



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SALINA FAMILY YMCA SUMMER DAY CAMP PARENT INFORMATION AND POLICIES

## SUMMER DAY CAMP 12 WEEKS!

- Weekly camps available May 22 – Aug 10
- Ages: outgoing Kindergarten – 5th grades
- Financial assistance and DCF accepted for this camp

### Meets M- F, enroll by week

Drop-Off/Continued Programming	6:30 AM – 8:30 AM
Opening Ceremony	8:30 AM – 8:45 AM
Activity Rotations	8:45 AM – 12:00 PM
Lunch (Provided)	12:00 PM – 1:00 PM
Swimming/Special Activity	1:00 PM – 3:30 PM
Closing Ceremony	3:30 PM – 4:00 PM
Pick-Up/Continued Programming	4:00 PM – 6:00 PM

## WHAT'S INCLUDED

- Field trip costs are included in weekly camp fees.
- Lunch and an afternoon snack is provided.
- All camps will operate rain or shine. Daily activities may be modified due to weather. **NO REFUNDS WILL BE GIVEN** for missed activities.

## ENROLLMENT AND REGISTRATION

- Enrollment forms must be completed prior to registration.
- Weekly fees are due for registered camps **REGARDLESS OF ATTENDANCE**.
- \$20 Deposit is **NON-REFUNDABLE** and are only transferable with a two week notice. Financial assistance cannot be applied to deposits, but will be applied to fees and taken from balance.
- Refunds will not be given after registration closes. To cancel a registration and avoid charges, contact the Salina Family YMCA.

## PAYMENT OPTIONS

- The remaining balance is due the **MONDAY** by 9:00AM of the week they are attending. If late, a fee of \$15 will be added. If payment is not made by **TUESDAY** after 9:00 am the child will be un-enrolled.
- Automatic drafts will occur on **MONDAY** of the week they attend.
- All payments are **NON-REFUNDABLE**. If you wish to request a transfer of payments for any given week to a different week, you must contact the School Age Coordinator with a two week notice. Individual consideration will be given depending on circumstances.
- If an outstanding balance remains on your account, it may prevent you from enrolling in other YMCA programs, including childcare, youth sports, gymnastics and aquatics.
- In the event that an outstanding balance cannot be resolved in a timely manner, your account will be turned over to Sure Check Collection Agency. Late fees and a non-refundable \$50.00 processing fee will be added to your balance and any financial assistance will be removed.

## LOCATING YOUR CHILD AT CAMP

Upon arriving at the YMCA, please consult the dry erase board located in the lobby for your child's group. Then proceed to that location to sign your child in and out.

## SWIM TESTING

The following test procedures are in place for all campers. To use the deep end (or water over their armpits) the swimmer must be able to:

1. Jump into the water that is over their head and return to the surface.
2. Swim or tread water for at least one minute.
3. After completing the above, swim unassisted under the rope and to the ladder and climb out of the pool (At that time the child will receive a bracelet that will allow them to swim in the deep end of both pools).

## ENRICHMENT CAMPS 9 WEEKS!

- Weekly camps available May 22 – Aug 2
- Ages: outgoing 4th – 8th grades
- Financial assistance is accepted / DCF is NOT accepted

### Meets M- TH, enroll by week

Drop-Off	7:45 AM – 8:00 AM
Activity	8:00 AM – 12:00 PM
Lunch (Provided)	12:00 PM – 1:00 PM
Activity	1:00 PM – 3:45 PM
Pick-Up	3:45 PM – 4:00 PM

## WHAT TO BRING

Please label all items with your camper's full name.

- Water Bottle
- Swim Suit and towel in a bag or backpack
- Closed-toe shoes – flip flops permitted in the pool area ONLY
- Hats encouraged for sun protection
- Wear your YMCA Camp shirt on Field Trip days!

## PROHIBITED ITEMS

- **CELLULAR PHONES**
- Cameras, go-pros, electronic games, tablets, i-Pads or similar devices.
- Games, toys or other personal items not pre-approved by the camp director.
- All field trip costs are included in the weekly fee. Do not send money.
- YMCA has a zero tolerance policy for real OR toy weapons, tobacco products, alcohol, and drugs of any kind. Violation of this policy will result in immediate termination from camp.
- Youth that bring prohibited items, including cellular phones, will be required to turn them over to the camp staff and/or parents will be called to pick up items. Repeated violations may result in suspension or dismissal from the program.

## LOST AND FOUND

YMCA does not accept responsibility for lost or stolen items.

## SPECIAL NEEDS

Children with special medical, developmental, physical, and/or behavioral needs will be accepted into the program as deemed appropriate. The YMCA will make every effort to support all children's needs and all reasonable accommodations will be made. Approval from the School Age Coordinator is required prior to registration. This allows us to evaluate the child's needs and make accommodations as needed.

