



SUMMER

DAY CAMP

HANDBOOK

FLORENCE FAMILY

YMCA

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OUR MISSION:

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



Summer Day Camp Handbook

You must provide ALL of the following information before a child will be considered registered at the Florence Family YMCA.

There will be NO exceptions.

- Signed Waiver Form
- Completed Application
- Paid Enrollment/Activity Fee – Full Summer \$150 or \$30 Registration Fee+\$30 Activity Fee per Week if registering for 4 weeks or Less
- Member Fee - \$90 per week
- Participant Fee - \$106 per week
- Completed Health History
- Signed Summer Camp Policy/Payment Agreement Form
- Signed Field Trip & Transportation Permission Form

As you make your school break plans, please remember there are limited spaces in our program. Spaces in our Summer Camp Program are determined by number of children in each age group. All field trips are paid through the activity fee. No refunds will be given on a day that your child misses during the camp period. On days that the buses leave early for field trips, you will not be refunded due to your child missing the trip. **ALL activity / registration fees are NON-Refundable and NON-Transferable.**

Summer Day Camp is based on weekly thematic units.

Hours of operation are 7am until 6pm.

Children are grouped together from 7:00 – 8:00am and again between 5:15 – 6pm. There is a late fee that is PAYABLE to the Florence Family YMCA, if you pick your child up past 6pm. By 6:05pm (by the clock in the main hall entrance) the fee is \$5 plus \$1 per minute thereafter. Please make every effort to pick your child up or have your child picked up before closing. Please call the Director in the event of an emergency if you know you will be detained. Please do not call the YMCA to determine if your child has been picked up (except in emergency situations).

LATE FEES

There will be a late fee assessed in the amount of \$5 at 6:05pm according to the clock in the childcare front hallway and \$1 per minute thereafter. All late fees are due to the Florence Family YMCA.

All weekly payments are due in advance on Friday for the upcoming week. If payment for the upcoming week has not been paid by 6:00pm on Friday, a late fee of \$20 per child for the week will automatically be added.

NUTRITION

ALL CHILDREN WILL RECEIVE A BAGGED LUNCH. Please remember to pack a morning snack for your child. Afternoon snack with drink will be provided daily. The YMCA mission is to promote a health spirit, mind, and body. Water is the drink of choice of course, if your child has special food needs or **Allergies** please talk with the Director.

Kona Ice visits every Monday afternoon. Cost is \$25 per child for the summer –cup may be provided at initial visit. It is to be paid to the childcare accountant by check, money order, debit or credit card.

CLOTHING & PERSONAL BELONGING

Please label everything with your child's name including – bathing suit and towels, lunch bag, jacket or anything else brought to the YMCA.

Please choose appropriate clothing. CLOSED TOE shoes need to be worn for safety. Children will be participating in games and activities that involve running, climbing, hiking, and exploration. Our children will also be going to State Parks on nature hikes and a variety of activities. For the safety of your child's feet, and to allow participation in all activities, it is best that gym shoes are worn. **ONLY** shoes with soles that are white are allowed in the gymnasium. Children cannot go barefoot in areas other than the immediate pool area because of Fire Marshall and Health Department regulations. Sandals and flip-flops are **NOT** tolerated. Parents will be called to bring appropriate shoes for their child. The YMCA has toys, games and sports equipment. **NO** personal toys or games are allowed at Summer Camp. The YMCA will **NOT** be responsible for anything broken or brought to the YMCA from home. This is a group environment and things get misplaced and broken. Toys and personal belonging need to be left at home.

FIELD TRIPS

Field trips are planned each week. The Field Trip Permission form must be signed for your child to participate in Summer Camp. All trips are age appropriate. Different age groups will sometimes be going on different trips. All field trips will return to the YMCA by 5:30pm. All field trips are within 100 miles of the YMCA. Children need to arrive at the YMCA at the appropriate time for a scheduled trip. The bus **will not wait** nor will a refund be given for a missed trip. Children do **NOT** have the option of choosing to go or no go on a field trip. If your child does not make it in time for the field trip, you are responsible for making alternative arrangements for your child that day. Staff Director or YMCA management has the right to terminate a field

trip for a child with reasonable cause. Appropriate bus rules need to be followed for safe transportation; failure to comply with bus rules can result in a child not being able to go on a field trip.

PAYMENT

Tuition payment is due the preceding Friday. Tuition must be made in the child care area. If you desire to make payment using a credit card please contact the Director or the Child Care Accountant to make arrangements. Credit cards and debit cards used as credit cards may be charged a \$1.00 convenience fee per transaction. There is a drop box for checks in the child care lobby. A late fee in the amount of \$20.00 per child will be added if payments are not made on Friday by 6pm for the upcoming week.

