



2010 PARENT HANDBOOK

WELCOME TO THE YMCA:

We are happy that you have chosen the YMCA to care for your child in our Day Camp. Your child will enjoy this highly creative program, designed for grades K-5, ages 5-12 years. The purpose of our Day Camp is to provide a safe, affordable, quality program for elementary-aged children during the summer months. Each child will have daily opportunities to participate in activities that benefit them emotionally, physically, and mentally.

To help with any questions you may have, we have prepared this manual. Please read it and keep it for future reference. After reading the manual, you will need to complete the last page and return it to the Day Camp Director at your Camp Site.

Sincerely,

Coretta N Johnson
Executive Director

Camp Sites:

Destin	837-8440
Fort Walton Camp	863-9622
Shalimar Camp	651-4611
Valparaiso Camp	678-7733

FOR FURTHER ASSISTANCE, PLEASE CONTACT:

Amanda Flemister
ADMINISTRATIVE ASSISTANT
Coretta N Johnson
EXECUTIVE DIRECTOR
OFFICE: 314-9622
EMAIL: Ychildcare@ecymca.org

POLICIES AND PROCEDURES

HOURS

Parents are welcome and encouraged to visit the campsite at anytime. Our Day Camps operate from 9:00 AM until 4:00 PM with extended care offered at no extra charge from **6:30 AM to 6:00 PM**. Children must be signed in and out each day. A late fee of \$10.00 will be assessed for every 15 minutes that the child is not picked up, past 6:00 PM. This fee will not be prorated. A person authorized to pick up your child will be called at 6:01 PM if you have not notified the Day Camp staff of your tardiness. After 6:30 PM, the local authorities will be called if no one has been contacted to pick up your child. The late fees must be paid before your child returns to the program.

HOLIDAY CLOSURES: None

FEES AND PAYMENT PROCEDURES

A \$10.00 deposit is due at the time of registration for each week of camp your child will attend. This will guarantee your child's space in camp even when the camp reaches full capacity. The deposit amount will be credited to your weekly fee. **The deposit is non-refundable and non-transferable.** (OWCCS and scholarship recipients see the director for rates)

ALL FEES ARE DUE ON FRIDAY FOR THE FOLLOWING WEEK. Payments must be made in advance. There will be a \$10.00 late payment fee assessed for payments not made by 6:00pm on Friday. **No child will be allowed to attend Day Camp if fees are more than one (1) week late.** Fees may be paid by check or money order made payable to the YMCA. **Please write your child's first and last name as well as the dates the payment is for on your check or money order and pay at the Day Camp site.** Be sure to keep all your receipts for child care costs. A check authorization form must be completed to be able to pay with personal checks. See your Camp Director for the form.

The YMCA will notify you should an "insufficient funds" check be returned to us. There is a \$20.00 service charge for all returned checks. NSF checks must be paid by the date specified on the billing reminder. If payment is not made in full, your child will not be able to return to camp until the NSF and fees are paid. If there is a need to make special payment arrangements, please contact the Child Care Executive Director. Special payment arrangements may require financial documents as well as the approval of the Senior Vice President-Finance, Pam Farris.

LATE FEES

The YMCA charges late fees for the following:

1. Late pick up fee--\$10.00 every 15 minutes after 6:00 pm
2. Late payment fee--\$10.00 per week that weekly fees are late (weekly fees are due on Friday for the following week)
3. Immediate pick up late fee--once notified by YMCA staff that your child must be picked up whether due to illness or behavior you have one hour to pick up your child. After the initial hour, a fee of \$10.00 per every 15 minutes will be charged until your child is picked up.

ABSENCES

Weekly fees are not prorated for absences. Your fee pays for direct operating costs (i.e., staff, arts & crafts supplies, program supplies, field trips and facility usage) based on the number of children in the program. When you register your child for camp, you are reserving the time, space, and staff for your child, whether or not he/she attends. You may withdraw your child at any time from the program, but she/he may lose their space if the attendance reaches maximum capacity.

