the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER UNPLUGGED

SUMMER DAY CAMP 2018

MISSOURI DISTRICTS

Family Handbook 2018

TABLE OF CONTENTS

The Y-Our Areas of Focus

Program Sites/Camp Definitions

Program Philosophy
- Philosophy/Goals
- Mission Statement/Vision
- HEPA – Healthy Eating & Physical Activity
- Y Values

Programs / Activities
- Field Trips
- Fun Club
- Special Events
- Swimming
- Typical Day Camp Schedule
- YMCA Staff/Volunteers

Enrollment Process
- Registration Forms
  - Inclusion Services
  - Enrollment Forms and Process
- Withdrawing from the Program

Fee Information
- Branch Fees
- Camp Cancellation
- Camp Transfer Policy
- Fee Payments
- Y-Membership Benefits
- Division of Family Services
- Financial Assistance
- Past Due Payments
- Tax Information

Your Child and the Y
- Absences
- Late Pick Up
- Persons Authorized to Pick Up
- Sign-In/Out Procedures
- Family Password

Legal Issues
- Custody/Parenting Plans
- Subpoenas/Request for Information
- Witness/Common Ground Exchange

HEALTH AND MEDICAL

- Child Injury
- Chronic or Severe Health Conditions
- Contagious/Infectious Disease Guidelines
- Health Checks
- Hygiene
- Immunizations
- Medication/Testing and Other Procedures
- Medical & Therapeutic Observations

IMPORTANT INFORMATION

- Attire for Campers
- Behavior/Discipline
- Behavior Management Policy
- Camper Groups/Ratios
- Camper T-Shirts
- Code of Conduct-Adults
- Communication
- Heat/Rainy Days/Weather Related Issues
- Inappropriate Sexual Behavior
- Indemnity Agreement
- Lost & Found
- Lunch/Snack
- Outside Agency Requests
- Photo/News/Testimonial/Media Release
- Sunscreen/Bug Repellent
- Toilet Training
- Termination
- What Not To Bring

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parents/Guardians:

Welcome to the YMCA Summer Camp Program! Whether you are returning for another year of camp or signing up for the first time, you and your child will find fun and exciting opportunities offered in this year's summer day camp program.

The YMCA has been providing camping opportunities for over 100 years and draws upon that experience to run a quality program that provides a safe and supportive environment. We promise to offer a great camping experience in an atmosphere that will help your child develop in spirit, mind, and body.

Many exciting activities and adventures await your children this summer. We're confident that both you and your children will be very pleased with a YMCA day camp experience. The goal for each day of summer camp is to allow young campers to discover hidden talent, gain self-esteem and acquire new skills in a safe and fun environment.

Camp registration has officially kicked off, so make sure to sign up early because weeks could fill up quickly. We offer full-day camps, half-day camps, and extended care before and after camp. Depending on the location you choose, campers will enjoy the following activities: swimming, nature, arts & crafts, sports, singing, games, and field trips. All of our camps feature character-building activities which promote our four core values of Caring, Honesty, Respect, and Responsibility.

Day camps operate from 9 am to 4 pm and extended care hours are available from 6:30am to 9 am and from 4 pm to 6 pm.

On behalf of the YMCA staff, thank you for choosing the Gateway Region YMCA. We look forward to a great summer with your kids!

Sincerely,

YMCA STAFF

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Our Areas of Focus

Y's offer the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The Y defines our areas of focus – the programming you're part of everyday – like this:

Youth Development: Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

Healthy Living: Improving the nation's health and well-being

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

Social Responsibility: Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for more than 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

CAMP DEFINITIONS:
***Traditional Camps-** are designed for a wide variety of conventional interests that include arts & crafts, group games, nature exploration, swimming, field trips and more. Camps are themed weekly. Campers are typically grouped by age and overall group size may be larger in nature. Most camp activities will be held outdoors with indoor activities based on the day and theme.

***Special Interest Camps-**are designed to offer activities focused on a particular interest, learning or progressive opportunity while incorporating overall traditional Y camp principals. Examples include sports, waterpark hopping, pre-school camps and other activities. Camp size may be smaller in nature and may be offered either indoors or outdoors based on the specified interest. Camps offered are as listed:

CAMP PROGRAM SITES

Director	Camp Name	Contact Information
Drew Hill **Sports Director**	All Sports Basketball Camp Girl's Volleyball Golf Soccer Camp Y Spirit Dance/Cheer Camp	drew.hill@gwrymca.org 636-532-3100 ext 235
Lisa Kramer **Senior Program Director**	For Girls Only Fun Club Swim It's a Girl Thing Seneca With A Splash Water Park Hop	lisa.kramer@gwrymca.org 636-532-3100 ext 246
Rebecca Pate **Arts and Humanities Director**	Abra-Kid-Abra Magic Camp Act It Out Actor's Studio Artrageous Broadway Boot Camp Circus Stars Camp Improv Magical Mystery Camp	rebecca.pate@gwrymca.org 636-532-3100 ext 227
Angela Weaver **Health & Wellness Director**	Let's Dance Recipe for Health Strength and Conditioning	angela.weaver@gwrymca.org 636-532-3100 ext 259

