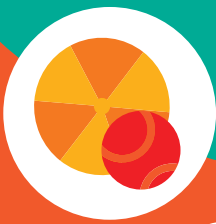




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



**YMCA of Greater Michiana
Day Camps**

Parent Handbook 2023



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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!

YMCA Summer Camp Leadership



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.

ENROLLMENT PROCESS & EXPECTATIONS

This information will help you understand the enrollment and payment processes. Payments are due every Friday before the week of attendance.

- A \$10 late fee per child will be assessed to all payments received after due dates
- Cash payments are not accepted; payment options are credit card, check, money order, or credit card draft.

FINANCIAL ASSISTANCE

The Y is firmly committed to access for all, regardless of family financial situations. The amount of financial assistance awarded each year is dependent on the amount of fundraising and donations received each year. Financial assistance is available for families who qualify. MDHHS funding applies to select camps: Gla-Da-Wen-Ta & Young Adventure.

Scholarship form must be fully completed with all information included. Allow a minimum of three weeks for processing. All fees apply as normal until the application has been reviewed and approved. All scholarships are subject to availability of funds.

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 Health/Emergency 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.

FOR SAFETY REASONS, Children will not be dismissed early without written prior notification to the camp supervisor.

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

Glad-Da-Wen-Ta	Young Adventure	Summer My Way®
Monday–Friday	Monday–Thursday	Monday–Friday
9:00 AM–4:30 PM	9:00 AM–12:00 PM	9:00 AM–3:00 PM

YMCA day camp programs will be open Monday through Friday. Hours vary at each program. For more information, please check with the director of your camper’s program.

DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- Independence Day (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).

***MANDATORY* SIGNING IN & OUT**

Signing in and out is required by state licensing, and is also required for the purposes of financial assistance through DHS.

All children must be signed in and out of program daily by a responsibly adult (18 years or older). The individual signing the child out of the program must be listed on registration information and be prepared to show identification. The child will not be released without written permission from the parent/guardian.

It is a good idea for the family to acknowledge a member of the YMCA Child Development staff, whether they are inside or out, so we can fully acknowledge your presence. This is helpful for our staff to physically see that the children are present as well as taking note from the attendance sheet.

DISMISSAL FROM Y-CLUB PROGRAMS

Families with the following unresolved issues may be dismissed from the after school program:

- Excessive tardiness in late pick-up fee payments or failure to pay fees
- Discipline problems that cannot be solved after repeated attempts
- Disrespect from parents toward staff or youth
- A child's behavior becomes detrimental to him/herself or others
- Repeated late pick-up

ADMISSION AND WITHDRAWAL POLICY

Admission to this YMCA of Greater Michiana Program will be made available to children enrolled. Being a state licensed program, we are limited to allowing a certain number of enrollees. 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 site coordinator or 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.

PAYMENT SCHEDULE AND FEES

Parents will be informed of their tuition payments, and payment due dates upon enrollment. Tuition changes will occur only after a minimum of two weeks' notice has been given to parents.

WHAT TO BRING

- Backpack or bag to keep your items in
- A water bottle (water will be provided)
- A lunch and snack COLD LUNCH ONLY
- Tennis 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
- Face Mask

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, iPod, DSi, etc., comes 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

Gla-Da-Wen-Ta

Please pack perishable items in an insulated lunch bag, cooler, or with a cold pack, as there are no refrigerators.

Summer My Way®

Breakfast and lunch are provided for campers.

Young Adventure

No lunch.

SUNSCREEN POLICY

Should our camper be required 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 will apply sunscreen to campers under the age of nine years old. All campers that are older than nine years old will be permitted to apply their own sunscreen

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.

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 SCREENING

Do you have a fever of 100.4*?	YES	NO
Have you experienced a persistent cough?	YES	NO
Do you have shortness of breath or difficulty breathing?	YES	NO
Have you had contact with anyone known to have a lab-confirmed case of COVID-19?	YES	NO

If you responded “YES” to any of these questions, please know the child will not be permitted to be in care until you are symptom free for an appropriate amount of time.

When can I return to Y Care (Questions 1-3)?

If you had a fever, cough, or shortness of breath but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home and are not allowed in Y Care until you are fever free (100.4°F [37.8°C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

When can I return to Y Care (Question 4)?

You may return to Y Care 14 days from last contact.

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, severe 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.

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.

Y Ties

We will be using our Y TIES Program to develop our children's social responsibility. This program allows the opportunity for students and staff to make living the Y character values tangible and collective. Children will be able to make individual pledges or goals, demonstrate their pledge, recognize their efforts and success, and reflect on their pledges and goals.

Expectations

- Follow directions
- Keep hands, feet, and objects to yourself

Positive Reinforcement

- Praise
- Group rewards
- Special privileges
- Y Bucks

Consequences

- Warning
- Activity restriction
- Behavior documented
- Parent notification
- Immediate call to parents for pick-up
- Suspension

****In severe incidences, the site director will determine appropriate consequences. We do not condone use of corporal punishment, making fun of, threatening or yelling at children, using profanity, or leaving student unsupervised. Fighting, hazing of peers and disrespect toward staff will not be tolerated.****

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.

PEST MANAGEMENT

As required per Licensing rules each classroom has an integrated pest management program and parents will be notified prior to the pesticide applications.

YMCA OF GREATER MICHIANA NOTICE OF PESTICIDE USE

Pesticides are periodically applied to school district property as part of the district's pest management program. Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive notification by first class mail, please obtain a form from your building principal.

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. Forty-eight hours prior to the time of application notification will be posted near the building's primary point of entry and in a common area of the building. When a pesticide is applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area.

This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.