



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

PARENT HANDBOOK

POLICIES FOR YMCA OF THE PALM BEACHES SUMMER CAMP PROGRAM

Our Mission

The mission of the YMCA of the Palm Beaches is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body, for all.

Our Vision

At the Y, we believe all kids deserve the opportunity to discover who they are and what they can achieve, Summer Camp at the Y provides children with supervised activities that cultivate values, develop skills and nurture relationships. Give your kids the chance to have fun, improve their health, learn new things and reach their potential.

Our Values

- Caring: To demonstrate a sincere concern for others, for their needs and well-being.
- Honesty: To tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.
- Respect: To treat others as I would want them to treat me, to value the worth of every person, including myself.
- Responsibility: To do what is right – what I ought to do, to be accountable for my choices of behavior, actions and obligations.

Our Goals

- To provide a nurturing, safe, healthy, positive and happy environment for all children.
- To enable each child to grow and develop to their fullest potential socially, emotionally, cognitively and physically.
- To enhance every child's self-esteem and respect for others.
- To help each child recognize the values of caring, honesty, respect and responsibility.
- To encourage children to be active, creative explorers willing to try out their own ideas and think for themselves.

Camp Dates/Time

Camp operates: Monday-Friday

Camp hours: 8:30am-5:30pm

- Drop off 7:30am-9am
- Pick up 4pm-5:30pm (Late Pick up will result in an additional fee; \$15 per child per 15 minute interval)

*No Camp on July 4th

Daily Schedule & Curriculum

Camp hours consist of opening ceremony, five daily activity periods, and a weekly field trip

Child Abuse and Neglect Reporting Requirements

All staff are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with section 39.201 of the Florida Statutes (F.S.).

Participant Rights

Individuals who participate in the YMCA of Palm Beaches programs have the right to expect fair and equitable treatment at all times. The YMCA of the Palm Beaches embraces diversity and welcomes participants of all religions, beliefs and lifestyles.

Admission Policies

- The YMCA of the Palm Beaches Camp Program admits children ages 5-11
- A YMCA of Palm Beaches Summer Camp registration form and waiver must be completed and turned in on first day of camp
- A YMCA of the Palm Beaches Payment Selection form must be completed upon registration
- Parent Handbook signature page submitted at time of registration
- All Assumption of Risk, Release and Indemnity waivers for minors must be completed and signed at the time of registration

Financial Assistance

The YMCA of the Palm Beaches is able to provide financial assistance based on ability to pay. This requires completing a "Financial Assistance" scholarship application accompanied by proof of income. You must pay the stated amount granted on a timely basis or the assistance may be canceled. All scholarships are based on availability of scholarship funds.

Payment Policy

Program fees are due on a timely basis. Program fees are due in advance of service. **Weekly fees are due the Thursday prior to the upcoming week by 5pm.** Payments must be made weekly. Payment may also be made by automatic draft from your bank account. Full payment is due each week whether or not your child attends the program every day. Space is limited and payment must be received on the Friday before your child attends to ensure his/her spot. Slots not paid for by Thursday's closing time (5pm) will indicate to us that your child is not coming the following week and we will make the spot available to the next child on the waiting list. There will be no refunds for days absent.

Additional Fees Policy

Payments are due by 5pm on the Thursday before each week of care. Payments made after this deadline will be assessed an additional \$15 late fee. This fee will be added to your account for each week your payment is tardy. Fees must be paid on time or your child may be removed from the program. If your fee is not paid on Monday of the week your child is attending, he or she will NOT be admitted until payment is made. Payments must be made weekly by cash, check or credit card. Payment may also be made by automatic draft from your account on your Membership. If you write a check that is returned to us for any reason, a \$30 returned check fee will be assessed. If more than two checks are returned, the Y will be unable to accept your personal checks and all future payments will need to be in cash or money order.

- Same day registration will incur a \$15 same day registration fee

Sign In/Out

Parents/Guardians are required to sign their children in/out upon arrival in the morning and sign them out before leaving in the afternoon. There is a Sign IN/OUT pre-printed sheet available as you come into the Program. Please have your picture ID present at pick up. All persons signing children in/out must be at least 18 years old. We cannot release minors to minors.

Late Pick-up Policy

We understand that a late pick-up may occur on a rare occasion. However please understand that we close at 5:30pm sharp. If your child is not picked up by the end of his/her program a late fee will be charged and collected at that time. If it is 5:31 pm our clock, you are late and a late fee will be assessed.

- **The fee is \$15 per child per 15 minute interval**

We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate. We are confident you understand. If we have not heard from you by 5:30pm and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come to get your child. If neither you nor your emergency contact can be reached, the police and child protected services will be contacted.