Kenzie Zimmer **Y Club, Teen & Family Director**	5@Six Baker's Dozen CIT For A Better Us Fun Around Town Fun Club AM Gone Fishing Great Outdoors Harry Potter School's Out Teen Favorites	kenzie.zimmer@gwrymca.org 636-532-3100 ext 226
Kenzie Zimmer **Camp Registrar**		kenzie.zimmer@gwrymca.org 636-532-3100 ext 226
Denise Glass **Executive Director**		denise.glass@gwrymca.org 636-532-3100 ext 266

PROGRAM PHILOSOPHY

DAY CAMP PHILOSOPHY

The Y seeks to provide each child with enriching, creative, recreational activities that enhance self-esteem and lifelong learning.

OUR GOALS

1. Helping youth form positive values for life.
2. Strengthen families.
3. Improving physical and mental fitness.
4. Increasing international understanding and world peace.
5. Developing and implementing programs, which strengthen and preserve the family and its values?
6. Helping teenagers prepare to be responsible, healthy and productive citizens.
7. Fostering international, intercultural and interracial communication and understanding.
8. Implementing a holistic approach to health and social needs of youth
9. Providing affordable and accessible programs for physically, mentally and economically disadvantaged persons.
10. Incorporating Christian principles into programs and activities.

MISSION STATEMENT

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

VISION

The Y commits to the spiritual, mental, and physical growth of all children and teens in the Gateway Region.

HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

Healthy Eating and Physical Activity Standards

PHYSICAL ACTIVITY: We provide opportunities for moderate and vigorous physical activity as well as bone and muscle strengthening activities for at least 30 minutes per day (60 minutes during full-day programs).

FOOD: Snacks will be free of trans-fats. All snacks made from grains will be whole grains. Snacks will be free of sugar and syrups (high-fructose corn syrup, honey, etc.) to the extent possible but will never have more than 8 grams of added sugar per serving. We will not provide any fried foods and encourage parents to not send foods that are fried or pre-fried (chicken tenders, tater tots, potato chips, etc.)

BEVERAGES: Water is accessible and available to children at all times, including at the table during snack. The only beverages served at snack will be water, unflavored low or nonfat milk, or 100% fruit juice. Sugar-sweetened beverages, including soda and fruit juices with added sugars, will never be served.

SCREEN TIME: No movies or television will be shown. We do not use computers within the program. No laptop computers, tablets, hand-held video games or smartphones are allowed.
PARENT ENGAGEMENT: We engage parents/care givers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a month.

YMCA VALUES
Caring-Red – The heart to put others before yourself
Honesty- Blue – To act in such a way that you are worthy of trust
Respect-Yellow – The golden rule to value the work of every person including yourself
Responsibility-Green – To be accountable for your behavior and obligations

The Y is an inclusive, family-friendly organization. We expect all our members, program participants and guests to model our values, caring, honesty, respect and responsibility in their conduct and language. The Y has the right to deny applications for individual or family memberships or participation in programs and to terminate or suspend existing individual or family memberships or participation in all Y programs or activities at our sole discretion if actions or behaviors are not deemed to be in the best interest of the organization. If a membership or program is terminated or suspended, all fees already paid will be forfeited. The Y has sole discretion to reinstate members and participation privileges in Y programs and activities.

PROGRAM/ACTIVITIES

FIELD TRIP
A field trip is on the itinerary for every week. In addition, a notice will be placed on the camp "sign board" at the entrance of the camp. We will be traveling by bus to various places in the Gateway Region area. On field trip days campers must wear their Y camp shirts. ***Please note-field trips are subject to change and appropriate notification will occur.***

Ratio of counselors to campers will remain the same as in camp. 1:12

THERE IS NO ALTERNATIVE CARE FOR CAMPERS WHO DO NOT WISH TO ATTEND THE DESIGNATED FIELD TRIP. PLEASE MAKE ARRANGEMENTS FOR YOUR CHILD IF HE/SHE IS NOT ATTENDING THE FIELD TRIP – ALL OF OUR COUNSELORS ARE NEEDED ON FIELD TRIPS. **(Fees will not be pro-rated**)

FUN CLUB
Fun Club is a before and after camp program for campers on a daily basis. After a very busy camp day Fun Club provides a relaxed atmosphere providing activities such as arts & crafts, board games and quiet activities. Fun Club operates from 6:30 A.M. and 6:00 P.M. and serves an ***afternoon snack.*** Additional fees apply for this program. Please see the Camp brochure for more details.

