

# Summer Camp



# Parent Handbook

Revised 5/3/2018

<u>Camp</u>	<u>Location</u>
Summer Camp	Ashland Christian Church

### Management Staff

Kip Batye	Branch Director <a href="mailto:kbatye@jcyymca.org">kbatye@jcyymca.org</a>	573-657-9600
Nabrina Evans	Operations Director <a href="mailto:nevans@jcyymca.org">nevans@jcyymca.org</a>	573-645-0995
Tabitha Shutt	Summer Camp Director <a href="mailto:tshutt@jcyymca.org">tshutt@jcyymca.org</a>	660-886-0608

### Other Contact Numbers

Southern Boone Area YMCA	573-657-9622
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### Operational/Financial Aspects of Camp

**Camp Hours:** 6:45 AM until 5:30 PM

**MEMBER RATES:** \$85 per week

**NON-MEMBER RATES:** \$105 per week

**Non-Refundable Registration Fee:** \$30.00

**Payment Methods:** ACH withdrawal or Credit card. Payment arrangements are indicated at registration.

**Returned Checks:** Insufficient bank drafts are assessed a \$20.00 fee. After three insufficient returns, we will not accept bank drafts. Any insufficient drafts or checks may result in loss of enrollment.

### **Collections**

Payments not received in the timeframe indicated weekly or as a result of an insufficient check may be subject to collection activity by a collection agency and/or attorney. If such occurs, the patron agrees that he/she shall be responsible for any and all of the Southern Boone Area YMCA's expenses, including but not limited to, collection costs, court costs, and attorney fees whether or not litigation is commenced.

### **Outreach**

Please call 657-9622 for questions regarding Outreach assistance.

### Policies and Procedures for Camp

### **Behavior Management**

The YMCA strives to teach the four core values of respect, responsibility, caring and honesty to all children in our program. We believe in second chances, and use positive techniques such as redirection and think sheets to promote reflection on behavior and ways to make good choices in the future.

However, some actions are considered too serious to be dealt with by these methods. A child may be sent home for the following behaviors (**including but not limited to**):

- Biting
- Hitting/Punching
- Spitting
- Stealing
- Throwing objects with the intent to harm people or destroy property
- Hurting/Threatening to hurt self or others
- Revealing/touching private body parts purposefully, or touching another child inappropriately
- Bringing a weapon to camp
- Running away or leaving camp/staff without permission
- Profanity
- Bullying, including ethnic/religious/cultural intolerance

If a child accrues excessive suspensions, they may be removed from the program for the rest of the summer.

We reserve the right to deny Y-Club to children removed from Summer Camp due to discipline problems.

*No credits/refunds issued if a child is sent home/removed from the program due to disciplinary problems.*

### **Parent Code of Conduct**

We expect all parents in our program to model appropriate behavior for the children we serve. Parents who behave in the following manners will be asked to leave the YMCA:

- Use of profanity
- Behavior consistent with alcohol/drug use
- Physically threatening staff, children, self or other families
- Verbally bullying/intimidating staff, children or other families
- Attempting to confront/discipline a child other than their own.

### **Confidentiality**

YMCA staff will not discuss children's behavior or behavior consequences with anyone other than that child's parent or legal guardian. All children have a right to privacy, and the YMCA will not violate that right, regardless of the situation.

### **Communication**

Please check the **Parent Table** daily! Staff will use this table for important announcements, schedules and newsletters. We also will use the Remind app to send out messages and reminders. You are also able to respond to messages within the app. Text @ysummer18 to 81010 to sign up for messages. If at any time you have questions or concerns, please do not hesitate to contact your Camp Director or Management Staff.

## **Sign In and Sign Out**

*Parents must accompany their child to their campsite daily.* Likewise, parents must come into camp to pick up their child. Do not send siblings under 16 to pick up your child.

If someone other than people listed as **AUTHORIZED PICK-UP** is taking your child from camp, please notify staff.

Staff will ask for ID when new faces are picking up children.

## **Absences**

Please inform staff of planned absences. Fees are not pro-rated for absences from the program.

## **Camper Illness**

Camp is no place for sick children. We will call you to pick up your child if he/she displays the following:

- Fever over 100 degrees
- Vomiting
- Diarrhea
- Fainting
- Undiagnosed rashes
- Impetigo
- Ringworm
- Head Lice
- Red, inflamed eyes (Pink eye)
- Chicken Pox
- Strep Throat (without 24-hour medication)

Head Lice: If a child has head lice or has been sent home for head lice, they may not return to camp without a release from a physician or Cole County Health Department stating the child is free from lice.

All other illnesses: Children need to remain home for at least 24 hours to eliminate contagion.

**Note: If your child is too ill to play outside or participate in activities, they are too ill to be at camp.**

## **Accidents**

- Staff will treat any injury that is brought to their attention.
- If your child hits their head at camp, you will be immediately notified.
- If a child is injured and needs medical attention, you will be immediately notified.

## **Medication**

- Parent/Guardian **MUST** sign a Medication Authorization form weekly.
- The medicine must be in the **original container with the child's name and dosage.**
- We will not dispense medication from a "baggie", etc.
- Parents must hand counselors medication; medication received from campers will not be dispensed.
- The Y reserves the right to refuse medication administration on a case-by-case basis.

## **Mandated Reporters**

Child care staff are required by law to report any cases of suspected child abuse or neglect to the Child and Abuse Hotline.

## **Employee/Child Contact Outside of YMCA Programs**

No employee may have contact with a child in their program away from the YMCA. This includes, but is not limited to, transporting a child home, babysitting, socializing or sports.

## **Late Pickup Policy**

In order to be fair and consistent with all families in our program, the YMCA has adopted a "no exceptions late policy". Many of our staff have evening classes/obligations as well as families of their own. Please be considerate and arrive on time to pick your child up. The YMCA clock will serve as the official camp clock. Please synchronize your timekeeping devices with this clock. Frequent late pickups may result in removal from the program.

\$1.00 per minute per family will be charged if child is dropped off before 6:45 or picked up after 5:30. If you have multiple children enrolled in camp, please pick up your last child no later than 5:30.

### **Late Pick-up with no Parent Contact**

5:30 PM: Staff will attempt to contact parents.

5:45 PM: Emergency contacts called if parents have not responded.

6:00 PM: IF NO CONTACT HAS BEEN MADE: Director of Childcare Services contacted; Child Abuse Hotline called. Child will be transferred to juvenile authorities.

## **Camp Activities and Programs**

### **Swimming**

Children will swim three times a week. Parents are responsible for providing their child's sunscreen. Please indicate your child's swim ability on the enrollment form:

- **None:** Child cannot swim at all. Child will be limited to shallow end, and must wear a backpack or life jacket at all times.
- **Limited:** Child can swim a little, but not much. Child will be limited to shallow end. Child will wear a backpack if they cannot "touch" in the shallow end.
- **Advanced:** Child is able to swim the length of the pool, and demonstrate proper breathing techniques. Child can swim in the shallow end without a backpack. Child may take the Deep End Test.

**Lifeguards have final say on child's swim ability.**

### **Field Trips**

- Campers are asked to wear their camp shirts on Field Trip Days.
- Parents will be notified ASAP if a trip is cancelled.
- Parents are **WELCOME** to accompany their child on any field trips.