Total amount is DUE for each week and NOT prorated according to a child's weekly attendance. If your child does NOT attend for the entire week, no amount is due. There will be NO refunds due to lack of attendance or field trips.

HEALTH AND MEDICATION

Use fair judgement in bringing your child to Summer Camp if he/she appears unhealthy or has uncommon symptoms. Be courteous and considerate of the health of other children and staff. Children with the following symptoms will be excluded from group care and the parent contacted. Your child must also be free from the following for 24 hours before returning to the program.

- Inflammation of the eyes and sinuses
- Fever 100°F
- Rash
- Diarrhea
- Vomiting

If the child has a confirmed case of a contagious disease, he/she must be kept at home and the fact of this condition reported to Summer Camp so that a notice can be posted within the Camp (i.e.; strep throat, head lice, pin worms, viral infections, infections of any kind that can be contracted, measles, mumps, chicken pox, scarlet fever, diarrhea and impetigo are among those conditions categorized as "highly contagious"). If the child becomes ill while in our care, he/she will be isolated, cared for, and the parent will be called to pick up the child from the YMCA.

In the event of a medical emergency or accident requiring a doctor's treatment, we shall make contact with the parent immediately. If we cannot make contact with the parent, the emergency person and child's physician will be contacted. The child will be taken or transported by EMS to your designated Hospital's Emergency Room.

There will be a staff person at Summer Camp at all times who has completed First Aid and CPR Certifications.

Although a "Permission Regarding Administration of Medication" was completed at the time of enrollment, medications will be administered at Summer Camp only if a Medication Release is completed by the parent or guardian. The form contains the amount and the time of dosage. Medication must be in the original container and labeled with the child's name, type of medication, date, amount and time of dosage.

ARRIVAL TIME

Children can be dropped off at 7am at the Summer Camp entry door.
ALL children **MUST** be signed in by an adult or guardian.

PICK UP TIME

When picking up your child each day please remember to:

1. Sign your child out
2. NO person may pick up a child that is NOT listed on the child's enrollment form
3. Late fees are applicable after 6pm AND immediately payable to the Florence Family YMCA
4. Anyone picking up a child from Camp from our center must be 18 years of age or older

REQUEST FOR DOCUMENTATION

Any documentation needed for verification of your child's attendance will require a minimum of 5 business days from the date of the request. There will be a flat fee of \$10 (up to five pages) and \$1 per page thereafter. The \$10 fee is due at the time of request and the balance is due immediately when you pick up your documentation. You will need to see either the child care accountant or the child care director to make your request.

DISCIPLINE

The YMCA wants to provide a safe and socially health environment for your child while in our care. While most children function great in large and small groups, there are incidents that require immediate attention for the concern and safety of ALL children within the program.

YMCA Camp Staff maintain a positive attitude towards the children and maintain appropriate behavior with the groups of children. The YMCA Summer Camp has basic rules of safety and conduct. The Florence Family YMCA has a Zero Tolerance Policy for physical or corporal punishment. This includes name calling or demeaning comments made to children by staff. On the same note, the YMCA will NOT tolerate children being physically or verbally abusive to staff or other children.

General discipline techniques involve redirections, verbal clarification of behavior that is unacceptable and, if necessary, time out (only in the vent that a child needs to regain control).

It is the parent's responsibility to take time to discuss the behavioral rules outlined below with each child entering the program in order to clearly understand behavioral expectations. If you have any question please call.

Unacceptable behavior includes (but is not limited to):

- Biting
 - Hitting, punching or kicking
 - Bullying which includes: verbal name calling, hand gestures, teasing (either as a group or individually)
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- Behaviors or comments that are harmful to another person and can be viewed as sexual harassment, racism or gender oriented discrimination
- Cussing and disrespect
- Unsafe physical acts during transportation on the bus or while on a field trip in the community. Continued behaviors deemed unsafe by staff that can cause harm to a child or children. This includes but is not limited to: standing on the bus, limbs outside the vehicle, excessive loud outbursts or physical actions that cause distraction to a driver and pose a safety issue to others being transported

Consequences of unacceptable behavior include but are not limited to:

- A written verbal warning
- Call to parent
- Conference with a parent
- Suspension
- Release from the program (*this can be immediate if violent to self, another child or staff*). **There will be no refund of tuition for suspension or termination of the Summer Camp program that is the result of a child's behavior.**

Disciplinary actions from each program are not dismissed and will carry over from one program to the next.

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