

JORGENSEN YMCA SUMMER DAY CAMP HANDBOOK 2020



**YMCA of Greater Fort Wayne
Jorgensen Family YMCA
10313 Aboite Center Road
Fort Wayne, IN 46804
(260) 755-4826
Fax (260) 434-0286
www.fwymca.org**

Welcome

Welcome to Y Day Camp! This Parent Handbook contains valuable information about policies and procedures for camp. Please read it carefully.

About the Y

YMCA of Greater Fort Wayne

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility.

The Jorgensen Family YMCA is one of eight branches in the YMCA of Greater Fort Wayne area. The YMCA is a non-for-profit agency supported by our membership, program participants, and donor contributions.

The Y associates people of all ages, ethnic backgrounds, and religious affiliation into a worldwide fellowship based on Christian principles. We strive to be the leading provider of affordable activities that promote healthy spirits, minds, and bodies for individuals and families in the Greater Fort Wayne area.

The Y is governed by a Board of Managers that is made up of concerned and interested local community leaders and YMCA members. Through regular meetings, the Board monitors ongoing operations, ascertains community needs, ensures the proper functioning of the organization, and provides leadership to the long-range planning process for all YMCAs in the Greater Fort Wayne Association. The Board employs a CEO who, with other staff and volunteers, supervises the ongoing Branch Operations of the Y programs and services.

AMERICAN CAMPING ASSOCIATION

The Jorgensen Family YMCA Day Camp programs have obtained accreditation by the American Camping Association. Developed exclusively for camp programs, this nationally-recognized accreditation process focuses on quality, health and safety issues and requires us to review every facet of our operation. Our camp has voluntarily submitted to this independent appraisal by camping experts through the American Camping Association.



The YMCA Mission Statement

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

Character Development

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT, RESPONSIBILITY, and FAITH.

These core values provide a foundation that guide all Y programs, staff trainings, and operations. It is our job to give youth and adults experiences that help them develop a set of positive values, morals, and ethics to live by. The Y Staff strives to provide an environment focused on these Y core values. Students/Campers will be taught these core values on a consistent basis. Each child will be taught expectations of conduct while in our Childcare Programs. Teaching the core values will allow students/campers in our care to form a foundation that will provide a stable, secure base on which to build their lives.

Staff Qualifications

The quality and effectiveness of Y services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training, and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's

programs. The leaders are required to have experience in working with children, knowledge of recreational activities, and must model the Y's core values.

All Y staff are first aid and CPR certified. Background checks are conducted on all staff members. This includes a criminal background check, national sex offender public registry check, drug screen, and reference checks. We take pride in our staff training, which includes: emergency procedures, program planning, child abuse awareness, and other areas pertaining to child development.

Admissions Criteria

Parents must register online or in house and provide the most recent tetanus shot date in the registration. It is also our policy that every child be fully toilet trained and capable of using the facilities without assistance. We understand that accidents can occur, in which case, we would require that parents pick up their children immediately or provide clean attire. Due to staffing policies and training, if accidents begin to occur on a regular basis, the child will not be able to attend our programs.

Equal Access

The YMCA of Greater Fort Wayne, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

Special Needs

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring, and educational environment. Generally, the Y is unable to meet the needs of a child who requires a greater ratio than one staff to twelve students. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis. Upon inquiry the Y can direct you to a professional resource in the community.

PROGRAM INFORMATION

Camp Operating Hours

Camp programs are from 9:00 a.m. – 4:00 p.m. unless designated otherwise.

