



# SUMMER 2021 DAY CAMP PARENT HANDBOOK

The Y.™ For a better us.



**YMCA OF SOUTHWEST FLORIDA**

# WELCOME TO Y CAMP!

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The YMCA of Southwest Florida serves over 1,000 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer.

## OUR MISSION

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

## OUR GOALS

At the YMCA, we envision strong communities where all people achieve healthy, gain confidence, make connections, and feel secure at every stage of life. At Day Camp, we work to strengthen our community by empowering young people to reach their full potential.

We are guided by four essential principles and seek to instill these in all our campers:

- **Caring:** Show a sincere concern for others
- **Honesty:** Be truthful in what you say and do
- **Respect:** Treat each other as we would all like to be treated
- **Responsibility:** Be accountable for your words and actions

Our goal at camp is to provide a safe, wholesome environment for campers to experience new things and grow physically, mentally, and spiritually to achieve their greatest potential; our Camps are designed to provide all children with positive relationships, a sense of belonging, opportunities for achievement.

Developing intentional programming with our mission, vision, and values as our guide allows us to strengthen our community through youth development, healthy living and social responsibility.

## OUR STAFF

Our Day Camp program is committed first and foremost to the safety of your child and the quality of your Summer Camp experience. As such, The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. Our Day Camp staff are supervised by a YMCA professional, and many members of our staff team are enrolled in teaching credential programs, are college students, or are full-time teachers. We place a serious emphasis on safety standards by requiring our counselors to complete pre-camp training, including CPR, First Aid/AED and Child Abuse Prevention trainings along with training in the areas of working with children, behavior management, conflict resolution, group supervision, risk management and programming. All YMCA staff have been properly screened to meet requirements set forth by the State, County, and YMCA, as applicable.

- ✓ Staff who transport children in YMCA buses are properly licensed for the class of vehicle used.
- ✓ YMCA Gymnastics staff are USA Gymnastics Safety certified and USA Gymnastics Instructor certified.

Our staff are welcoming, genuine, nurturing, hopeful, and determined! We take pride in the high expectations we set for our Summer Camp Staff each year and evaluate them on a regular basis.

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## PARENT RESPONSIBILITIES

- ✓ Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy, etc.
- ✓ Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's Day Camp location to keep well- informed about the program.
- ✓ Parents should read, review, and model the Camper Code of Conduct with their children regularly.

# REGISTRATION FORMS, FEES, DEPOSITS & CANCELLATIONS

Please submit a full registration packet to complete your camper's registration: Registration form (provides staff with all the necessary information to ensure your child's safety and well-being including fears, strengths, special needs and authorized persons permitted to sign your children out of the program), What to Bring to Camp, Meet & Greet Information, Parent Handbook, Draft Form, Pricing Sheet, Liability Waiver.

## Registration Fees:

In order to register for Summer Camps, a Registration fee of \$30 per child is required. Registration fees are non-transferable and non-refundable.

## Deposits:

All camps require a \$25 deposit per child, per session to reserve space. Please visit our camp brochure or guide for specific camp information. Our camps fill up quickly and spots are reserved through a deposit on a first come first serve basis.

## Cancellations:

All changes, including cancellations and transfers, must be made in writing within 15 days of effective date cancellation. Forms can be found at the Welcome Center.

## Financial Assistance:

The YMCA of Southwest Florida Annual Support Campaign ensures that everyone has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay as long as funds and space are available. If you would like to apply for a scholarship, please fill out an application and return to your local branch. Applications are available online and at your local Y.

## Receipts:

Tax receipts can be provided upon request from the Program Director. The YMCA of Southwest Florida's Tax ID # is: 59-1629660.

# PAYMENT OPTIONS

## EARLY REGISTRATIONS:

If you are registering in advance of the Wednesday prior to camp session, there are two payment options:

1. You may pay in full at the time of registration or
2. You may sign up for camp and schedule your payment to withdraw automatically on the Wednesday prior to the start of camp
  - ! Deposits and Registration fees are due at the time of registration.

## LATE REGISTRATIONS:

- ! If you are registering after the Wednesday prior to camp, tuition is due in full at the time of registration.
- ! If you are registering after the Friday prior to camp, registration may only be taken in person at a YMCA branch office and a \$20 late fee will also be assessed.

