



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

PARENT PACKET



SUMMER CAMP

## PARIS-BOURBON COUNTY YMCA

Welcome to YMCA Summer Day Camp! We are excited that you have chosen the Y! We offer a planned, comprehensive program designed with the child and working family in mind. Your child will enjoy many creative and fun activities while spending time with us at Summer Camp. Your child will have the opportunity to enjoy an active and entertaining summer through crafts, sports, indoor and outdoor games, swimming, healthy foods and other fun ways to learn, grow and thrive. This parent handbook is designed to give a comprehensive understanding of the mission of the Y, policies and procedures associated with Summer Camp, and much more.

# 2021



## YMCA MISSION

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

## THE YMCA'S AREAS OF FOCUS:

- **FOR YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.
- **FOR HEALTHY LIVING:** Improving the nation's health and well-being.
- **FOR SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors.

## PHILOSOPHY

The YMCA is designed to help children develop physically, emotionally, socially and intellectually through active participation in a variety of educational experiences. We believe that children learn through play and benefit from a structured environment.

## OPEN TO ALL

The YMCA is committed to providing high-quality programs that are affordable to everyone. No family is turned away for an inability to pay. Contributions to the Annual Giving Campaign keep the Y available for kids and families who need us most. We count on the generosity of our members and community to help people of all ages and from all walks of life be more healthy, confident, connected and secure. If you would like to make a gift to help a child attend camp, contact Sabrina Gordon, Assistant Executive Director at 859.987.1395.

## OBJECTIVES

- **MEMORIES:** Ten years from now, it is our hope that your child will remember a special day or field trip from our YMCA camp. Even more important, we hope your son or daughter will remember a caring camp leader who took the time to make your child feel special.
- **FUN:** The YMCA is a strong believer in the value of fun and offers a variety of opportunities for kids to be kids.
- **GROWTH:** As each day passes, we will help children grow to their fullest potential. Through specific skill development, teamwork and sportsmanship, we support the growth of healthy children in spirit, mind and body. We will support their physical growth by teaching and reinforcing good nutrition and healthy living.
- **VALUES:** The YMCA is a values-driven organization. Our core values are CARING, HONESTY, RESPECT and RESPONSIBILITY. All activities, programs and staff reflect these values.
- **SAFETY:** We put safety as our top priority at the YMCA. Safety includes not only physical safety, but also the security in knowing every child is welcomed, nurtured and valued. Policies, procedures and trainings are all established to keep each child safe while in our program.

The YMCA Child Development Center participates in the STARS for KIDS NOW quality rating program. This voluntary program indicates that we follow "best practices" and meet or exceed Licensing & Regulation Standards.

## CAMP ENROLLMENT REQUIREMENTS

- Complete registration packet
- \$30 registration fee
- Signed behavior policy
- Payment authorization agreement or CCAP certificate
- Permission forms for field trips and sunscreen
- Current Kentucky immunization certificate (within 7 days of enrollment)

## HOURS OF OPERATION

The Paris-Bourbon County YMCA childcare program is open from 7:15 a.m.-5 p.m. Monday-Friday. Children must be signed in by 9:30 a.m. or they may not attend. We reserve the right to alter our hours in the event of inclement weather.



## PAYMENT POLICY

Payments are due and drafted the Friday before the week of service. Payments can be made by credit card, MasterCard or Visa or electronic funds transfer using a checking/savings account. In the event of a returned draft, you must pay the amount of the check plus a \$25 fee in the form of cash or money order. If camp fees have not been paid by Monday, you will be charged a \$5 per week late fee. If you become two weeks behind in your payments, you will lose your CCA or financial scholarship, and your child may not return to our program until payment is received. **You must give two weeks written notice to the Camp Director prior to withdrawing your child from our program.** No exceptions! Please note: It is your responsibility to inform the Camp Director of any changes in your child's information; not the camp staff. In addition, no credit or refund is given for days not utilized.

