

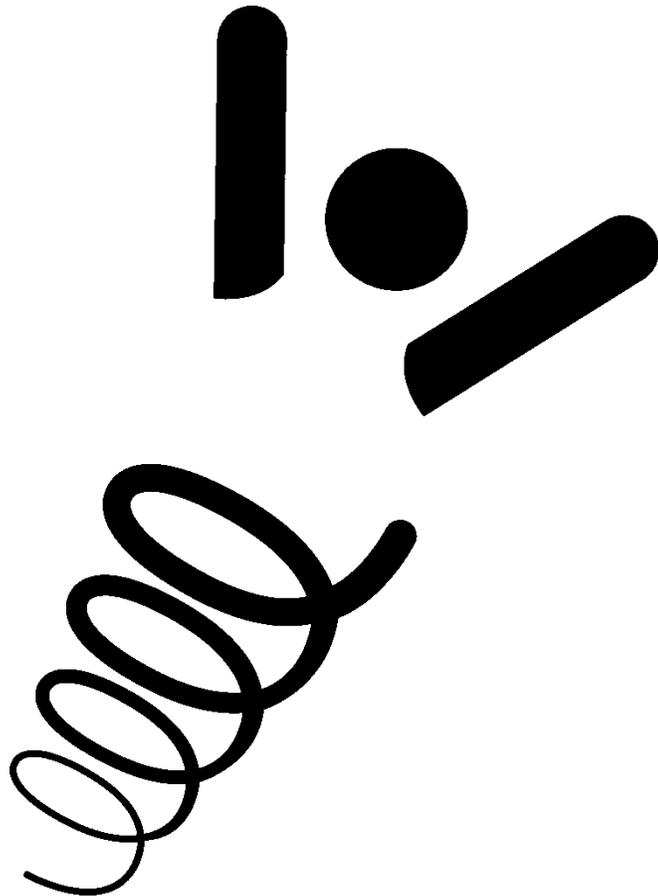


FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER

CAMP

WITH THE
BERWICK Y



Berwick Area YMCA

Parent/Guardian Packet 2017

WELCOME TO THE YMCA SUMMER CAMP

We are excited to work with you and your family over the summer. We look forward to a great partnership and a successful future for your child. Please do not hesitate to contact the YMCA if you need further assistance or would like to meet me before you start the program.

Youth Director

More than just summer camp, Y Camp nurtures the potential of children. At the Y, kids are cultivating the values, skills and relationships that lead to positive choices and behaviors, better health and educational achievement. Y Camp provides a positive, healthy environment for children to learn and grow. Children have the opportunity to build self-confidence, independence and creativity and parents have peace of mind knowing their child is in a safe and enriching place.

OUR STAFF – PROFESSIONAL ROLE MODELS

Staff who work with your child are selected based on their experience, attitude, skills and their ability to demonstrate YMCA values. Our “Professional Role Models” get extensive training covering topics like safety, behavior management, child abuse prevention, conflict resolution and team building. Staff are specifically trained to emphasize accomplishments and successes in all kids.

OUR PROGRAM

You can be assured your child will be engaged in meaningful and fun activities every day throughout the year. We strive to tailor the experience to each individual child. Activities include swimming, games, sports, and crafts. Our philosophy is to partner with parents to achieve the best possible outcome for your child and you will receive regular communication on pertinent information regarding the program as well as updates on your child’s progress throughout the year.

We have developed this informational packet to answer frequently asked questions, explain our policies, and provide you with important information you will need to know for your child’s success in the program. Please review the entire packet and keep it for future use.

OVERVIEW

We are glad you have made the decision to participate in our program. We provide a safe environment for children to spend their summer time here at the Y. Our program offers a wide variety of activities indoor and outdoor such as: free choice, small and individual activities, project time, large group activities, and snack time.