If the payment is not received, the child will not be permitted to attend. All payments for camp must be made by the following payment schedule:

LEE COUNTY	SARASOTA COUNTY	CHARLOTTE COUNTY	HENDRY COUNTY	PAYMENT DUE DATE
			Week 1 (May 31 <sup>st</sup> -June 4 <sup>th</sup> )	May 26 <sup>th</sup>
	Pre Week (June 7 <sup>th</sup> -June 11 <sup>th</sup> )	Week 1 (June 7 <sup>th</sup> -June 11 <sup>th</sup> )	Week 2 (June 7 <sup>th</sup> -June 11 <sup>th</sup> )	June 2 <sup>nd</sup>
	Week 1 (June 14 <sup>th</sup> - June 18 <sup>th</sup> )	Week 2 (June 14 <sup>th</sup> - June 18 <sup>th</sup> )	Week 3 (June 14 <sup>th</sup> - June 18 <sup>th</sup> )	June 9 <sup>th</sup>
Week 1 (June 21 <sup>st</sup> - June 25 <sup>th</sup> )	Week 2 (June 21 <sup>st</sup> - June 25 <sup>th</sup> )	Week 3 (June 21 <sup>st</sup> - June 25 <sup>th</sup> )	Week 4 (June 21 <sup>st</sup> - June 25 <sup>th</sup> )	June 16 <sup>th</sup>
Week 2 (June 28 <sup>th</sup> -July 2 <sup>nd</sup> )	Week 3 (June 28 <sup>th</sup> -July 2 <sup>nd</sup> )	Week 4 (June 28 <sup>th</sup> -July 2 <sup>nd</sup> )	Week 5 (June 28 <sup>th</sup> -July 2 <sup>nd</sup> )	July 21 <sup>st</sup>
Week 3 (July 5 <sup>th</sup> -July 9 <sup>th</sup> )	Week 4 (July 5 <sup>th</sup> -July 9 <sup>th</sup> )	Week 5 (July 5 <sup>th</sup> -July 9 <sup>th</sup> )	Week 6 (July 5 <sup>th</sup> -July 9 <sup>th</sup> )	June 30 <sup>th</sup>
Week 4 (July 12 <sup>th</sup> -July 16 <sup>th</sup> )	Week 5 (July 12 <sup>th</sup> -July 16 <sup>th</sup> )	Week 6 (July 12 <sup>th</sup> -July 16 <sup>th</sup> )	Week 7 (July 12 <sup>th</sup> -July 16 <sup>th</sup> )	July 7 <sup>th</sup>
Week 5 (July 19 <sup>th</sup> -July 23 <sup>rd</sup> )	Week 6 (July 19 <sup>th</sup> -July 23 <sup>rd</sup> )	Week 7 (July 19 <sup>th</sup> -July 23 <sup>rd</sup> )	Week 8 (July 19 <sup>th</sup> -July 23 <sup>rd</sup> )	July 14 <sup>th</sup>
Week 6 (July 26 <sup>th</sup> -July 30 <sup>th</sup> )	Week 7 (July 26 <sup>th</sup> -July 30 <sup>th</sup> )	Week 8 (July 26 <sup>th</sup> -July 30 <sup>th</sup> )	Week 9 (July 26 <sup>th</sup> -July 30 <sup>th</sup> )	July 21 <sup>st</sup>
Week 7 (Aug 2 <sup>nd</sup> -Aug 6 <sup>th</sup> )	Week 8 (Aug 2 <sup>nd</sup> -Aug 6 <sup>th</sup> )	Week 9 (Aug 2 <sup>nd</sup> -Aug 6 <sup>th</sup> )	Week 10 (Aug 2 <sup>nd</sup> -Aug 6 <sup>th</sup> )	July 28 <sup>th</sup>
	Week 9 (Aug 9 <sup>th</sup> -Aug 13 <sup>th</sup> )	Week 10 (Aug 9 <sup>th</sup> -Aug 13 <sup>th</sup> )		August 4 <sup>th</sup>
	Week 10 (Aug 16 <sup>th</sup> -Aug 20 <sup>th</sup> )			August 11 <sup>th</sup>

## FORMS OF PAYMENT ACCEPTED:

- ✓ Check Payments are accepted at all YMCA Branches and Camp locations
  - ! There will be a \$30 charge for any check returned to the YMCA. Outstanding balances resulting from uncollected returned checks or programs must be taken care of before the child may enroll or attend any YMCA program.
- ✓ Credit Card Payments are accepted online, at all YMCA Branches, and at all Camp locations
- ✓ Cash/Money Order Payments are accepted at all YMCA Branches only



# WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first-day" anxiety. The YMCA Day Camp has well-trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models. Below are some quick tips to get you started:

- ✓ Dress for the weather. The camp day will continue rain or shine.
- ✓ Campers are very active during camp. Therefore, have your camper wear "play clothes" that can become dirty.
- ✓ Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- ✓ Label all items with camper's name including: swimsuits, towels, water bottles and backpacks.
- ✓ Please don't send valuable clothing or items to camp, including jewelry.
- ✓ Make sure all your forms and payments are completed the week prior to attending camp. This will save time at check-in. Include camper's name and the week you are paying for on all checks.

## OUR DAILY ADVENTURES

It is important to us that your child has a wonderful "first", "second"...or "seventh" camp experience and our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers' activities include but are not limited to: assemblies, swimming, choice activities based on weekly themes, skits, stories, arts & crafts, fitness activities, field trips, sports, games & relays, special guests, character development, all camp activities, academic enrichment and counselor huddle times. Campers stay with their counselor throughout the entire day and their counselors progressively structure the camp program to challenge children according to their age. We aim to give children an introduction to a wide variety of camp activities and plenty of opportunity for creative expression.

### WEEKLY THEMES

In Traditional Day Camp we strive to create an outstanding experience for your camper, so we ask that they participate in weekly themes. You will receive communication outlining more details for the weeks and we ask that you encourage your camper to participate by helping them with specific camp initiatives prior to arrival.

### FIELD TRIPS

Field trip information and options will vary by site. Please contact your Camp Director for site-specific information.

A list of all the field trips will be provided on the first day of camp (schedule subject to change). On field trip days there will be no swimming for that specific age group.

Children should arrive at camp no later than 8:30 a.m. on field trip days. If absent or late on the scheduled day, there will be no make-ups on other days. Children may NOT be dropped off or picked up from field trip locations unless there is an emergency situation.

Please be aware if changes to schedules must be made, we will notify parents through signs at parent drop off/pick up. We do our best to arrive back to camp on time but inclement weather, traffic problems, etc... may delay our arrival; please be patient.

YMCA reserves the right to suspend any child's field trip privileges for disciplinary or safety reasons. On field trips days, children may bring spending money if desired. The YMCA pays for admission fees for field trips. Children are responsible for their own money – the YMCA is not responsible for lost or stolen money. YMCA Counselors ARE NOT permitted to hold money for children. Field trips are subject to change without notice; however, we make every attempt to notify parents in advance.

One summer camp T-shirt will be given to each registered camper and must be worn on designated field trip days. If your child comes to camp on his/her designated field trip day without a shirt, one will be provided, and you will be billed \$10.00.

### PRORATING CAMPS

As you can see from all the fun we pack into a session at camp, we plan our camps intentionally throughout the span of a session and believe a true camp experience is a week-long experience. We do not prorate camps based on attendance.

## IT'S WEATHER OR NOT

In the event of severe weather such as thunderstorms or tornado warnings we will take immediate cover. The Camp Director will stay alert for weather advisories issued over the radio. We will not operate vehicles during severe weather conditions.

Counselors are trained to handle severe weather conditions such as storms, tornadoes, and heat conditions. During heat advisories, campers continue activities at a slower pace. We will adjust group schedules so that children will not be participating in field sports during the hottest part of the day.

# PROGRAM INSTRUCTION

**Sports Camps** include about a ½ day of sport specific instruction. Please remember, you are signing up your child to attend a sports camp – not a sports clinic. The YMCA views sports as a way to fulfill our mission statement, as such our sports camps are designed to teach self-esteem, leadership, teamwork, and character values through sports. They will execute drills, learn new techniques, play games, and practice the sport. If your child would like more intensive instruction, encourage them to ask the camp staff.

**Specialty Camps** include about a ½ day of focus in their specialty area each day. Please note this camp is not an intensive class. Specialty camps are designed to encourage self-expression, creative problem solving, and social skills through the arts or sciences.

**Gymnastics Camps** include about a ½ day of gymnastics instruction. This camp is designed to ignite an interest and foster a love for Gymnastics activity within each camper. It is our hope that campers leave camp with a newfound appreciation for staying active and all that their bodies are capable of! Campers may participate in swimming, crafts, playground play, and group games when not in the Gym.

