



# **Richmond Family YMCA**

**Summer Day Camp Program**

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## **PARENT HANDBOOK**

**2014**

## **ABOUT THE YMCA**

### **The Richmond Family YMCA**

The Richmond Family YMCA opened its doors in 1908 and has provided a variety of youth and family programs since that time. The YMCA is a nonprofit organization owned by the local community and supported solely by those who choose to join and take part in any of the many programs offered, as well as those who choose to make voluntary contributions.

### **The YMCA Mission Statement**

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

### **Equal Access**

The Richmond Family YMCA is committed to the policy that all persons shall have equal access to its programs without regard to race, color, religion, age, gender, ability, national origin or any other classification protected by law. The YMCA will accommodate special needs into existing programs to the extent that financial and physical resources permit.

### **Confidentiality**

All matters concerning enrolled children are considered to be confidential. The Richmond Family YMCA will seek parental permission before discussing confidential information with any one.

### **Staff Qualifications**

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have experience in working with children, knowledge of recreation activities, and must possess certain qualities in order to serve as role models for children.

Staff leaders are selected for personal qualities (e.g. warmth, empathy, and the ability to relate positively with children). They receive training in many areas: First Aid, CPR, Universal Precautions, Child Abuse & Prevention, child/adult communication, and activities including arts and crafts, games, etc. Background checks are conducted on all staff members. This includes a criminal record

background checks, central registry check, reference checks, drug test, and driver's license record checks.

## **YMCA DAY CAMP PROGRAM INFORMATION**

### **Program Philosophy Statement**

The YMCA believes that our Summer Day Camp program should be more than supervision. We believe that our program should provide opportunities, and experiences that stimulate a child's physical, social, intellectual and emotional development. The program must meet the developmental needs of particular age groups and, more importantly, the individual needs of each child. Furthermore, we believe that each child should share his or her thoughts and feelings to aid in their emotional, social and language development.

### **Program Goals & Objectives**

- To provide comprehensive, supervised care for the children and families we serve.
- To create an environment that fosters opportunities for the development in the areas of physical fitness/health awareness, self-awareness and confidence, interpersonal relationships, cultural and social awareness, and having fun.
- To support and strengthen the families that we serve by providing a feeling of self-confidence that their child will be in a safe place.

### **Registration**

Children must be enrolled in kindergarten - sixth grades to be accepted. Parents must register their child for the program at least one week prior to beginning the program. Registration is at the **Richmond Family YMCA**. Enrollment forms and Immunization Records will have to be submitted before the child can begin the program. The YMCA is not responsible for children that are not properly registered for the program. There is a \$25 per child registration fee for non members. The registration fee is waived for Richmond Family YMCA members.

### **Meals**

We will serve breakfast between 8:00 & 9:00 am. If your child arrives after this time please make sure they have had breakfast before they are dropped off. Lunch is served between 11:00 am and 12:00 pm. We will also serve an afternoon snack. Times will vary with the snack, depending on the afternoon activities. If your child has any special food needs or food allergies, please discuss this with the Director or Site Supervisor.

### Required Sign- In and Out Procedures

For your child's protection, whenever you drop off your child or pick up your child, you must enter the Program area and complete the sign in/out sheet. The staff members use these sheets 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.

The YMCA staff will not release your child to any other person than those you have listed on your enrollment forms. For your child's safety, picture identification may be required from those picking up your child. **Please do not call with names to add, as we cannot accept them over the telephone.** All changes must be made in writing.

### Hours of Operation/Late Pick UP

The program is in operation from 7:30am to 5:30pm. If you pick your child up after 5:30pm you will be charged a late fee of \$1.00 for each minute thereafter.

### What to wear/bring to Day Camp

#### Clothing-

- Comfortable clothing needs to be worn. It is preferred that your child bring an extra change of clothing in their daily bag.
- The children may get wet on any given day so swimsuits and towels can be brought on any day but are a must on Tuesdays and Thursdays. These are the days we will be swimming.
- Closed toed shoes must be worn. **No flip flops.**
- Please send your child with a water bottle and sun screen if you wish for him/her to have sun screen applied throughout the day. A spray sun screen is preferred as **staff is unable to apply rub on sun screen.**

**No Personal Items-** We request that all personal items and toys such as game cards, electronic games, cell phones and IPODS be left at home. If they are brought to camp we will ask children to leave them in their bags. If they refuse, the item will be taken by staff and given to parents at pick up.