Our program is based on 6 core components:

1. Arts and Humanities
2. Character Development
3. Health, Wellness, and Fitness
4. Literacy
5. Service-Learning
6. Social Competence and Conflict Resolution

As with any Y program, YMCA Summer Camp is centered in the Y mission and program objectives. The Y mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. In school-age care, mission activities look like this:

Spirit refers to self-esteem and willingness to help others and the activities that develop these qualities. It, also, includes a sense of fun and climate of positive energy. Y activities include collaboration with others, conflict resolution skills, and opportunities for success regardless of ability.

Mind refers to learning and to activities that promote learning. YMCA activities include and encourage solving problems, using school-gathered knowledge, and having high expectations each time an activity is undertaken

Body refers to health and wellness and the activities that promote these qualities. Y activities include and encourage physical fitness and active games.

GOALS

1. Provide quality care that supports the need of the family unit.
2. Promote academic achievement and success.
3. Foster healthy lifestyles through increased awareness of health, nutrition, and wellness.
4. Provide children with the life skills necessary for a successful transition to adolescence.
5. Offer a variety of activities that allow children to explore new interests with an open-mind.
6. Deliver the program in a positive environment with safety, support, and care.
7. Employees will promote healthy development of the children and teach and use YMCA Character Development values- CARING, HONESTY, RESPECT, and RESPONSIBILITY every day.

HOURS

The Summer camp day is from 9:00 AM to 4:15 PM. We provide additional care before and after. Before care starts at 6:30 AM. If your child will be dropped off before 8:45AM, they will be enrolled in our before camp care. After camp care starts at 4:15 PM and goes till 5:30 PM. If you are unable to pick your child up at 4:15PM, then your child will be in the after camp care until you are there to pick them up.

Breakfast Options

If a child is in the before camp care and are dropped off between 6:30AM and 8:00AM, they are welcome to eat breakfast at the YMCA. They are able to bring a box of cereal with them and we will store it in our cabinets. We ask that you put their name on the box of cereal, so that cereal does not get confused. We provide everything else necessary for eating their breakfast.

SIGN IN AND OUT

Each child must be signed in and out daily. Your child will only be released to parents and those individuals you authorized on your enrollment form. Staff may request a photo ID before releasing your child. These policies are for your child's safety. We will not release a child to anyone without proper authorization. By law we cannot and will not release a child to anyone under 16 years of age. Please help us by understanding and abiding by these policies.

PICK UP/DROP OFF

Pick up and Drop off is done "drive through" style at the Vine Street entrance of the YMCA. Please pull up near the building on Vine Street and put your flashers on. Our staff person will meet you with the sign in/out sheet. Parents who must enter the YMCA to make a payment or pick up another child may do so, but must still sign out their child in or out before departing.

COMMUNICATION

Throughout the summer, if there is anything unusual going on at home, please let us know. This might include severe illness, a relative in the hospital, someone coming to visit or moving away, a house for sale, the death of a pet or relative, a fire in the neighborhood, an accident etc. Even though your child may not seem to have been affected, we may see them upset through their behavior. If we know what the cause may be, we are better able to understand the situation and work with your child.

WEEKLY NEWS: There will be weekly camp e-newsletters which contain important updates, recognitions, and weekly trip details. Parents, please make sure to check your email to review the newsletter each week. If you need a printed copy please see me to request one.

AGE GROUPS

This summer there are four different age groups at camp. Children will be placed in the appropriate age group based on grade level. There are no exceptions to this. Please contact the Youth Director, Taylor Welliver with any concerns.

- **Explorers** (Going into Grades K & 1)
- **Travelers** (Going into Grades 2 & 3)
- **Discoverers** (Going into Grades 4 & 5)
- **Adventurers** (Going into Grades 6, 7, & 8)

Dressing for Camp

Please dress children in appropriate play clothes, including sneakers. We do a lot of messy and dirty activities so nice clothes are not recommended. For safety purposes, children **must** wear closed toed sneakers to camp every day. Flip-flops and sandals are not appropriate. They may be packed to wear on the pool deck only.