**Adventure Camps** include daily high ropes (Alpine tower) and low ropes teambuilding activities. The high ropes course can be a challenging experience for participants and is a great opportunity for participants to face their fears and work through challenging situations with the support of their group. Many of the elements do involve one person climbing at a time with only a few involving the entire group, but there are plenty of ways for the rest of the group to support a climber and be involved in the activity. We follow the tenets of choose your challenge which encourages and supports participants in choosing how they will engage in the activities based on how much they want to challenge themselves that day. When not on the ropes course, campers will be exploring the great outdoors for walks on the grounds and nature learning to keep our build healthier children with more awareness and connection to the natural environment.

## SWIM AT THE Y

Swimming and splashing around are a great part of summer camp!

Please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Swim schedules are camp specific and you will be provided with a schedule that indicates your camper's swim schedule, however, sending your camper with his / her swim gear each day will allow them to participate in any activities in case of a schedule change.

! Aquatics campers should arrive at camp dressed in their swimsuit with shorts and shirt over their suit.

Please keep your swimming schedule in mind when making your daily pick-up arrangements. If you do not want your camper to swim, please contact your branch's Camp Director. Please note that it takes each group about 15 min for change time.

Please provide your child with protection from sun. (I.e. sunscreen, hat, shirts etc.) If you would like more information about swim lessons provided by the YMCA, please contact our Aquatics Department.

### THE SWIM TEST

Safety is our top priority at the pool. Prior to entry into the pool all swimmers 13 years and younger will have their swimming ability tested and will be placed into groups accordingly. The swim test will consist of swimming one length of the pool using a recognizable stroke and treading water for one minute. The procedure is required to ensure to safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those camps that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions! All campers will be marked as swimmers (with a green wristband) or non-swimmers (with a red wristband) at the completion of the swim test.

There are two levels of swim test:

- Non-Swimmers/Red Band – 13 years and younger who cannot demonstrate the Green Band skills will be required to wear a lifejacket and receive a red swim band.
- Swimmers/Green Band – Swim length of pool unassisted front crawl or breaststroke and without resting while maintaining a positive body position. Additionally, she/he must demonstrate ability to tread water in an upright position for 30 sec.

Swimmers will receive a disposable swim band and reissued daily. Any swimmer that seems to have difficulty after receiving a green band may be retested.

### WATER SAFETY RULES

1. Swimming safety is based on common sense. Always keep rules in mind.
2. Stay in assigned section of the pool.
3. No roughhousing or horseplay in the water.
7. Always walk. No running in the pool areas.
8. Get dressed quickly. Show courtesy to others in changing rooms.
9. No diving or jumping from the sides of the pool.

The YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons. Certified YMCA lifeguards and camp counselors supervise children at the pool. Children are NOT permitted to take full showers (in the locker room).

# WHAT TO BRING TO CAMP

## LUNCH *(options may vary by location)*

The YMCA will provide a nutritious lunch each day (including field trip days) at no charge. PLEASE NOTE ALL FOOD ALLERGIES on your child's Registration Form. Children may bring their own lunch and drink (sodas and candy are not permitted).

- Lunches sent with your child will not be refrigerated or heated in the microwave.
- Lunches sent with your child must include a drink and eating utensils (plastic ware preferred). Due to an active schedule, these lunches must be healthy and nutritious and not spoil easily as they will not be refrigerated.
- Do not send items with glass, sharp pull tags or other potentially dangerous items.
- Water is available throughout the day – children are encouraged to drink plenty of water and to carry a water bottle with them. They will be allowed to refill their water bottles as necessary.
- Please label all lunch boxes/containers with a permanent marker. Label the OUTSIDE of the lunchbox – many lunchboxes look alike.

## SNACK

The YMCA implements a series of healthy eating and physical activity standards in our programming. We will provide an afternoon snack everyday for campers. We will commit to serving healthy snacks with water being the primary beverage during snack time. Please make sure your child eats a good breakfast before arriving at camp each morning. Children may bring snacks/drinks if desired.

## CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and tennis shoes as your camper will be participating in outdoor activities. For safety reasons, open toed shoes and sandals are not permitted at camp. Campers should also bring a swimsuit and towel on swim days. Please clearly label swim items with the camper's name.

