



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK



Day Camp 2011 Best Summer Ever

FAMILY YMCA OF GREATER AUGUSTA

www.thefamilyy.org

DAY CAMP AT THE FAMILY YMCA!

We are so excited that you have chosen the Family YMCA as your day camp of choice this summer. Our Family Y works year round to be able to provide the best camp experience for all of our campers. Camp is what we do! Please read through all of the provided information to make sure you are aware of all of the great things going on at our Y and to help keep you and your camper safe and on the same page all summer. Welcome!

Camp is an Outdoor Activity!

We believe that Camp is an outdoor activity! We spend the majority of our day outside, playing games, learning and just having fun! We ensure that all campers stay cool and hydrated by keeping all of our campers filled up with water and coming inside when it gets too hot! When the temperatures reach 98 degrees and higher, or the heat index reaches 100 degrees, we move all camper activities inside. We understand that **safety is the number one objective!**

Eating Healthy, Living Healthy!

We're committed to increasing the amount of time campers spend being active during the day. As a part of this, we also want to make sure children are eating healthier throughout their day too! Summer Food and Snack

Friends

At the Y, we believe that one of the most memorable parts of camp is the friendships campers make at camp. We believe that if EVERY CAMPER does not meet and have at least one new friend by the end of summer, we've failed! Encourage your camper to branch out, try new things, and meet new people- this is a great life skill for them to learn now!

DAY CAMP HOURS OF OPERATION

Day Camp operates Monday-Friday, 7:00 am – 6:00 pm, except where noted on the calendar located in this handbook.

Become a Part of the YMCA

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 Family YMCA community-wide family membership has the following additional benefits:

- Save an additional \$10 - \$40 per week on summer camp fees, which may cover your monthly Y cost (weekly rates vary by camp).
- Receive special rates on youth sports, swim lessons and other programs.
- Enjoy time together with your entire family at any of our wonderful facilities throughout the CSRA.
- Our Y Kid's Club is a fun, safe environment where youth can play under adult supervision while you're working out. (2 hour limit)
- 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 Family Y member, stop by for a tour and receive a guest pass for your family to try the Y.

Come be a part of the YMCA today!

The Family Y is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Stop 9410, Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD).



The Family YMCA of Greater Augusta

Child Abuse Prevention

The health and well being of your camper is essential to the Family YMCA Child Care. The Y has developed a policy on the prevention of child abuse that includes the following provisions:

- Staff and volunteers will be alert to the physical and emotional state of all campers. When any sign of injury or suspected abuse is detected, the Site Director will be notified immediately.
- Family YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Family YMCA staff and volunteers will not verbally abuse, emotionally abuse or punish campers.
- The hiring process includes reference and background checks. Once on staff, training will include information about recognizing the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- The Family YMCA is mandated by state law to report any suspected case of child abuse or neglect to the appropriate authorities for investigation.

CUSTODY ISSUES

In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the camper to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the camper up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the Family YMCA property during camp. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Site Director if you have specific custody issues that we need to be aware of.

INTOXICATION

Your camper's safety is our priority. At times we are called to make judgment concerning their safety. If a Family YMCA staff member believes that a parent is intoxicated when they arrive to pick up their camper, we will detain the camper until an alternate plan can be arranged for the transportation of the camper and his/her parent. We will first try to contact another family member or spouse. If one cannot be reached, then one of the emergency contacts listed on the camper's registration form will be contacted. If those means are unsuccessful, a cab will be called at the parents' expense. If the parent is suspected of being under the influence of drugs and/or alcohol, and is unruly, uncooperative, or out of control physically, for the safety of the camper and staff person, the staff may have no choice but to contact the police.

Family YMCA of Greater Augusta Youth Program Policy

1. I permit my child to participate in activities the Family YMCA conducts outside the Y facilities.
2. **Photography** - I permit the Family YMCA to use images of my child as a Y program participant in internal and external promotional material. This includes any printed material, broad cast and print advertising, promotional videos and the Family YMCA web site which are published by the Y. I also permit the Family YMCA to use images of my child in broadcast and print media news coverage of the Y. I understand that my child's name is not published.
3. **Cancellations** - Non-attendance does not relieve me of the responsibility to pay for the program. I understand that I must cancel, in writing, 14 days prior to stop payment.
4. **Refunds** - I understand that non-attendance does not entitle me to a refund. I understand that no refund or adjustments are granted for illness, vacation, cancellation or when Family Y programs are cancelled due to inclement weather. Please refer to our refund policy in the signed draft payment form, 7 days prior to stop payment.
5. I am aware that deposits are **NON-REFUNDABLE**.
6. **Accident Insurance** - Participants are responsible for their own accident insurance when using the Family Y and when participating in Y programs.
7. **Medication** - The Family Y does not normally administer any medication and will do so only when directed in writing by the child's medical doctor in the prescribed bottle. However, in the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and the Y may take appropriate action the best interest of the child. All non-prescription medications need a written directions from a doctor. (For example, "as needed" is not enough detail.) If a child has a fever, he/she must be fever free for 24 hours prior to returning to camp. A Doctor's note is required for any refund to be considered. Refunds are at the discretion of the camp director.
8. **Blood Borne Pathogen Exposure** - I understand that while my child is in the care of the Family Y, if a child is exposed to a body fluid on broken skin or mucous membrane, (e.g. splashing in the mouth or eye), from another child, the Y will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member.
9. **Babysitting Policy** - The YMCA strives to employ the very best staff possible in all of our programs. During staff time off or after they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such employees acting in such a private, independent capacity.
10. I understand the YMCA is not responsible for any personal items lost or stolen during our programs. Do not allow campers to bring: phones, electronics of any kind, personal toys or items of value (**example: tablets, video games, sports balls, trading cards, etc.**).