SPECIAL EVENTS
Special events include the camp store, a carnival, field trips and guest speakers.

Camp Carnival: Every year, as part of our world service project, we hold a carnival. More details will be made available later. The proceeds allow our sister Y's in Belize & Columbia, South America a chance to better provide for their people.

Camp Cook Outs: Cookouts are on Thursdays. At the beginning of each week, a newsletter and calendar will be sent out as to what your child should bring for the cookout. We will either ask for hot dogs (beef, regular, or turkey), chips, or Oreos. Some weeks we will have a pizza party instead which we will then ask for $5.

Guest Speakers: Camper has an opportunity to enjoy guest speakers and visitors who tell stories and give presentations. If you would like to be a guest speaker or know of anyone who would, please contact the Y.

***Special Note:** Children will be picked up at their regular times on any of these event days.

SWIMMING
Campers will swim at The Chesterfield Family YMCA or walking to the Chesterfield Aquatic Center on various days throughout the week. All children will be given a swim test each day before being allowed to participate in free swim. Life jackets will be required for those children who cannot pass the swim test. Please contact Lisa Kramer for swim test details. Inflatable flotation devices will never be allowed, YMCA floatation equipment may be used at the discretion of the counselors and/or lifeguard. Flotation devices which are not inflated may be used at the discretion of the lifeguard. Please send a note if your child cannot swim, a counselor will be assigned to watch non swimming children on the pool deck or outside at the Chesterfield Aquatic Center. Certified lifeguards are always on duty during swim times. Make sure your child brings a zip locked bag containing a labeled swimsuit & towel. These items need to be labeled for identification. Daily testing will take place to determine who can swim in the deep end. Offsite pool information for the Chesterfield Aquatic Center and policies will be followed.

TYPICAL DAY CAMP SCHEDULE
All full day camp hours are 9:00 a.m.-4:00 p.m. extended care is also available. Please see below for information on extended care.

6:30am-9:00am	Campers arrive Fun Club (Before Camp Care)
9:15am	Opening and Thought for the Day
9:30am-9:45am	Discuss daily activities
9:45am-11:45am	Special projects (arts & crafts, cook outs, science projects, nature projects, etc.)
11:45am-12:00pm	Cleanup for lunch
12:00pm-1:00pm	Lunch and free play
1:00pm-3:15pm	Swimming/quiet activities (stories, songs) (Swimming times subject to change)
3:15pm-3:30pm	Clean up camp, put away supplies
3:30pm-4:00pm	Closing announcements/Closing ceremony

4:00pm-6:00pm Fun Club (After Camp Care)

On Wednesday activities are arranged in stations around camp. This allows campers to interact with all age groups. Counselors will be with campers at all times.

YMCA STAFF/VOLUNTEERS

- Staff is carefully and thoroughly screened on an annual basis. This includes criminal, sex offender and child abuse screenings.
- Staff receive at least 32 hours of training in diverse topics to enhance their ability to provide a unique and high quality camp experience for your child.
- Training topics include but not limited to: CPR, First Aid, Child Abuse Prevention, Child Development, Behavior Management, and Bullying Prevention, Working with Children with Disabilities, Developmental Assets, Emergency Preparedness, Effective Communication, and Developmental Age Appropriate Curriculum Planning.
- Each staff team consists of a Camp Director, Senior & Junior Counselors and CIT's (Counselors In Training).
- Volunteers may be a part of the program and must maintain and meet the same requirements as Y staff.
- Staff members and volunteers are prohibited from relating to children in non-Y activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a Y badge and the Y approved uniform shirt.
- Staff and volunteers will be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.
- Y staff are mandated reporters. An employee can make a good faith report to the Child Abuse and Neglect Hot Line (1-800-392-3738) if he or she has a suspicion that child abuse may have occurred. It is the Department of Family Services' (DFS) responsibility to investigate the case.

ENROLLMENT PROCESS

REGISTRATION FORMS

- Registration Form registers your child for the program (space permitting).
- Registration holds your child's space through **Friday Noon** (balance of fees including late fees must be paid) the week prior to camp starting. Failure to notify your Branch Program Director on delayed start or extended absence will discontinue your registration and child's spot in the program. If discontinued, re-registration will be required and acceptance based upon availability.
- Our YMCA welcomes participation by children with all abilities. The Y provides a recreational environment for children with and without disabilities through added support staff, when needed, to facilitate successful participation in programs, when appropriate. If your child has an Individual Education Plan (IEP) and/or Behavior Management Plan (BMP), or a 504 Accommodation Plan, a copy must be given to the YMCA Director with additional required paperwork to be reviewed before participation is authorized.
- Enrollment is based upon chronological age, not developmental age.
- Enrollment is not complete until all forms have been completed in full (no blank spaces) and returned.
- Immunizations must be kept up to date