## BATHING SUITS

Please send a bathing suit and towel that is clearly labeled with your child's name with your child on swim days, or water activity days. You may send goggles with your child as well, however the YMCA will provide all flotation gear.

! PLEASE REMEMBER TO LABEL ALL PERSONAL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.

## SUNSCREEN

We are committed to keeping your child safe from the sun. To help prevent sunburn, it is recommended that parents apply sunscreen prior to arriving at camp. Campers spend a large amount of time in outdoor activities. Please apply 8-hour sunscreen that will last all day before arriving at camp. Parents should provide campers with spray sunscreen to keep with them throughout the day. Sunscreen is STRONGLY encouraged – because sunscreen is a topical lotion, YMCA staff is NOT permitted to apply sunscreen on children, and we do remind every hour to reapply. (Spray sunscreen is highly recommended.)

## LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing please check lost and found immediately. Unclaimed items will be disposed of on a weekly basis. The YMCA is not responsible for lost, stolen, or damaged clothing or equipment.

## LEAVE IT AT HOME

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPads, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they **MUST** remain in the child's book bag during program hours. Some children enrolled in our programs are not permitted to be photographed; therefore, cameras MAY NOT BE USED AT ANY TIME. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the parent at sign-out.

At the Y, we make sure our programs are packed with activities and these personal items can often be a distraction.

# WE KEEP THE PEACE

The Y expects all participants to demonstrate the four Y character values of Caring, Honesty, Respect and Responsibility. Students who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection and one-on-one counseling.

YMCA staff is trained to use a positive approach to discipline. However, if a child is extremely disruptive, YMCA policy is to notify parent/authorized person via a behavior form located at sign out. Your signature on the form is required, acknowledging receipt; the forms are kept on site at the YMCA.

- 1st offense- warning
- 2nd offense – warning
- 3rd offense – may result in suspension from participation in the program

Two (2) suspensions may result in termination from the YMCA program.

## ZERO TOLERANCE POLICY COVERS THE FOLLOWING BEHAVIORS:

- Any intentional physical abuse towards other child(ren)
- Bullying (verbal or physical) of any kind
- Any threats made towards child(ren)
- Stealing or damaging other children's property or YMCA property. Parents are also financially responsible for the repair or replacement of stolen or damaged property.
- Bringing any weapon to the YMCA
- Any physical or verbal abuse/threats to staff (may result in an immediate termination from the program).

It is our hope that we can work together to prevent your child from being suspended or terminated from the program. The Director may request a conference with you if there are significant behavior problems with your child.

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all our children to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of others might not find this program a good fit and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

ALL PARTICIPATING CAMPERS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD STAFF & OTHERS AT ALL TIMES.

## CAMPER BEHAVIOR CODE OF CONDUCT

- Participants must behave toward others and their environment in a way that demonstrates the Y's four character values: Caring, Honesty, Respect, and Responsibility.
- Participants are responsible for following all behavioral standards and policies and procedures outlined in the Parent Handbook.
- Behavioral standards are expected to be followed at all Y locations and any Y hosted event including field trips.
- The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the Day Camp office if necessary.
- Students are expected to follow all directions issued by Y staff and volunteers.

## GRIEVANCE POLICY

At the Y, we strive to positively impact the life and wellbeing of every child in our care. For any questions, comments, or concerns, please contact the Camp Director.

## PARENT NOTIFICATION FORM

- Used as a communication tool between YMCA staff and parents.
- Used to notify parents of behavior concerns or other incidents.
- Your signature on the form is required, acknowledging receipt; the forms are kept on site at YMCA.
- Other forms include: Ouch Notes, Sunshine Notes, and Rainy Day Notes

## ACCIDENT/INJURY REPORT FORM

- Used to document injuries sustained by your child.
- Your signature is required; completed forms are kept on site at the YMCA.



## **Y BUS CODE OF CONDUCT**

- The Camper Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated and wear seat belts at all times.
- Riders' hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

All YMCA vehicles used for transporting children have:

- Operable fire extinguishers
- First aid kits and manuals
- Emergency equipment
- Are cleaned and inspected on a regular basis

Any behavior problem or safety issue while being transported on the bus may result in loss of your child's transportation privileges and/or suspension from the program. In this event, it will be your responsibility to make other transportation arrangements for your child. YMCA drivers meet all applicable vehicle licensing laws and all vehicles are properly maintained, DOT inspected on a regular basis, registered, & licensed.

