Welcome to YMCA Summer Camps! We are excited that you have chosen the Y!

We offer a planned, comprehensive program designed with the child and working family in mind. Your child will enjoy many creative and fun activities throughout their time with us at Summer Camp. They have the opportunity to make their summer active and entertaining through crafts, sports, indoor and outdoor games, field trips, snack time, and other fun ways to learn, grow and thrive.

This parent handbook is designed to give a comprehensive understanding of the mission of the Y, policies and procedures associated with Summer Camp, and much more. If you have additional questions, please use the Camp Contact List on page 2 to reach your preferred branch.

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

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. We believe the values and skills learned early on are vital building blocks for quality of life. With our four core values of Caring, Honesty, Respect and Responsibility as our guide, we work with your children every day to help them have fun while realizing their potential. At YMCA summer camps, kids learn to share, make new friends, learn new skills and most importantly learn how to be themselves. That makes for more confident kids today and contributing and engaged adults tomorrow.

HEALTHY LIVING: Improving the nation’s health and well-being. We strive to give kids an opportunity to exert energy, discover who they are and what they can achieve, and be accepted among each other. At summer camp we provide opportunities for children to make healthy choices. Water is our drink of choice to provide proper hydration. Our snacks include fresh fruits and vegetables and are monitored for sugar, fat grams and calories from fat. Camp activities include games, sports, swimming and plenty of outdoor physical activity designed to encourage a healthy lifestyle.

SOCIAL RESPONSIBILITY: Giving back and providing support to our neighbors. We believe all children should feel welcome at YMCA summer camp and have the opportunity to make new friends and celebrate diversity. We provide opportunities for community service; learn about caring for the environment and encourage children to work together and support each other.
BECOME A PART OF THE Y
Now that you have chosen our summer camps for your child, consider how you might become even more connected with our Y family. We bring families closer together, encourage health and well-being and foster connections through fitness, sports, fun and shared interests. A YMCA community-wide family membership has the following additional benefits:

- Y Members save an additional $10 - $20 per week on summer camp fees, which may even cover your monthly membership rate. Weekly rates vary by camp.
- Y Members receive special rates on Y programs like child care, youth sports, swim lessons and more!
- Spend time together as a family at any of our wonderful facilities throughout Greater Louisville.
- Y Kid’s Club is a fun, safe, supervised place where your kids can play while you are working out.
- At the Y, we make sure that everyone, regardless of age, income or background has the opportunity to learn, grow and thrive. We have affordable membership and program rates for everyone.

If you are not already a facility member, stop by for a tour and receive a guest pass for your family to try the Y. Come be a part of the Y today!

YMCA CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Bullitt County Family YMCA</td>
<td>502.955.6433</td>
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<tr>
<td>Chestnut Street Family YMCA</td>
<td>502.587.7405</td>
</tr>
<tr>
<td>Clark County Family YMCA</td>
<td>812.283.9622</td>
</tr>
<tr>
<td>Downtown YMCA (no camps)</td>
<td>502.587.6700</td>
</tr>
<tr>
<td>Floyd County Family YMCA</td>
<td>812.206.0688</td>
</tr>
<tr>
<td>Northeast Family YMCA</td>
<td>502.425.1271</td>
</tr>
<tr>
<td>YMCA at Norton Commons</td>
<td>502.882.9622</td>
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<tr>
<td>Oldham County Family YMCA</td>
<td>502.222.9358</td>
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<tr>
<td>Southeast Family YMCA</td>
<td>502.491.9622</td>
</tr>
<tr>
<td>Southwest Family YMCA</td>
<td>502.933.9622</td>
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<tr>
<td>YMCA CEP &amp; Creative Adventures</td>
<td>502.637.1575</td>
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CAMP PAYMENT PROCEDURES
All fees must be paid by automatic draft. Bank and credit card drafts will occur on the Friday of the week prior to camp. For the security of your payment and the safety of our staff, cash or check payments are not accepted at any camp locations. The Y 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.
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 Y Camps. 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. For safety reasons, the above must be followed. Thank you for your cooperation.

SIGN IN AND SIGN OUT
YMCA Policy dictates that all children must be signed in and out by an appropriate parent or guardian each day. This person must be at least 18 years of age. When signing in/out include your initials. 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 any time. Please be prepared to do so. Any changes to the pick-up list must be in writing. Phone calls are not accepted. Children will not be released to any person other than the parent or other authorized pick-up contacts from your child’s registration form.

