



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Licking County Family YMCA Summer Day Camp

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740.345.9628

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Parent Handbook



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Welcome to the Summer Day Camp Program:

The Licking County Family YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive.

Take a minute to learn more about the Y and how we'll help your child explore, connect and discover.

If you have any questions, concerns or suggestions, please feel free to contact staff at any time.

Sincerely,
Licking County Family YMCA



Our Mission

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

Our Cause

At the Y, strengthening community is our cause. Every day we work side-by-side with our neighbors to make sure everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

About the Y: Who We Are

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

Areas of Focus

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. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living: improving the nation's health and well-being

The Y is the leading voice on health and well-being and plays an important role in the education and prevention of obesity in Ohio. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

Social Responsibility: giving back and providing support to our neighbors

The Licking County Family YMCA has been listening and responding to our communities' most critical social needs for 130+ years. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

Why Choose the Y?

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in the Licking County area and neighborhoods around the nation are taking more interest in learning and making smarter life choices. Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.



A-Z Information

ABSENCES

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please leave a message for Day Camp NO LATER than 9:00 am. Voicemail and email systems are always available and the childcare front desk staff can also take messages. Please call 740-345-6266 to report an absence.

ADMINISTRATOR HOURS & CONTACT INFO

The day camp administrator is Gail Humbert. She is available between the hours of 8am to 4pm Monday through Friday by appointment. Her phone number is 740.345.9628 and email is gail.humbert@bvfymca.org.

ADMISSION POLICY

The Licking County Family YMCA admits children ages 5-12 years of age, who have completed a year of Kindergarten. The Y is open to all youth regardless of race, gender, religious beliefs or income. The Y will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us.

AGE GROUPS

Children are assigned to groups according to their ages. This atmosphere encourages close child/staff interaction and provides an opportunity for each child to express him/herself, be accepted by their peers and learn new skills. We CANNOT take special requests to keep friends, siblings or relatives together. We also cannot guarantee that your child will be placed with a particular staff member.

ALLERGIES

All known allergies or any special dietary needs based on a medical condition must be in writing on your child's registration packet. Please talk to staff if your child has special or more serious circumstances (example: cannot be near peanut butter or latex.) An authorization to administer medication form must be filled out and signed for all medications given during program hours. This form is available online or at the child care front desk.

BUS/VAN RULES (if applicable)

Children are to remain seated and buckled on the bus/van at all times. No food, drinks or candy are allowed to be consumed in any vehicles at any time, unless approved. In order to participate in camps going on fieldtrips, children are required to follow all safety guidelines while on a bus/van.

CAMP COUNSELORS/SCHOOL AGE STAFF

Staff are trained in CPR, AED, First Aid, Child Abuse Prevention and Communicable Disease. They are also trained how to conduct activities including songs and games that incorporate values and education (see STAFFING).

CANCELLATION

A non-refundable deposit of \$25.00 is required per week that your child is registered. If you choose to withdraw your camper from weeks they are enrolled, the \$25 deposit is still due. This fee will **not** be returned if it was paid at the time of registration as it is non-refundable. If you choose to have your weekly fees withdrawn from a bank account or credit card, the \$25 deposit will still be withdrawn for all canceled weeks. (Bank Drafts are sent automatically on Friday mornings, if not notified of cancellation by Wednesday the full fee will be drafted. It will take a minimum of three days to process the cancellation and return the remaining fees after the deposit is paid.) The same rules apply for any Leader In Training enrolled in our program with the deposit being \$10 due regardless of attendance. Written notification of your intent to drop out of the program entirely must be given at least two weeks prior to your intended last day. *An official doctor's note or letter from the health department stating your child is unable to attend due to an illness or quarantine will be accepted. If this situation arises and your child is out for an entire week (5 consecutive days Monday-Friday) you will not be charged for that specific week.

CHARACTER DEVELOPMENT

The YMCA has four core values that we strive to model and teach our children on a daily basis: Caring, Honesty, Respect and Responsibility.

The mission comes to life through the emphasis of our four character values. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited Caring, Honesty, Respect and Responsibility, what would this community look like? The country? The world?

This is what the YMCA is about. Make sure this is a summer for your child to grow and develop strong roots and positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to the YMCA. The YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Staff will be notified immediately and a report will be made (by the staff member who has detected the abuse) to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parents/guardians.

