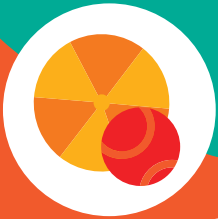




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



**YMCA of Greater Michiana
Day Camps**

**Parent Handbook 2022
State of Indiana**



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WELCOME TO THE YMCA OF GREATER MICHIANA SUMMER DAY CAMP PROGRAM!

Dear Parents,

We are committed to providing your child with a safe, enriching summer camp experience that incorporates the YMCA core values of Caring, Honesty, Respect, Responsibility, and Inclusion.

Camp is a fun place for your child to meet friends and learn new skills. Furthermore, at our Y you can also expect that your child will benefit by learning lifelong skills and building a stronger character. Through the week, campers will participate in a plethora of activities that teach our character values while being encouraged and recognized for demonstrating these values throughout their camp experience. Y character counts!

At the Y, it's vital that children are engaged in activities in which they are continuously learning and provided experiences that build self-esteem. Our summer camps include programs where children learn by hands on experiences, dramatic play and are physically active.

We know that the quality of your child's camp experience hinges on the excellence of our staff members. Because our staff team means so much to each of our campers, we focus on selecting, retaining and training the best Camp Leaders. Our staff members are engaging, energetic, fun and excited to spend each day of camp teaching your child.

You have made a great investment in your child's future!

Maycie Wise
Youth Development Director
mwise@ymcagm.org



MISSION & PHILOSOPHY

This parent handbook provides valuable information about your camper's activities, the Program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director at your chosen branch.

YMCA MISSION STATEMENT

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

PHILOSOPHY

YMCA day camp programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging. It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible that will assist in the development of individuality in each camper and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities. Through the Y's day camp program, campers participate in fun and educational activities that help them with:

- **ACHIEVEMENT** - Learn and master skills that help them realize their passion, talents and potential
- **RELATIONSHIP** - Build friendships with new friends and staff adding to their well-being
- **BELONGING** - Help them feel like they belong so they feel safe, welcome and free to express their individuality

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It's through these collaborations, a strong youth development focus and intentional program assessment that the Y delivers consistent quality programs.

SPECIAL NEEDS

If a child has special needs, please contact the Y so that we can set up a time to talk before the child begins attending our program. We welcome all children at the Y, however, we do not have the capacity to provide one-on-one staffing support and attention. This meeting is designed to exchange information to make sure we can accommodate your child's needs within our staffing capabilities. We want to see that the family's needs and expectations are met. We encourage open dialogue about what works, and what doesn't, for your child.

DROP OFF & PICK UP

Parents will be required to sign their children out. For the safety of your child, campers will not be released to anyone whose name is not on the Child Information Record Form. Please send a note if someone not listed on this form will pick up your child. A photo I.D. will be required when picking up your child from camp.

Drop-off: 7:00-9:00 AM

Pick-up: 4:30-6:00 PM

Any drop-offs or pick-ups between 9:00 AM-4:30 PM will need to report to the Member Service Desk.

What if I am late picking up my child?

We understand unavoidable situation may arise. If you find that you are going to be late, please call immediately to let us know so neither staff nor your child will worry.

After waiting for 15 minutes, staff will begin calling the child's emergency contact list for those allowed to pick up the child. If staff has waited an additional 30 minutes and you have made no contact, proper authorities will be called.

You will be required to pay an additional fee of \$10 for each 10-minute increment past closing time. Payment is to be made at pickup.

HOURS OF OPERATION, HOLIDAYS, & UNFORESEEN CIRCUMSTANCES

Day Camp at YMCA O'Brien Center

Monday-Friday
7:00 AM-6:00 PM

YMCA O'Brien Center
321 E. Walter Street
South Bend, IN 46614

DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- Independence Day (Monday, July 4)

The program will make every attempt to remain open. However, it reserves the right to close based on licensing recommendations and the safety of the children in our program. In the event of severe weather, closings will be posted via email and the YMCA website (www.ymcagm.org). Tuition remains the same, regardless if the program closes for any unforeseen circumstances (severe weather, power outage, as examples).

