2017 YCARE Summer Care

Parent Handbook



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MISSION

“To put Christian principles into practice through programs that build healthy spirit, mind, and body for all” Everyone is welcome.

PROGRAM OVERVIEW

Y Summer Care provides youth entering grades K-6 with supervised activities that teach core values, conflict resolution and leadership skills. have fun while making new friends, building self-confidence, appreciating teamwork and growing in self-reliance. The typical program includes a variety of activities such as group games, crafts, science, swimming, physical activity, reading enrichment, and field trips. Some activities require that specific waivers be completed prior to child participation. All activities are geared for their developmental level.

Our staff members are prepared for rainy days with many back up plan options including music, skits, games and additional activities. Even the rain will not stop the fun at Y Summer Care.

Caring and competent staff offer positive reinforcement, safe surroundings, values (caring, honesty, respect, and responsibility), fun and laughter which, in turn, help bring these characteristics out in our campers.

MONTHS/HOURS OF OPERATION

YMCA YCARE Summer Care is offered during the day, Monday-Friday from Monday June 5th thru Friday August 4th . Hours are 7:30 am to 5:30 pm. **If you pick your child up after 5:30 pm, you will be charged a late fee of $10.00 for the first five minutes and $1.00 for each minute thereafter.** We are closed for the 4th of July holiday.

Y STAFF TRAINING AND RATIOS

All staff are required to attend different training sessions before working. These training hours are spent on CPR, First Aid, character development, age appropriate activities, bullying prevention, child abuse awareness, and a variety of other topics to ensure your children have a safe and fun experience at camp. The Y maintains a 1:15 staff to camper ratio. Background checks are conducted on all staff members. This includes a criminal records background check, central registry check, reference checks, drug test, and a driver’s license record check.

CONFIDENTIALITY

All matters concerning enrolled children are considered to be confidential. The Richmond Family YMCA will seek parental permission before discussing confidential information about your child with anyone.

REGISTRATION AND ENROLLMENT PROCEDURES

Children must be enrolled in kindergarten-6th grades to be accepted in the camp program. Registration fees must be paid at the time of enrollment. Enrollment is not complete until payments have been received and all paperwork has been signed and submitted to the Richmond Family YMCA**. Paperwork will not be accepted without payment.**

The following items are needed to enroll:

* Registration form
* Medical forms
* Shot record form signed by doctor
* Registration fee (if applicable)
* Discipline/Guidance Policy

ACCOUNTING POLICIES AND PROCEDURES

Program fees are invoiced on Fridays and payment is due on Mondays for the previous week. If fees are not paid on Monday your child may not attend camp until payment is made. No refunds or credits will be issued to anyone withdrawing once the session has started. Registration fees are non-refundable.

ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

All parents/guardians must sign their child/ren in and out each day. The staff members use this sheet to determine which children are in the program at any given time. We cannot be held responsible for your child unless that child is signed in and out properly.

Your camper will only be released to the persons listed on the authorized pick up section of the registration form.

This person will be requested to show proper ID. Please note to bring your ID to the camp site. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the program director.

In any case concerning a custody clause or dispute, court documents must be provided. These policies are in accordance with The Richmond Family YMCA.

FIELD TRIPS

We will plan several different trips/events to add something special to your child’s experience. Special activities may include programs, treasure hunts, speakers, sports clinics and field trips. These will take place during the regular day and give your child the total experience of Summer Care. Field trips are fun and exciting outings that enhance your child’s experience. Fees for fieldtrips will be communicated the week before the actual outing.

SWIMMING AND WATER ACTIVITIES

Campers will need appropriate swimwear, a towel and sunscreen. Spray sunscreen and swim shoes are recommended. All campers will be tested daily to determine their swimming ability.

DAILY NEEDS:

* Water bottle
* Towel
* Spray sunscreen
* Comfortable play clothes
* Bug spray
* Swimwear
* Close-toes/close-heeled shoes
* Good attitude

CAMPERS DO NOT NEED:

* Cell phone/Ipod/ Mp3 players or electronic devices
* Make up
* Bad attitude
* Money
* Weapons
* Trading cards
* Jewelry

All necessary personal items should be labeled with the child’s name. Items that are lost will be placed in a lost and found area. Due to our limited storage space, if items are not claimed by the end of the summer session, they will be donated to local charities.

**Please remember, we are not responsible for lost or stolen items.**

MEALS

We will serve breakfast at 8:00 am – 8:30 am. If your child arrives after 8:30 am, please be sure they have had breakfast before they are dropped off at camp. Lunch is served at 11:30 am. We will also serve an afternoon snack. Times will vary with snack, depending on the afternoon activities. If your child has any special food needs or food allergies, please discuss this with the program director.

Any meals given to campers will be healthy and meet licensing requirements. Water will be the primary beverage. No sugar drinks some 100% juices will be served.

DRESS CODE

Athletic shoes are preferred for safety while playing … flip flops are allowed during other times and pool times, pants/shorts and short sleeve shirts/appropriate tank tops. Spaghetti strap tanks are not permitted at camp. If girls wear skirts/dresses, it is required that they wear shorts under their outfit. All clothing must be appropriate for daily game and sport activities.

TRANSPORTATION

If your child is attending one of our programs that requires transportation, we ask that you speak with your child regarding proper safety guidelines. All children must stay seated. Safety is our primary goal when transporting children. The Y reserves the right to suspend or dismiss a student if safety policies are not followed.