CLOTHING/DAILY ATTIRE

Masks must be worn daily. During camp, children should wear simple, non-restrictive clothing that you do not mind them getting dirty, muddy, wet, etc. Children are required to wear closed-toe shoes, a pair of athletic shoes are recommended. This is both for the child's safety and comfort as programs are very active. Label all belongings. Please do not wear articles of clothing which are not in good taste or appropriate for camp or clothing that does not cover the body. The YMCA is NOT responsible for loss of belongings (see LOST AND FOUND).

CODE OF CONDUCT & BEHAVIOR MANAGEMENT

Please read over the Character Contract (page) with your child. The YMCA expects all children and guardians to behave according to these guidelines. Summer Day Camp is programmed to provide a safe, fun summer experience for all Campers. To accomplish this goal, we expect behavior that is **respectful, responsible** and **safe!** Staff, as well as participants are asked to follow these three basic rules to ensure a great Summer Day Camp experience. Additionally, Campers are expected to follow instruction, stay with the group and within Camp boundaries.

Discipline Policy

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the Y staff. Attention will be given to the specific needs of each individual child, while at the same time the child is encouraged to become part of the group and participate. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate. We believe children typically want to conform to rules as soon as they know what is expected of them. We do not want children to hurt themselves or others. We want to encourage respect for people and for property. Stealing, borrowing or touching other camper's possessions without their consent will NOT be tolerated.

When disciplinary action is necessary, age-appropriate methods will be implemented. Because children are children, and discerning right from wrong is a continual learning process, we shall first talk to the child when unacceptable behavior occurs. If it is reoccurring, we may separate the child from the group. We hope this encourages the child to understand the importance of acceptable behavior patterns and results in an early return to the group.

Too often discipline is thought of synonymously with punishment: it involves much more. We want to approach it with a positive action so there is reinforcement for acceptable behavior and a learning process taking place as a natural growth and development.

In order to help accomplish these goals, the following steps are taken:

1. OBSERVE and LISTEN in order to prevent conflict by anticipating any unacceptable behavior.
2. RE-DIRECT the child to another activity (when available).
3. TALK to the child individually.
4. SEPARATE the child from his/her group
5. DISCUSS the situation with the child.

If the behavior is not corrected, the following steps will be taken:

- A behavior contract will be completed, and may require the signature of a parent/guardian.
- If the child continues to demonstrate the inappropriate behavior, he/she may have a second behavior contract completed or they may be suspended for one day.
- The next serious infractions will result in a three day suspension and then a five day suspension.
- If the behavior has not improved, the child may be removed from the program for its duration.

The Y reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of him/herself or others. **If a child is suspended or removed from the program, no refund will be given.**

The Y reserves the right to terminate your child's attendance for things such as, but not limited to: excessive disruptive behavior; emotional outbursts or disabilities that our program is not equipped to handle; or emotional outbursts or disabilities that cause a safety risk to themselves or others in the program.

The YMCA has a ZERO TOLERANCE POLICY for the following behaviors:

Bully/Harassing/Threatening Behavior

Intended Physical Harm/Violent Behavior

Campers who deliberately flee/run from Camp and/or Camp Staff

Fighting, hitting, kicking, slapping pushing, etc....has no place in our Summer Camp program. This includes, but it not limited to, camper(s)-to-camper(s) physical contact by hand or other item (stick, rocks, shoes, etc.).

DROP OFF/PICK UP LOCATION

Children are required to be checked in and out on a daily basis either in the staff cabin or at the picnic table located at the loop at camp. A staff member will take your child's temperature, and then the child will wash their hands upon exiting the vehicle. Anyone dropping off a child after 8:45 am must walk the child into the staff cabin to check them in. We'll ask that you please maintain proper social distancing protocol and wear a mask. Two pick up passes will be given at the time of registration, these passes grant permission for pick up. A pick up pass or photo identification is required in order for the Y to release a child.