## ENROLLMENT AND CUSTODY

At the time of enrollment, parents are to provide all court-ordered paperwork if any parties are not to have contact with a child enrolled in the YMCA Summer Camp Program. Paperwork must be court ordered and indicate who is the primary residential parent or if both parents have shared parental custody. Please notify the Camp Director of any unusual circumstances. To provide the safest care for your child, the above must be followed. Thank you in advance for your cooperation.

## SIGN IN & SIGN OUT

YMCA policy dictates that all children must be signed in and out by an appropriate parent or guardian. This person must be at least 18 years of age. When signing in/out, include your initials. Please make sure that all required information is clear and legible. Anyone picking up a child may be asked to show proof of identification at any time. Please be prepared to do so. Any changes to the pick-up list must be in writing. Please remember that phone calls are not accepted. For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. We want to ensure that every precaution is taken when releasing your child to an adult. For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your child's registration form. If no one is available, we are required to call law enforcement. This policy is in place for the safety of your child; the YMCA will not make exceptions. **You will be called if your child does not have an appropriate adult sign them into camp.** We thank you in advance for your cooperation.

## LATE PICK UP

To avoid having to pay a late charge, we strongly urge you to have additional emergency numbers and people available to pick up your child. These people and their numbers must be written on our list of who can pick up your child. Late charges are \$1 per child per minute late. The YMCA Camp programs close at 5 p.m. These fees are due at the time of pick-up. Every attempt will be made to call the parent(s) and all emergency numbers listed on the child's registration form.

## ILLNESS

To ensure the health and well-being of all children in our program, if a child has a contagious illness, infection or fever of 100 degrees, parents must make arrangements for their child to be picked up from the program immediately. This includes head lice. If your child has a confirmed case of lice, we will require a doctor's statement that your child is nit-free before he or she can return.

## WHAT HAPPENS IF MY CHILD IS INJURED?

If your child is injured, the Camp Director or acting Camp Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

- Attempts to contact a parent or guardian.
- Attempts to contact individuals listed in the emergency information if parent or guardian cannot be reached.

If we cannot contact you, we will do any or all of the following:

- Call an ambulance or paramedic.
- Have the child taken to an emergency hospital in the company of a staff member.

Sickness and accident insurance is the responsibility of the parent or guardian.

## SUPERVISION OF CAMPERS

### Who is working with my child?

An integral component of the YMCA's quality camp program is staffing. Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe, and FUN program. We feel confident that we have the best staff around! They are carefully selected and well-trained young men and women. Reference checks are conducted, documented and filed on all employees working with children. A criminal history background check and a mandatory drug test are also required. Professional Y Camp Directors and Y Program Directors provide the primary leadership for our camps. They are available to answer parent questions and to assist with any personal needs that you or your child may have. Most important, our staff members are people who love children.

### What training does the camp staff receive?

All staff members receive more than 40 hours of intense YMCA in-house training. The staff members learn about camp policies and procedures. Their training hours are spent on CPR, first aid, program planning, bully prevention, child abuse awareness, water safety, risk management and a variety of other topics to ensure your children have a safe and fun experience at camp. Camp counselors learn about sun-screen application, check-in and check-out procedures and techniques for interacting with children, as well as songs, games, and arts and crafts projects to make the summer memorable for your child.

## CHILD SAFETY IS IMPORTANT TO US!

Children today are faced with situations that may affect their development and safety. It is one of the Y's missions to keep every child in our care safe, and it is our job to educate our children and ourselves about the potential dangers in our society and to protect them from physical and sexual abuse. All of our staff are trained in the warning signs of abuse. We make every effort to prevent child abuse by rigorous hiring practices that include reference checks of past employers, organizations, etc., drug testing, background and records checks, as well as extensive developmental training. We conduct periodic evaluations with children and parents about their daily experiences or encourage reports of anything out of the ordinary. YMCA staff is required to report any suspicions of child abuse/neglect to Social Services. This includes suspicious marks, injuries, or reports made by children. We promote safety of children through the practices of not leaving a staff member alone with children. Children are separated by age groups during activities such as restroom visits, field trips, etc. All YMCA staff follows a Code of Conduct policy for the protection of your children. If you need to report a case of child abuse/neglect, you may call **1-800-752-6200**.