WHAT TO BRING

- Backpack or bag to keep your items in
- A water bottle (water will be provided)
- Closed Toe Shoes are required (please no sandals for safety reasons)
- Bathing suit and towel or a change of clothes (we will have daily water activities)
- Sunscreen/Bug Spray

Please write your child's name on EVERYTHING. Please keep valuable items at home. We are not at fault for lost or stolen items. Unclaimed lost and found items will be donated to local charities.

PERSONAL BELONGINGS

Campers should have their name on all belongings. Do not bring anything valuable to camp that could be lost or taken, including electronics and cards. All belongings are the responsibility of the camper and should be kept in a tote bag or backpack. Lost items will be displayed at pick-up time, check through these items periodically. We will not be responsible for lost or missing valuables brought to camp.

SCREEN-FREE CAMP

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from camp experience. If a cell phone or any electronics come to camp it will be collected and placed in the supervisor's possession until pick up. Please contact the camp supervisor in cases of an emergency and you need to reach your child. We are not responsible for lost or stolen items.

MEALS

Breakfast, lunch, and an afternoon snack will be provided. Campers are welcome to pack their own lunch or extra snacks. All food needs to be sack lunch style. There is no refrigeration available.

FOOD SERVICE POLICY

Our YMCA will be following the Healthy Eating and Physical Activity (HEPA) standards and will provide healthy options during our meal time. Water will be available at all times while in our care. Children are allowed to have anything that is left from their lunch or that they brought as a special snack*. If you would like to bring in a special treat for a birthday or celebration, please speak with the site coordinator or director for more details.

***The summer camps program is a NUT-FREE environment. We will not allow children who bring in a snack that has peanuts or a snack that has been processed in a nut environment.**

SUNSCREEN POLICY

Campers will be given opportunities every 90 minutes to use sunscreen while participating in the camp day, the following procedures MUST be followed in accordance to YMCA policies.

- Keep the sunscreen in the original container, labeled with your campers name
- Camp staff will remind campers to apply sunscreen multiple times a day
- Camp staff can only assist with spray sunscreen.

FIELD TRIPS

Each week will have field trips scheduled to fun and exciting places. Field trips are listed with each camp description. By signing the registration form, you acknowledge that your child will be going on field trips. Each week we will leave for our field trip at a specific time, so please look for weekly handouts with dates and times. We are not responsible if your child is late and our bus has left. Please do not send money; campers will not be allowed to purchase items on field trips.

MEDICAL MATTERS

Children* should stay home if they:

1. Are feverish or have has a fever in the last 24 hours
2. Have a hacking cough or sore throat
3. Have vomited or had diarrhea in the last 24 hours
4. Have pink eye or symptoms which might be pink eye
5. Have been on antibiotics for strep or other contagious infections less that 24 hours
6. Are too "out of sorts" to participate in class activities

*These standards apply for staff and volunteers as well

Medicines

Prescription medication must be in the original container with the original label and current date attached.

If you wish for us to administer prescription or over-the-counter medicine, we must have a doctor's order on file that indicates the dosage, the frequency, the name of the medicine and the symptom. These orders are valid for one full year.

Medications must be signed in by the parent and the staff will complete the form upon administering the medication after a safety check is performed. We must have a signed parent's note if a child should be kept indoors.

Medication that needs to stay with your child or be carried by your child requires a doctor note on file. Example: Inhalers & EpiPens.