- Written notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for our child's welfare
- Children**, age 5 at the time of beginning camp session**, may attend a full day camp program if they have completed a full day educational environment for at least one year prior to enrollment in a full day camp program. No naps will be provided and attendance will be evaluated on an ongoing basis to ensure a positive camp experience and a child's readiness for full day activities. (Birth Certificate must be presented at time of enrollment to verify age)
- Children's files will be kept confidential and viewed only by the YMCA staff, or official State representatives, parents or legal guardians and those persons so authorized by parents or legal guardians (after completing the required authorization/notarized forms).
- Per YMCA regulations, children's enrollment files will be retained and remain property of the YMCA.

WITHDRAWING YOUR CHILD FROM THE DAY CAMP PROGRAM
Written notice that your child is no longer attending the Y Day Camp Program must be given to the Camp Registrar at least one week prior to the last day of attendance. The weekly deposit(s) are **non-refundable and nontransferable**. Re-admittance will be based upon space availability.

FEE INFORMATION

CAMP CANCELLATION
All camps are subject to cancellation due to low enrollment. Camp cancellation is determined by Wednesday prior to camp starting. Refunds/credits issued if Y cancels the program. If you withdraw from a program, a refund/credit (minus deposit) will be issued if requested in writing and received by the camp registrar two weeks prior to camp starting.

Deposits, Balances & Transfers
A **$25** fee per session/per child deposit will be applied to your credit /debit card at the time registration is processed. Deposit is non-refundable and non-transferable. A **$25** fee per camper per session will be charged to change a session/transfer to another camp. This Policy only applies up until one week prior to the start of the session and written transfer form will be required to process.

FEE PAYMENT
- A weekly fee payable by the **close of business WEDNESDAY, BEFORE** a camp session begins is required. Payment guidelines are strictly enforced.
- If you have registered your child for more than one session, the balance for subsequent sessions is due the by **close of business WEDNESDAY, BEFORE** each session. Your child's space at camp will be forfeited if the balance due, **including the late fee**, is not paid **by FRIDAY NOON** on time. ALL DEPOSITS ARE NON-REFUNDABLE. A camper from the wait list will be placed in an open slot if that slot has been forfeited.
- The person who signs the Registration Form will be the designated person responsible for paying fees, receive receipts, and be allowed to make inquiries about billing information.

- **A variety of payment options are available for your use: Online, EFT draft, credit cards, checks/money Order (made payable to the Y), cash(*Only accepted at YMCA Branch Service Center)**
- There will be a process fee for returned checks, credit cards or EFT drafts. After two incidents, payments will only be accepted by money order.
- The Y utilizes E-Cash flow system as a 3rd party administrator. Once you have written a check that is not honored by your bank, E-Cash flow Systems will continue to seek payment through your bank account until your payment is honored. There is a $25 fee each time your check is returned unpaid. If E-Cash flow Systems is not able to collect the fees through your account, your check will be sent to collections with a $25 fee. Please contact E-Cash flow directly at 1-888-339-6062.
- The Y will charge a $25.00 declined credit card fee for any credit card draft that is returned.
- Receipts may be picked up at the YMCA Service Center or accessed on line.
- Fees will not be prorated for illness, suspension, holidays, or inclement weather.
- Fees are subject to change.
- **Child must be included on Y Household membership to receive the member rate and membership must be current during time of camp attendance.**

Y MEMBERSHIP BENEFIT

Holding a Y Household Membership to the Chesterfield Family YMCA will provide reduction of program fees besides all the added benefits of being a YMCA Member! Please inquire at your YMCA Welcome Center for more information.

FINANCIAL ASSISTANCE

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Scholarships are made available through the YMCA Annual Campaign for families who meet the Y criteria for financial assistance. To qualify, your family must present a denial letter from the Missouri Department of Social Services Division of Family Support with the completed scholarship application and current tax return statement. For an application packet, contact your Y. Parent is responsible for full payment until scholarship is approved.

Day camp financial assistance may be awarded as follows for day camp programs

- Per child, financial assistance can be applied toward ALL Traditional camps and/or 2 Special Interest Camps and 1 traditional. **$ 10** deposit to hold week (non-refundable). Detailed information and application is available at our service center.

