

Please sign and return to the YMCA:

PARENT HANDBOOK

I agree to read the parent's handbook for Summer Day Camp. I understand that it is my responsibility to read the rules to my child before he/she attends summer camp.

***The YMCA does not provide accidental/medical insurance for program participants. I recognize that participation in YMCA activities may expose my child to some risk of injury. I agree to hold the YMCA harmless from any claims for damage to any property or injury to persons, which may occur through participation in an activity at the YMCA or in its programs. I hereby grant the YMCA director or his/her agent, to secure proper medical treatment and transportation for my child to an appropriate facility for treatments. My child has permission to participate in this YMCA program in accordance with the conditions set forth above.

Signature of Parent/Guardian

Date



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

BUILDING CHARACTER ONE KID AT A TIME

**Summer Day Camp
2018 Parents Handbook**

YMCA OF SOUTHEAST TEXAS
6760 9th Avenue
Port Arthur, TX 77642
(409) 962-6644
lrossi@ymcasetx.org
bmercerc@ymcasetx.org



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Summer Day Camp Staff Leadership

YMCA Day Camp Director – Lindsey Rossi
YMCA Day Camp Director – Brittany Mercer

Introduction

The Port Arthur YMCA's Day Camp program offers a wide range of opportunities for each child to grow through a variety of planned activities. These activities focus on fulfilling the Summer Day Camp goals listed below:

- ◆ To develop self-confidence and self-respect among the participants, and to create an appreciation of their own worth as individuals;
- ◆ To appreciate the health of mind and body is a gift, and that mental well-being and physical fitness are conditions to be achieved and maintained;
- ◆ To recognize the worth of all persons, and work for intergroup understanding;
- ◆ And to develop their capacities for leadership and use them responsibly in their own groups and community life.

Day Campers will have unique opportunities to build friendships, develop values, and physical skills in a nurturing and caring environment. The YMCA wants to help each child develop to his order fullest potential in these areas.

Striving to meet these goals daily insures a well-rounded program. Through this program, the Mission of the Port Arthur YMCA is reflected.

Port Arthur YMCA Mission Statement

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

Scholarships

Scholarships are available for all YMCA programs, based on financial need and availability of funds.

All Children are Welcome

No child will be excluded from this program because of race, religion, sex, or national origin. This program is designed for children from five years through twelve years of age. Some disabilities may limit participation in parts of this program. Where possible, efforts will be made to include children with disabilities in this program.

Fees

Non-Refundable Individual Child Registration Fee: \$50

Non-Refundable Multiple Child Registration Fee: \$80

MEMBER RATES

**JUNE-AUGUST WEEKLY - \$ 80.00 first child
\$ 75.00 each additional**

NON-MEMBER RATES

**JUNE-AUGUST WEEKLY -\$105 first child
\$100 each additional child**

*please note our payment policy below

Camp Age

4-13 years old only (4 year old must be enrolled in Pre-K)

Refunds

There is a 50% charge on **ALL** refunds regardless of the reason. Staffing is set based on the number of campers paid for each week.

Refund Policy: Refund requests must be made in writing prior to the registered week of camp.

Payments

Payments are due **by Thursday *prior to the week*** your child will attend camp. If payment is not paid in full by the due dates, the child's spot in camp becomes available to the next child on the waiting list. A **\$10 late fee per child** will be added to any payments made past the due date (***provided the child still has a spot.***) You are required to pay for any weeks your child attends camp. You, as a parent, have two weeks prior to the week your child is going to attend to cancel reservations for a week of camp; otherwise you are responsible for paying for that week. If you pay for a week of camp and your child does not attend, you will not be granted a refund or credit to your account.

Due to limited enrollment, all children with outstanding fees past one week will not be allowed to participate in camp. This policy must be strictly enforced in order to provide a quality camp.

Registration Procedure

In order for you to register your child in the Summer Day Camp program, you must complete the following documentation:

- ◆ Registration Form
- ◆ Child's Shot Records
- ◆ Sign the acknowledgment of receipt of this handbook
- ◆ Make payments per the payment plan as described above
- ◆ Complete authorized pick up card

Registrations will not be accepted without the above information enclosed

Communications

Every Thursday or Friday at sign-out, you will receive a Camper Newsletter showing the next week's schedule of special events and individual camper and staff recognition. If our staff fails to distribute one to you, please ask for one.

