



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

2017

**Spears YMCA
Summer Camp**



**Summer
Handbook**

WELCOME

Welcome to Spears YMCA Summer Camp! This is sure to be an awesome summer filled with field trips, science, crafts, art, engineering, dance, drama, fitness and so much more!! We know there are many choices when it comes to summer camp and we thank you for choosing to send your child(ren) to YMCA Camp Spears.

SUMMER CAMP OPERATIONS

The summer camp program operates from June 5, 2017- August 25, 2017 Summer day camp Hours of Operation are from 7:00am-6:00pm Monday-Friday.

ADMISSION CRITERIA

Children must have completed kindergarten (rising first graders) and can be up to age 15 to be accepted into our summer camp program. Parents must complete the entire Summer Camp Registration form prior to the start of the program.

ARRIVAL AND DEPARTURE PROCEDURES

You must sign your child out daily. All persons authorized to pick up a child must be at least 16 years old,

must show ID, and must be listed on the registration form or the child will not be released to that person. No child is able to leave the YMCA premises without a parent/guardian or any other authorized individual. If you are late picking up your child, a late fee of \$10.00 per 15 minutes after 6:00pm will be charged; this amount will be due on upon pick up. Childcare may be terminated if excessive lateness takes place.

Parents are responsible for any child left at Spears YMCA after 6:00pm. Parents are responsible for making arrangements for the child to be picked up by another authorized person should they be delayed.

CUSTODY ISSUES

It is the YMCA's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as an adoption, divorce, separation, or remarriage. However, the center cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the YMCA has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

TUITION AND FINANCIAL ASSISTANCE

TUITION INFORMATION

Summer day camp fees for members are \$125.00 per week and the fee for non-members is \$150.00 per week. All payments for each week are due 1 week in advance. Please see fee schedule in the appendix.

Summer day camp is only provided for full time care and the full rate must be paid by the due date for each week.

If payments are not made by the due date children will be dropped from the week and deposits will be forfeited. The space can be reclaimed if another child has not filled the space.

The entire balance is due if a child is registered after the payment due date.

*All fees are non-refundable and non-transferable.

*Returned checks are charged a \$20.00 service fee. 2 Returned checks will result in all future payments made in cash or card.

*Accounts with prior balances will not be able to register a child for any program.

PAYMENT IS DUE 1 WEEK BEFORE YOUR CHILD(REN) ATTENDS. No child will be able to attend camp if payment is not made or the proper paperwork has not been completed.

In the event that you need to cancel for a registered week, a written notice must be given 5 business days before the start of the registered week. Failure to give written notice will result in you being billed for a full week.

If a child is going to be absent during a session of summer day camp and the fee for that session has already been paid, a two-week notice is required to make any changes. The payment made for that session can be applied to another session **ONLY** if there is space in that desired session.

FINANCIAL ASSISTANCE

If you would like to apply for financial assistance please contact our Associate Executive Director, Lesley Watts. To receive a scholarship you must submit a Financial Assistance Application along with the required documents attached.

PARENT AND CHILD RIGHTS

QUESTIONS

Questions or concerns about the policies and procedures of the childcare program can be directed to any of the professional childcare program staff at the YMCA. Your questions will be answered in a timely manner.

PARENT/GUARDIAN SITE VISITATION

Parents and guardians are always welcome to visit our program any time during our hours of operation. Just stop by the Director Office to check in.

PARENT PARTICIPATION

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check before they can participate in the childcare program. For more information please contact the Family Services Director.

CHILD'S PERSONAL RIGHTS

Each person receiving services from a child day care facility shall have rights, which include but are not limited to the following:

- To be treated with dignity in his or her personal relationship with staff and other persons
- To be accorded safety, healthful and comfortable accommodations furnishing and equipment to meet his or her needs
- To be free from corporal or unusual punishment, infliction of pain humiliation, intimidation, ridicule, coercion, threats, mental abuse or other actions of a punitive nature including but not limited to interference with the daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, food or medication.

Under no circumstances should a parent/guardian approach another child other than their own. While in the facility parents are expected to act appropriately by speaking in an appropriate tone using appropriate language at all times. Any parent who does not adhere to this standard will be asked to leave the facility and their child's space in camp can be forfeited.



MEDICAL AND EMERGENCY

ILLNESS AND EXCLUSION



If a child cannot go outside or participate in the program due to illness the child must remain at home. Children may not attend the camp program if they are not feeling well. If a child vomits for any reason the child must be picked up by a parent/guardian or authorized individual within 1 hour of notification. No child may attend summer camp if they have ringworm, pink eye, flu, lice, or any other communicable illness. A doctor must treat any contagious infection; virus or fever and the child can return 24 hours after a doctor's note has been issued.