DIVISION OF SOCIAL SERVICES/CHILD CARE REIMBURSEMENT PROGRAM

- The Y accepts Division of Social Services Child Care Reimbursement
- An official letter of acceptance from Division of Social Services must be on file ***prior to your child beginning the program.***
- A registration fee and co-payment for the balance of weekly tuition not covered by the Division of Social Services is required, except in special circumstances as outlined by the Division of Social Services

PAST DUE PAYMENTS

If your payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in camp program or any other Y program(s) or services within the Association will be terminated and late fees assessed until your account is current or arrangements have been made with the Y Program Director.

TAX INFORMATION
Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-0653616. You may access printing your camp tax statement online with our new Daxko system.

YOUR CHILD AND THE Y

ABSENCES
Please call the campsite if your child will be absent. There is no fee credit for absences or illnesses.

LATE PICK-UP
The regular Day Camp program ends at 4:00 pm, and extended care ends at 6 pm. After these times a YMCA staff person will attempt to contact a parent or emergency contact person to pick up the child, and a late fee of $15 will be charged from 4:05-4:15 pm (if not attending after-care) or 6:05-6:15pm for the time that a YMCA staff person supervises your child. After 5:15-6:15 pm, a late fee of $1 per minute will be charged. **If no one can be contacted by 6:30pm, the local police may be contacted. DFS may also be notified about the situation**.

Late fees must be paid within one day of the late pick-up in order for the child to be re-admitted to camp. Fees must be paid by credit card, check, money order, or cashiers check made payable to the Chesterfield Family YMCA.

If police intervention is required, the child could be dismissed from the camp immediately without a refund being issued. Repeated late pick-ups can result in the child being dismissed from the association's Day Camp program. If the child is dismissed from camp a refund will not be issued.

PERSON'S AUTHORIZED TO PICK-UP

- The person signing your child out of the program must be 16 years of age and show a valid ID.
- A child will only be released to persons authorized by the custodial parent/s on the child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation a phone call will be accepted. You will be required to verify confidential information found on your child's enrollment form and the person picking up your child will be required to show a valid ID and know the Family Password.
- Staff will ask for ID or Family Password until familiar with person picking up your child.
- If the person who has arrived to pick-up the child is judged by the Y staff to be unsafe to drive a vehicle, the Y staff will offer to contact an alternate on the child's enrollment form. If the person becomes uncooperative, the Y staff will contact the police department to assist with the situation.

SIGN-IN/SIGN-OUT PROCEDURES

Parents/guardians are required to sign your child in and out of camp every day.

- No need to get out of your car! Beginning at 8:50 am, we will greet you at your car window for you to sign your child into our care. 4 pm curbside pickup is available for camp only. Children in Fun Club after care must be signed out with Fun Club staff by 6 pm.
- Drop-off Points:
  - Seneca and Sports at tents.
  - Drama & Performance and Teens at East Entrance.
  - Other camps at main entrance.
- Pick-up Point: All camps at the tents.
  - It is required that the parent or an authorized person sign your child in and out every day with the correct date, time and signature.
  - Please notify a staff member when your child arrives or is leaving.
  - Y Staff are not allowed to sign in/out children from program (the only exception would be attendance taken as children arrive to afternoon Fun Club programs).
- It is required that the parent or an authorized person sign your child in and out every day with the correct date, time and signature
- Please notify a staff member when your child arrives or is leaving
- Y Staff are not allowed to sign in/out children from program-(only exception would be attendance taken as children arrive to afternoon Fun Club programs).

FAMILY PASSWORD

A Family Password is assigned by you. It is used as an additional safety precaution and must be disclosed to staff when signing children out of the YMCA program.

LEGAL ISSUES

CUSTODY/PARENTING PLANS:

- Legal document (copies: court order, divorce decree, parenting plan etc.) **must be on file** and current at the program regarding divorce/custody arrangements.
- 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. Documentation must be kept in the child's file.
- Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction To The Stated Court Order" prior to allowing pick up.
- In the absence of a court order on file with the program, both parents will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.
- A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child.
- Custodial parents may visit the site on occasion. Your visit will need to be limited to 5-10 minutes as to not disrupt the child's participation in the program and to

ensure the safety of all of the children. Exceptions are planned, special events and family functions.

SUBPOENAS/REQUEST FOR INFORMATION:

- I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCA's then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of child care services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action ageist me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action
- 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.
- 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.

WITNESS/COMMON GROUND EXCHANGE:

YMCA branch buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody "Witness/Common Ground" exchange programs.

The YMCA is **not** an approved Exchange Site location. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

HEALTH AND MEDICAL

CHILD INJURY

If a child is injured, an Accident Report will be completed the same day with a copy given to the parent, YMCA office and one retained in the child's file.

- Minor Injuries: Injuries that require no more than washing, Band-Aid, ice pack.
- Major Injuries: Injuries that require more than washing, Band-Aid and ice pack. The staff, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Director will notify the parents and Executive Director immediately.
- If an emergency is such that the child is transported to the hospital, a Y staff member will accompany the child. Parents will be notified which hospital the child is being transported to

- The YMCA does **not** provide accident insurance for your child. This will be the responsibility of the parent.

