



MOVE

Teen Summer Series

2020



Parent Handbook PARKVIEW FAMILY YMCA

MOVE: Teen Summer Series
June 1st – August 7th, 2020

Welcome to the Parkview Family YMCA MOVE: Teen Summer Series

Hello! Finally, summer is here and we are looking forward to making an impact in our community. Our staff is well-equipped and passionate about working with your teen and facilitating a meaningful, fun filled experience. Please, never hesitate to contact us with any concerns or questions you may have. Let's have a great summer!

Thanks!
YMCA MOVE Directors & Staff

Character Development

YMCA's throughout the USA strive to implement our character development program that exemplifies our core values of: CARING, HONESTY, RESPECT, RESPONSIBILITY.

These four core values provide a foundation that guide all YMCA programs, staff trainings, and operations. It is our goal to utilize these four core values to strengthen friendships, incorporate belonging and instill a sense of accomplishment in every participant.

YMCA MOVE: Teen Summer Series Goals

Specific Goals Include:

- Develop leadership skills through trips, trainings and group projects.
- Explore making a difference in your community through community service projects.
- Build a healthy spirit, mind and body by engaging in activities that challenge you to be your best self.
- Experience team building while making new friends.
- Travel around Fort Wayne via CitiLink and emerge yourself in different cultures.
- Hands on learning with camp role models.
- Life skill development through activities that encourage emotional intelligence, confidence and compassion.



MOVE aims to provide Meaningful Opportunities for Volunteering and Education for teens ages 11-15. During the summer series teens will participate in activities that will build a sense of community, character development, core values and confidence through service projects and hands on leadership experiences.

MOVE Teen Summer Series, is an engaging summer program providing week long service and hands on learning projects. MOVE runs Monday-Friday, 9:00am – 4:00pm. Parent check in will be 6am-9am at the Parkview Family YMCA. There will be no before or after care provided. Teens 11 and up are allowed to be in the YMCA by themselves until the start of the program or picked up.

Youth will be traveling by foot or via public transportation (CitiLink) to service and hands on learning project sites in the Fort Wayne area. Examples of agencies they will visit: Community Harvest Food Bank, Salvation Army, Parks and Recreation, Saint Mary's Soup Kitchen, Neighbor Link and more.

Under the supervision of certified and trained YMCA adult team leaders, youth will take time to learn about and volunteer for each individual agency they will serve. Staff and youth will discuss the goals of each project and end each day with a reflection process. In addition, the group will engage in meaningful conversations and activities around building a healthy spirit, mind and body as well as how to be caring, honest, respectful and responsible.

Members: \$100.00 per week
Program Participants: \$130.00 per week
Deposit: \$15.00 per week
Ages 11-15
9am-4pm
No Before and After Care

General Summer Program Information

Admissions Criteria

MOVE: Teen Summer Series participants must be between the ages of 11-15.

Equal Access

We serve all teens 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 teens, whatever their needs, can learn and develop in a happy, caring, and educational environment. We strive to include everyone, but take into account the safety and well being of all participants when determining the participation of any single youth. Decisions are made on a per case basis.

MOVE T-Shirts

Participants will be given specific t-shirts to be worn at projects and specific days of the week. It is the responsibility of your teen to remember their shirt. Communication on which specific days to bring shirts will be provided via email each week.

Lost and Found

Lost and found items can be found in Room A. The Parkview Y is not responsible for lost items.

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. On the registration form you will be asked for permission to include your teen in these promotional materials.

Lunch/Snack Procedure

All participants are required to bring their own lunch. In an emergency only, the YMCA will provide a lunch for them. A standard lunch will include a sandwich, snack, and water.

Staff Relationships Outside of Y Program

For the safety and protection of your teen and our staff, Y employees are not allowed to babysit for program participants, spend time outside of the program with your family, 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.

Swimming

Test. Mark. Protect.

All swimmers 13 years old and younger are required to pass a swim test before being allowed in a Y pool without a US Coast Guard approved lifejacket or without direct adult supervision. This is to help ensure that all pool patrons are promoting water safety behavior. After successful completion of the test, green bands will be given by your teens counselor.

Green Band Approved: Teens can swim in any area of the pool unassisted and can go down the slide as long as the height requirement is met.

Not Approved: Teens must stay in water no deeper than below the shoulder line

Or

They must have a "Coast Guard Approved" Lifejacket.

IMPORTANT NOTE: Lifeguards have the discretion to mandate a US Coast Guard Approved lifejacket on a swimmer at any time as well as require a swim test for any swimmer at any time.

Drop-Off Procedures

Drop-Off

MOVE begins at 9:00am each day.