**Lost and Found-** The YMCA is not responsible for lost or stolen items. All unclaimed items will be held for 2 weeks following the session when the item was found, and if left unclaimed, will be donated to a charity.

### Sick Child/ Illness

The YMCA does not have facilities to care for sick children. Children with a fever of 100.5 degrees or more will be sent home IMMEDIATELY. The child may not return until he/she is fever free without medication for 24 hours. **Children will also be sent home if they are unable to fully participate regardless of temperature.** It is important that there is someone listed on your enrollment form that is available to come quickly for your child when we call. Parents are urged to make alternative plans for care of a sick child in advance, if needed.

Children who have a known or suspected communicable disease also should not be left in our care. If your child is exposed to a contagious disease, you must notify the Director immediately.

### Head Lice

If head lice are detected while your child is attending our program, we ask that you pick them up immediately.

A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes no lice or nits, clean hair and scalp, and a note from you or a physician stating the treatment used.

### Medication (Prescription and Non prescription)

While your child is in our care we can administer prescription medication. (We do ask you to have your physician try to schedule medication so that it can be given only at home.) Medication must be brought to the Program in the original container and must have the prescription on the container stating the child's name, the prescription number, physician's name, and dosage to be given. If your child requires medication while at the Program, you must fill out an authorization form. This form allows the staff to administer prescribed medication. A separate form is required for each new medication. Parents should keep the staff informed daily of any continuing medical needs.

### Minor Injuries

Minor injuries will be treated as needed, including cleansing, applying band-aids or ice packs. Parent/guardians will be notified upon pick-up.

### Major Injuries

In the event of a major injury, the Director and/or Site Supervisor will make the emergency contacts necessary

to obtain appropriate medical attention. This may include calling an ambulance to transport the child to the hospital. In order for the staff to proceed with a major injury, you **MUST** fill out the medical release and fill in the medical information on the registration form. Parents/Guardians will be contacted immediately. Again it is important to have enough emergency numbers so the staff can easily contact a parent/guardian.

## **BEHAVIOR MANAGEMENT PROCEDURES**

### **Philosophy**

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

### **Behavior Related Issues**

In addition to behavior management procedures outlined above, parents must be aware that:

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent.
- No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program.
- **STAFF WILL REPORT ANY SIGNS OF ABUSE OR NEGLECT TO THE PROGRAM DIRECTOR.** The program director will turn the report into Children's services, the State Department and or Police Investigators. **NO QUESTIONS ASKED.**
- No child will be allowed to continue in the program that becomes a safety hazard to him/her or others. This includes running away from staff and refusing to follow rules.
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

### **Techniques**

As mentioned previously, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following techniques may be employed:

- **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- **Removal for the Specific Activity:** When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to the misbehavior and the removal should be of an appropriate length of time. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.
- **Discipline Reports:** Parents will receive a written discipline report if a child's behavior is a consistent problem or causes harm to others. Multiple written reports may result in a 1-5 day suspension of Day Camp services.
- **Child/Director Conference:** When the staff is not successful in correcting behavior, the Director is consulted and may decide on longer or stricter consequences.
- **Parent/Director Conference:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined.

### **Behavior Management**

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 staff and asked to pick up the child within one hour of the call. (Hitting another child or injuring another child or staff member, spitting, running away from staff and refusing to follow rules are all considered a serious discipline problem.)
- Should YMCA staff decide that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

## **PAYMENT INFORMATION**

A \$25 non-refundable registration fee is due upon enrollment for non-members along with a \$5.00 one-time fee for field trip shirts. Payment for the first week is due at this time also. Your weekly rate was determined at the time of registration. **Payment must be made before a child can attend camp for the current week.**

## **CIVIL RIGHTS REGULATIONS**

Indiana Department of Education civil rights regulations are intended to assure that benefits of the Child Nutrition Program are made available to all eligible persons. This includes: making every effort in recruitment and enrollment procedures, distributing and classifying all applications for free and reduced meals and serving meals in a way that allows equal participation regardless of race, color, national origin, age, sex or disability.