## HEAT POLICY

- Daily outdoor activity schedules will be adjusted as appropriate when heat index reaches 100 degrees Fahrenheit.
- Campers are given frequent water breaks. They are encouraged to bring water bottles and re-apply sunscreen throughout the day.

## DROP OFF AND PICK UP

- Children must be accompanied by and signed in and out by an authorized adult upon arrival and departure.
- Signature of parent or guardian is required weekly to verify attendance.
- Parent/guardian or other authorized adult may be required to show PHOTO ID at pick up. **PLEASE BE PREPARED FOR THIS.**
- Parents/guardians are welcome to visit camp at any time, please check in with staff upon arrival.

### LATE PICK UP

- Fee of \$1.00 per minute is charged for children picked up AFTER 6:00 pm. The late fees may be added to your account or are to be paid before the child can return to camp. Written receipt provided upon request.
- Children remaining in the program after 6:30 PM with no communication from a parent or guardian will be released to child protective services. Every attempt will be made to contact the parent/guardian and all other emergency contacts before 911 is called.
- Chronic late pick up may result in dismissal from the program.

### ILLNESS POLICY

The YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable and inappropriate for child care staff to determine this for participating children. This is the responsibility of the child's legal guardian, with the help of the child's health care provider. Parents/guardians will be notified anytime a child has a fever with or without additional symptoms. Children will be excluded from the program when:

1. The illness prevents the child from participating comfortably in activities
2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of other children; or
3. The child exhibits signs or symptoms of illness, including but not limited to the following:
  - Presence of a fever and other signs of illness or behavioral change
  - An acute change in behavior including lethargy, irritability, and/or persistent crying
  - Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes
  - Untreated head lice, scabies, or other infestation
  - Known or suspected contagious diseases while in the communicable stage

#### Please Note:

- Children excluded for a fever must be fever free, without fever reducing medication, for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary supervisor, until a parent/guardian or other authorized adult picks up.
- Parents/guardians should make arrangements to ensure prompt pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease; a doctor's release may be required to return to the program.
- All families will be notified by posted signage a participant or staff has a confirmed communicable disease; confidentiality will be maintained. (Individuals will not be named)

### FIELD TRIPS

- Campers ride on a bus or walk to and from all scheduled field trips
- ALL campers in attendance must participate in the field trip; no child can remain at the during field trips.
- A YMCA field trip permission form is required and must be signed by the parent or guardian prior to the field trip (In registration packet)
- Field trip arrival and departure times will be posted at each camp location.
- YMCA busses will NOT wait for late arrivals and staff may not transport children.

### MEDICATION POLICY

- Medication is to be given at camp only when it is absolutely necessary. When medication is to be given, the following procedure must be followed.
- Parent must complete and sign the KDHE Authorization for Dispensing Medication Form.
- Parent should bring the medication to camp staff (parent should not send medication with child).
- The prescription label should contain the date, name of the medication, name of the child, name of the doctor, the date and how it is to be administered. Prescriptions must be in original prescription package/container.

### MAJOR AND MINOR EMERGENCIES

- All YMCA Camp staff are certified in pediatric CPR/AED and basic First Aid.
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided an incident report.
- Parents will be notified immediately of any serious injury or major emergency situation.
- In accordance with the YMCA emergency procedures,
- 911 will be called prior to parent notification anytime a situation warrants.
- YMCA staff will complete an incident/accident report on a KDHE form after a major incident; a copy will be provided to the parent/guardian.

### BEHAVIOR MANAGEMENT POLICY

The YMCA's Philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Only constructive methods of discipline shall be used to promote good behavior. The staff will work with the child and cooperate with parents to resolve any problems that may arise.

#### When inappropriate behavior occurs, we will:

- Redirect behavior
- Discuss problem with the child to determine cause and help child find ways to resolve it.
- Assign a special task or responsibility that will help to build their self-esteem.
- At times, it may be necessary to:
  - Separate the child from the group (with supervision), allowing him/her to think about the situation. The child may rejoin the group after he/she has spoken with a staff person and is prepared to cooperate with others.
  - Administer time out from play period, free time or group activities.
  - If a child does not respond to these consequences, we will:
  - Issue a behavior report, copy will be provided to the parent. The report will consist of inappropriate behavior and the consequences. The staff will review the report with the parent and parents will be asked to sign it.

#### Additional consequences may include:

- A conference with the camper and parent/guardians
- A twenty-four hour suspension from camp
- Suspension from camp for the rest of the summer

**NOTE:** Consequences may be altered based on each individual situation at the discretion of the School Age Coordinator.

### TAX PREPARATION DOCUMENTS

Tax ID # for the YMCA is 48-0544573

You will need to retain this number and **ALL RECEIPTS** for your tax purposes. **Tax statements will not be prepared for you.**

For questions or concerns, please contact

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