Pre-Camp

The camp day for all camps is from 9:00 am-4:00 pm. However, knowing that this time does not fit into most parents' work schedules we offer pre-camp and post-camp at no additional charge. Campers may be dropped off between 5:30 am-8:30 am in the school age childcare room and picked up as late as 6:00 pm. Our camp day begins with opening ceremonies between 9:00 am - 9:15 am. Please be flexible as between the hours of 8:45 am - 9:15 am we are transitioning from our pre camp locations to our opening ceremonies location. If you drop your child off by 8:30 am in the school age childcare room our staff can take your child to his or her group. If dropping off after 8:30 am you may have to take your child to his or her group. Please be flexible and understand that you may be catching your child's group in transition and you may have to wait to sign in your child until they have made it to their new location. For the safety of the children in the program, sign-in boards must remain with the staff anytime a camp leaves the building. Please try to drop off your camper before 8:30 am to avoid the frustration of trying to find your child's camp.

Post Camp

Please be prepared to show photo identification when you come to pick-up your camper.

Campers must be picked-up by 6:00 pm (according to the YMCA clock), or you will be charged a late fee. This fee will be charged to your account to be paid off ASAP (\$1.00 per child / per minute starting at 6:05 pm). All campers must be signed in and out by an authorized adult 18 years of age or older.

Daily Needs: MARK ALL ITEMS CLEARLY WITH CAMPER'S NAME

Sunscreen (please apply prior to attending camp)

Bug Spray

Water Bottle

Packed Lunch & Drink (am and/or pm snack recommended)

Gym Shoes (flip flops are not conducive to active games and sports)

One Piece Swimsuit & Towel

Backpack or Durable Bag for belongings

Plastic Bag for wet suits and towels

Comfortable Play Clothing (Dress for weather and messy crafts)

"WHAT NOTS!"

Do not bring the following items to camp. These items may get lost/broken or may be unsafe:

Money

iPods, CD players, MP3 players

Trading cards, video games, or any other toys

Animals/Pets (w/o prior YMCA Consent)

No Drugs or Alcohol

No sports equipment that would be destructive to your child or other participants

No cell phones

No weapons, sharp objects, firearms, explosives, etc.

We are not responsible for any of these items should a camper make the poor choice to bring them. Due to the nature of our program damages and theft of personal items is possible. If participants are caught with any of the above items, the staff reserves the right to confiscate them.

Field Trips & Swim Time

Traditional, Sports, and Extreme camps will be going on a field trip once a week and/or will be having a guest presenter. There will be a weekly newsletter e-mailed out and available on the parent sign-in table Monday morning with specific information regarding that camp week and field trips. Please do not send additional money with your child for souvenirs, food, etc. For safety, campers must wear his/her camp shirt on all trips.

We also swim 3-5 days a week depending on field trips and the type of camp your child is attending. We will be swimming at our Y staff facilities where there are staff who are certified lifeguards. Field trips may be staffed by Y-trained staff or public-staffed lifeguarded facilities. Our staff (who are CPR & First Aid certified) also act as look-outs to assist the guards in keeping the children safe. During their time at the pool, the established ratios will be maintained.

Test. Mark. Protect. (Swim Testing)

All campers intending to swim in the deep end of the pool (past the buoy rope) will be required to complete a swim test. If passed they will be considered "Green Band Approved" which will allow them to swim in the deep end of any of the YMCAs of Greater Fort Wayne, including Jorgensen's indoor and outdoor facilities. If the camper does not pass or does not wish to take the swim test they must stay in the shallow end of the pool. Lifejackets are available upon request, but life jackets are not equivalent to passing a swim test and campers wearing life jackets must stay in the shallow end of the pool.

Lunch Arrangements

Each child must have a non-refrigerated lunch and a drink. We also do not recommend soda, a lot of sugar for lunch, or items that may spoil easily. We will take plenty of water breaks in the heat of the afternoon so please send a water bottle to be filled.

Campers should bring an extra morning and/or afternoon snack and drink. **Do not send lunch or snacks items that need to be micro-waved.**

Sunscreen Policy

For the safety of the children and staff in our program, the YMCA asks that parent(s)/guardian(s) apply their child's sunscreen each morning prior to attending camp. Please send additional sunscreen for reapplications during the day.

Lost & Found

The camp lost and found will be located in the school age childcare room at the Jorgensen YMCA. Simply check with the camp staff about the procedures for returning items to campers. Labeling camper's items will reduce the risk of items being lost. Unclaimed items may be donated to Salvation Army or Good Will.