## **AMERICANS WITH DISABILITIES ACT:**

- YMCA is in compliance with ADA
- YMCA does not discriminate against children unless their presence poses a "direct threat" to the health and safety of others.
- The program will make "reasonable modifications" to policies and practices to accommodate children with special needs.
- If possible, the YMCA will provide auxiliary aids and services for effective communication.
- Facility is fully accessible to persons with disabilities.
- The program will not assume a disability is too severe for a child to participate.
- YMCA Supervisory Staff will make individual assessments whether the program can meet the needs of a child without fundamentally altering the program.

## **INCLUSION POLICY:**

- YMCA does not discriminate in our admission policies based upon race, sex, religion, place of national origin or physical/mental abilities.
- Children with special needs will be considered for admission on a case-by-case basis.
- Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others or property may not be accommodated.
- Please notify Director if your child is under stress or may require a higher level of supervision

## **YMCA STAFF CODE OF CONDUCT:**

- Staff will not socialize or associate with program participants outside of YMCA hours (i.e. babysitting, private lessons, exchange of phone numbers/email/Facebook etc.)
- Staff will not transport program participants in personal vehicles
- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to participants.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA's 5 Character Values and the mission of the YMCA of Southwest Florida.
- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to established confidentiality policies.

# GET HOME SAFELY

## PICK-UP AND DROP OFF

**HOURS OF OPERATION:** Hours vary by location. Contact your camp for more information.

Drop off and pick-up locations will vary by branch and camp location.

**RIDES IN / OUT PROCEDURES:** Camp leadership staff will be available at this time with rosters to sign in your child and a runner will be there to take your child to their group. Campers must be "signed in" to the program each morning and "signed out" of the program in the afternoon each day. Unfortunately, we do not have staff to accommodate early arrivals or late stay. If your camper arrives after rides-in or you have to pick them up before 4:30pm please check in at the camp desk. We cannot and will not permit children to leave camp on their own. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper's registration form.

### **DROP OFF:**

Guardians may not leave children at the YMCA or Camp Site unsupervised. Campers must be signed in daily at drop off. Day Camp arrival varies by location, refer to the camp brochure or guide for specific times. We begin organized activities at 9:00am, so please have your child at camp by 9:00am. On field trip days please have your child at camp by 8:30am unless otherwise noted.

### **PICK UP:**

Pick up time is from 4:30pm to 6:00pm. The YMCA recognizes the need to provide a safe and secure site for all children in our Day Camp programs. As a result, the Y will only release a child to an adult who is listed on the "Authorized Pick-up List" provided on the registration form. The Y staff will adhere to the rules below to protect children in their care.

**SIGN-OUT:** Adults picking up children must sign and date the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture id. Y staff will rotate the responsibility of sign out and may not recognize you by sight. Please notify all adults picking up your child of this policy.

**CHANGES TO THE PICK-UP LIST:** Any changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

### **CUSTODY ISSUES:**

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree

**STEPS FOR CLARIFYING CUSTODY ISSUES:** If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must: 1) Contact and involve a Y Director immediately; and/or 2) Contact local law enforcement or social services if necessary.

**SECURITY PASSWORD:** Please provide a word/phrase in the appropriate place on the registration form, that MAY be asked of you if you are contacting the YMCA via the telephone regarding your child.

### LATE PICK-UP/FAILURE TO PICK UP:

Staff are scheduled until 6:00 p.m. However, staff will not leave a camper unattended. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone with only one YMCA staff person in attendance.
- We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services.

### IMPAIRMENT:

Your child's safety is our priority. At times we are called to make judgments concerning a camper's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is impaired when he or she arrives to pick-up the child, the YMCA will keep the child at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

## TAKING GOOD CARE

### HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home.

If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

1. The illness prevents the camper from participating comfortably in camp activities
2. The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
3. The camper has any of the following conditions:
  - Fever
  - Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
  - Uncontrolled diarrhea: Examples include one or more watery stools in a 24 hr. period.
  - Vomiting
  - Signs of communicable illness (rash, lice, etc.)
  - Conjunctivitis (pink eye)
  - Communicable disease (strep throat, chicken pox, ring worm etc.). Please notify Camp Director immediately so that other parents may be notified of the exposure.
  - If your camper has any of the symptoms listed above, or is removed from camp because of an above listed condition please refrain from returning to camp until condition discontinues (a minimum of 24 hours). This is in the best interest of all the campers in the program. Please assist us in our efforts to maintain a healthy environment for our children.