ENROLLMENT

A new enrollment form is required every summer for each child who will be participating in camp programs. Enrollment forms must be returned to the child care front desk at least two business days prior to your child's first day, therefore campers must be registered Wednesday at noon prior to the Monday of the week attending. In addition to the enrollment form, program fees must be paid. A \$25 per week deposit is required for each child in the Summer Day Camps. A \$10 per week deposit is required for every Leader in Training enrolled in the camp program. All registrations are accepted at the childcare front desk. Any changes to the enrollment choices originally provided on the registration form must be approved by the director. **All deposits are non-refundable and non-transferrable.** If there is a difference in fees, these fees must be paid upon the director's approval to change enrollment options-this includes the early-to-regular registration rate and specialty camp fees. (For example: If you choose to make changes to your enrollment after the Early registration date has passed you will be responsible to pay the Regular registration rate.) **All past due balances from any program must be paid in full before enrollment can take place.**

*Any camper receiving ODJFS Child Care assistance must be linked prior to attending camp and provide a copy of their approval letter stating their eligibility period at the time of registration. In order to enroll with ODJFS assistance your eligibility period must be open for the weeks you choose to register. If you do not send your child to a week you have registered for you will be required to pay a \$25 deposit for that week before they can return to camp. ODJFS participants are required to pay specialty camp fees at the time of registration. **If you choose to register your camper for weeks past your eligibility period you will be required to pay the \$25 deposit per week, per camper at the time of registration by either a credit card or bank account.**

These deposits will not be refunded if your eligibility period is not extended. If your eligibility period is not extended you will be required to pay the remaining fees in order to attend.

If your eligibility period is extended to cover these weeks a refund will be given to you for those deposits, however any outstanding fees will be deducted prior to reimbursement. *See "F" for Financial Assistance for further ODJFS participant information.

FIELD TRIPS

Field trips are included in day camp prices. Field trips may be subject to change at any time. Make up field trips are not guaranteed. Changes in field trips will be communicated to parents/guardians.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify. The Y requires you to first seek assistance through the Department of Job and Family Services, then apply through the YMCA Financial Assistance Program.

A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance:

- Pick up a financial assistance packet at the Y or download the application at www.bvfymca.org
- Complete the application and return it to the member services desk at your local Y.
- You will be asked for:
 - The first 2 pages of your most recent Federal Income Tax (1040). If Self Employed a Schedule C must be attached.
 - Most recent pay stubs for 2 pay periods.
 - If you have \$0 income, please explain in an attached note: How do you pay for daily living expenses (cell phone, rent, gas for car, utilities, monthly membership charge and food)?
 - Child Support, Alimony Award Statement, Food Stamps, SSI or other assistance.
 - If any of the above attachments are not available please explain why in an attached letter.

You should allow up to one month for your financial assistance application to be processed. If you plan for your child to attend the program prior to review of your financial assistance application, you will be required to pay the regular fee until a decision on your application is reached.

Any participants receiving ODJFS Child Care assistance must T.A.P. their child(ren) in and out daily in order to attend. Failure to T.A.P. your child in and out will result in your account being billed privately for that week. Co-pays and any private billing due to failure to T.A.P. must be paid Friday by 5pm in order for your child to attend camp the following week. It is not the YMCA's responsibility to ensure you have completed all T.A.P. in the "backtime" entry period. All ODJFS participants must attend camp a minimum of 25 hours per week. *See "E" for enrollment for further ODJFS participant information.

HOLIDAYS

The Y and ALL programs will be closed on July 4.

HOURS:

In order to best meet the needs of staff and students, the Licking County Family YMCA Day Camp will be open from 7:00am-5:30pm.

ILLNESS

The health and safety of your child is a priority for us. A sick child is to be kept at home. If your child becomes ill in our program, we will call you. Call the Y by 9:00am on the days when your child is ill or will be absent from Day Camp. We need to know where your child is every day for the child's own safety and accountability. The Y should be informed about the nature of any illness. If your child has a communicable disease, please inform us when it first appeared.

Staff members have received training by the Red Cross, registered nurse, or licensed physician, in recognizing communicable illnesses. Staff members are also trained in hand washing and disinfecting procedures. A trained staff person will observe each child upon arrival for evidence of communicable illness.

Parents need to be aware of the policies and will be given the policies in writing so that they can keep a child home who has any unusual symptoms. When a child becomes ill while in attendance, we expect the parent to come and pick up the child as soon as possible. It is often inconvenient for parents to leave work and/or stay home due to a possible communicable illness. However, the Center's policy of strictly excluding children with possible communicable illness is designed to protect all of the children and staff. Although the staff may certainly sympathize with your difficulty in leaving work or staying home, we cannot and will not care for sick children. Of all the policies and procedures we have in place, communicable disease seems to cause the greatest conflict, since many employers expect you to be at work regardless of your need to care for your sick child. We encourage you to plan for illnesses that your child may have.