CHRONIC OR SEVERE HEALTH CONDITIONS

To establish a safe environment for your child and our staff members, the following procedures must be followed for your child's medical care and treatment should your child require the use of nebulizers, inhaler's, epipens, diabetes testing, acid reflux or other chronic or severe condition.

- An Identification of and Authorization for Treatment for participants With Chronic or Severe Health Conditions form is to be filled out completely **by your physician and/or specialist.**
- A Release and Waiver of Liability for Administering Treatment to Children with Chronic or Severe Health Conditions form completed in full and signed.
- A Health and Medical Authorization form completed in full.
- Children will be accepted for care only after all above items and enrollment processes have been completed
- The YMCA is a recreational/educational not therapeutic program.
  Failure to disclose all necessary information will void enrollment and be considered falsification of records.

CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES

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. **The child will be excluded from camp until a physician provides written authorization determining the child cannot infect others, or until the recommended exclusion period has passed**. (Physicians written recommendation may not supersede YMCA policies or director discretion.) Please notify the childcare staff if your child has a communicable/infectious disease.

The following diseases are communicable and/or infectious:

- Chicken Pox-If child has skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye)-If the eye is red or swollen and has drainage or is oozing. Is highly contagious and must be medically treated for at least 24 hours before returning.
- Fifths Disease-Child will exhibit a slapped red rash appearance on checks. Child is contagious before exhibiting symptoms.
- Giardiasis - is characterized by diarrhea, loose, watery stools, stomach cramps and upset stomach. There is generally a 1 to 2 week incubation period before symptoms appear. Symptoms can last anywhere from 2 to 6 weeks. Doctor's statement required to return to center.
- Hand Foot and Mouth Disease - Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3 –6 days after exposure.
- Head Lice - If lice or nits are found in the child's hair. The child may return after they have been treated.
- Impetigo - If infected sores or lesions are oozing and/or crusting. It is contagious and must be medically treated for 24 hours before a child may return.
- Measles - If child has a rash accompanied by flu symptoms.

- Mumps- symptoms fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return to center
- Novel Influenza A (H1N1) - the symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Child must be fever free without fever reducing medications for at least 24 hours before re-admittance to the program.
- Pertussis (Whooping Cough)-Cold like symptoms, mild cough possible fever with severe coughing that creates a "whooping" sound after 1-2 weeks. Doctor's statement required to be readmitted to center.
- Pinworm or Ringworm - If child is itching in rectal area, especially at night (pinworm). If child has a raised itchy spot resembling a hoop (ringworm).
- Rash - If the cause of the rash is unknown.
- Rosella - Child has a high fever for 48 hours followed by small red spots
- Scabies - If child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis - will develop diarrhea, fever, and stomach cramps. Diarrhea is often bloody. Shigellosis usually resolves in 5 to 7 days. Some persons who are infected may have no symptoms at all, but may still pass the Shigella bacteria to others. A lab test confirming non contagious will be required to return to program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - If child has creamy white spots or patches on inside of mouth (gums, checks or tongue). Can also be found in diaper area by smaller raised red spots or sore pustules.

A parent/guardian will be notified when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

HEALTH CHECKS

Staff members are required to check your child for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the site if she/he has symptoms of a contagious/infectious disease, illness or injury that might require medical attention. ***Y Staff have the right to take children's temperatures prior to being admitted to camp and have the final authority if the child should be excluded from participation***.

Any staff person may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease guidelines before being accepted or continuing in the program. (i.e.: health check)

- Fever
- Respiratory Symptoms
- Vomiting
- Diarrhea
- Other Symptoms at the discretion of the Y Staff

HYGIENE
Parents are expected to ensure their child(ren)'s proper hygiene at all times. If there are any concerns the Director will discuss this with the Parent or Guardian confidentially.

IMMUNIZATIONS
As a condition of enrollment, parents must keep current on child immunizations. Failure to do so will be grounds for termination from the program.

MEDICATION/TESTING AND OTHER PROCEDURES
The Gateway Region YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

Medicine must be handed to a staff member by the parent. **Do not send medication with the child.** Prescription medication or doctor prescribed over the counter medication or specific brand name sunscreen will be administered. A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the program site (forms are available from the Site Director).