We want to ensure that every precaution is taken when releasing your child to an adult. 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. This policy is in place for the safety of your child and the YMCA will not make exceptions. We thank you in advance for your cooperation.

LATE PICK UP
To avoid having to pay a late charge, we strongly urge you to have additional emergency numbers and additional contacts authorized to pick up your child from your registration form. The YMCA Camp programs close at 6 p.m. Late charges are $1 per child per minute late. These fees are due at the time of pick-up. Every attempt will be made to call parents and all emergency numbers listed on the child’s registration form.

MEDICATION
In order for the Y to dispense medication for your child the following is required:
1) A medication form must be filled out daily in order to dispense. Your Camp Director has these forms.
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. If your child has a confirmed case of lice, we will require a doctor’s statement that your child is nit-free before they can return.

WHAT HAPPENS IF MY CHILD IS INJURED?
If your child is injured, the Camp Director in charge 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.
SUPERVISION OF CAMPERS

Who is watching my child and what training do they receive?
Our quality staff are integral to providing such quality, safe and fun programs. We feel confident that we have the best staff around! Y staff are carefully selected, including reference checks, background checks and mandatory drug testing. All staff members receive over 40 hours of intense YMCA in-house training that includes but is not limited to: all YMCA Camp policies and procedures; conducting frequent safety checks including face counts and checking children in and out; daily drop off and pick up procedures; how to apply sunscreen daily; best practices for interacting with children; how to use positive discipline techniques; 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. 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 compassionate hearts, who are silly enough to sing camp songs at the top of their lungs!

What kind of leadership is provided?
Professional Y Camp Directors and Y Program Directors provide the primary leadership for our camps. They are available to answer parent questions and to assist with any needs that you or your child may have.

How many staff will be watching my child?
We operate on the following maximum ratios:
Ages 3 to 5 years Ratio: 1:10
Ages 6 to 11 years Ratio: 1:15
Ages 12 to 14 years Ratio: 1:20

Can staff babysit?
Staff members are not allowed to be alone with children they meet in Y programs outside the Y program setting. This includes babysitting, sleepovers, and inviting staff members to children’s homes.

CHILD SAFETY IS OF UTMOST IMPORTANCE TO US!
It is one of the Y’s missions to keep every child in our care safe and our job to protect our children and educate our children and ourselves about the potential dangers in our society. All of our staff our trained in the warning signs of abuse. They learn to:

**KNOW**– The warning signs of child sexual abuse
**SEE**– The warning signs based on the actions of others
**RESPOND**– To the warning signs of child abuse accordingly

FIELD TRIPS/TRANSPORTATION
The YMCA will provide transportation for all field trips. The cost for all field trips is included in weekly fees. Transportation to and from the camp location is the responsibility of the parent or guardian. It is also your responsibility to arrive by promptly at the camp site on field trip days. For safety reasons, campers cannot be dropped off or picked up from field trip locations. If you are unable 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 either from our camp location before we depart on the field trip or wait until the field trip returns.

*Note: Please write child’s name with permanent marker on all belongings in case they are lost or misplaced.

SCREEN TIME
We believe that there are many other enriching activities in which your child can participate at our camps, other than in front of a screen. 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.
What Should I Pack in My Child’s Lunch?
Your child will need to bring a packed lunch daily. Campers will feel better and have more energy during the day with healthy items packed for lunch. 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. Because some of our camp locations do not have access to refrigeration, we recommend campers bring a non-refrigerated lunch or include a reusable ice pack in their lunch box.

Pack fruits and vegetables every day: Applesauce, grapes, raw broccoli or cauliflower, pepper slices, apples, Mandarin oranges, cucumber slices, berries, zucchini and yellow squash, and raisins. (Make vegetables fun with a low-fat dipping sauce!)

Pack a protein or grain option every day: Cereal bars, rice cakes, cheese, hard boiled eggs, yogurt, nuts, peanut butter, granola, 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. We recommend that every camper bring a water bottle to camp. When packing juice, use only 100% juice. Stay away from sugar-sweetened drinks and soft drinks!

Please contact us with any additional questions or concerns.

Thank you for choosing the Y!