Condition for Exclusion	Condition for Returning
Axillary or ear temperature 100 degrees or greater	Fever free for 24 hours (without the use of fever-reducing medication)
Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs	Until medical evaluation allows inclusion (doctor's written approval for return)
Abnormally loose, uncontrolled diarrhea, that is—increased number of stools, increased stool water, and/or decreased form that is not contained by a diaper	Diarrhea free for 24 hours
Vomiting	Vomit free for 24 hours and able to eat solid foods or until health care provider determines the illness to be noncommunicable, and the child is not in danger of dehydration
Red or blue in the face, or making high-pitched croupy or whooping sounds after coughing	Until health care provider or health official determines the condition is noninfectious
Unusual spots or rash with fever or behavior change	Until health care provider determines that these symptoms do not indicate a communicable disease
Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)	Until 24 hours after treatment has been initiated
Untreated scabies, head lice, or other infestation	After treatment and free of infestation, such as lice or nits
Known contagious diseases while still in the communicable stages	Until health care provider determines the condition is noncommunicable

COVID-19 GUIDELINES

Children who have the following symptoms of infectious illness or certain symptoms of COVID-19 should not attend:

- Fever (temperature of 100.4 F or higher).
- Sore throat.
- Diarrhea, vomiting or stomachache.
- New onset of severe headache.
- New cough that causes difficulty breathing (for a child with chronic allergic/asthmatic cough, see if there is a change from their usual cough).

For those children that have been diagnosed with COVID-19, a return to the program can happen in the following ways:

Children aged five and older:

- Isolation at home for five days.
- Return to the program on day six if fever free for at least 24 hours without the use of fever-reducing medication and showing improvement in symptoms.
- These children should mask days six to 10 upon return.

Children aged two (24 months) to five years of age:

- Isolation at home for five days.
- Return to the program on day six if fever free for at least 24 hours without the use of fever-reducing medication and showing improvement in symptoms if the child can correctly and consistently mask.
- Children who cannot consistently and correctly mask should isolate at home for seven days and return on day eight.

Close contacts of persons with COVID-19

Quarantine in child care is no longer recommended for exposure to COVID-19. However, those who have been exposed to a diagnosed case of COVID-19 should monitor for the development of symptoms.

HAND WASHING

Children are to wash their hands upon entering a classroom, before and after meals, after toileting, before and after the use of sand, water or play-doh, and after wiping a nose, touching mouth, etc.

THE STOP DISEASE METHOD OF WASHING HANDS:

1. Turn on water and wet hands
2. Soap for at least 20 seconds outside the stream of water (scrub backs of hands, wrists, between fingers and under fingernails)
3. Rinse
4. Towel dry (or place hands under electric hands-free dryer)
5. Turn off faucet with paper towel (if faucet is not hands-free)

HOW TO PROPERLY WASH HANDS



STEP 1

Wet hands



STEP 2

Dispense soap



STEP 3

Lather hands
for 20 seconds



STEP 4

Rinse hands



STEP 5

Towel dry



STEP 6

Turn water off
with paper towel

ACCIDENT, INJURY, INCIDENT, AND ILLNESS REPORT

Any time there is an accident involving your child, whether it be a behavioral incident or physical incident, all occurrences will be documented. These documents are confidential, and are not to be discussed with other families. Our job is to protect all parties involved. When the center observes changes in a child's health, a child experiences accidents, injuries or incidents, or is too ill to remain in the group, parents will be notified via written report or phone call based on circumstance.

If it is a major incident, such as: head injury, broken bone, sever lacerations—parents will be notified immediately. If it is a minor incident, such as: stretch, bruise, bump—parents will receive a report upon pickup at the end of the day.

STAFF TRAINING AND QUALIFICATIONS

All our staff at Camp are required to attend 21 hours of training. Most of this training is completed before hand and some throughout the course of summer camp.

Our comprehensive training and development program includes CPR/ First Aid, behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the YMCA summer camp programs, they learn how important it is to remind campers to apply sunscreen throughout the day, how to do head counts, how to check children in and out, how the drop off and pick up operates. They explore techniques of how to better interact with children, build others self esteem and confidence, and become experts in sports, games, and arts and crafts.

Volunteers are required to go through screening and a background check. Please contact camp director for opportunities.

FINANCIAL ASSISTANCE

We recognize that access and affordability to child care can be challenging. Please see your options below for financial assistance.

