

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
2019 Parents Handbook

YMCA OF SOUTHEAST TEXAS
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Summer Day Camp Staff Leadership

YMCA Day Camp Director – Brittany Mercer

YMCA Day Camp Coordinator – Shelby Valentine/Nicole Thorn

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 or her 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 May 27 - August 16

Orange 7:00AM- 6:00PM June 3rd- August 16

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

Camp Weeks & Dates

Week 1.....June 3-7

Week 2.....June 10-14

Week 3.....June 17-21

Week 4.....June 24-28

Week 5.....July 1st-July 3rd only (we will be closed July 4th&5th)

Week 6.....July 8-12

Week 7.....July 15-19

Week 8.....July 22-26

Week 9.....July 29-August 2

Week 10.....August 5-9
 Week 11.....August 12-16

*****Camp will be available starting May 27th due to some districts Early release.**
***Official Camp date begins June 3rd**

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 ADMINISTRED 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!!!

FREQUENTLY ASKED SUMMER CAMP QUESTIONS:

What are your hours of operation and may I drop my child off before operation hours?

- Camp is ran daily from 7:00 am to 6:00 pm. You may drop your child before hours however the YMCA Is not responsible for your child until operating hours

What is your camper to staff ratio and are kids grouped by ages?

- Our counselor to child ratio is 1:15. • Field trip ratios are 1:10 • Yes, we group campers in age appropriate groups. These groups may vary by campsite depending on how many campers are of a particular age.

How old does my child have to be to attend summer camp?

- We are licensed for ages 4-13 years old. In order for a child to have the best experience possible, it is recommended that your 4-year-old is enrolled in Pre-K in an Independent School districts on or before September 1, 2018. Proof of school enrollment may be required

Are your camps licensed?

- Yes. Our camps are licensed through the Texas Department of Health or Texas Department of Family and Protective Services.

Can I call or visit to check on my child?

- Yes, we have an open-door policy for parents to check on their child.

What is your check out policy when picking up my child?

- We only release children to the individuals listed on the enrollment form completed by the parent or guardian. • Anyone authorized to pick up the child must present a photo ID • Once the staff are familiar with those authorized to pick up your child, a photo ID may not be required.

Can I pick up or drop off my child anytime during the day?

- Yes. However, we ask that all campers be there by 9:00 am due to programming and scheduling. If your child arrives after 10 please escort them to the front desk to be signed in. On field trip days if your child is late, they may miss out on activities and possibly be assigned to a different group that day due to our staff child ratio. • Some field trips may require a certain drop off or pick up time. Parents will be notified of pick up and drop off times in advance.

What does my child need to bring to camp?

- Campers should arrive in clothes in which they can be active and should wear tennis shoes or sneakers to allow them to fully participate in the day. Campers are asked to bring a hat for the sun, a water bottle, backpack to keep their belongings when not in

use, sunscreen, swimwear (suit and sandals) and a towel for swim or water days. • Electronics of any kind, including cell phones, are not permitted at camp. If you need to speak to your child, you are always able to call the site and speak to them. If your child needs to call you, they just need to tell their counselor. • Unless your child is 6 and under Please leave all pillows, blankets at home. All stuffed animals, toys, and other personal belongings are to remain at home. • The YMCA will not be held responsible for lost or stolen items brought from home.

What type of activities do you have at camp?

• Each counselor will lead their group through daily activities such as: group games, sports activities, swimming (depending on location), water play, stem (now STEAM) challenges, arts and crafts, field trips and time with their group to build friendships.

What type of field trips will my child go on?

• Our fieldtrips typically consist of visits to the zoo, bowling, laser quest, museums, movies, swimming and field days. Fieldtrip schedules will be posted on our bulletin or Remind 101 once confirmed.

Do you have themes for each week?

• Yes, we do have weekly themes. Please check our Weekly calendar and Newsletters for the list of weekly themes.

If my child has behavioral differences or specials needs can they still attend your camp?

• Yes, we ask that parents contact the program director to discuss the needs of their child. Our goal is to make sure our program is a good fit for your child

How do you select your staff?