- Excessive late pick-up could result in your children being removed from the program

Weather Emergency

During inclement weather, all activities will be adjusted to ensure the safety of our participants. In the immediate threat of a hurricane, the YMCA will be closed and the program will be cancelled. If participants are at a location, parents, guardians and or emergency contacts will be notified by phone to coordinate immediate pick up. Notice or re-opening will be posted on the YMCA's website. There are no refunds for closure due to weather emergencies such as hurricanes.

Dress Policy

Campers should wear comfortable and appropriate clothing for indoor and outdoor activities. We strongly recommend that you send your child in serviceable clothes, but not "party" best. We do not reimburse for clothing rips, stained or normal wear and tear. **CLOSED TOED SHOES MUST BE WORN AT ALL TIMES.** Open toed shoes can be a safety hazard to your child. If you send your child in open-toed sandals or in "flip flops", you will be called and asked to bring different shoes for your child.

*** Campers must wear their camp shirt on scheduled field trip days. This includes Swim Lessons on Fridays. Without a camp shirt, the camper will not be permitted to go on the scheduled trip.**

Outside Play

Day camp is an outdoor experience. Your child's day will be a mixture of outdoor and indoor programming, weather permitting. If children are to gain strength and develop to their fullest, outside play is essential. If your child is too sick to go outside, then he/she is too sick to be at camp.

- Please pack all items in a backpack labeled with your child's name to prevent loss.
- Siblings should not share backpacks, as they may be in different places.
- Be sure to write your child's name clearly on all items brought to the program.

What NOT to Bring

- Electronics; toys, cell phones, tablets, Ipads, MP3 players or portable gaming devices
- Weapons of any kind
- Money
- Valuable jewelry
- Any other item that is considered valuable or difficult to replace

*The Y is not responsible for replacing lost or stolen items.

What to Bring

Labeled bag with belongings. Y Camp Programs have an outdoor component and it is important you encourage your children to bring a refillable water bottle. For camps swimming - a swim suit, water shoes and towel.

Food Policy

If your child is attending Y-Camp, please send him/her with a nutritionally balanced lunch in a sealed container, labeled with your child's name and date packed. Please keep in mind of allergies and try to pack a nut free lunch and snacks. We have no facilities for refrigerating or microwaving lunches, so please pack the lunch with this in mind. Please communicate with the Camp Director of any food allergies your child may have.

Swimming and Water Activities

On swim days, be sure your child has his/her swim wear and towel in a labeled book bag. Campers will be given a swim test to determine water safety level.

Field Trips

Camps include weekly field trips throughout the summer. Field trip information, including trip days, destinations, what to pack and any other special notes will be listed on a weekly schedule, in the newsletter and at the parent center.

*All field trips are subject to change or cancellation due to severe weather. Alternate programming will take place when conditions do not permit outdoor activities.

Illness Policy

- If your child displays signs of illness while in camp you will be notified immediately and asked to pick up your child.
- Children should not be brought to Camp if they have symptoms of suspected communicable disease, including without limitation:
 - Open, exposed lesions
 - Severe coughing or difficulty breathing
 - Strep throat
 - Stiff neck
 - Impetigo
 - Chickenpox
 - Head lice
 - Measles
 - Mumps
 - Fever of 101 degrees or more
 - Diarrhea
 - Meningitis
 - Pink Eye
 - Yellow skin or eyes
 - Ringworm
 - Fifth's Disease
 - Influenza
 - Hand Foot and Mouth Disease
 - Herpes Simplex
 - Rubella
 - Discharge from their eyes, nose or ears
- We strictly observe the health department regulation for children (and staff) to protect the health of everyone in Camp.
- Parent must notify the Camp Director or Site Supervisor immediately if a child that attends Camp:

* Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms or any other of the diseases common to a school environment. The notification is important so that the center can inform the parents within Camp to be on the lookout for symptoms. Please remember that the center will not release the name of the child or family involved. We simply post "There has been a case of _____ reported"

* Is taking medication, as medicine may affect your child's behavior

Dispensing Medication & Other Special Concerns

If your child needs to take medication while at the program, please fill out all the required paperwork, including the Medication Release form.

- Give your Program Director/Site Supervisor a copy of the physician's prescription and your child's medication in the original container.
- All medication will be dispensed by the designated staff leader to ensure it is dispensed according to instructions. Please speak with the Site Supervisor to decide should be responsible for carrying the inhaler or Epi-pen. The only exceptions to this policy are inhalers and Epi-pens.
- Children carrying inhalers or Epi-pens themselves must have a prescription which states that they are capable of keeping medication in their possession and are trained on administering it.
- Over-the-counter medication can only be dispensed with doctor's written authorization.
- Because we have limited access to refrigeration, we are unable to dispense medication that requires refrigerated storage.
- A seizure action plan must be completed for any child who has a history of seizures.
- No ointments or medications will be administered without a prescription.