Camp T-shirts

As part of the registration fee, each camper will receive a special designed camper T-shirt. **These shirts MUST be worn daily**, Additional shirts designed specifically for Field trip days must be purchased cost of \$10.00 each. **These shirts are to Be worn on your child's FIELD DAY ONLY**

Camp Locations, Times & Dates

Port Arthur 7:00AM - 6:00PM June 11 – August 17

Orange 7:00AM- 6:00PM June 11- August 17

A late fee of \$1.00 per minute will be charged after 6:00pm.

Camp Weeks & Dates

Week 1.....June 11-15

Week 2.....June 18-22

Week 3.....June 25-29

Week 4.....July 2nd and July 3rd only (we will be closed July 4-6)

Week 5.....July 9-13

Week 6.....July 16-20

Week 7.....July 23-27

Week 8.....July 30-August 3

Week 9.....August 6-10

Week 10.....August 13-17

Week 11.....August 20-24 (TBD)

What to Bring To Camp

Each child should bring a lunch, two snacks, three drinks, *a swimsuit and a towel (on swim days)*. **There is *NO refrigeration and please limit food choices that has to be heated by microwave to 2mins or less due to the limitation of microwaves and the number of children participating in camp.*** There are several varieties of small coolers on the market that make excellent day camp lunch boxes. “The Board of Health and the YMCA recommends the hard sided coolers with ice packs inside of them.” **PLEASE LABEL YOUR CHILD’S LUNCH BOX!**

Each child should bring a hat and sunscreen. It is very important that your child wears appropriate clothing at camp. **Tennis shoes and socks or other closed toe shoes, T-shirts, shorts, etc. PLEASE DO NOT SEND YOUR CHILD IN SANDALS (THIS INCLUDES CROCS. This is for the safety of their little toes).**

PLEASE MARK ALL CLOTHING AND ITEMS THAT YOUR CHILD BRINGS TO CAMP!

DO NOT SEND ANY TOYS, GAMES OR ELECTRONICS (this includes iPods, Nintendo DS, and cell phones) FROM HOME. The YMCA is not responsible for any lost, damaged, or stolen items.

Family Nights/Parent Day

Please plan on attending our family night. This is a fun event where your child’s day camp group will perform a song or skit for all parents. This event is fun for all so bring your entire family for some YMCA fun. (Date yet to be determined. It will be in your newsletter.)

Sample Daily Schedule of Events: Sunny Day Schedule

Camper Schedule		
Time	Activity	Location
7:00-8:30	Check In/organized play	Cafeteria
8:30 - 8:45	Morning Circle	Cafeteria
8:45 – 10:00	Organized Activity	Cafeteria
10:00-10:15	Morning Snack	Cafeteria
10:15 -10:30	Water / Bathroom break	Hallway by Cafeteria
10:30 - 11:15	Organized Activities	Playground
11:00 - 11:45	Organized Activities	Cafeteria
11:45 - 12:30	Lunch	Cafeteria
12:30 - 1:00	Indoor Organized Activity	Cafeteria
1:00 - 1:20	Water / Bathroom break	Hallway by Cafeteria
1:20 - 1:45	Organized Outdoor Games	Field by Gym
1:45 - 2:00	Cool Down	Water / Bathroom
2:30 - 3:15	Indoor Organized Games	Gym
3:15 - 3:45	Afternoon Snack	Cafeteria
3:45 - 4:30	Playground Games	Playground
4:30 - 6:00	Sign Out	Cafeteria

***Example activities include: kickball, soccer, tennis, fishing, nature walks, ultimate Frisbee, volleyball, capture the flag, baseball, hide and seek, arts & crafts etc.