The Ohio Department of Health has provided us with a "Day Care Center Communicable Disease Chart" that is posted at all sites. When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours. When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will be provided with a clean space to rest. The space will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up their child immediately.

Children will be sent home or not accepted with the following conditions:

1. Temperature at or over 100°F
 - a. **If any member of your family has a fever of 100°F or over, ALL family members will be excluded.**
2. **If a child has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program**
3. **Children that take a COVID19 test cannot return until a negative test result. If the test is positive, the child may return after quarantine is complete.**
4. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
5. Severe coughing (causing child to become red or blue in the face or make a whooping sound)
6. Difficult or rapid breathing
7. Yellowish eyes or skin
8. Redness of the eye or eyelid, thick purulent discharge, matted eyelashes, burning, itching or eye pain.

9. Untreated infected skin patches, unusual spots or rashes
10. Unusually dark urine and/or gray or white stool
11. Stiff neck with an elevated temperature
12. Evidence of untreated lice, scabies, or other parasitic infestations
13. Sore throat or difficulty swallowing
14. Vomiting more than one time or when accompanied by any other sign or symptom of illness
15. Evidence of infection – red/swollen or draining sores, green or yellow nasal discharge, or ear discharge
16. Excessive fatigue (child sleeps during activities, had normal sleep the previous night)

Additional Covid-19 symptoms- including:

1. Chills
2. Shortness of breath
3. Muscle or body aches
4. Headaches
5. Loss of taste or smell
6. Congestion or runny nose

Children may return to the Center as listed below:

1. Visibly free from communicable illness AND
 - a. **Fever free without fever reducing medicines for 72 hours (*this is new in response to COVID-19*)**
 - b. Free of vomiting or diarrhea for 24 hours while eating a normal diet.

A mildly ill child (minor cold symptoms or not feeling well enough to participate fully in the program) will be cared for at the site and watched closely. If any of the above symptoms develop, the parent will be called to come and take the child home. **We prefer to err by being too cautious rather than allow healthy children and staff to be exposed to communicable illnesses.**

It is the policy of the Buckeye Valley Family YMCA that any child that has had minor surgery or been under anesthesia will be excluded for 24 hours following release for observation by the parents before returning to the center.

The Center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the Center's policies. The Center has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the Director if you have questions or problems.

A staff member who has a communicable disease will not work with children, and will be replaced by a qualified substitute.

Illness reports will be sent home with the ill child to document symptoms and times for parent's records.

The BVFYMCA will work with the Licking County Department of Health for any confirmed cases of COVID-19. We will follow best practices set forth by the health department.

IMMUNIZATIONS

All campers are required to have current immunizations. If immunizations are not current, we require ODJFS form 01315 to be completed by a doctor.

INCLEMENT WEATHER

Licking County Family YMCA Day Camp will be open regardless of weather. Activities will be moved inside with special rain day programming. In case of severe weather, the campers will move into the Mitchell Center until the weather has passed.

INJURY

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent or guardian, using all numbers provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.

LATE FEES

A late fee of \$1 per minute will be assessed for each minute after the program ends that your child remains in care. I understand that a late pick up fee will be assessed to my child care account for any pick up starting at 3:31 PM for Day Camp ONLY participants or 5:31 PM for After Camp participants. Late fees will be drafted from the account that is on file at the time they are assessed. If there is no account on file, late fees must be paid at the child care desk before your child may return to the program.

Weekly tuition payments are due on Friday for the following week of camp. Payments made after Friday at 5pm will be assessed a late fee of \$15.

LOST AND FOUND

Unclaimed lost and found items will be donated to a local charity after two weeks. Please label all items your child brings to camp, including towels. We are an outdoor camp-we get MESSY, please send your child in play clothes. We provide a well-rounded activity schedule, which does not require phones or electronic games from home. Any of these items found with your child will be taken away and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

If you choose to send money for your child to use at the concession stand, please put it in a Ziploc baggie with your child's name on it and give it to the sign in desk. They will ensure your child receives their money at pool time.

MEMBERSHIP

Children attending camp can choose to be members or non-members. Full Members receive a discount on Day Camp fees and program classes compared to Non-Members. Having a membership to the YMCA provides children with reduced rates as well as the ability to register for other programs the Y has to offer.

- An annual Full Youth Membership is \$188 and may be paid by monthly draft of \$15 per month. New members are required to pay a one-time joiner's fee of \$20 at the start of their membership. (New members are individuals that have not had an active membership within the past 30 days.)