Camp T-Shirts

Campers will be required to wear a camp shirt on field trip days. Your child will receive one camp shirt upon the first day of camp. Additional shirts may be purchased upon request.

Transportation

Transportation is provided for all scheduled field trips. All transportation is provided by Southwest Allen County Schools. Parent or guardian permission is required for transportation, this permission is part of your registration process.

Telephone Policy

Typically, campers are not allowed to make calls from camp. In cases where consultation is required with a parent or guardian, a camp counselor will accompany the camper to the phone where a call will be placed. On occasion, a counselor may call the parent or guardian to discuss behavior or special circumstances. Please refrain from sending personal cell phones with your child(ren).

Bus Safety Rules

Please go over the following rules with your child so he/she will know what is expected of him/her on the bus.

- Passengers should remain seated at all times with all body parts inside the vehicle
- Passengers should wear seat belts when applicable
- Noise level should be such as not to distract the driver
- No throwing objects inside or outside of the vehicle
- Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of the staff, and use the buddy system if leaving the vehicle
- No disruptive or rude behavior
- Clean up after yourselves!!! If you bring something onto the bus, make sure you take it back with you
- Know where the emergency exits are, and how to use them

GENERAL POLICIES AND PROCEDURES

Sign-In and Sign-Out Procedures

The safety of every child is a priority of the Y. Following the Sign-In and Sign-Out procedures helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

An adult (at least 18 years old) must walk all children to their designated area. The adult must sign the child into the program by initialing next to the child's name on the attendance roster.

Under no circumstances may a child be dropped off without being signed into the program. If this occurs, the parent/guardian will be called and required to come to the Childcare site to sign their child into the program.

All children must be signed out of the program by a parent/guardian or an authorized adult (at least 18 years old). When a child is picked up from the program the parent/guardian or authorized adult must come to their child's group and sign the child out of the program by signing his or her name and the time next to the child's name on the attendance roster. No child will be released from the program without an adult signature. All adults picking up children must be prepared to show I.D. so staff can verify their identity. For your child's protection, anyone without proper I.D. will be stopped from taking a child from the program and the parent/guardian will be contacted immediately.

If someone other than the parent/guardian or those on the authorization list needs to pick up your child, you must notify the Y Childcare staff in writing at least one day in advance.

Any restricted individual must have a restraining order on file with the director.

Marketing

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting Y programs. Parent or guardian permission is required for this and is part of your registration process.

Staff Relationships Outside of Y Program

For the safety and protection of your child and our staff, Y employees are not allowed to babysit for program participants, spend time outside of program with your families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

Inclement Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

Heat/O-zone Advisories

At the Y we are committed to the safety of all children. All precautions will be taken to prevent heat-related injuries. Staff is trained to do the following for your camper:

- Make sure there are frequent water breaks
- Lower physical activities
- Act as role models, applying sunscreen & wearing hats outside
- Make sure campers are in the shade or indoors whenever possible
- Make sure there are opportunities for children to reapply sunscreen
- Watch for the signs of heat exhaustion

Rain/Thunderstorms

If it rains, camp will continue as normal. If it thunderstorms, we will seek shelter immediately and stay there until it subsides. Should there be a tornado warning, all children and staff will go to the predetermined safe room. They will sit on the floor against the wall until the threat passes. Monthly drills are done for safety purposes.

Absences

If your child will be absent from a registered week of camp, it is the responsibility of the parent/guardian to notify the camp director before 9:00 am the day of the absence. If the director doesn't receive prior notification of the absence on the Monday of that week a Y staff member may call you to inquire about the absence.

Late Pick-Up

Y childcare ends at 6:00 p.m. and our staff is scheduled to leave. If you are running late, please notify the PM Camp Director. A late pick up fee will be assessed after the program closes. There will be an additional charge of \$1.00 per child, per minute starting at 6:05 p.m. payable to the YMCA. You will receive a receipt for your payment.