PROCEDURES FOR PARENTAL NOTIFICATION

Parents will be notified in person, over the phone, or in writing of any special discipline problems with a child. If there is any life threatening emergencies parents will be notified after the emergency care has been called and provided. Parents are only notified for true emergencies or discipline problems. Parents may be contacted about minor injuries during the day in an effort keep effective communication between the program and the parents.

PROCEDURES FOR DISPENSING MEDICATION

The YMCA will not administer any medication unless the parent or guardian completes a medication form and the medication is in its ORIGINAL container. Medication not in its original container will be taken away from the child and will be returned to the parent at the end of the day or program. The container should include the camper's name, the type of prescription and the dosage. If it is an over the counter medication that the doctor has prescribed, a doctor's prescription must accompany it.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

If a child becomes injured or ill (vomiting or a fever over 100 degrees or higher) while in the YMCA care, staff will do the following:

1. In extreme emergencies 911 will be called and first aid and/or CPR will be administered
2. Contact the parent or guardian
3. Contact a YMCA Director/Coordinator
4. If necessary, have a child transported the nearest medical facility
5. Fill out necessary paperwork for YMCA as required by YMCA policy

DISCIPLINE AND SERVICE TERMINATION

SUMMER DAY CAMP DISCIPLINE

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-discipline. Base on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

Children are expected to adhere to all YMCA expectations and rules.

The following procedures are for dealing with unacceptable behavior:

1. Clear Warning, including discussion of the problem that occurred.
2. If problems are reoccurring, age appropriate renewal time will be used as needed.
3. Repeat renewal time.
4. Write up form and Student Journal will be completed and child will meet with Family Services Director. Parent will receive write-up form and will sign and date.
5. After two write-ups parent meeting with Family Services Director.

6. Three write-ups, persistent problems or situations that endanger the child or others at the program could result in suspension or termination from the program.
7. Fighting results in automatic suspension without a refund of fees.

If a child is suspended or terminated from the program parents will not receive a refund for the current week.

DISRUPTIVE BEHAVIOR

Children are entitled to a pleasant environment at the YMCA; therefore, the YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined as "verbal or physical activity that may involve, but is not limited to bullying behavior or behavior that requires constant attention from staff, inflicts physical or emotional harm on other children, abuses the staff and/or disobeys the rules that guide behavior.

If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to

help children adjust to the YMCA setting.

Spears YMCA reserves the right to suspend a child for behaviors that cause physical or mental harm to them or other children.

TERMINATION OF SERVICES

Summer Day Camp services can be terminated for:

- Consistent late pick-ups
- Request for special accommodations that staff cannot meet
- Failure to pay tuition in a timely manner
- Failure to comply with facility policies concerning ill children
- Being unreachable and out of touch by phone or email
- Failure to provide documentation requested at pick up/drop off or failure to complete required forms
- Failure to provide emergency contact updates
- Extreme behavior that prevents them from participating safely with peers



STAFF AND PROGRAM COMPONENTS

STAFF HIRING

All staff are screened and trained through the following process:

1. Selected candidates are interviewed one on one and in the group setting with the Family Services Director
2. Candidates are selected based on their childcare experience, attitude, references and display of YMCA values
3. 3 reference checks and a drug screen is conducted on each candidate
4. A completed criminal history check through the YMCA.

STAFF TRAINING

Extensive 2 hour orientation that addresses policies and procedures of YMCA child care: The training covers the YMCA code of conduct, child abuse and neglect, and YMCA HR policies. Staff also receives CPR/AED, First Aid and Blood Borne Pathogen Training.

Staff receives at least 32 hours of on-site and online trainings covering:

- YMCA Values
- Effective Group Management
- Behavior Management
- Bullying

- Water Safety
- Games, Skits, Songs
- Archery Skills
- Environmental Education
- Emergency Procedures
- Field Trip Training

*Some Lead Counselors have Basic School Age Care Certifications that have been with the YMCA for over a year.

MEALS AND SNACKS

Lunch and snacks are not provided during the Spears YMCA Camp Program. Parents are responsible for packing sufficient nutritional meals and snacks for their children.

SWIMMING

Swimming is offered 4 days a week. Please refer to the swimming schedule located in the appendix. All children will be required to wear a life vest unless a swim test is passed. The lifeguard on duty administers swim tests. Girls must wear a one-piece swimsuit. Boys must wear swim trunks. Basketball shorts or t-shirts are not allowed in the pool. Swimming is a privilege. Staff may take swimming or swim time away for misbehavior.