- A Full Summer Youth Membership is active from May 31, 2021 to August 15, 2021. The fee for this membership is \$72. This fee must be paid in full at the time of registration.

MEDICATION & OVER THE COUNTER SKIN PRODUCTS

Medication will be dispensed to children only under the following conditions:

- All medications must be accompanied by a completed **Request for Administration of Medication** form which includes dosage, date range to be administered and time the medication is to be administered. This form can be found at the child care front desk or on our website www.lcfymca.org
- Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions and physician's name (prescription only). All prescription and non-prescription medications will be administered in accordance with label directions.
- Each time a child is given any medication an entry will be made in the Medication Administration Log.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

MORNING/EVENING WRAP AROUND CARE

The YMCA provides wrap around care for parents who need extra care before and after Camp hours. Children are able to be dropped off at camp starting at 7:00 am and may stay until 5:30 pm. Wrap around care is a time for campers to store or gather their belongings, play games with fellow campers and counselors, complete craft projects, etc. Day Camp officially starts at 9:00 am and officially ends at 3:00 pm; campers are not required to attend morning or evening wrap around care. If your child is NOT enrolled in the Before Camp program and arrives to camp before 8:30am, a \$27 fee will be assessed to your account for that day. If your child is NOT enrolled in After Camp and remains at camp past 3:30pm, a \$33 fee will be assessed to your account for that day. Late pick up fees will be assessed if a child is not picked up by 5:30 pm (see Late Fees).

PARENT VISITS

The YMCA has an open door policy for parents. All visitors must check in at the staff cabin and have identification available upon request. Parents are invited and encouraged to visit the program at any time, but must take care not to interfere with or disrupt the on-going activities. Visitors may be asked to wear a nametag.

PARENT & COUNSELOR MEETING

Parents may request a meeting with their child's counselor, parents may not accost counselors. All parent/counselor meetings will be scheduled through the staff cabin with a director present for the meeting.

PARTICIPATION

Children are encouraged to participate in ALL activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Children who refuse to participate in group activities make it difficult for the other children in the group to have an enjoyable time. If a child continually refuses to participate in activities they may not be allowed to return to the program. When applicable, any child not swimming will sit

with the staff on the pool deck for the swim time or have the opportunity to play in the playground area.

PAYMENT POLICIES

1. Acceptable payment form is: Electronic Funds Transfer (EFT) or advance payments made in full by cash, check or credit card. You may make credit card payments via phone by calling 740-345-9628. You may make payments online via www.bvfymca.org and click 'Register Online'
2. To secure your child's spot, a \$25 deposit is required to hold each child's place in each week of camp. A \$10 per week deposit is required for our Leaders In Training. Deposits and registration fees are non-refundable. *If you sign up for the EFT, deposits are not required at the time of registration.
3. Drafts will be made by the close of business on Friday. Drafts will be made each week unless a two-week written notification has been provided for a week of vacation or cancellation of registration.
4. The Y will have tax statements available in January for any child care payments.
5. No adjustments in the weekly fee will be made for partially attended weeks when care is not provided due to holidays that the Y is closed or inclement weather days.
6. Refunds are typically not given. ALL refunds are at the discretion of the Director of Child Development. An official doctor's note or letter from the health department stating your child is unable to attend due to an illness or quarantine will be accepted and you will not be charged if they do not attend for that entire (5 consecutive days Monday-Friday) specified week.
7. If your payment is returned for insufficient funds (NSF), your payment along with an NSF service fee of \$25.00 will be collected electronically. If an NSF payment is unable to be collected electronically, the balance must be paid in full in order for the child to continue attending the program. Any change to your bank draft information must be received at least seven days prior to the draft date.
8. A late pick up fee of \$1.00 per minute will be assessed for each minute after 6:01pm that your child remains in our care. This fee will be drafted from the account on file. If there is no account on file, this charge must be paid at the Y child care desk and your child will not be allowed to attend until the amount due is satisfied.
9. There is a \$25 non-refundable deposit due for each week of camp. Deposits will hold a spot in a particular week of camp, but payment is due for the balance the Friday before for the following week of care. Should your child choose not to attend camp or switch camps, this deposit is non-refundable and non-transferable.
10. Financial assistance is available to those who qualify. See **FINANCIAL ASSISTANCE** for more information.
11. Payments are due on Friday for the following week of camp. Payments made after 5pm on Friday will be assessed a late fee of \$15.