Parents who have not notified the camp director they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as Y staff members.

- 6:00 p.m. Program closes. Staff member in charge begins calling parent work number to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.
- 6:30 p.m. Staff member in charge contacts team leader, program director, and local authorities to apprise them of the situation.
- 6:45 p.m. If there is no contact from the parent and no other safe option, the child will be turned over to the city or county police department.

You risk dismissal from the program if:

- You fail to pay the late fee.
- You are late picking up your child three times within a camp season.

HEALTH & SAFETY

Medication During Program

Any medication that needs to be administered during program hours must:

- Be accompanied by a "Permission to Medicate" form. (Available upon request)
- Be brought directly to the camp director in its original container with the child's name, physician's name, and drug name on the container.
- Have specific doctor instruction for dosage, times, etc. The Y can only administer medication according to original instructions on label. If direction from parent is different, the parent must provide a physician's written change.
- No over-the-counter medication, including aspirin, cough medicine etc. will be given without a doctor's written consent.
- Staff cannot administer amounts other than what is specified on bottle or split pills.
- Medication will not be administered past expiration date.

Child Illness

For the sake of your child and others, if a child has a temperature of over 100 degrees, is vomiting, or shows other signs of illness, parents are asked to keep the participant at home. Parents must notify their Y Site of the absence and the nature of the illness. If this happens during program hours we will call you and ask that you pick your child up within one hour.

Illness/Injury Occurring During Program Hours

The Y does not aim to exclude children from the program unnecessarily. The Y's illness/injury policies are based on the following criteria:

- Preventable public health practices
- The comfort and safety of the sick child
- The staff's ability to accommodate or care for a sick child
- The protection of the other students, staff and parents from communicable disease conditions

If your child becomes ill/injured, they will be isolated from the other children and you will be contacted to pick him or her up within one hour of notification (depending on the severity of the injury or illness). The YMCA is not equipped to handle ill/injured children beyond securing their immediate comfort. If you cannot be reached, we will contact someone you've authorized from your emergency contact on the Health and Registration Form for immediate pick up. Please be sure to keep the YMCA and your Site Director informed of any changes in your work or emergency phone numbers. In an emergency, medical aid will be sought immediately.

Communicable Disease

Communicable diseases are diseases that are transmitted from one individual to another individual and easily spread among children. Common communicable diseases among children are: head lice, pink eye, ringworm and chickenpox. The following policies have been created to reduce the spread of communicable diseases.

Head Lice

The Y reserves the right to inspect your child's head in the event lice is suspected in order to protect all of the other students, staff, and parents

- In the event nits/head lice are found among your child, a parent/guardian must pick up the child within one hour of the notification.
- The Y will notify all parents of all head lice/nits cases when found or reported.
- If nits/head lice are found outside of the Y care, parents/guardians must contact the Site Director immediately so proper notification can be made to the other parents.
- Students with nits/head lice must not return to Y care until 24 hours after first treatment is complete.

Same policies apply to all other communicable diseases.

Confidentiality

Student's records are kept within groups, as staff needs to access them regularly. Any information in a child's record that is sensitive will be kept in a secure place.

BEHAVIOR MANAGEMENT PROCEDURES

Philosophy

The Y strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children at each site establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

Children's Rules

It is our intent that each child enjoys the planned activities by understanding that they are responsible for their actions. With prior knowledge of our basic rules of safety and good

conduct, each child is made aware of how to exercise self-discipline and how to understand that we are here to assist her or him and that we expect them to succeed. Rules for behavior are posted at every Y site. Character Development is an important part of our program.

Process

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the follow process will be employed.

- **Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- **Removal from the Specific Activity:** When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage. A behavior report/notice may be issued at this time to communicate with parent(s) the behavior in question, this report (normally distinguished by a different color paper) is for the purpose of keeping parents apprised of undesirable behavior to help keep communication lines open.
- **Write-ups:** When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior write-up will occur. This write-up will be discussed with the child and parent, and requires a parent signature. If a child receives three write-ups, a parent conference is required.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child may be removed from the program.