Rainy Day Schedule

Camper Schedule		
Time	Activity	Location
7:00-8:30	Check In/organized play	Cafeteria
8:30 - 8:45	Morning Circle	Cafeteria
8:45 – 10:00	Organized Activity	Cafeteria
10:00-10:15	Morning Snack	Cafeteria
10:15 -10:30	Water / Bathroom break	Hallway by Cafeteria
10:30 - 11:15	Organized Activities	Gym
11:00 - 11:45	Organized Activities	Cafeteria
11:45 - 12:30	Lunch	Cafeteria
12:30 - 1:00	Indoor Organized Activity	Cafeteria
1:00 - 1:20	Water / Bathroom break	Hallway by Cafeteria
1:20 - 1:45	Organized Outdoor Games	Gym
1:45 - 2:00	Cool Down	Water / Bathroom
2:30 - 3:15	Indoor Organized Games	Gym
3:15 - 3:45	Afternoon Snack	Cafeteria
3:45 - 4:30	Playground Games	Gym
4:30 - 6:00	Sign Out	Cafeteria

***Example rainy day activities include: movie time, arts and crafts, character development, inside games such as twister and bingo, etc. We will also have rainy day field trips available and a rainy day site where one or two of the groups can be taken, if needed.

Swimming, Field Trips, and Safety

Swimming and field trips are important parts of YMCA camping. Certified lifeguards are always present while children swim. Field trips are planned and staffed with the safety of the children in mind.

Field Trip or Special Event Procedures

- Parents will be informed of the date, time, and location of each field trip and of any special event at least 24 hours in advance.
- Emergency information for each child will always be carried each time your child leaves the Y.
- Only certified drivers will operate any vehicle used to transport children on field trips.

Sign In and Sign Out Procedures

- Morning drop-off begins at 7:00 a.m. There will be a counselor in charge to sign in your child and another counselor will help your child store his or her belongings. **The YMCA is not responsible for any child dropped off before 7:00am.**
- There will be a large message board to announce all field trips and other information at sign in and sign out.
- All campers must be dropped off by 9:00 am. Any time after 9:00am campers must be walked to their designated group. Field trips and other activities will be underway by that time. Opening ceremonies will begin at 8:45 am.
- Campers will be back at their site by 4:00 p.m. (unless otherwise advertised) for early pick-up. If you need to pick up your child before then, please make arrangements with your child's camp coordinator.
- In the afternoons we will have a counselor in charge of sign out. They will check IDs and call for the child to come out to the designated area. **THIS WILL BE THE ONLY PERSON IN CHARGE OF SIGN OUT!** Please do not ask another counselor to check your child out. This is for safety reasons! Please make yourself familiar with the proper procedures to ensure both safety and efficiency.
- **NO CHILD CAN BE DROPPED OFF WITHOUT A COUNSELOR CHECKING THEM IN, AND NO CHILD CAN BE PICKED UP WITHOUT BEING SIGNED OUT BY SOMEONE WITH AUTHORIZATION LISTED IN OUR FILES.**
- **IF SOMEONE OTHER THAN A LISTED INDIVIDUAL NEEDS TO PICK UP YOUR CHILD, WE NEED TO HAVE PERMISSION IN WRITING FROM YOU BEFORE WE CAN RELEASE THAT CHILD.**
- **BE PREPARED TO SHOW A PICTURE ID EACH TIME YOU PICK UP YOUR CHILD FROM DAY CAMP. WE APOLOGIZE FOR THE INCONVENIENCE, BUT THIS IS FOR SAFETY REASONS.**

THANKS FOR YOUR HELP!

Disciplinary Policy

The philosophy of Positive Discipline is to help children understand their boundaries. When this happens, children are able to make choices that are beneficial. At times, children do not make good choices. When this occurs, it is our responsibility to provide limits. Our goal is to do this in the most positive manner.

In order to reach this goal of helping children develop self-confidence in making choices that work, we follow certain guidelines:

- We do not subject children to any type of physical or corporal punishment. We do not issue verbal threats or abuse. We make no derogatory remarks in the presence of children.
- No child or group of children is ever allowed to discipline another child.
- We do not deprive children of meals or snacks.

If you have any concerns about our policy and how it is carried out, please feel free to contact the Day Camp Director at 962-6644.

When concern is not met with satisfaction, please feel free to call the Department of Social Services to report the incident. They can be reached at 963-0312.

YMCA Conduct Agreement

Rules help us to get along together in a group setting. It is important for children, counselors, and parents to understand what the rules are. Listed below are the rules and consequences for breaking the rules.

PLEASE READ THROUGH THESE RULES WITH YOUR CHILDREN:

1. I will try to treat others the way I want to be treated.
2. I will always use appropriate language.
3. I will listen to the person speaking.
4. I will try to follow instructions given to me by my counselor.
5. I will always be honest.
6. I will give my counselor or any counselor the first chance to settle any dispute.
7. I will try to help others.
8. I will keep my hands, feet, and objects to myself at all times.
9. If I can't say anything nice, I won't say anything at all.