- Child Care Assistance is available to help you to access our license-exempt programs, like Y-Club, through financial assistance for those who qualify. Learn more on their website Early Ed Connect (in.gov).
- The Y offers financial assistance to those who qualify. Please fill out our financial assistance application, found [here](#), and email it to Charles King, branch director, at cking@ymcagm.org.
- In order to qualify for a scholarship from the YMCA, you must first apply to FSSA Child Care Assistance.

We will make sure every child has an opportunity to envision a positive future and take an active role in strengthening the community.

ADMISSION AND WITHDRAWAL POLICY

Admission to the YMCA of Greater Michiana Y-Club Program will be made available to children enrolled. Being a State LLEP Facility, we are limited to allowing a certain number of enrollees. Parents/Guardians will need to fill out all of the Child's Information Registration form for the child to be enrolled. Parents will need to fill out both sides of the Child Information Record Form to register their child.

Parents wishing to remove their child from the program may do so with a notice given to the program director. On rare occasions, the program director may determine that a child be withdrawn from the program due to behavior concerns or other problems that are disruptive to the program. Partial refund determined by participation may be made if payments have already been made and the service is no longer needed or in use.

SOCIAL RESPONSIBILITY DEVELOPMENT & DISCIPLINE

We want your child to enjoy the activities planned, and benefit from his/her experience. Staff will work with them to help them understand the rules and give clear definitions of acceptable and unacceptable behavior.

Behavior Management Guidelines

It is the Y's goal to provide a healthy, safe, and secure environment for all youth program participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting.

Behavior Guidelines

- We will care for ourselves and for those around us.
- Honesty will be the basis for all relationships and interactions.
- People are responsible for their actions.

We respect each other and the environment.

1. When a participant does not follow the behavior guidelines, we will take the following steps:
2. Staff will redirect the participant to more appropriate behavior.
3. The participant will be reminded of the behavior guidelines and programs rules, and a discussion will take place.
4. If the behavior persists, a parent or caregiver will be notified of the problem.
5. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action is taken.
6. If the problem persists, the staff will schedule a conference that includes the parent or caregiver, child, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
7. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
8. If a problem persists and a child continues to disrupt the program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a participant for the remainder of the current day and the next day:

- Endangering the health and safety of children or staff, members, and volunteers
- Physically hurting other children or staff, members, and volunteers.
- Stealing or damaging Y or personal property
- Leaving the programs program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or programs rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in an obscene manner

If any of these behaviors persist, a participant may be suspended a second time before expulsion. Immediate expulsion may occur if a child is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

SAFETY DRILLS

Our programs are required to practice safety drills several times a year for fire evacuation, tornado safety, and any other threats that may occur. If our program is evacuated due to an emergency, staff will notify you or another adult on your child emergency contact form.

PAYMENT SCHEDULE AND FEES

Payments are due two Fridays before the Monday date of service. Payments are set to draft weekly on Fridays. If you need different accommodations please contact Natalie Cooper, membership administrator, at ncooper@ymcagm.org. Payment is due before the child can attend.

Week #	First Day of Camp	Draft Date
1	Monday, June 6	Friday, May 27
2	Monday, June 13	Friday, June 3
3	Monday, June 20	Friday, June 10
4	Monday, June 27	Friday, June 17
5	Tuesday, July 5	Friday, June 24
6	Monday, July 11	Friday, July 1
7	Monday, July 1	Friday, July 8
8	Monday, July 25	Friday, July 15
9	Monday, August 1	Friday, July 22

ELECTRONIC FUNDS TRANSFER AGREEMENT

- This Program Draft Agreement Form allows the YMCA of Greater Michiana to automatically charge the account on file according to the billing schedule.
- I understand that the fees will be deducted from my account during the duration of the program or until I withdraw my child following the program withdraw policy and pending approval by Y administrative staff residing over the program. *Separate form.*
- Insufficient funds may be attempted to be collected up to 3 times after the original draft date, by our collection department, and are subject to a late fee.
- Non-payment will result in suspension in the usage of the program, may require payment in full, or alternative means of payment before attendance. All past due balances must be paid before attendance or registering for any other program.
- I understand that it is my responsibility to keep the YMCA of Greater Michiana informed of any changes in billing as well as emergency and personal contact information in relation to the program. *New form required.*

DEPOSIT AND CANCELLATION AGREEMENT

- For all camps (ex. Spring Break Camp & Winter Break Camp), there is a \$25 non-refundable deposit (per week) due at the time of registration. The deposit goes toward the weekly fee. All remaining balances are drafted one week before the date of service.
- Any cancellations are due in writing one week before the first day of camp. A 50% refund will be issued if less than one week's notice is given to cover costs.