Serious Behavior Issues

When a child has a serious discipline problem, on any one occasion, the parent may be called by staff and asked to pick up the child within one hour of the call. Should it be decided by Y staff that a child poses a serious problem, the child may be suspended from the program for a period of one or more days or may be re-moved from the program entirely. No child will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a child may be released from the program, without refund, for the following misconduct:

- Leaving Y care premises without permission, or going into unauthorized areas
- Using foul language, being rude or discourteous to staff and other children
- Defacing property
- Physical Violence (fighting, biting, putting hands on another child, threatening)
- Bringing or using any illegal substances and weapons
- Any demonstration of sexual contact/words
- Any behavior that jeopardizes the safety of staff or participants
- Stealing

Other Behavior Related Issues

No staff member will ever, strike, swear at, abuse, or threaten with physical intimidation either a child or parent. No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

Parent Conferences

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Typically, conferences are requested after multiple behavior reports or extreme changes in a child's demeanor. We cannot emphasize enough how important it is that you share changes occurring at home or at school. Staff can better provide for a child's needs when we are aware of changes.

FINANCIAL PROCEDURES

Program Fees

- Automatic drafts will be taken out the Monday two weeks prior to the week of attendance.

Option 1- Automatic drafts may be taken from your Credit Card, Debit Card, or checking/savings account (Visa, Master Card, American Express, or Discover). This option can be set up online or in house.

Option 2- If you would prefer to use personal check, cash, or Money Order you may pay in full upon registration in-house. One check may be written for all children in the day camp program. Special circumstances may be taken into consideration by the Childcare Director.

IMPORTANT: A minimum of a \$15 non-refundable/ non-transferable deposit is required for each week your child is registered for camp. Outstanding balances must be paid by the Friday prior to the week attendance. Failure to meet payment deadlines could result in the loss of a camp reservation and campers being moved from the waiting lists of particular camps into available spots.

How to cancel a week of camp:

You **must** provide a cancellation in writing to the camp director by the Monday **prior two weeks prior to the week of attendance** to cancel a week of camp. You can send an e-mail to the Childcare Services Director at Rebecca.Sullivan@fwymca.org or Jorgensen.Childcare@fwymca.org . Only 1/2 of the camp fee will be refundable if this registration is canceled less than two weeks prior to payment due date. No refunds are given if cancellation is less than one week from attendance

Financial Assistance

We believe that no one should be turned away due to inability to pay. The YMCA of Greater Fort Wayne is a non-profit organization committed to strengthening the foundations of our community. Our Annual Campaign is a Y initiative that provides scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply, you are welcome to pick up an application at our membership desk or download an application from our website, www.fwymca.org. Please let the Camp Director know if you are currently receiving or are in the process of applying for financial assistance.

Late Payment

A late fee of \$5.00 will be assessed when payment is not received on time. After the third late payment, the fee will increase to \$15.00 per occurrence.

Delinquent Accounts

When payment on an account falls two days behind, the parent/guardian will be notified that their child cannot return to the program. Your child may return when the account is brought current or payment arrangements are made. If parent/guardian has been notified of delinquent account and sends their child to the program anyway, staff will call to have the child immediately picked up.

Insufficient Funds

If payment to the childcare program is returned due to insufficient funds, the parent/guardian is responsible for immediately issuing another payment plus all NSF fees that are assessed. After two returned checks, payment must be in the form of a money order payable at the site, or cash/debit/credit card at the Childcare office.

Tax Information

A tax statement including all expenses for the previous year will be at the site or mailed to parents by January 31.

Our **TAX ID #** is: **35-0886850**.

Waitlist Information:

If your child is on a waitlist, please be advised that they will be automatically slotted in to open spots and you will be **emailed** to be advised of the change. You are able to call back/email back within 24 hours to cancel if the waitlisted week no longer works with your schedule.