REFUND POLICY

All program cancellations are subject to an administrative fee of \$10 with the balance of fees issued in the form of a credit on member/participant account or a check refund. All requests for credits or refunds for program fees must be requested within 30 days of the start of the program. **Any one-time registration fees and/or deposits on program fees are non refundable or transferable in any form.** Credits will be available for a period of twelve months and must be used within that time frame. A full refund or credit will only be granted within 72 hours of enrolling in a YMCA program. After 72 hours, refunds will only be granted for the following reasons with supporting documentation: 1) Due to a major illness; 2) Moving out of the area; 3) YMCA Cancellation of a Program.

SIGN-IN AND SIGN-OUT PROCEDURES

Parents must enter the Day Camp site each morning to sign-in their child in order for the YMCA to assume care of your child. The same procedure is necessary for sign-out. The sign-in sheets are critical for verifying accurate attendance at the site. Only designated people named on your child's enrollment forms will be allowed to sign your child out of the program. Designated persons must be at least 16 years of age, unless other arrangements have been made with the Day Camp Director and the Child Care Executive Director. Our staff must ask for identification from any person they do not recognize. Please have a picture ID available at all times and ask your designees to do the same. Otherwise, we cannot release your child. Please do not be offended; the staff is doing the job you expect of them--protecting your child. Parent information including receipts, notices, announcements, etc., will be at the sign-in/out table. Please look daily for new information.

SWIMMING

Campers will have the opportunity to swim this summer. In order to protect all of our campers, each child will be tested for their swimming ability. Non-swimmers who cannot touch the bottom of the shallow end of the pool, and be able to breathe comfortably will be required to wear a floatation device. We reserve the right to put any camper in a floatation device if the YMCA staff believes it is in the best interest of that child. Please send an extra change of clothes and a towel on swim day. **Flip Flops are recommended for this day.**

FIELD TRIPS

All field trip costs are included in the camp fee with the exception of Big Kahuna's (\$25). This fee also covers lunch on this field trip. We need parent volunteers to go on field trips with us. Talk to your Day Camp Director for more information.

If a field trip or swim session is canceled/missed due to inclement weather or other causes beyond our control, the field trip/swim session will not be rescheduled.

YMCA RULES

1. We listen to and cooperate with others.
2. We show respect.
3. We clean up after ourselves.
4. We use only YMCA words. (Appropriate language)
5. We can always be seen by a counselor. (Do not wander off)
6. We help others when needed.
7. We do not hurt others on the inside or the outside.
8. We use "inside voices" and "inside behavior" when indoors.
9. We use the 2-step process in solving a problem. (1. Use nice words--"Please stop" THEN 2. Tell a counselor)
10. We have fun in a safe and smart way.

DISCIPLINE

All children enrolled in a YMCA Day Camp program will be expected to follow the YMCA rules for the purpose of safety and smoothness of the program. Staff members are committed to positive reinforcement. Corporal punishment is **NEVER** permitted. If a major discipline problem occurs, you will be contacted by the Day Camp Director or the Child Care Executive Director. We rely on you -the parent- to help us if this should happen. We want to keep this program safe and FUN for all.

The discipline policy is as follows:

1. Reminder of the rules and/or redirection
2. Verbal warning-explains why the behavior is not appropriate and possibly suggests an alternative for the undesired behavior
3. Temporary removal from an activity (time out: 1 minute for every year of age)
4. Removal of privilege and possible parent conference (i.e. Cannot participate in a special project or game or possibly loss of the field trip)
5. Suspension from the program
6. Permanent dismissal from the program

Suspension/Dismissal procedures: **(program fees will not be refunded or transferred)**

1. First suspension is for TWO week days
2. If behavior persists, next suspension is for a period of FIVE week days
3. If behavior still persists, permanent dismissal from the program will be enforced.

Additional reasons for suspension/dismissal including immediate dismissal:

1. Violent/harmful behavior towards others or self
2. Inappropriate language.
3. Bringing weapons to the program (this includes pocketknives, etc.)
3. Child leaves program area
4. Excessive tardiness of program fees or non-payment of program fees
5. On-going non-compliant behavior

THE YMCA RESERVES THE RIGHT TO REMOVE ANY CHILD FROM A PROGRAM. THE CHILD MUST BE PICKED UP IMMEDIATELY (within one hour of notification).