Accidents and Injuries

The Camp Director or Site Supervisor will notify parents if there is suspicion of serious injury or illness. A written record is kept of all injuries requiring First Aid. CPR/First Aid certified staff at each camp location. In the event of an injury to your child, the Camp Director or Site Supervisor will take whatever steps necessary to obtain emergency medical care and document the situation. These steps may include, but are not limited to:

- Administering First Aid
- Contacting the parent(s)/guardian(s) or designated emergency contact
- Contacting emergency medical personnel (if necessary)
- Accompanying child to hospital (if necessary)
- Completing an Accident/Incident Report

In the event of an injury, a Camp Director or Site Supervisor will assess the child and provide assistance as necessary. A written record is kept of all injuries requiring First Aid. A parent will be notified of serious accidents, injuries or illness. If a child is injured and requires immediate medical attention, he or she will be transported to the nearest hospital via emergency vehicle by a trained medical professional. A Leader will follow the child to the hospital and stay until a parent or guardian arrives.

Behavior Management

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others. We use creative conflict resolution and redirection to solve conflicts. Redirection guides the child in finding acceptable means of self-expression by setting limits, defining rules, and being consistent. When a child has a problem expressing anger and frustration appropriately, the Camp Counselor will offer alternatives that will help the child achieve the desired results. We do not use any discipline which is severe, humiliating, frightening or associated with food, rest or toileting. Furthermore, no spanking or other physical punishment is used whatsoever as a form of discipline. Children may not be denied active play as a consequence of misbehavior.

Program Rules:

Please review these basic rules with your child before he or she starts the program. Knowledge of the rules is the first step to good behavior.

1. Use your bodies and words safely and kindly. Bullying, teasing, threats, profanity and violence will not be tolerated at any time.
 - a. Bullying is defined as unwanted, purposeful written, verbal or physical behavior including, but not limited to, any threatening, insulting or dehumanizing gesture by an adult or child that has the potential to create an intimidating, hostile or offensive environment or cause long-term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. It is carried out repeatedly and is often characterized by an imbalance power.
2. Walk in a line when transitioning to a new area.
3. Listen and follow directions the first time.
4. Stay with your group at all times.
5. Clean up after each activity.
6. Do not share personal hygiene items such as combs, brushes, sunscreens etc.
7. Do not share food

On occasion, our staff will identify behaviors that require disciplinary action. If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken:

- The behavior will first be addressed by the staff with the child
- If the inappropriate behavior continues, the teacher/counselor will notify the Site Director and the situation will then be discussed with the parent.

In case of extremely dangerous behavior, parents may be contacted by telephone immediately. The Y reserves the right to institute a probationary period during any time of your child's care as it is deemed necessary. If problems persist, the child may be suspended and/or expelled. NO REFUND is given in this case. If your child has been terminated from any of our programs, s/he may not attend the same program at a different location.

Parent Code of Conduct

- I agree to sign my child in and out daily.
- I understand that my child will not be released to anyone whose name is not on the authorized pick up list.
- I agree to keep health, medical and emergency information for my child up to date at all times.
- I understand that my fee will not be refundable for absences.
- I understand that children who consistently abuse the discipline policy of the YMCA of the Palm Beaches are subject to termination.
- I understand that my child is to be picked up each day by 5:30 PM. A late fee of \$15 per every 15 minute interval will be charged. The YMCA reserves the right to terminate participation after three late pick-ups.
- I understand that a child will be sent home if he/she appears to have symptoms of illness.
- I understand that in the event of a late weekly payment, unpaid late pick up fees, behavior problem, late pick up of my child, or for any other reasonable cause, the YMCA reserves the right to remove my child from the Program.
- I agree to meet the obligations set forth above

Camper Code of Conduct

- I understand that I am expected to follow the basic rules of the YMCA. Following these rules will keep both my peers and myself safe during camp participation
- I agree to be respectful to peers and adults at all times
- Fighting or physical violence of any kind will not be tolerated at camp
- I understand I am not allowed to use obscene or vulgar language when talking with peers adults.
- Proper dress code is expected at all times. Clothes should not be revealing or vulgar in appearance
- I understand that under no circumstance may I leave my assigned group or area without my group leader
- No stealing or “borrowing” of other people’s belongings
- I understand the YMCA is not responsible for the loss of any personal items and that it is recommended these items stay home.
- I agree to participate in all camp activities with a positive attitude on a daily basis.
- I understand failure to follow the rules of the camp may lead to my termination from the camp Program

Parent Acknowledgement

By signing below, you are verifying you have read and received a copy of the parent handbook. You are acknowledging you understand the policies and procedures set forth by the YMCA of the Palm Beaches.

I _____, parent of _____ have read and reviewed the Parent Handbook and am aware of all the policies and procedures at the YMCA of the Palm Beaches.

Parent Signature: _____ Date: _____