PERSONAL ITEMS

The YMCA and staff members cannot be responsible for lost, broken or stolen items. For that reason personal items should not be brought to the program. For the respect and safety of all, electronic items including personal music players, video games, cameras and cell phones are not permitted during program hours.

PLEASE PUT NAMES ON EVERYTHING.

The children are responsible for their own belongings such as bathing suits, towels, sunscreen, lunchboxes etc. Having all belongings labeled will help identify children's belongings should they be mistaken, lost or left behind.

SUNSCREEN: It is very important your child brings sunscreen, labeled with their name, with them every day. Campers are required to put sunscreen on multiple times during the day. Camp staff will help with this process for any children needing assistance. Children are not to share their sunscreen with other campers with the exception of siblings.

SENDING MONEY TO CAMP

The YMCA cannot be responsible for what is in every child's camp bag. For this reason we request that all money sent with your child be given directly to the Liaison during the drop off process. Please understand that the Liaison will only take money in envelopes clearly labeled with your child's name. We DO NOT visit gift shops on field trips in the interest of time and fairness to all campers.

PROGRAM PAYMENTS

Program fees are paid weekly and are due the Friday before the week of service. As an example, payment for week 2 of camp is due the Friday of week 1 of camp. We are sorry, but we cannot provide service if payments are not kept current. We, also, offer a convenient, draft payment plan which is detailed in the section below.

DRAFT PAYMENTS

If you choose to provide us with your checking, savings, debit or credit card information we will draft your fees the Friday before the week of care and there will be no additional processing fees. If your draft is declined for any reason there will be a \$20 service fee. This payment option is not available for child care subsidy payments.

CHILD CARE SUBSIDY PAYMENTS

Many families don't realize they can qualify for assistance with their care fees through the state subsidized child care program. We help families through the process. If you are receiving child care subsidy, your weekly co-pay is due every Friday per state regulations. We are required by our child care license to report delinquent co-pays that could result in loss of subsidy assistance.

DISCIPLINE POLICY

We encourage positive behavior from children in our program. We understand when working with children, discipline issues will occasionally occur. Discipline issues will be documented and we may request a parent conference depending on the severity or frequency of the situation. We reserve the right to end a child's participation in the program because of severe, consistent, disruptive behavior or actions that are not in the best interest of your child or other children enrolled. Our goal is to see that all children have a successful experience during their enrollment.

Our program is group centered and not designed for one-on-one care except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to children. The YMCA Child Abuse Prevention Policy prohibits any staff person from being left alone with a child.

We have an obligation to ensure the physical and emotional safety of each of the children entrusted to our care. It is essential that all pertinent information about the child's needs be available to the staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, you have the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.

We will not tolerate any of the following behavior from children: fighting, hitting, punching, biting, kicking, touching inappropriately, scratching, spitting, cursing, stealing, or leaving the program area by themselves. Children must abide by program rules and the reasonable requests of YMCA staff. Infractions will result in a time out or loss of privileges and Y staff will discuss the issue with the child to help them understand why they have been given the consequences.

Children should always be in view of the staff and are not allowed to leave the program area on their own. Staff will not spank or hit children and are only authorized to restrain a child if there is an issue with safety.

WEAPONS POLICY

In the interest of safety for all, weapons are not permitted at summer camp. Weapons include knives, cutting tools or instruments, martial arts devices, firearms, air rifles, slingshots, explosive devices or any other instruments or tools capable of causing serious bodily injury. Included in this definition are toys or look-a-likes of the items listed above.

Because safety is our first concern, we ask that you cover this rule with your child and help them to understand the importance of following our weapons policy. If your child brings any item deemed to violate this policy to the camp program, we will contact you and you will need to pick up your child. Depending on the severity of the violation, the YMCA CEO may take further disciplinary measures.