### Our staff members are trained to:



#### KNOW

**KNOW** the warning signs of child sexual abuse



#### SEE

**SEE** the warning signs based on the actions of others



#### RESPOND

**RESPOND** to the warning signs of child sexual abuse accordingly



## **FIELD TRIPS/TRANSPORTATION-Due to COVID19 we will not be traveling out of the county this Summer.**

The YMCA will provide transportation for all field trips. The cost for field trips is included in our weekly fee. Transportation to and from the Y is the responsibility of the parent or guardian. It is also your responsibility to arrive promptly on field trip days in order for trips to remain on schedule. Please note that for safety reasons, campers cannot be dropped off or picked up from field trip locations. If you are not able to drop your child off prior to the field trip departure, you will need to wait until we return to the Y. If you need to pick your child up early on a field trip day, you will need to pick your child up at the Y before we depart on the field trip or wait until the field trip returns.

## **SCREEN TIME**

We believe there are many other enriching camp activities other than watching a movie or playing a video game. We will only show a movie or offer video games if it enhances our weekly theme and allows our staff and children to interact and engage in a meaningful experience.

## **BEHAVIOR MANAGEMENT**

Our goal is to help children learn to live comfortably with themselves and others. In order to achieve this, each child is held accountable for his/her own actions. Discipline consists of positive guidance techniques and "time away" from others. We prohibit children from using profanity as well as committing any acts of violence (physical or verbal) or destruction of property while in our programs. All parents must sign the behavior policy agreement before their child can enter our programs. Should a child be deemed unsafe to himself or others, the parent/guardians will be asked to pick up the child immediately.

Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict. In some cases, if the problem persists or is severe, our staff will speak with you, explaining the incident. If the problem has not been resolved, you will be asked to meet with the Camp Director, staff and your child to come up with a way to resolve the conflict.

In extreme cases, your child may be suspended or dismissed from the program (i.e. repeated bullying, physical threatening, a violent act against another child or staff member.) These two alternatives are a last resort. Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all children. Thank you for the choosing the Y!

# CAMPFAQS

## WHAT SHOULD MY CHILD WEAR?

Comfortable, weather-appropriate clothes that can get dirty. Shirts, shorts, socks and tennis shoes are required. Flip-flops may be worn to the pool, but are unsafe for other camp activities. Crocs or any opened-toe shoes are not permitted. It is a safety regulation.

## WHAT SHOULD MY CHILD BRING?

- **Refillable water bottle.** The YMCA will provide water bottles for all campers.
- **Sunscreen, swimsuit and towel.** Sunscreen is required, and water activities take place even on non-swim days. Non-swimmers and beginners will be required to wear a YMCA life jacket. Each family must provide sunscreen for their child and sign the sunscreen administration form. All bottles must be labeled with the child's name. Staff will supervise application of sunscreen.

## WHAT SHOULD MY CHILD NOT BRING?

- Money (unless for field trip), toys from home, including iPods or electronic devices
- Cell phones – campers can always be reached by calling camp director, and no child will ever be denied using a YMCA phone to call a parent.
- Playing or trading cards.
- Make-up and nail polish
- Weapons of any kind – pocket knives, sling shots, or anything that can be construed as a weapon. Any camper bearing knives, guns (toy or real), cigarettes, or alcohol will be immediately dismissed from camp.

## ARE MEALS PROVIDED?

The YMCA participates in the federal food program. We provide breakfast, lunch and an afternoon snack. We ask that parents alert us immediately of any food allergies their child may have. Please check the monthly menu! If major substitutions are necessary, parents need to pack a healthy lunch for their child using our guidelines. Breakfast is 8:30-9:30 a.m., other breakfast items must be eaten before entering the center or cleared with the director.

## WHAT DO CAMPERS DO ON RAINY DAYS?

We may have to cancel outdoor field trips when it rains. We have a Rain Day Box full of exciting and new activities to do in the event that campers are stuck inside for rainy days. In the event of several rainy days in a row, campers may take an alternate field trip.

