

# YMCA of Greater Louisville



# Parent Handbook

### **YMCA Mission**

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

## Welcome to the YMCA Summer Camp!

We are excited that you have chosen the YMCA for your child's summer camp experience. We offer a planned, comprehensive program designed with the child and working family in mind. The YMCA maintains the highest standards for the safety and well-being of the children enrolled.

The program is conducted and planned by caring YMCA staff members, who are trained to meet the needs of children and provide positive adult role models. All YMCA staff members are drug tested and background screened prior to employment.

Safety is one of our primary objectives but that does not mean your child will not have fun. The program will include crafts, sports, indoor and outdoor games, field trips, snack time, and other creative activities that the counselors will teach within the groups.

In addition, the following goals have been established for the YMCA Summer Camp Program.

- To help children develop to their fullest potential focusing on:
  - Self awareness, self confidence and self worth
  - Interpersonal relationships
  - Character development
  - Physical skills
  - Health and nutrition
- To support and strengthen the family unit by focusing on:
  - Increasing a sense of community with other families
  - Improving communication among family members
  - Increasing their ability to work and play together
  - Helping families share values
- To deliver the program in a positive environment focusing on:
  - Safety, support and care
  - Broadening the community understanding of children and families
  - Conducting the program in accordance with YMCA operating principles and philosophy



Should you have any questions or concerns about the program please speak to the Camp Director.

## The Spirit Program

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances. No one is denied services because of an inability to pay within the available resources of the YMCA. Everyone, at one time or another needs help. YMCA scholarships are available to any family in need. Applications for assistance are available through the YMCA of Greater Louisville and your local branch.

## Membership Does Have Its Benefits

A YMCA facility membership allows full use of YMCA facilities along with free or reduced pricing on all programs, **including a potential savings of up to \$17 per week, per child on summer day camp.** (Weekly rates vary by camp.) Check out the many benefits of YMCA membership for your camper or for your entire family!

- Free quality Child Watch while you work out
- Free Land & Water Group Exercise Classes for ages 13+
- Wi-Fi Internet access
- Wellness Center with cardio machines, strength machines and free weights
- Reduced rates on day camp, swim lessons, youth sports and before and after school child care

**YMCA Contact Numbers**

- o YMCA Childcare Enrichment Program/Creative Adventures: 637-1575
- o Berrytown YMCA: 244-6187
- o Bullitt County YMCA: 955-6433
- o Chestnut Street YMCA: 587-7405
- o Northeast YMCA: 425-1271
- o Oldham County YMCA: 222-9358
- o Southeast YMCA: 491-9622
- o Southwest YMCA: 933-9622

**Payment Procedures**

Balances for each week must be paid by the Friday prior to the beginning of that camp. **Bank and credit card drafting will be available and may be required at some locations.**

For the security of your payment and the safety of our staff, cash payments are not accepted at any camp locations. **The YMCA will mail out tax statements each January for the previous year. Please keep copies of cancelled checks and receipts for IRS reporting requirements.** The YMCA's tax ID number is 61-0444843.



<u>Camp Start Date</u>	<u>Payment Deadline</u>
June 1	May 28
June 7	June 4
June 14	June 11
June 21	June 18
June 28	June 25
July 5	July 2
July 12	July 9
July 19	July 16
July 26	July 23
August 2	July 30
August 9	August 6

**Returned Checks/Drafts**

A fee of \$25 will be charged for any checks returned by your bank. A fee of \$10 will be charged for returned drafts. After two returns of any kind, we can only accept money orders for camp payments. Should you have a financial problem, contact your local branch.

**Enrollment And Custody**

At the time of enrollment, parents are to provide all court ordered paperwork if any parties are not to have contact with a child enrolled in the YMCA Summer Camp Program. Paperwork must be court ordered and indicate who is the primary residential parent or if both parents have shared parental custody. Please notify the Camp Director of any unusual circumstances. In order to provide the safest care for your child, the above must be followed. Thank you in advance for your cooperation.

**Sign In And Sign Out**

Drop Off and Pick Up for your child will be at the Camp Parent Table located at your site. Please bring your child to the check-in table when bringing them to camp. YMCA Policy dictates that all children must be signed in and out by an appropriate parent or guardian. This person must be at least 18 years of age. When signing in/out include your initials, date and time. Please make sure that all required information is clear and legible. Anyone picking up a child may be asked to show proof of identification at anytime. Please be prepared to do so. This policy is in place for the safety of your child; the YMCA will not make exceptions. **YOU WILL BE CALLED IF YOUR CHILD DOES NOT HAVE AN APPROPRIATE ADULT SIGN THEM INTO CAMP.**

### What Things Should I Pack In My Child's Lunch?

Your child will feel better and have more energy during the day with healthy items packed in his/her lunch box. Here are some ideas for great lunch box fillers from the Harvard School of Public Health:

