

**BEST.  
SUMMER.  
EVER.**

**2021 YMCA  
Summer Camp  
Parent Handbook**

## OUR MISSION

The YMCA of Southwestern Indiana, Inc., following the example of Jesus Christ, responds to community needs by serving all people, especially youth, through relationships and activities that promote healthy spirit, mind, and body.

## PURPOSE

YMCA summer camps seek to provide a safe, fun-filled, creative and educational day camp experience utilizing positive leadership to help children achieve a higher physical well-being, social growth and development of values. Our program reflects five core values, which are Caring, Honesty, Respect, Responsibility and Faith.

## ADMINISTRATION AND STAFF

The YMCA of Southwestern Indiana administers the YMCA Summer Day Camp program. When questions or concerns arise, which cannot be addressed at your site, or you require additional information, please feel free to contact the staff at the YMCA office at the following number:

### Child Care Executive Director

Kelly Boylls      [boylls@ymcaswin.org](mailto:boylls@ymcaswin.org)      812-492-6718

### Child Care Coordinators

Amy Epley      [epley@ymcaswin.org](mailto:epley@ymcaswin.org)      812-492-6717

Dana Rust      [rust@ymcaswin.org](mailto:rust@ymcaswin.org)      812-491-7715

Kathryn Johnson      [johnson@ymcaswin.org](mailto:johnson@ymcaswin.org)      812-492-6719

### Child Care Accountant

Kelsie Blackston      [childcareaccount@ymcaswin.org](mailto:childcareaccount@ymcaswin.org)      812-492-6728

## ACHIEVEMENT AT CAMP

Success means something different to everyone. It may be meeting a new friend, singing in front of a group of people, or learning a new sport. Whatever your child's goal, we're here to help achieve it!

Each week campers will have the opportunity to:

- Collect character beads to place on a bracelet to wear around camp
- Identify goals and integrate them into our summer programs
- Celebrate successes by demonstrating achievement measures like C.O.W (Camper Of the Week)
- Meet a new friend
- Learn a new skill (sports, theatre, adventure, arts, etc.)
- Be more physically active
- Build self confidence
- Learn leadership skills and teamwork
- Feel good about something new
- Express their creativity
- Learn the importance of respect, caring and sharing
- Learn the importance of giving back through service learning
- Appreciate nature and the outdoors
- Improve reading skills
- Learn diversity

## **PARENT COMMUNICATION**

Communication is vital to keeping participants safe and parents up to date. We ask that, while your child is in our care, someone is always available by phone for emergency situations. Weekly emails are sent to parents with information for the upcoming week at camp. If you ever have questions the best way to communicate is with the Site Director on site. You can do this in person or by calling the site phone number. Please note that pick up and drop off times are very busy and may not be the best time for an in depth conversation. You may request a time to meet with directors for any questions or concerns. We always value parent feedback.

## **STAFF QUALIFICATIONS**

Each YMCA Camp site is staffed with qualified individuals. They receive a comprehensive training and background checks are completed. All staff receive the following trainings:

- CPR
- First Aid
- Oxygen
- Child Sexual Abuse Prevention
- 18 Hours of Summer Day Camp Training

## **PROPER CAMP ATTIRE**

- Campers should wear comfortable, cool clothing that is able to get dirty and worn out.
- Campers should wear tennis shoes
- Apply sunscreen to your child prior to camp. Staff members are not allowed to apply rub in sunscreen to campers. Please bring spray sunscreen for reapplication.

## **WHAT TO BRING EACH DAY**

- Lunch
- Snack
- Mask
- Refillable Water Bottle
- Positive Attitude 😊

## **PERSONAL BELONGINGS**

Please do not allow your child to bring toys, electronic devices or any other valuable items to the Y Summer Day Camps. If a child brings personal items, the YMCA is not responsible for lost or stolen items. Please label all personal belongings with the child's name in permanent marker for identification purposes. If an item is missing, you can check the lost and found at the site. There may be special days scheduled at camp where campers are allowed to bring items from home. Those days will be communicated with parents. Please do not allow your child to bring toys from home on a day that it is not scheduled. The children will be responsible for the toys during sharing time. As always, please send a toy that you would not mind losing or getting broken. The YMCA will not be responsible for toys brought from home if they are lost or stolen.