Did you know?

The Family Y is the largest child care provider in the nation!

Family YMCA of Greater Augusta

Behavior Expectations and Discipline Policy

It is important that staff maintain good order and discipline in all programs. Top objectives in all Family Y programs are safety and a positive atmosphere for developing social skills. The Y makes every effort to help campers understand clear definitions of acceptable and unacceptable behavior.

The Family YMCA does not condone and will not permit:

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity

A camper's behavior is expected to be consistent with the following:

- Use appropriate language at all times
- Cooperate with staff and follow directions
- Respect other children, staff, equipment, facilities, and yourself
- Maintain a positive attitude
- Stay in the program areas - running away is not acceptable

The Discipline Policy:

- If a camper is unable to comply with the behavior expectations, a conference will be held by the program director with the camper. The parent(s)/guardian(s) will be notified in writing.
- After the above meeting, if the camper is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian(s). A behavior contract will be established and signed by the camper (if appropriate), parent(s)/guardian(s) and the program director.
- If the camper's behavior continues to be disruptive and/or unsafe, the camper will be subject to suspension or dismissal.
- Failure of the parent(s)/guardian(s) to attend conference(s) and cooperate will subject the camper to suspension or dismissal.
- Refunds will not be given if a camper is suspended or dismissed due to behavior issues.

Behaviors which may result in immediate dismissal include, but are not limited to:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children, or staff
- Fighting (Includes shoving, pushing and/or any intimidating act towards a counselor or program participant)
- Possession of a weapon of any kind
- Vandalism or destruction of Family Y property or property of others
- Inappropriate conduct
- Swearing or Cursing
- Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
- Running away
- Biting

FAMILY YMCA DAY CAMP CALENDAR

SESSION	DATE	PAYMENT DUE
SESSION 1		
SESSION 2		
SESSION 3		
SESSION 4		
SESSION 5		
SESSION 6		
SESSION 7		
SESSION 8		
SESSION 9		
SESSION 10		
SESSION 11		
SESSION 12		

PAYMENT POLICIES:

- A new registration form must be filled out every time you register.
- **A non-refundable deposit must be paid for every week of camp per camper. The deposit will be credited towards that week once the child has attended.**
- Full payments must be made the Monday prior to the week camp starts (see payment due dates above).
- If payment is not made the Monday one week before the camp session starts, a \$10 late fee will be assessed. Payments not made by Wednesday of the week prior to the camp session start date, will result in the camper losing their spot.
- If payment is not made the camper will be removed from the camp to open up a space for another child. The deposit will be lost.
- Session changes must be done 7 days prior to the camp start date or deposit will be lost.
- Cancellations must be done in writing 7 days prior to the camp start date. Camp Fees will be drafted for any cancellations after the camp start date.
- Non-attendance does not entitle a refund.
- A 10% sibling discount applies to participation at the same drop-off branch ONLY
- The Family Y of Greater Augusta offers financial assistance through our Annual Campaign scholarship program. Applications are available at any Family Y front desk and also at www.thefamilyy.org
- For weeks with a holiday, (i.e. Memorial Day or July 4th), there is not a prorated fee for that week and the regular weekly rate will be charged even if the Family Y doesn't offer service on that holiday.

Drop Off / Pick-Up Process

DROP OFF

For the safety of staff and campers, campers may not be dropped off at the Family YMCA earlier than 7:00 am.

EARLY PICK-UP

We understand that there will be times when you need to pick up your child early. When this occurs it is extremely important that you call the camp hotline number or email the Camp Director with the details of the early pick up. Please understand that we use many areas of our facility and children may be participating in an activity away from the building. We have a hand-held radio system that allows us to communicate effectively. However, it may take a few minutes to retrieve the child from the program area. Your patience is appreciated.

PICK -UP

- Pick up is from 4:00 – 6:00 pm.
- **A picture I.D. is required to pick up your camper!**
- You must sign your child out with their counselor each day
- Only authorized people you listed on the Health History form will be allowed to pick up your child.
- Campers must be picked up by 6 pm in order to avoid a late fee.

LATE PICK-UP

In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00 pm. **The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01 pm.** If a child is not picked up by 6:15 pm we will begin calling parent's and/or emergency contacts. If the child is not picked up by 7:00 pm local authorities will be called.

PARENT RESPONSIBILITY

What's Going On At Home?

Children's actions in our program often reflect problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.) If any such disruptive or traumatic experience should occur, please inform your child's Director. This will enable us to better meet the needs of your child.

Can Day Camp Staff Babysit For My Family?

The Family Y strives to employ the very best staff possible in all of our programs. During staff time off or after they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The Family Y cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the Family Y is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such employees acting in such a private, independent capacity.

PARENT UNDERSTANDING

- I understand the policies and procedures, including those regarding deposits, payments and transfers.
- I understand that Y staff and volunteers are not allowed to transport children in personal vehicles at any time outside the Family Y program.
- **My child is allowed to be transported off day camp site by Y Day Camp buses to attend other Y activities.**
- I understand that I'm not to leave my child at the Y or program site unless a Family Y Staff member or volunteer is there to receive and supervise my child.
- I understand that the Family Y is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand it is my responsibility to read this handbook and understand its contents as it relates to my child's camp experience.



Y M C A
S U M M E R
C A M P
#BestSummerEver