### HEAD LICE

Head lice are common due to the climate we live in and the nature of children:

- We do provide routine "head checks"
- If found with nits or actual lice, you will be contacted to immediately pick up your child. Your child will be isolated from other children until you arrive.
- These children may return to the program ONLY after YMCA staff has checked your child's head.
- YMCA has a "no nit" policy
- Preventive measures include; reminding children not to share brushes/hats/hair accessories and long hair should be worn in a ponytail.

### WELLNESS TIP

## KEEP KIDS MOVING

Encourage all children to participate by playing games that do not have them sitting still for a long period of time or "out" of the game early.

## FIRST AID AND EMERGENCY POLICY

When an accident occurs:

- YMCA staff will administer basic first aid.
- Minor injuries will be treated soap, water, ice, bandages etc.
- All injuries are documented on an "accident report" and are presented to parent at sign out. Accident reports require your signature and are kept on-site at the YMCA.
- In case of serious injury; YMCA staff will make a decision to call EMS and then the parent
- If injury is not life threatening but we feel it requires medical attention and parents cannot be reached, we will either contact EMS or transport the child to the nearest emergency room.

## MEDICATIONS

- YMCA does not administer any form of medication.
- Do not put any medication in your child's lunch box or backpack.
- Your child may bring sun screen in appropriate original containers. Please Label with your child's name.
- Inhalers/Epi-pens may be provided and must be properly identified and will be kept locked in the office and/or first aid kit during field trips. Staff is trained to assist children using these items, if necessary. You must provide the Authorization for Medication form which must be approved by your doctor. You can get the proper form from the Program Director.

## DIVERSE ABILITIES; SPECIAL EMOTIONAL / PHYSICAL NEEDS

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call Camp if you have questions regarding children with special needs. WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH DIVERSE ABILITIES. Please contact the Day Camp Director regarding special circumstances.

## WHAT'S GOING ON AT HOME

Children's actions in camp often reflect situations they are experiencing at home (i.e pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor so they can prepare to best meet the campers needs and ensure a fun, successful time at camp!

The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.

## INTERACTION WITH YMCA STAFF OUTSIDE OF YMCA PROGRAMMING

YMCA staff is not permitted to engage with program participants outside of official YMCA channels, including but not limited to the following important guidelines:

- YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
- YMCA Staff are not allowed to babysit any campers involved in any YMCA programming.

## NON-SMOKING ENVIRONMENT

The YMCA is a non-smoking environment.

- No person will be permitted to use tobacco products inside or outside any YMCA facility or facilities being used by the YMCA.
- Students and other persons under 18 may not possess or display tobacco products at any time on YMCA properties, in vehicles or while participating in sponsored events.
- Tobacco product is defined as: cigarettes, cigars, pipes, chewing tobacco, etc.

## SPEED LIMITS

To ensure the safety of all children in YMCA programs, please respect posted stop signs, speed limit signs etc. The unposted speed limit on YMCA property is 10 mph. Please be cautious while driving through any program parking lot – children are everywhere.

# STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director.

## PARENT SURVEYS

At the YMCA we are committed to continuous program improvement and love to hear your feedback to make this possible! In order to best serve you and your camper, we ask that you please complete the weekly parent survey provided by your camp site to share this valuable information.



# HERE FOR YOU

**BONITA SPRINGS YMCA**  
27200 Kent Road  
Bonita Springs, FL 34135  
239-221-7560

**ENGLEWOOD YMCA**  
701 Medical Blvd.  
Englewood, FL 34223  
941-475-1234

**FORT MYERS YMCA**  
1360 Royal Palm Square Blvd.  
Fort Myers, FL 33919  
239-275-9522

**FRANZ ROSS YMCA**  
1933 Quesada Ave.  
Port Charlotte, FL 33948  
941-626-9622

**PUNTA GORDA YMCA**  
2905 Tamiami Trail  
Punta Gorda, FL 33950  
941-505-0999

**VENICE YMCA**  
701 Center Road  
Venice, FL 34285  
941-492-9622

[WWW.SWFLYMCA.ORG](http://WWW.SWFLYMCA.ORG)