ILLNESS/INJURY/MEDICATION

A child who is ill is to be kept at home, for his/her own sake as well as that of others. Many communicable diseases begin with cold-like symptoms. We are concerned for the health and welfare of each individual child; therefore, in the event he/she becomes ill at the program we require that your child be picked up within one hour of notification. If your child has a communicable disease, please notify the staff when it first appears.

All minor injuries handled by YMCA staff will be reported to the parents upon arrival to the site. Parents are required to sign an incident/accident report filled out for all injuries. Please notify us of any special needs or medical conditions concerning your child.

In case of a major injury, the YMCA staff will take whatever steps are necessary to obtain medical care for your child. These steps may include, but are not limited to the following:

1. Call ambulance if injury is deemed life threatening
2. Give first aid as needed
3. Attempt to contact parent/guardian
4. Attempt to contact emergency contacts listed by you if we cannot contact you
5. Have child taken to emergency room in the company of a YMCA staff member

STAFF CANNOT TRANSPORT CHILDREN NOR DOES THE YMCA CARRY INSURANCE ON ITS PARTICIPANTS OR MEMBERS

The YMCA staff can administer physician-prescribed medications ONLY. NO OVER THE COUNTER MEDICATIONS can be given by our staff. The medication must be in the original prescription container with the name of child, name of Doctor, prescription number, name of medication and medication instructions. Any medication that needs to be administered must be given to the Day Camp Director by the parent. The parent must complete and sign the appropriate form allowing us to administer the medication to your child. You must take the medication home when it is no longer needed. Please note we are not able to provide for medications requiring refrigeration. Use of sun block requires parent permission.

The YMCA follows the School Board policy in reference to Head Lice. Should a child have Head Lice, we will notify you. If your child should have Head Lice, your child's head/hair must be treated with an approved lice shampoo and the empty bottle and box, with receipt, shown to the Camp Director/staff before your child will be cleared to attend camp.

MISCELLANEOUS

Your child should be dressed in clothes appropriate for the weather. Keep in mind we will be doing a variety of arts and crafts and outdoor activities. Closed-toed shoes and socks are required. Flip flops are comfortable; however they are not appropriate for the camp environment and are recommended to wear on swim days only.

Parents must provide lunch and snack with a drink for their child each day. (There will be an occasional day that lunch is provided during a field trip or special day event; you will be notified in advance) Occasionally, the children may have parties and party food will be served. Grace songs are sung before meals. If your child has special dietary needs or restrictions, please indicate this on the enrollment form and notify the Day Camp Director. Sharing food is not permissible due to possible food allergies.

Exchanges of information between parent and staff provide good insight to both. It is vital that you inform us of any changes happening in your family. Changes in the home can affect your child's behavior or attitude. These changes can include but are not limited to, parent TDY, hospitalization of a family member, moving, etc. Sharing this information with site staff will better prepare staff to work with your child. Together we can provide the best possible experience for your child. Please be sure to update your child's files if there are any changes in personal information. Changes may include home or work phone numbers, custody matters, employment changes, or other pertinent information.

Our staff is not permitted to care (such as babysitting or spending the night) for your child outside of the YMCA programs.

We are here for your child and for you. Please let us know how we are doing! We appreciate constructive evaluations as well as pats on the back! We are glad you and your child have chosen the YMCA.



We build strong kids, strong families, strong communities.

2010

PARENT AGREEMENT

- I give permission for photographs or videos of my child participating in this program to be used by the YMCA to help promote YMCA programs.
- I give permission for my child to wear sun block provided by the YMCA.
- I understand that the YMCA does not carry insurance on its participants or members.
- I understand the YMCA Credit/Refund Policy.
 - Deposits are non refundable or transferable.
 - Fees will not be refunded or transferred due to my child's suspension or dismissal.
- I give permission for my child to watch G-Rated or PG-Rated movies.

I have read and understand the Policies and Procedures of the YMCA DAY CAMP including, staff not being able to care for my child outside of the program. I understand that non-compliance with any of the YMCA policies could result in my child being dismissed from the program. I have explained the rules and guidelines of behavior to my child, as well as informed him/her about the activities in the program.

Child's Name

Day Camp Site

Parent/Guardian Signature

Date