There will be no before and after care provided for MOVE participants.

Parents must walk their teen into the building for drop off. A sign in sheet will be available in room A and a parent must sign the teen in. We will use this information to know that the teen is in the building and expected to arrive at 9am.

Once the teen is signed in they are released to the YMCA facility until 9am when the program begins. It is the teens responsibility to arrive on time at 9am when the program begins.

According to our YMCA policy all youth ages 11+ can be on their own in the facility.

If your teen *is* a member of the YMCA of Greater Fort Wayne and is at least 11 years of age they can use the YMCA facility before 9am and after 4pm.

If your teen *is not* a current member of the YMCA of Greater Fort Wayne but is at least 11 years old, then the option to use the YMCA facility once dropped off or released from the MOVE program for the day is limited to only the lobby until the program begins or they are picked up.

Any time spent in the YMCA by your teen before 9am and after 4pm will not be under the direct supervision of a YMCA staff member.

We expect your teen to follow all YMCA policies and procedures while using the YMCA facility and in the MOVE program.

Pick Up Procedures

Pick-Up

MOVE ends at 4:00pm each day.

There will be no before and after care provided for MOVE participants.

Your teen will be released to the YMCA facility and will not need signed out by a parent.

According to our YMCA policy all youth ages 11+ can be on their own in the facility.

If your teen *is* a member of the YMCA of Greater Fort Wayne and is at least 11 years of age they can use the YMCA facility before 9am and after 4pm.

If your teen *is not* a current member of the YMCA of Greater Fort Wayne but is at least 11 years old, then the option to use the YMCA facility once dropped off or released from the MOVE program for the day is limited to only the lobby until the program begins or they are picked up.

Any time spent in the YMCA by your teen before 9am and after 4pm will not be under the direct supervision of a YMCA staff member.

We expect your teen to follow all YMCA policies and procedures while using the YMCA facility and in the MOVE program.

Late Arrival and Early Pick Up Procedures

Late-Arrival & No Show Procedure

MOVE will be using CitiLink transportation each day. We will be leaving Parkview YMCA between 9:05am-9:30am. It is imperative that your teen arrives on time. We will not be able to wait for late arrivals. If you know that your teen will need to be dropped off later in the day, we can arrange for you to meet us at our current location within the City of Fort Wayne. Communication with Alex Killian, Associate Teen Program Director is key in making the late-arrival successful.

Beginning at 8:45am we will use the parent sign in sheet to verify who will be participating in the MOVE program for the day. If you signed in your teen and they have not checked in we will first page them over our intercom system. If they then do not respond we will be contacting you directly to let you know they have not checked in at 9am. Communication with your teen on being responsible for their own actions and arriving on time at 9am will help make our program begin promptly. We will not be able to wait for late arrivals.

Early-Pick Up

MOVE will not be returning to the Parkview YMCA branch until 4:00 pm to 4:15 pm each day. Due to riding the CitiLink bus and volunteering for agencies across Fort Wayne we will not always be at the branch. Any early-pick ups will need to be arranged with Alex Killian, Associate Teen Program Director at least 24 hours in advance to ensure a pick up location.

Dress and Electronic Policies

What to Bring/Pack

All MOVE participants are asked to bring a backpack for our program. Please pack the following items:

1. Non-refrigerated lunch and snack.
2. Water bottle
3. Sun Screen and bug spray
4. Swim suit and towel
5. Pen, pencil and pack of markers
6. Lock for lockers

What to Wear

Part of the MOVE program will involve volunteering at local agencies. Due to strict guidelines with different agencies we suggest wearing the following

1. Gym shoes (no flip flops or sandals)
2. Comfortable neutral work clothes
3. MOVE T-shirt as needed
4. Sunglasses
5. Bandannas or Hats
6. Hair ties for teens with long hair

Please be mindful of weather conditions each day and bring an extra jacket, umbrella or other weather related items as needed.

We will be traveling to different areas of Fort Wayne. When choosing hats, shirt and bandannas we suggest staying away from solid red, blue and black.

Cell Phone and Electronics Policy

We will be allowing our MOVE participants to bring along cell phones and tablets. We will be utilizing them throughout our week to help capture our work and journal. As always, we are not responsible for lost or stolen items.

Illnesses & Injuries

Illness

If a teen has a temperature of 100 degrees or over, is vomiting, or shows other signs of illness, parents are asked to keep their teen at home. Your teen should not return to MOVE after an illness until they have been symptom free for 24 hours or are otherwise cleared by a doctor's note.

Please be sure to alert staff of any changes in your teens medical needs daily.

