, divorce decree, parenting plan, etc.). 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.**

Subpoena/Request for Information: The YMCA reserves the right to require an official court-ordered subpoena for access or release of records. At least a minimum of 10 business days to process the request must be given. In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.

In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise. Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Y staff will not be a mediator in the case of a divorce or custody situation, families may be asked to leave the program until issues can be resolved.

Camper Illness: Please do not bring an unwell child to Camp. If your child becomes ill while at Camp, we will contact you to arrange for their pickup.

If a child is sent home from Camp with a communicable/infectious disease, the Y may require a child to be examined by a physician if the Y believes the child can infect others.

We will call you to pick up your child if he/she displays the following:

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| • Fever (over 100 degrees) | • Head Lice |
| • Vomiting | • Red, inflamed eyes (Pink eye) |
| • Diarrhea | • Chicken Pox |
| • Fainting | • Strep Throat (without 24-hour medication) |
| • Undiagnosed rashes | • Other Symptoms at the discretion of the Director |
| • Impetigo | |
| • Ringworm | |

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.

To help us keep all the children and staff in our program healthy, please follow these guidelines:

- Students should stay home for 24 hours after the last episode of vomiting or diarrhea.
- Students should remain home for 24 hours after taking the first dose of an antibiotic for any infection.
- If your child is too sick to participate in outdoor play, they are too sick to attend Y-Care.

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

Parents must hand medication directly to a staff member; do not send it with the child. We will only administer prescription medication or doctor-prescribed over-the-counter medications. A Medication Authorization form must be completed and submitted by the parent or guardian on the day the prescription is brought to the program site.

All medication must be in its original container, labeled by the pharmacist with the following information: prescription number, date, child's name, and physician's name. At the end of the medication period or the week, parents should take any unused medication home. Any medication found in a child's possession will be confiscated and returned to the parent.

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 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 with form on file (see below).

Allergies/Food Concerns

- Children with a documented allergy can complete a Food Substitution Form (available online); we will supply a replacement meal component.
 - 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 will be served our food substitution items.
 - Children are never forced to try or eat any food. We do encourage children to try new foods when presented.

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

Employee Contact Outside of YMCA Programs: No employee may have contact with a child in our program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing, or sports.

Late Pickup Policy: To ensure fairness and consistency for all families in our program, the YMCA has implemented a strict "no exceptions" late policy. Many of our staff have personal commitments, so we kindly ask that you arrive on time to pick up your child. Frequent late pickups may result in removal from the program.

Late Fees: A fee of \$2.00 per minute per family will be charged for pickups after 5:30 PM. Payments will be deducted from your Y-Care account.

Late Pick-up procedure

5:30 PM: Staff will attempt to contact parents. If no contact then emergency contact will be called

5:45 PM: The School-Age Childcare Director is contacted and will attempt to call the parent/guardian

6:00 PM: IF NO CONTACT HAS BEEN MADE: The School-Age Childcare Director will then contact police to assist in locating the parent/guardian and as well as possible child abuse/neglect reporting process

Camp Activities and Programs

Swimming: Children will swim multiple times in the week, either at the Knowles Indoor Pool or the Firley Outdoor Pool. Swim schedules are 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:** The child cannot swim at all. The child will be limited to the shallow end and must wear a backpack or life jacket at all times.
- **Limited:** The child can swim a little, but not much. The child will be limited to the shallow end. The child will wear a backpack if they cannot "touch" in the shallow end.
- **Advanced:** The child can swim the length of the pool, and demonstrate proper breathing techniques. The child can swim in the shallow end without a backpack. The 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 breaststroke and the backstroke. 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 the final say on a 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 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.

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, 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.

This institution is an equal opportunity provider.

This statement implementation date is November 2015.