## WHAT ABOUT EXTREMELY HOT WEATHER?

Camp Directors take every precaution in extreme weather. Sunscreen is applied before going outside and then at 30-minute intervals (or sooner). Campers are encouraged to bring water bottles outside and to drink from them repeatedly, and water fountains or water coolers are also available. Group leaders monitor exposure to sun and are aware of signs of heat-related illness. In the event that temperatures are too high for productive activities, activities will be modified.

## HOW IS THE CAMP ORGANIZED?

Campers are placed in small groups based on ages, and this is how they rotate through all of the daily activities. There are periods in the morning, lunch and late afternoon when all children are together. Camp personnel realize that special circumstances are needed at times to ensure a positive camp experience for a child, so parents are encouraged to speak to them directly with any concerns.

## DOES MY CHILD GET A T-SHIRT?

Yes. Campers receive 1 shirt at the start of summer. We ask that camp shirts are worn every field trip day at a minimum.



# CAMP FAQS



## **WHAT IF I AM LATE PICKING UP MY CHILD?**

For campers remaining after closing times, a \$1-per-minute-per-family late fee is charged and due immediately (by check or drafted the next day). In the event a child is at camp 15 minutes past closing time, emergency contacts will be notified in an effort to find someone to pick up the child. If no one can be reached and a child has not been picked up an hour after closing time, we have no option but to contact the Division of Social Services to have them assume authority of the child.

## **WHY MUST I SHOW ID WHEN PICKING UP MY CHILD?**

Only adults over 16 years of age who are listed as authorized persons will be allowed to pick up a child from YMCA camp. Camp personnel will ask for a picture ID if an individual picking up your child is not familiar to them. There may be many different staff in charge of supervising the Parent Table over the course of a summer. Different campers attend weekly with lots of different authorized pick-ups, so staff must be able to ensure the proper release of your child.

## **MY CHILD CAN'T SWIM - HOW DO YOU ENSURE SAFETY?**

We provide FREE swim lessons as part of their daily or weekly swim instruction. Campers who have non-swimmer or beginner checked on their form are automatically banded with a RED armband and are only allowed in less than 2.5 feet of water and must wear a lifejacket.

Campers who have some degree of ability are eligible to take a swim test. YELLOW band skills can go into water up to 3.5 feet. GREEN band skills are allowed to go into the deep end and off diving boards or slides. Staff are stationed throughout the swimming area, with 50% of them in the water and 50% on deck. Staff wear staff Y shirts to be easily visible to campers and community.

## **MY CHILD DOESN'T WANT TO SWIM OR GO ON THE SCHEDULED FIELD TRIP—CAN SHE JUST STAY AT CAMP?**

When a camp goes on a field trip or participates in swimming, the entire group goes. This ensures we have proper adult-to-camper supervision at all times. For children not wishing to swim, we provide activities to take to the pool, such as books or coloring. However, it gets very hot at the pool, so we strongly encourage that all children be prepared and ready to swim on swim days. Children not wishing to go on field trips should stay home that day.

## **HOW ARE CAMPERS TRANSPORTED?**

Campers may walk on field trips, and chartered school buses are used for other transportation. Bus safety is a priority, and all staff are trained in appropriate supervision and safety procedures while on the bus.

## **WHAT IF MY CHILD TAKES MEDICATION?**

For medication that needs to be administered during program hours, please complete a medication authorization form DAILY (your Camp Director has this form) and submit the medication in the original container for the person it was prescribed with the dosage for the day only. Medications are kept in a medication lock box with the exception of EpiPens or inhalers. These medications are kept with the child's counselor during the program day and then returned to the parent each evening. Over-the-counter medication will only be dispensed with a note from a physician on letterhead. Please give this note to the Camp Director along with your daily permission to administer.

## **THANK YOU FOR CHOOSING THE Y!**

**We appreciate your cooperation in following our policies and procedures.**

**Please contact Leslie Berry at (859) 987-1395 or [lberry@parisbourbonymca.org](mailto:lberry@parisbourbonymca.org) if you have any questions or concerns.**