PRAISE AND CONCERNS:

We love to hear your praises for camp! We also want to make sure we're taking care of your concerns. If you have a praise or concern please contact the staff cabin (Gail) or Heather Hawkins, Director of Child Development. Heather can be reached at 740.345.9622 ext 221 or heather.hawkins@bvfymca.org

REFUNDS

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing and provisions for your child, whether or not he/she attends. Program closings due to inclement weather, power outages and other similar occurrences have been considered in the pricing. An official doctor's note or letter from the

health department stating your child is unable to attend due to an illness or quarantine will be accepted and you will not be charged if they do not attend for that entire (5 consecutive days Monday-Friday) specified week. See #6 above for more information.

PERSONAL PROPERTY REGULATIONS

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand-held games, iPods (mp3), animals or sports equipment (unless for a special event/camp). This also includes cell phones, tablets, iPads or any other electronic. The YMCA is NOT responsible for any lost or stolen items, so please leave these items at home.

Search and Removal

A child and/or a child's belongings may be searched by administrators whenever they have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation (i.e. child has in their possession either drugs, alcohol, unsecured medications, nicotine/vaping, matches/lighters or weapons). The child will be invited to be present for the search when feasible. Any items found in violation of the law or program rules will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and staff.

RELEASE OF CHILDREN POLICY (SIGN IN/OUT)

Parents/Guardians are required to sign their child in upon arrival to the program and sign them out before leaving each day. Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence.

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the child care front desk or staff cabin. Photo identification or a Y Day Camp pick up pass is required for any person picking up a child. No child in our care will be released to persons not authorized to do so by the enrolling parent/guardian. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation with a private provider to be paid by the parent. If no arrangements can be made, Child Protective Services and the local police will be notified.

If we have not heard from you by closing time and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for one hour. After that time, Child Protective Services and the police will be notified.

Custody Agreements

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up.

SCHEDULES

Activities may vary from day to day including, but not limited to: sports, character development, arts and crafts, games, skits, songs, swimming, and much more.

SIGN IN/SIGN OUT

Parents/Guardians are required to sign their child in upon arrival to the program and sign them out before leaving each day. Please see Release of Children Policy for more information.

SNACK & LUNCH INFORMATION (FOOD POLICY)

Your YMCA staff is dedicated to giving your child a fun, healthy time, but we need your help! The YMCA focuses on healthy eating and lifestyles.

Lunch and/or snacks are provided by the Licking County Family YMCA and follows the Child and Adult Care Food Program guidelines. Please check with your Y Branch for your specific program information on food provided. If you are sending food with your child, please send a nutritious lunch, drink and snack with your child on each of those days to give your child more energy during the day (ex: whole grains, fresh fruit and veggies, minimal or no trans-fat products). Refrigeration is not available, so food items need to be either non-perishable or kept cool in an insulated lunch sack. Microwaves are not available. Concession is available at the pool and skating rink. If you send money with your child for these please place in a labeled Ziploc bag and turn in at sign in. The counselors will hold the money until the appointed concession opens.

Any food allergies, special food diets or dietary needs based on medical conditions must be included in your child's registration and health form. *See Allergies.

STAFFING

Our staff is selected in the basis of responsibility, ability to relate to children, sensitivity to the children's individual needs, and their recreational skills. Our staff meets or exceeds requirements set by the YMCA and the State of Ohio. Staff members receive training in CPR, AED, First Aid, Communicable Disease, and Child Abuse Prevention. Staff work with small groups of children to build a positive rapport and develop mutual trust and respect. The YMCA Day Camp follows the counselor to camper ratios as recommended by the American Camp Association (ACA).

<u>Age</u>	<u>Ratio-Counselor: Campers</u>
5-6 years of age	1:6
7-9 years of age	1:8
10-13 years of age	1:10
13-15 years of age	1:18

Outside Contact between Staff and Children

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events. Any exceptions require a written explanation before the fact and are subject to administrator approval.

SWIMMING

All children will have the opportunity to swim daily, weather permitting. Each pool is staffed by certified YMCA lifeguards. Every child will be given a wristband according to their height which will determine the area of the pool they are permitted to be in. Campers must be in third grade or higher in order to access the deep end of the pool. A swim test is required for any third grade or higher camper that would like to access the deep end of the pool.