In every agreement there are consequences for actions taken. The procedure below will be used when one of these rules is broken.

First Time	Warning
Second Time	5 minutes in Time Out (age appropriate time outs)
Third Time	10-15 minutes in Time Out (age appropriate time outs)
Fourth Time	Call to parent, behavioral contract to be drawn up
Fifth Time	Possible suspension

****If uncontrollable behavior continues or puts the Y staff and/or Y participants at risk the child will not be allowed to continue participating in day camp*****

Head Lice

As you know, when children spend a lot of time together, the possibility of an outbreak of head lice increases. The following is our policy regarding the treatment and care of this problem:

1. You must report head lice to the Day Camp Director or Site Coordinator as soon as it is detected. If you knowingly send your child to camp with head lice, you could forfeit your child's continued participation in the program.
2. We will notify all parents if a case of head lice is reported.
3. If we detect head lice on your child, you will be notified to immediately pick your child up from camp.
4. All lice and nits (eggs) must be removed from your child's hair before returning to camp. We will inspect your child upon returning.
5. Periodic spot checks will be continued throughout the summer.

Medication

We will only administer prescription medication and only when a medication form has been completed. The camp director will keep the form on file in the office and each counselor will have a copy.

Medication must be brought in *its own prescription bottle*. We cannot accept medication in other bottles, Ziploc bags, etc. If medications change, you must fill out a new medication form.

PARENTS IF THE MEDICATION IS PREVIOUSLY ADMINISTERED PRIOR TO THE ARRIVAL OF CAMP WE MUST BE MADE AWARE

- ❖ We will only administer prescription medication only when a medication form has been completed. If your child is on regular doses of medication, a new form **MUST** be filled out each week. We will have blank files on hand.

Medication must be brought in its own prescription bottle. We cannot accept medication in other bottles, Ziploc bags, etc.

(please see authorization medication form on page15)

YMCA Policies and Procedures Related to Child Abuse

For more than 150 years the YMCA has had as its principle concerns the growth and development of men and women, boys, girls and families.

Through programs of health and fitness, aquatics, sports, camping, parent/child and family programs and childcare, the YMCA is responding to the needs of the children and families of tomorrow.

Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is a particular concern to the YMCA. Throughout its history, the YMCA has been an advocate for the child and of children's rights. It is most appropriate that mistreatment or neglect of children and the resulting severe effects would be a primary concern to the YMCA.

All suspected child abuse/neglect will be reported to child protection. The YMCA is committed to the protection of children and all staff go through extensive training and background screening for the safety of your children.

Based upon its concern for children, parents, participants and YMCA staff, the following policy and procedures related to reporting, staffing, behavior, conduct, and resources for parents and children have been developed.

Staff and volunteers are not permitted to babysit or socialize with program participants under age 18, outside YMCA activities.

Abuse of children by any staff or volunteers or reports of such abuse will result in immediate suspension of that person from YMCA responsibilities. Verification of child abuse on the part of any of these persons will result in permanent discharge from responsibility to supervise YMCA programming.

Parents are encouraged to visit the program site at any time a program is in session and to attend all special events. Activities will not be closed to parental visitation or inspection.

No child will be released to someone other than the authorized parent, guardian or individual named by the parent in writing.

Child Protection Agency 409-963-0312

Helpful Hints for Day Camp Success

1. Do not send your child to camp if he/she is ill. Any sick children will be sent home.
2. Label everything. Bring only old towels. Socks, underwear, and towels are rarely claimed when placed in the lost and found.
3. We will show lost and found items during sign out on Fridays. If not claimed they will be picked up by Goodwill.
4. Pack an environmentally safe lunch!
 - Use a lunch box instead of a paper bag
 - Use reusable containers for sandwiches, chips, and other food instead of plastic bags or plastic wrap.
 - Use an insulated drink container lid or a reusable cup instead of plastic or foam cups.
 - Use a fabric napkin instead of a paper napkin.

No toys should be sent with campers unless we have specifically requested them.

Send water bottles, sunscreen and hats.

Thanks for your participation and support. Relax and enjoy the summer with us!!!