CHILD PROTECTION POLICY

All staff are mandated by law to report any suspected cases of child abuse, neglect, child sexual abuse or sexual exploitation immediately. Indiana law (IC 31-33-5-1) requires anyone who suspects child abuse or neglect to report it to the authorities.

DRUG FREE AND SMOKE FREE ZONE

Our grounds are drug free and smoke free zones. Cigarettes must be properly discarded prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from the program of our policy.

CAMP OVERVIEW

Day Camp at YMCA O'Brien Center

Your child will have a blast with 9 themed weeks of camp! Each day, we will enjoy physical activity, crafts, and opportunities to make new friends. We will be outside as often as possible to enjoy the summer weather! Pick the weeks you want! Campers will be provided breakfast, lunch, and afternoon snack.

Where

YMCA O'Brien Center
321 E. Walter Street
South Bend, IN 46614

When

June 6-August 5
Monday-Friday
7:00 AM-6:00 PM

Ages

Pre-K (4 years)-8th Grade

Weekly Cost

Member: \$130	Non-Member: \$160
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Registration & Payment Information

- A \$25 non-refundable deposit for each registered week must be paid to retain your child's place unless you pay in full at the time of sign-up. Deposit goes toward weekly fee.
- Final payment must be paid two Fridays prior to the start of care. If final payment is not made, the available spot will be filled by a child on the waitlist.
- A registration form must be filled out before a camper's first week of camp.
- Registration is available online for those who have visited the YMCA. You may access your online account using an email the Y has on file or the phone number of the primary user on your account. Please call or stop by if you are new to the Y or need assistance.

Dress Up Days

Dress-up days are Thursday of each week!

Daily Schedule

7:00-9:00 AM	Free Choice/Open Ceremony
9:00 AM-12:00 PM	Programs
12:00-1:00 PM	Lunch/Recess
1:00-4:00 PM	Activities
4:00-4:30 PM	Snack
4:30-5:00 PM	Closing Ceremony
5:00-6:00 PM	Free Choice

WEEKLY THEMES

Sports Week

Week #1 June 6-10

Kick, shoot, and score your way through a week of sporty fun.

Dress-Up Theme: Jerseys

All About Animals

Week #2 June 13-17

All things animal, learn about different animals like monkeys, tigers, and bears...oh my!

Dress-Up Theme: Favorite Animal

LEGO Week

Week #3 June 20–24

Create, build, and play through a week of Lego-inspired fun.

Dress-Up Theme: Sunglasses

Mad Scientist

Week #4 June 27–July 1

Unleash your inner scientist, campers will experience a week of science, technology, engineering, and mathematic fun!

Dress-Up Theme: Backwards

Art Smart **No Camp, Monday, July 4

Week #5 July 5–8

Campers will get to tap into their inner artist and discover different types of art. Drawing, painting, sculpting, and more.

Dress-Up Theme: Red, White & Blue

Water, Water Everywhere

Week #6 July 11–15

Cool down with a week of wet and wild activities.

Dress-Up Theme: Tie-dye

Out of this World

Week #7 July 18–22

Moon-walk through a week of fun space-inspired activities.

Dress-Up Theme: Pajama Day

Nature Week

Week #8 July 25–29

Discover the great outdoors right in your own backyard. Campers will learn about trees, plants, and animals.

Dress-Up Theme: Favorite Color

Mermaids & Pirates

Week #9 August 1–5

Set sail on a summer adventure and discover your inner pirate or mermaid.

Dress-Up Theme: Mermaids & Pirates