VOLUNTEERS

The YMCA has volunteer opportunities available in many departments. Ask our staff to become part of the many volunteers that help make a difference in people's lives each year. If you would like to volunteer, you must complete the volunteer application and background check. We would like this completed at least two weeks prior to the time you would like to volunteer. Parents may not be allowed to volunteer without these forms.

WATER

Water is the ultimate hydrator and is our primary drink during the day. All water used by our program is from public water systems. Please send your child with a labeled reusable water bottle daily.

WHAT TO BRING EACH DAY (Labeled with their full name)

- A mask.
- A cooler style lunch bag with healthy snacks and lunch (unless your child is eating what is provided by our site).
- Children should wear simple, non-restrictive clothing that is weather appropriate
- Athletic shoes and socks (open-toe shoes are permitted at the pool).
- Backpack or shoulder bag
- Swimsuit and towel
- Reusable water bottle
- GOOD ATTITUDE & A SMILE EVERYDAY!!! 😊

Please label all items. Unclaimed lost items will be donated to a local charity after two weeks.

ACCREDITATION:

The Licking County Family YMCA Day Camp is an American Camp Association (ACA) accredited program. More information regarding accreditation can be found at <http://www.campparents.org/funsafety>, the ACA's website.

CHANGES/AMMENDMENTS TO OUR HANDBOOK

Any changes or amendments to the above policy and procedure handbook will be at the discretion of the Director of Child Development. You will be notified in writing of said changes.

*The YMCA Day Camp handbook is reviewed and updated as needed on an annual basis by the Camp Director and the Director of Child Development.



FOR REFERENCE ONLY-this form is included in the registration packet

YMCA CHARACTER GUIDELINES, CONTRACT CODE OF CONDUCT & BEHAVIOR MANAGEMENT

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development with **Caring, Honesty, Respect** and **Responsibility** among our children. As a family, please read and discuss our bullying policy as well as the Character Contract TOGETHER. You will see several examples below. Ask your child what they did to demonstrate these values today!

CARING:

Care for and encourage one another. Stand up for others if you notice bullying and get help if needed. It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the YMCA, of other children and of the YMCA staff. Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff. Children must refrain from using obscene language or gestures for any reason. **Anti-Bullying Policy:** see next page.

HONESTY:

To be open with the Y staff and to tell the truth at all times.

RESPECT:

When asked to do or not do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to staff and other children with Respect-use kind words and a calm voice.

RESPONSIBILITY:

All children need to remain with their group and within sight and sound of their staff. This applies while we are on YMCA grounds and on off-site field trips. We want children to be safe at all times. Children are responsible for all of their own belongings. We encourage children to solve problems in a positive way. Children should keep their hand and feet to themselves. Children should accept consequences for their actions.

AND PLAY!:

We want all children to have fun and participate 100% of the time. Positive attitudes make the Y experience fun and exciting for yourself and others.

These guidelines and policies have been read and discussed. The family understands that failure to follow these guidelines will result in an immediate behavior contract and possible expulsion from our programs.

Child's Signature/Date

Guardian's Signature/Date

*This form is designed to be a discussion between parents/guardians and their children. **It is not required to be signed and submitted with your registration.**



Anti-Bullying Policy

Bullying is when one or more people repeatedly exclude, physically harm, or verbally abuse another person or group of people with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Parents, please note, bullying can also happen through cyberspace: through the methods of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion. What may seem harmless to you may have lasting emotional or physical consequences for others.

At summer day camp and school age programs at the Licking County Family YMCA, bullying is inexcusable and we have a firm policy against all types of bullying. Our philosophy is based on our goal which ensures that every child has the opportunity to feel a sense of belonging, make achievements and create positive friendships with children and meaningful relationships with staff. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

We have a ZERO TOLERANCE POLICY for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This Zero Tolerance Policy includes parental behavior towards staff. The child may not be allowed in the program if there is poor behavior from anyone (including parents/guardians). Documentation of behavior from previous programs may be considered as a reference during circumstances.

Unfortunately, people who are bullied may not have the same potential to get the most out of their Y experience. Our staff addresses all incidents of bullying seriously and trains staff to promote communication with their staff and the children so both staff and children will be comfortable alerting us to any problems during their program experience and between seasons. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great time at the Licking County Family YMCA programs.

Please refer to the **DISCIPLINE POLICY** section in the Parent Handbook for information on what happens if the Character guidelines and Policies are violated.

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