• Counselors are carefully screened and interviewed by professional camp staff. We look for staff with experience, enthusiasm, high energy, creativity and patience. • All YMCA staff must pass a criminal background check as well as a preemployment drug test. • Staff get certified in CPR/1st Aid and blood borne pathogens • We offer a total of 20 hours of training prior to the first day of summer camp and on-going training throughout the summer.

How can I register for summer??

Parents are encouraged to enroll online or in-house unless they are need Enrollment assistance • Our preferred method of registration is online. Parents may also elect to use the YMCA computer to register at the local branch.

Yes, parents have the option to register online or at any branch. • Parents should not be referred to another branch to register. • If you need help registering you may call the Childcare department at 409-962-6644

Do I have to be a Member to register?

• No, you do not need to be a member, but members receive a discount on all Youth Development programs throughout the summer

How much does summer camp cost?

- Our non-member rate is \$105 per week. • Our member rate is \$80 per week. \$5 off each additional child

If you registered during advertised early bird specials, discount fees will be applied per Director

Do you offer scholarships for the summer?

- Yes, financial assistance is available by going to your local branch. We will require proof of income for adults in the household and an open doors application. • We offer assistance ranging from a 10%-50% discount on the weekly rate. The amount is determined by our Open-Door scholarship policy.

Will I receive financial assistance immediately?

- Financial assistance awards take up to 2 weeks.
- If a Parent decides to enroll their child prior to receiving Financial awards letter, parents will have to pay the full amount requested until reward letter is received

Can I register for just a few days and not the entire week?

- Drop in's can only be reserved due to mandatory Summer school attendees. This must be discussed with a Supervisor a week in advance. • Drop in care is not available on line or at any other YMCA branch: You must get authorization prior to registration. • Drop in care fees depend on the times and hours of Summer school per day. • Drop in care is non-refundable and non-transferable due to the inability to provide consistent attendance

If a parent pays the deposit, when is their balance due?

- At the time of initial registration or Balances will be electronically deducted the Thurs prior to the week of camp. For example, if camp starts on Monday June 3rd, their balance will be drafted Thurs May 30th.

Can I reserve for Camp?

- Yes, At the time of registration you will make a deposit. This reserves your child a spot for camp. All deposits are due at the time of registration. • The deposit will hold your spot and your account will be electronically drafted one week prior to the week attending. • If you wish to choose another method of payment please inform a Director immediately following registration. Please note that all deposits are non-refundable and non-transferable.

Do I have to reserve the weeks that I want?

- No, parents may opt to pay for one or more weeks at a time. • Payment for the full week is expected at time of registration and you must register at least one week in advance. However, you will run the risk of your preferred camp location being full to

capacity this way. • Paying the deposit fee is the only way to ensure your child can attend camp

Cancellations/Transfers and Refunds Can I cancel my summer registration?

All registration fees are non-refundable and non-transferable. Weekly fees are refundable based on account status and the day you cancel. If your child starts on Monday and you would cancel on Tuesday, you will not receive a refund

Can the branch cancel or transfer a registration?

• Yes, but all cancellations and transfers should be in writing and sent to the Childcare department at bmercer@ymcasetx.org • If the branch makes a mistake in registering, they may fix their mistake, but all other cancellations and transfers must go through Childcare

What if I cancel my registration and owe money?

• After we cancel your registration, if you are eligible for a refund, any fees that you owe will be taken out before a refund is issued. If you owe a balance more than the amount refunded this payment must be made before cancellation otherwise payment will be taken on the next available draft date that you were scheduled to make.

Do I get credit if my child misses a day of camp because of illness or family coming in town?

• No. Our program is considered full time, so no credit is given for the days your child missed camp. However, if your child misses the entire week, we will credit the following week that your child attends

Do you stop taking registrations at any time?

• Yes, if a campsite is full, your child will be placed on the waiting list for their preferred site.

How do we handle the camp locations that have a waiting list?

• When space becomes available the childcare department will contact families on the waiting list. • We will attempt to contact the families twice. If they are unable to reach the family, we will go to the next family on the waiting list. • Once a family is reached, they will have 24 hours to decide if they want the available slot. If the family has not confirmed within the 24 hours, we will move to the next family on the waiting list. • We

must have accurate email addresses and phone numbers for families choosing to go on the waiting list.