MEDICATION

***Please give detailed consideration to medical concerns on the release form.**

Each child attending camp must have a current health assessment. These forms are required for service. Note that, Summer Camp is a separate program from Before and After the Bell and therefore requires another physical paper handed in. As long as the physical has been done within the year, the paper can be filled out without and does not require a whole new physical exam. A copy of the shot records must be included as well.

Parents must fill out a medication log before any medication can be administered, also we will need a copy of the prescription given to the child. Day camp staff will be in charge of medication for each child. If a child needs an over the counter prescribed medication such as Advil they will need a written form from the parent. All medical issues including changes should be reported to the Youth Director. Medications must be in the original prescription container.

INJURIES

If a child is injured during the daily activities and if it's a minor injury, the camp staff will administer first aid. If the injury requires outside medical attention, the child will be taken to the emergency room at the hospital by ambulance. The parent will be called and should meet the child at the emergency room. The YMCA staff will wait with the child until a parent or guardian arrives. An accident report will be filled out on all minor or major injuries.

HEALTH GUIDELINES

A sick child should be kept at home for their own sake and that of others. Your child should be kept at home if they are ill or has any of the following symptoms:

- Fever (temperature above 99.6)
- Vomiting
- Diarrhea
- Sore Throat
- Constant cough
- Eye infection
- Poison ivy or other unidentified skin rash

***Fever, vomiting and diarrhea: these symptoms must be gone for 24 hours before the child can return to camp.**

For everyone's health and safety, YMCA staff has the right to request a note from your physician to allow the children to return to the program if they have a communicable disease. If a child becomes ill during the day, the parents will be reached and asked to make arrangements to pick up their child as soon as possible. Please be sure that at least one person on your emergency form is available to pick up your child should it become necessary. **We must have at least two emergency numbers in your child's record.**

*We emphasize the importance of keeping your child's records up to date, especially contact numbers.

RECORDS POLICY

The health and safety of your child depends upon the accuracy of the information you provide us. It is important you keep us notified of changes in address, phone numbers, emergency contacts and other vital information about your child. In addition, we need copies of the most recent family court documents in order to abide by custody decisions and release of records to non-custodial parent.

PARENT SUGGESTIONS/CONCERNS

We feel your suggestions and concerns toward any part of the program are important. Please feel free to contact Taylor Welliver, Youth Director of the Berwick Area YMCA, at 570-752-5981 or youth@berwickymca.org to arrange an appointment to discuss your concerns.

FREQUENTLY ASKED QUESTIONS

Do I have to sign my child in and out every day? YES. Each child must be signed in and out daily. Your child will only be released to parents and those individuals you authorized on your enrollment form. Staff may request a photo ID before releasing your child. These policies are for your child's safety. Please help us by understanding.

Do I need to let the Y know if my child is or is not attending the program? YES. Please call the YMCA at 570-752-5981 to let us know if your child will not be attending.

Who is authorized to pick my child up? ONLY INDIVIDUALS YOU INDICATE ON YOUR ENROLLMENT FORM OR NOTE FROM YOU STATING OTHERS. This is for the child's protection. We will not release a child to anyone without proper authorization. By law we cannot and will not release a child to anyone under 16 years of age. Picture ID is required at all times by anyone picking children up from the program.

Is there a late pick up policy? YES. The program closes at 5:30 PM. We use Y Cell Phone time as our guideline. If a parent arrives after this time, they are considered late. The first occurrence is a written warning placed in their file. All other times will result in a \$1.00 per late minute charge. Further actions will be taken with families that have repeated tardiness.

Can I withdraw from the program?

YES. Your child may be withdrawn from the program at any time by written notification. Those who pay program fees by draft must provide us with at least two-week's written notice prior to the next scheduled draft. Also, the \$25 deposits are not refundable.

Will you administer medication to my child?