Illnesses Occurring During Program Hours

If your teen becomes ill during the MOVE program, they may be isolated from other participants and you will be contacted to pick him or her up. The YMCA is not equipped to handle illness beyond securing their immediate comfort. You will be asked to drive to our current location take your teen home if they have a fever, are vomiting, or showing other signs of illness.

Communicable Disease and Head Lice

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are pink eye, ringworm and chickenpox.

1. The YMCA reserves the right to inspect a MOVE participants head in the event lice is suspected in order to protect all of the other students, staff, and parents.
2. In the event nits/head lice are found among your teen, a parent/guardian must pick-up them up within one hour of the notification.
3. The YMCA will notify all parents of all nits/head lice cases when found or reported.
4. Participants with nits/head lice must not return to the YMCA Day Camp Program until 24 hours after first treatment is completed.

Injuries during program hours

In the event that your teen is injured during MOVE hours, the YMCA will contact you by phone if:

1. Your teen sustains a head injury of any kind (head bumps included)
2. Your teen is in need of medical assistance beyond basic first aid provided by the YMCA

Medication During Program

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

1. Be accompanied by a "Permission to Medicate" Form with a Dr.'s signature.
2. Be brought in its original container with the teens name, physician's name, and drug name on the container
3. Have specific Doctor instruction for dosage, times, etc.
4. No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
5. Staff cannot split pills or administer amounts other than specified on bottle.

Allergies

The YMCA is only made aware of allergies through the health form that you fill out during registration. If your teen has a severe allergy, please be sure to notify the YMCA staff with any additional instructions before their MOVE session starts. If your teen needs medication or emergency intervention due to allergic reactions, the proper forms (noted above) must be completed and turned in before YMCA staff can administer medications.

Special Needs

When it is mutually determined by the YMCA Staff that a child needs professional assistance beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor development growth, the parent(s) will be informed that our program does not have the adequate resources to care for their teen. We always strive to include everyone, but take into account the safety and well being of all campers when determining the participation of any single person. Decisions are made on a per case basis.

Behavior Management Procedures

Philosophy

The YMCA strives to maintain a positive approach to managing behavior at all times. The overall safety of all participants is our highest priority.

Process

In cases of inappropriate behavior, the following will be employed.

1. **Redirection:** Every effort will be made to help the teen understand the inappropriateness of his or her actions and agree to an alternate form of behavior. A verbal warning will be given at the onset of inappropriate behavior.
2. **Removal from the Specific Activity :** When a warning has been issued and behavior has not changed, removing the teen from the activity for a personal time out is necessary.
3. **Behavior Reports:** When staff are not successful in correcting behavior, or the behavior is of a serious nature, a behavior write-up will occur. The write-up will be discussed with the teen and parent, and requires a parent/guardian signature. If a child receives three write-ups, a parent conference will be required.
4. **Removal from the Program for Inappropriate Behavior:** If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

Serious Behavior Issues

When a teen has a serious discipline problem, the parent may be called by staff and asked to pick up the teen. They may be suspended from the program for a period of one to five days or may be removed from the program entirely. No teen 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 teen may be released from the program, without refund, for the following misconduct:

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

Other Behavior Related Issues

No staff member will ever, strike, swear at, abuse, or threaten with physical intimidation either a participant or parent. No staff member will allow a participant 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 participant.

Parent Conferences

Informal or formal conferences may be requested by staff or parents regarding their teens behavior. Conferences are requested after multiple behavior reports. Staff will make every attempt to better provide for a teens needs when we are made aware of these changes.

Payments

Deposits

A \$15 *non-refundable, non-transferable* deposit per MOVE week is due at registration. This deposit is to hold your teens spot in the MOVE program on the weeks of your choice.

Balance

The balance for the week your teen will be attending MOVE is due the Monday before the week begins.

How to Cancel a Week of Camp

You must call the Parkview YMCA by the 2 weeks *prior* to the week of attendance to cancel a week of MOVE. All calls made to cancel prior to the week of MOVE will be issued a full refund, less the deposit. If you do not call 2 weeks prior to the week of attendance you will be responsible for paying *half of that week's cost*.

Financial Assistance

We believe that no one should be turned away due to the inability to pay. 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, please call the Parkview Y at 497-9996 or download an application from the website. Once approved you will receive an award letter.

Staff Contacts:

MOVE: Teen Summer Series

Primary Contact

Alex Killian

Associate Teen Director

260-755-4867

Alex_Killian@fwymca.org

Secondary Contact

Mellissa Depew

Engagement Director

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Parkview YMCA

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The YMCA Mission Statement:

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



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