## SCHEDULE

Daily schedules include, but are not limited to, physical activities, arts and crafts, STEM, games, music, social emotional learning, reading time, and group time.

## MEDICATION

If your child has a need for medication to be administered by a staff member, you will need to give the on-site staff member the **original prescription container** with the child's name, time to administer, and type of medicine. The "Authorization for Medication Form" must be filled out with the online registration in order for YMCA staff to distribute medication to your child. If your child has any type of medical condition which may require special instructions or consideration, please let us know. The YMCA is required to track each dosage number of pills given to a child. Children CANNOT carry medication on their person.

## ALLERGIES AND SPECIAL DIETARY RESTRICTIONS

Allergies to foods, chemicals or other environmental issues (such as pollen and bee stings) must be listed in the "Allergies" section of the child's registration form. Please include any reactions and treatments. Children will wear a bracelet indicating that they have an allergy and all staff on site will be notified.

## CHILD ILLNESS

If your child is showing any symptoms of illness, we ask that he or she be kept at home. This is for the protection of self, other children and staff. Parents will be notified and asked to remove the child from camp if symptoms develop while in our care. If your child has a contagious condition, a parent may be asked to show proof that the contagious condition no longer exists prior to a child returning.

We ask that children who have vomited, had diarrhea, fever, or runny nose within 24 hours of the beginning of the camp day, be kept home until they are symptom-free for at least 24 hours.

We thank you for being sensitive to the health and safety of all of our campers.

If your child becomes seriously ill or sustains an injury, all efforts will be made to contact a parent, guardian or emergency contact immediately. As in any severe emergency, 911 will be called. **PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE IN CASE OF AN EMERGENCY AND ALWAYS BE AVAILABLE BY PHONE DURING PROGRAM HOURS.**

## AUTHORIZED PICK UP LIST

Upon enrolling, you will be asked to list individuals who are authorized to pick up your children. Please be sure to list the name as it appears on ID. Please do not list nicknames. You will need to add each parent/guardian who will be picking up as well as any other authorized adults. All authorized persons must be 16 years or older. The person who originally filled out and signed the authorized pick up form is the only person who may add or change adults on a child's pick-up list.

**Please Note: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification EVERY DAY, even if we know you. Please do not be offended, as this is done with your child's safety in mind.**

YMCA staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact to take them and their child home. If an impaired adult chooses to leave the YMCA program site, staff will contact local police. In the event of a custody situation where a court order is in place, please contact a Child Care Coordinator to set up guidelines regarding the release of your child. A copy of legal documents restricting the release of children must be provided.

## **LATE PICK-UP**

Parents who arrive after we close camp will be assessed a late fee of \$1 for the first 5 minutes and \$1 a minute after that, per child. For consistency, the site clock will be used and the fee must be included in your next payment. After three late arrivals, we will ask that you make other arrangements for care of your child. If a child has not been picked up by 6:30pm, and no authorized person has been reached, the staff will follow the YMCA safety policy and procedures and contact the local police.

## **ADULT CODE OF CONDUCT**

The Y requires adults of enrolled children to behave in a manner consistent with the Y values of caring, honesty, respect and responsibility. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed from the program based on inappropriate behavior of parents or guardians.

## **SWEARING/CURSING**

No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. This includes phone conversations and email exchanges with staff. Such language is considered offensive and will not be tolerated.

## **THREATS**

Threats of any kind towards staff, children or other adults will not be tolerated.

## **CONFRONTATIONAL ISSUES**

While it is understood that parents will not always agree with the staff or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner.

Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## **CONFIDENTIALITY**

It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff are strictly prohibited from discussing anything about another child with you.