BUS RULES AND REGULATIONS

While on a bus, children are under the direct supervision of the driver and must obey him or her. The bus driver and staff have the authority to assign seats for safety or disciplinary reasons. Failure to follow the driver’s rules at any time will be considered an act of disobedience and will result in disciplinary action.

For the child’s own protection, hands, head, arms, and feet must be kept inside of the bus. Feet and bags must be kept clear of the aisle.

Conversation containing offensive language is not allowed. Children should avoid any unnecessary or disruptive talking.

Fighting or horseplay is not permitted and will not be tolerated. General regulations pertaining to the use of tobacco, knives, or other weapons, use of profanity and obscene gestures apply to all riding the bus.

Help keep the bus clean, sanitary and orderly. Do not throw paper or other debris on the floor of the bus or at the other students. Do not throw articles out of the bus windows or doors.

Damage to seats or other bus equipment must be paid for by parents/guardians. Restitution or immediate arrangement thereof must be made before the child’s bus riding privileges are restored.

Tampering with emergency doors or other controls on the bus is not allowed. Opening or closing the front door is prohibited by anyone other than the driver.

No electronic devices are allowed on the bus. The bus driver and staff have the right to and will confiscate these articles brought onto the bus.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone’s enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

* Consistent rules are clearly stated. Children are expected to work and play within known limits.
* Behavior expected of children is age appropriate and according to development level.
* An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
* Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child’s parent/guardian and will result in loss of privileges or activities, suspension or termination from the program.

CONDUCT POLICIES

As in any activity, inappropriate behavior of a few children can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual and will be used in determining each child’s eligibility to continue as a participant in the program. Infractions are documented in an incident/discipline report. Please make certain that both you and your child are completely familiar with these conduct policies.

A child may be suspended or released from camp, without refund, for the following behavior while participating in the program or while being transported:

* Leaving the YMCA Summer Care site without permission or going into unauthorized areas
* Using foul language, fighting, being rude or discourteous to staff and other campers
* Verbal or written threats to staff or other campers
* Defacing Y or school property or field facilities or any property visited
* Bringing or using any illegal substances and/or weapons
* Public displays of affection
* Stealing or defacing another campers property
* Refusing to remain with the group while at camp and during outings
* Refusing to follow check in and out procedures or refusing to follow basic rules of safety
* Refusing to participate in daily camp activities
* Not remaining seated at all times while being transported
* Having any body part out of the window, defacing the vehicle and/or being rude and discourteous to the driver or to other drivers on the road while being transported

Disciplinary procedure:

First incident-Disciplinary write up/parent notification

Second incident-Disciplinary write up and/or suspension

Third incident-Removal from program

The safety of a child is the highest priority for setting behavior management procedures. When a child has a serious discipline problem (on any ONE occasion) the parent may be called by a staff and asked to pick up the child within one hour of the call. (Hitting or injuring another child or staff member, spitting, running away from staff and refusing to follow rules are all considered a serious discipline problem.)

GENERAL HEALTH PRACTICES

* Children with colds or illness will not be admitted. Please do not put us in the position of refusing your child.
* Children with head lice will not be allowed to attend camp. If lice are detected while attending, we will ask you to pick them up IMMEDIATELY.
* All children are required to have current immunization record information on file
* Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with a communicable conditions may not return to camp without a not from their physician.
* Children with a fever of 100.5 degrees or more will be sent home IMMEDIATELY.
* Prescription medications and over the counter medications will not be administered unless a “Medication Authorization Form” has been filled out. All medication must be in original container and a medication form must be completed.
* No child may attend the program barefoot. All campers must wear close-toed and closed heeled shoes for sports and play activities. Flip flops can be worn during down time and swimming.
* A child will only be released to those persons listed on the authorized pick up list section on the registration form.
* All staff are required to check identification of anyone whom they do not know. This includes parents, relatives and friends.
* Staff will not be permitted to transport any child.
* Anyone working with children is required by law to report any suspected child abuse. This includes physical, mental, sexual, emotional and neglect.
* Staff are not permitted to babysit or participate in non Y organized activities with participants in the program.

MINOR INJURIES

Minor injuries will be treated as needed, including cleansing, applying band-aids or icepacks. A daily log is kept of all minor injuries by staff, and will notify the parent/guardian upon pick up.

MAJOR INJURIES

In the event of a major injury the program director and/or the site supervisor will make the emergency contacts as necessary. If parents cannot be reached, the director has the authority to seek medical attention at the parent’s expense. The director will call 911 immediately. The parents/guardians will assume fees for the emergency transportation.

SCHOLARSHIP INFORMATION

The Y is community based and believes that its programs and services should be available to everyone regardless of age, background, ability or income. The Y offers scholarships to its participants that are designed to fit your individual financial situation. Limited financial assistance is available to individuals and families who substantiate a need.

PARENTAL COMMUNICATION/PARENT ENGAGEMENT

Open communication is very important to the success of your child’s YCARE Summer Care experience. Parents are welcomed visitors to our programs. We welcome your feedback regarding our program at any time. You may direct suggestions, concerns, compliments and complaints to the program director or the Executive Director.

Parents are welcome to participate with their children in a variety of activities. Parents and volunteers need to have cleared a criminal and/or FBI background check based on licensing and YMCA requirements in order to volunteer in a Y camp program. Parents and volunteers are never left alone with a group of children.