The staff member may dispense only prescribed drugs in the <u>original</u> container, which bears the original label displaying legible information stating the following:

1. Prescription number
2. Prescription name
3. Strength and quantity of the prescription
4. Expiration date of any time-dated prescription
5. Directions for use
6. Child's name
7. Physician's name
8. Date of original issue, or with refill, most recent date of issue
9. Name and address of licensed pharmacy issuing the medication

- Each time the medication is given to the child the staff will complete the information on the Medication Authorization Form. When the child is no longer taking the medication, the medication will be returned to the parents and Medication Authorization Form placed in the child's file.
- If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. a Chronic Health Form must be completed and signed by a physician prior to enrollment into the program. Chronic Health Forms can be obtained from the director.
- Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
- Medications not taken during the program will not be stored or transferred by our staff.

- It will be the **Parent's Responsibility** to monitor and track prescriptions expiration date and replace said medication and educate staff in use of equipment as needed.

MEDICAL & THERAPUTIC OBSERVATIONS
Requests may be made to have child observed for medical concerns, provided therapy or specialist services during the day. See your Director for information required for possible approval.

IMPORTANT INFORMATION

ATTIRE FOR CAMPERS
Female Dress Code:

- Length of shorts must be mid-thigh. No short shorts, miniskirts, or skin-tight shorts. They should not have holes in them and should be worn at waist level.
- Shirts should at no time be sheer, low cut or mesh. T-shirts should cover the stomach and should not contain graphics or language that is vulgar, abusive, or otherwise inappropriate.
- Swimsuits should be 1-piece or 2-piece (no string bikinis or thongs) and not sheer.

Male Dress Code:

- Shorts should remain conservative (shorts should be worn at the waist level and not below). They should not be overly tight or have holes in them.
- Shirts should remain on.
- Swimsuits should not be tight fitting: the director has the discretion to ask a camper or staff to change a "Speedo style" swimsuit.

All Campers

- Close toed shoes, tennis shoes are to be worn – no "healies" or crocs will be allowed.

BEHAVIOR/DISCIPLINE
Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise. Discipline methods:

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the child or group of children to find ways to resolve it.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.

- The "Thinking About It" area is a place that a child can choose to get away, be alone, or take time out from activities while in view of Y staff. This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk.
- Discipline or threat of discipline will not be associated with food, rest or toilet training.
- The use of physical punishment is never permitted

Behavior Management Policy:

It is the goal of the Gateway Region YMCA to guide children in becoming caring, honest, responsible, and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (i.e. play guns, swords, or other weapons), a participant may be suspended or expelled from the program. The following procedures will (***unless severity or repetition of incident requires other action***) be followed concerning suspension and/or expulsion:

1. The participant will be suspended immediately and parents notified.
2. The Program Director will be notified and review the situation.
3. A parent conference will be scheduled with Y Director and staff, parents or guardian and any other YMCA designated resource person.
4. At the Parent Conference a written Disciplinary Action Plan will be developed. The participant will not re-enter the Program until Parents and staff have agreed upon the Disciplinary Action Plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to termination from all YMCA programs after review of the incident by the Program Director and Executive Director or designated YMCA supervisor.

Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

A parent/guardian will be notified immediately when a child displays any of the above issues. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. **Child must be picked up with-in one hour of call.** The late pickup policy will apply at the end of the one hour

grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. **Sign-out is required.**

CAMPER GROUPS/RATIOS

Campers are placed in groups of 10 to 12 children per counselor. Children are grouped according to age. Groups may also have a C.I.T. (Counselor-In-Training) or Junior Counselor assisting the group. Please note that we will try to have your child with the same counselor if enrolled for more than one week, but do understand that numbers and age groupings may require a change of counselors or groups.

CAMPER T-SHIRTS

Campers must wear their Y T-shirt on field trip days, so we can represent the Y as a group as well as one of our safety components. One t-shirt is included in the camp fee, but additional shirts can be purchased at the Y for $10.00 each. Camp shirts will be distributed by first field trip. Every effort will be made to give your child the appropriate size T-shirt.

CODE OF CONDUCT-ADULT

- The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y Values. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the Code of Conduct may be dismissed from the program.
- Swearing/cursing: No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.
- Threatening of staff, children, or other adults: Threats of any kind will not be tolerated.
- Other children: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no adult may physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff.
- Confidentially: It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Y programs have privacy rights and are further protected by our Confidentiality Policy.
- Violations of safety policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

COMMUNICATION

Communication is an important component to providing quality care for your child. We have the following items in place to ensure good communication between you and the Y staff.