YES. All over-the-counter and prescription medication should be brought directly to the staff and an "Authorization to Administer Medication" form must be filled out by the parent/guardian with instructions as to quantity and time to administer. Prescription medications must be in the original prescription bottle.

What happens if my child is ill?

WE WILL CALL YOU TO PICK YOUR CHILD UP IF THEY ARE SICK. Many communicable diseases begin with cold symptoms, so if a child indicates they are sick, the staff will make a decision to call you. You should inform staff if your child has lice, pink eye, ringworm, etc. or any other communicable disease that would infect other children if they are exposed. If a child is contagious with anything they are not authorized to attend our program until they are released by a physician.

What happens if my child is injured?

WE WILL DETERMINE IF THE INJURY IS SERIOUS OR MINOR. If we are unsure, we will contact you immediately. If it is a minor bump, scrape, or bruise, we will wash the area with soap, water, apply ice, or a bandage. An incident report will be filled out and we will let you know what happened at sign out. Our staff is unable to administer medication unless the parent fills out an "Authorization to Administer Medication" form.

If your child is seriously injured the staff will take any means necessary to obtain emergency medical care or administer CPR. If we are unable to contact you to make decisions, we will administer emergency first aid, call 911, and have your child taken to the nearest hospital with our staff present until you arrive.

What type of clothing and shoes should my child wear?

ALL CLOTHING SHOULD BE APPROPRIATE TO RUN AND MOVE DURING VARIOUS PHYSICAL ACTIVITIES. We will try not to limit a child's activities because of the type of clothing worn, however, tennis shoes are a must our activities. Also make sure you bring a swimsuit and towel each day. We are not responsible for lost or stolen items. It would be helpful if you mark all items with the child's initials.

How do I get my child started in the program?

Complete the registration form, payment form and emergency contact form and bring them to the YMCA. These forms are available on our website or you may obtain copies at the YMCA. By state licensing laws, we must have these forms completed before any service can be rendered. The health assessment form must be completed and turned in within the first 30 days of enrollment.

My child attends another program at the YMCA during the hours they are at Summer Camp. Can you take them there for me? NO – The legal requirements of our state license prohibit this. We are not able to take children to or pick them up from other programs within the YMCA. If your child is enrolled in another YMCA program that takes place during camp it is the responsibility of the parent or guardian to make sure they are signed out from the program and taken to their other class.

Please return this sheet to the Youth Director:

I acknowledge that I have received and read the Berwick Area YMCA Day Camp Parent/Guardian Packet. I also agree to accept the policies & guidelines as stated within and will abide by them as written. In addition, I have asked for clarification on any that I was unsure about. I understand that the YMCA is not responsible to provide medical insurance on my child.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____



Summer Day Camp

Camp Agreement Form

Child's Name _____

Date of Birth _____

Type of Care: (Circle One or both)

Before Camp: 6:30am to 9:00am

During Camp: 9:00am to 4:00pm

After School: 4:00 pm to 5:30pm

Frequency of Care:

5 Days

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Drop Off Time: _____ **Pick Up Time:** _____

Summer Day Camp are hours 6:30am-5:30pm – A late fee of \$1.00 for every 1 minute late. Transportation by bus every day there is summer camp. Lunches provided by parents. Parents must inform of all allergies.

I agree to pay the Berwick YMCA \$_____ per week/month for my child's care. Weekly payments are due the Friday before the week of care, monthly is due the 25th of the month prior. An account will be considered delinquent when it becomes 2 weeks past due. Failure to make your account current will result in suspension of service. 30 days written notice is required for withdrawal from program. No refunds.

I, the parent/guardian received complete written program information at the time of enrollment (§ 3270.121, 3280.121, 3290.121)

I, the parent/guardian agree to update the emergency contact/parental consent form information whenever changes occur at every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

Signature Parent/Guardian Date
Date

Signature Operator

Date of Child's Admission _____

Date of Withdrawal _____