**Not all of the items listed below are non-perishable. Small coolers with re-usable ice packs help make lunches safe from the summer heat!**

- Pack fruits and vegetables every day
  - Applesauce, grapes, raw broccoli or cauliflower, pepper slices, apples, Mandarin oranges, cucumber slices, berries, canned fruits in light syrup, zucchini and yellow squash, and raisins. *(Make vegetables fun with a dipping sauce like light ranch dressing!)*
- Pack a protein or grain option every day
  - Cereal bars, rice cakes, cheese, hard boiled eggs, yogurt, nuts, peanut butter, granola or trail mix, and dry cereal. *(Use wheat bread over white bread for sandwiches. Pack foods that have NO TRANS FATS!)*
- Beverages
  - Water is the ultimate hydrator! Water is the best of all drinks. When packing juice, use only 100% juice. Stay away from sugar-sweetened drinks and soft drinks!

### Who Can Pick Up My Child?

To ensure the safety of your child, the YMCA will follow the Kentucky Statute regulating Child Care Centers. For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. As a precaution, the staff will request photo identification at the time of sign out until they are familiar with you and the people on your pick up list. Any changes to the pick up list must be in writing. **Please remember that phone calls are not accepted.** We want to ensure that every precaution is taken when releasing your child to an adult. We thank you in advance for your cooperation.



For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your child's registration form. If no one is available, we are required to call law enforcement.

### Late Pick Up

To avoid having to pay a late charge, we strongly urge you to have additional emergency numbers and people available to pick up your child. These people and their numbers must be written on our list of who can pick up your child. A phone call for being late will not excuse you from late fees. Late charges are \$1.00 per child per minute late. The YMCA Camp programs close at 6:00 p.m. Late charges begin accumulating at 6:01 p.m. These fees are due at the time of pick-up. Children are kept at the YMCA site until 7:10 p.m. Every attempt will be made to call the parent(s) and all emergency numbers listed on the child's registration form. At 7:10 p.m., if all efforts to contact someone have been unsuccessful, the proper authorities will be notified.

### What Happens If My Child Is Injured?

If your child is injured, the Camp Director or acting Camp Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- 1) Attempts to contact a parent or guardian.
- 2) Attempts to contact persons listed on the emergency information if parent or guardian cannot be reached.

If we cannot contact you, we will do any or all of the following:

- 1) Call an ambulance or paramedic.
- 2) Have the child taken to an emergency hospital in the company of a staff member.

**Sickness and accident insurance is the responsibility of the parent or guardian.**

## Medication

In order for the YMCA to dispense medication for your child the following must happen:

- 1) A medication form must be filled out daily in order to dispense (your Camp Director has this form).
- 2) Medication must be in the original bottle for the person it was prescribed, with the dosage for the day only.
- 3) The parent or guardian must bring in the medication and give it to the Camp Director.

Over the counter medication will only be dispensed with a note from a physician on letterhead. Please give this note to the Camp Director along with your daily permission to administer.



## Illness

To ensure the health and well being of all children in our program, if a child has a contagious illness, infection or fever of 100 degrees, parents must make arrangements for their child to be picked up from the program immediately.

This includes head lice. To ensure the safety of all children, if your child has a confirmed case of lice we will require a Doctors statement acknowledging that your child is nit-free before they return to the program.

## Suspicion Of Child Abuse

It is our legal obligation to report any suspicion of child abuse or neglect to the Child Protective Services Unit. Any suspicions will be reported immediately with the child's safety and well being as sole consideration.

## Cell Phones

Please refrain from bringing any cell phones into any of the YMCA programs. Most cell phones have cameras and this technology may be used inappropriately, the YMCA prohibits their use in all of our summer camp programs.

## Supervision Of Campers

**Who is watching my camper?** An integral component of the YMCA's quality camp program is staffing. Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe, and FUN program. We feel confident that we have the best staff around! They are carefully selected and well-trained groups of young men and women. **Reference checks** are conducted, documented and filed on all employees working with children. A **criminal history background check** and a **mandatory drug test** are also required. **Professional YMCA Camp Directors** and **YMCA Program Directors** provide the primary leadership for YMCA Day Camps. They are available to answer parent questions and to assist with any personal needs that you or your child may have. Most importantly, our staff members are people who love children. They want to spend their summer playing, teaching and working with children. They are good people with good hearts who are silly enough to sing camp songs at the top of their lungs!

**What training does the camp staff receive?** All staff members receive over 40 hours of intense YMCA in-house training that covers a great deal. The staff members learn about the policies and procedures of Summer Camp. They learn how important it is to apply sunscreen throughout the day. They learn how to do headcounts and how to check in and out children. They learn the proper procedures for the daily drop off and pick up of campers. In addition to learning all the policies and procedures of the YMCA Summer Day Camp program, they learn techniques of how to better interact with children. They learn how to use positive discipline as well as how to detect and report child abuse. They learn songs, games, and arts & crafts projects. Staff members are also certified in CPR and First Aid.