- Activity Plan: Weekly activity schedule of important camp information, themes, field trips, special events, and activities will be provided on Monday at the beginning of each camp week.
- Communication Log: a notebook will be on the parent table where parents can leave messages for the staff concerning a change in attendance or other information deemed helpful or important
- E-Mail: to enhance communication, families are requested to provide a current e-mail address to assist in ongoing correspondence between the Y and families. E-mail addresses will be used for Y purposes only.
- Information Boards are important communication areas. Here you will find daily or weekly updates, upcoming events and activities, photographs of camp activities, Y program information etc.
- "Link": Every camp has a designated area set up for the primary purpose of communicating.
- Newsletters: A weekly newsletter will be available to each family, which includes reminders of upcoming events as well as information about the site and your child's experiences
- Orientation: Parent orientation will be held on **Thursday, May 26th at 6:30 pm** at the Chesterfield Family YMCA. Families are encouraged to attend this welcome to Y camp informational meeting and meet your summer Y staff.
- Suggestion Box: A suggestion box will be accessible for comments
- Surveys: An important component how we deliver and implement our programs depends on your opinion. Surveys will be sent via email Please take a few moments to share your experiences with us!

HEAT/RAINY DAYS/WEATHER RELATED ISSUES

We will still have camp when it is hot or raining! In case of severe weather, we will move the camp (if possible) into the Y building. Refunds cannot be made due to bad weather. The Y camp takes the following precautions in the event of severe heat: water is readily available to children, ongoing sunblock application reminders and activities are modified for the extreme temperatures. **If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the camp at this time.**

INAPPROPRIATE SEXUAL BEHAVIOR

Inappropriate sexual behavior of any child toward any other child or staff member is strictly prohibited in YMCA Programs. A child is any person enrolled in any YMCA program. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children, who believe they have been victims of, or have witnessed inappropriate sexual behavior, must report the incident to any Y staff immediately. Parents of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y staff immediately. The YMCA staff member who receives the complaint shall promptly inform the

person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the YMCA Child Abuse Policy and with state laws.

INDEMNITY AGREEMENT-
I agree to my child participating in the Gateway Region YMCA day camp programs and that he/she will comply with all rules and regulations. I also agree to abide by YMCA standards and guidelines.

I hereby waive any claim of liability and will hold harmless the YMCA, its officers, directors, trustees, agents, and employees for any bodily injury incurred by my child while participating in any day camp program or activity sponsored by the YMCA. I understand that no accident insurance is provided. In addition, I understand that the YMCA is not responsible for my child's personal property.

I verify to the best of my knowledge that everything I will disclose on the enrollment and health form will be correct and the child herein is in good health. He/she has no physical ailments that will prevent normal participation unless specified on this form. I recognize failure to disclose, falsification or deliberate omission of information will result in termination of services.

I grant the Gateway Region YMCA its agents and the news media the right to photograph me and/or my family including children and to use the photograph for news publicity purposes.

I acknowledge that I am over the age of 18 and have carefully and completely read and understand the terms contained in this release waiver legal liability and voluntarily accept and agree to all such terms.

LOST AND FOUND
A lost and found box will be located at the Y branch. Items should be claimed as soon as possible. All items that are not claimed after 1 week from the last day of summer camp will be donated to charity.

LUNCH/SNACKS
Parents are to provide healthy lunch (and a healthy afternoon snack, if in Fun Club) for their campers. Lunches and snacks should be suitable for warm weather (no mayonnaise, etc.) and brought in a container marked with your child's name and phone number. Children are welcome to bring lunch in small Playmate-type coolers. The Y will provide water. After lunch and at the end of the day campers will be required to pick up their area. Please encourage your child to help keep their camp neat and clean.

OUTSIDE AGENCY REQUESTS
To protect the privacy, confidentiality and safety of all children, the YMCA will NOT allow outside observations or information requests.

PHOTO/NEWS/TESTIMONIAL RELEASE
It is understood and agreed that the Gateway Region YMCA reserves the right to take and utilize pictures, likenesses videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures,

emails, our website and other social media. Families may opt out by providing in writing desire to exclude child from above.

SUNSCREEN/BUG REPELLENT
Parents will be required to apply sunscreen and bug repellent on their child prior to dropping off at camp in the morning. Y camp staff will remind campers throughout the day to personally reapply sunscreen and bug repellant. Personal sunscreen and bug repellent should be sent each day with campers name written on the container. No aerosol containers will be allowed. In the event of an outdoor pool field trip, sunscreen may be applied to another child's back in a buddy system, by another child of the same gender in the child's camp group. This will be done on the outdoor pool deck in view of campers and counselors.

TOILET TRAINING
All children enrolled in the camp program must be completely toilet trained due to insurance and legal requirements, unless a specific documented medical/developmental reason exists. The Y understands that a child may have an accident; however, if a child has more than one accident, they must be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

TERMINATION
The Y reserves the right to terminate children, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Fees will be forfeited.

WHAT NOT TO BRING
Camp is an opportunity to retreat from electronic technology and to get more in touch with people. Radios, electronic games, **cellular phones,** I-Pods, MP3 players, CD players and other electronic devices do not fit into this setting. Please leave these at home.

Unapproved items will be returned at the end of the child's day.