## **STAFF BABYSITTING POLICY**

Child Care Staff are prohibited from babysitting program participants during non-program hours according to the YMCA Child Abuse Prevention Policy.

## **DISCIPLINE GUIDELINES**

Within the YMCA Summer Day Camp program, basic rules and guidelines exist which all children must follow. If a child is misbehaving, a YMCA staff member will redirect him/her to a more constructive activity or behavior. If redirection is not serving as a viable long-term solution, a behavior management plan will be implemented. YMCA Child Care Administrative staff, in conjunction with program staff and parents or guardians, will form each plan on an individual basis. Consequences for behaviors not suitable for Summer Day Camp will be communicated with the parents or guardians of the child. Consequences can include, but are not limited to, suspension or removal from the program. If a child becomes physically disruptive or is running from staff, staff may call authorities to help handle

situations until a parent or guardian can arrive. In the event that parents or guardians are called for pick up, they will be expected to pick up within an hour.

### **DAILY SIGN-IN AND SIGN-OUT POLICY**

Whenever you drop off or pick up your child, you **MUST SIGN YOUR CHILD IN/OUT**. Please also write the time that you are signing in or out. Insurance requires this procedure and it is for the safety and security of your child. We cannot be held responsible for your child unless he/she is signed in and out properly. Persons picking up children must be at least 16 years of age and show a photo I.D. when asked by the staff. If at any time someone would need to pick up a child but was not included on the authorization form, you must make the change to your account or contact the Site Coordinator by the email attached to your account. This may seem inconvenient, but we need to know where every child is in the event of an emergency.

### **REGISTRATION PROCEDURE**

Parents must register their children for the YMCA Summer Day Camp Program prior to attending the program. **All participants are required to have to appropriate paperwork filled out before their child can attend camp.** Please make sure to update emergency contact information and authorized pick up information if there are changes made. If your child has any allergies or any health concerns, you should let the staff know prior to dropping your child off on their first day.

### **PAYMENT POLICY**

All weekly fees and charges are due by/on the Monday prior to the week of service. Any unpaid balances will be accessed a **\$10 late fee per child**, in addition to the outstanding balance. Payment is to be made online **Cash is only accepted at a YMCA facility.**

### **REASONABLE ACCOMMODATIONS**

If your child requires a special accommodation please inform the YMCA by filling out the "Accommodation Request" upon registration, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Upon being informed of such circumstances, the Site Coordinator may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

I understand and acknowledge that: (i) it is the responsibility of the parent(s)/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of my child/ward to participate, as described above; (ii) it is the responsibility of the parent(s)/guardian to inform the YMCA of any requested accommodation believed by the parent(s)/guardian to be necessary and readily achievable for such participation; and (iii) full disclosure of any special circumstances is material to the YMCA's evaluation of the child's/ward's ability to participate and the YMCA's consideration of any requested accommodation.

### **RATIO**

The YMCA staff strives to maintain a 1:14 ratio.

### **PROGRAM RULES**

The purpose of rules is to set boundaries for a child's behavior. Please read and discuss these rules with your child. We will encourage your child to make choices and to help them understand the consequences for their choices, as we are all responsible for our actions.

Respect other children, staff, equipment, facilities and yourself. 2. Keep hands, feet and objects to yourself. Aggressive behavior and hitting is not allowed. 3. Use appropriate language at all times. 4. Cooperate with staff and follow directions. 5. Stay in program areas with your group at all times – running away is not acceptable. 6. Maintain a positive attitude.

For a more extensive look at the behavior management guides [click here](#).

### **REPORTING SUSPECTED CHILD ABUSE**

In order to ensure the well being of all children in our care, our staff have a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children Services and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Indiana's statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCS or local police departments.

### **COURT-ORDERED DOCUMENTS**

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA Summer Day Camp program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration form is responsible for paying Summer Day Camp fees and is the only one(s) authorized to make changes. The YMCA will share documents including attendance records related to your child(ren) with both parents/guardians, unless court ordered documents warrant otherwise.