**How many staff will be watching my camper?** We operate on the following maximum ratios:

- Ages 3 to 5 years ratio: 1:10
- Ages 6 to 14 years ratio: 1:15

### Can Staff Babysit?

Staff members are not allowed to be alone with children they meet in YMCA programs outside the YMCA program setting. This includes babysitting, sleepovers, and inviting staff members to children's homes unless one of the following conditions exists:

- 1) Staff and child's family have a relationship that predates the staff member's employment or child's enrollment in the YMCA program.
- 2) Staff and child's family are related.

**If you observe anyone not following this policy, please contact the YMCA immediately.**

### Field Trips/Transportation

The YMCA will provide transportation for all field trips. Watch for field trip flyers to be posted on the Parent Board. The cost for all field trips is included in your weekly fee. Transportation to and from the camp location is the responsibility of the parent or guardian. It is also your responsibility to arrive promptly at the camp site on field trip days in order for field trips to remain on schedule.

**Please note that for safety reasons campers cannot be dropped off or picked up from field trip locations.** If you are not able to drop your child off prior to the field trip departure you will need to wait until we return to the camp location. If you need to pick your child up early on a field trip day you will need to pick them up at the camp location before we depart on the field trip.

### Videos

We believe that there are many other enriching activities in which your child can participate at our summer program other than watching a movie or playing a video game. We will only show a movie or offer video games if it enhances our weekly theme and allows our staff and children to interact and engage in a meaningful experience.



### Personal Items/Electronic Devices

We want you and your child to have a positive experience in the YMCA Summer Camp program. We discourage personal items from home such as music, CD players, iPods, toys, games or other materials. We feel that we provide enough varied activities for all to participate. We also do not want your child's items to be lost, stolen or broken. Please ask that your child leave such items for use at home. We cannot be responsible for lost, broken or stolen items.

### Behavior Management

Our staff wishes to work with you and your child to have the best experience possible. Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict.

In some cases, if the problem persists or is severe, our staff will speak to you or write a behavior letter explaining the incident with room for your comments.

If the problem is not resolved, you will be asked to meet with the Camp Director, staff and your child to come up with a way to resolve the conflict.

In extreme cases, your child may be suspended or terminated from the program (i.e. repeated bullying, physical threatening, a violent act against another child or staff member.) These two alternatives are a last resort because we know this would be an inconvenience to you, the working parent.

Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all children.

## House Rules

- **Speak for yourself . . . not for everyone else.** Each person has the right to say what he/she thinks and feels.
- **Listen to others . . . then they will listen to you.** Listen to each person and respect his/her right to speak for himself/herself. Listen for other's ideas and feelings. You do not have to agree with others to accept what they are saying.
- **Avoid put-downs . . . who needs them?** Verbal put-downs hurt people even when they might laugh and appear to not be bothered by them. Non-verbal put-downs hurt also. These can include facial expressions, gestures, side conversations, and even unconscious looks. If people think they might be put-down, they hesitate to share their feelings and ideas.
- **Take charge of yourself . . . you are responsible for you!** Each child will learn as much or as little as he/she chooses to learn. The leader only creates the environment in which learning might take place. The participant is responsible for himself/herself.
- **Show respect . . . every person is important.** When one joins a group and conversation begins, one can usually tell in a few minutes whether people respect each other or not.
- **Ways to identify respect.** How people listen to one another, what people say to one another, and what people do with one another. For sharing and openness to occur, each group member must feel respected. Every person is important.
- **BULLYING** of any form will not be allowed at camp. Bullying incidents will put into effect any applicable Camp Disciplinary Policies.

### And

- Chewing gum and running are a dangerous combination; therefore, we ask that no gum be chewed in our programs.
- Children should not bring sharp objects, beepers, cellular phones, candy, or toys to the site.
- Children should not wear sandals or flip-flops. Our campers will be involved in extremely active days and their feet will need to be protected by running or tennis shoes. (Closed toe crocs are also permitted.)
- Put sun block on your child before they arrive at camp! Sun block is much more effective after having time to soak into the skin.

## Will There Be Camp Evaluations?

If you have questions or concerns at any time, please speak with the Camp Director or call the Program Director. We also plan to send an email survey twice during the summer. Please make sure to give us a working email address at registration. We appreciate and need your feedback to continually improve our camp programs. Please take the time to share your feedback with us!

## YMCA of Greater Louisville



The YMCA of Greater Louisville strongly encourages and invites parental participation and communication. We hope you will take an active role in your child's day.

To better serve the needs of our community, we want to know how you and your child feel about the program. We will distribute surveys periodically for you and your child to complete. Please respond as honestly as possible. Your comments and suggestions are always welcome and appreciated.



We build strong kids, strong families, strong communities.