PROGRAM COMPONENTS (con't)

FIELD TRIPS

Children will go on at least one on or off site field trip each week.

Examples of on-site field trips are magic shows or Mad Science presentations. Field trip information and permission forms are provided to parents in the registration packet. Children cannot attend a field trip if the permission form has not been signed. Children must wear their camp shirts on field trip days. Please see the field trip schedule located in the appendix. Attending trips is a privilege. Staff reserves the right to keep a child at the branch if we feel it is unsafe or hazardous for that child to attend the trip or the child's behavior warrants removal from the trip.

TRANSPORTATION

ALL children must obey the following transportation rules:

1. Children are to leave the vehicle on the curbside of the road on the side of the vehicle at all times.
2. When preparing to enter or exit the vehicle, the children are to line up in an orderly fashion to be accounted for. Parents are to be sure their child understands these rules.

3. Children are to be seated on the bus facing forward and listening to all staff.

The following procedures are followed when transporting children:

- We must have a signed permission slip
- One or more staff member will carry emergency medical consent forms and emergency contact information for each child.
- Staff members will take attendance of all children that are being transported and will be checked frequently to account for the presence of all children. Will use an attendance on/off sheet.
- Staff members will have a first-aid kit available
- Staff members with training in CPR and First Aid will be present.
- All proper loading and unloading procedures are followed.

Parent Cheat Sheet

1. **All payments are due the Monday before** the registered week begins. For example, if you register your child for week 2 (June 19-23), then your payment is due Monday, June 12th.
2. All medications and vitamins must be in the **original** container, listed on the Health/Medication Form and given to the Family Services Director, Nick Zamboni, upon arrival.
3. **Camp Hours are 7:00am to 6:00pm.** There is a \$10 late fee for every 15 minutes after 6:00pm. The late fee must be paid at pick-up.
4. **Children are recommended to arrive by 9:00am** each day in order to ensure proper counts for the days activities.
5. **Put your camper's name on EVERYTHING. YMCA Camp Spears assumes NO RESPONSIBILITY for lost or stolen items.**
6. Children are to wear tennis shoes everyday to camp in order to ensure the safety of every child.
7. Please do not pack unhealthy snacks or sodas as we strive to practice healthy living this summer.
8. **Electronics are not allowed at camp!** Leave toys and anything that has a screen at home as we have plenty of programming going on that will require the kids full attention. Children that have phones and games out will have them taken away until the end of the day.

Summer Camp Dates & Trips

Dates	Payment Due	Field Trip	Theme
Early Bird June 5-9	May 29	Triad Park	
Week 1 June 12-16	June 5	Tanglewood Aquatics Center	Truthful Tribes
Week 2 June 19-23	June 12	Discovery Place (Science)	Super Science
Week 3 June 26-30	June 19	Camp Weaver	Old Western
Week 4 July 3-7	June 26	Brassfield Cinemas & Triad Park	Freedom for All
Week 5 July 10-14	July 3	Lazy 5 Ranch	Epic Egyptians
Week 6 July 17-21	July 10	Skyzone Trampoline Park	Heroes In Training
Week 7 July 24-28	July 17	Asheboro Zoo	Zany Zoos
Week 8 July 31- Aug 4	July 24	Discovery Place (Nature)	Dinosaur Park
Week 9 August 7-11	July 31	Magic Show	Infinity & Beyond
Week 10 August 14-18	August 7	Bricks4Kidz	Camp Olympics
Week 11 August 21-25	August 14	Mad Science	Minion Mania!

*Field Trips are subject to change

Field Trips

There are weekly field trips on Tuesday, Wednesday, and Thursday of each week. On Tuesday's the 9-12 year old groups will go on a field trip, on Wednesdays the 7-8 year old groups will go on a field trip and on Thursdays the 5-6 year old groups will go on a field trip.

Details for field trips will be passed out to parents every Monday morning during rides-in. Emails with details will also be sent that Monday. Details will include field trip date, location, departure time, and arrival time to the YMCA.

For each field trip we suggest for every child to wear an **ORANGE** shirt or a camp shirt as well as appropriate pants and tennis shoes. Sandals and flip-flops are not allowed on any trip unless other wise stated.

Please drop off your child by 8am on field trip days to ensure they make it on the bus. If your child misses their trip due to being dropped off late they will not be allowed to join another group on their trip. Non-attendance on field trips does not constitute a refund of any sort.

Inclement Weather Policy

When storms hit please call our hotline (336) 387-1981 for updates. If there is lightning, thundering, or extreme weather then we will not be running a rides in/out program. If there is not a rides in/out program then parents will need to come inside the back door entrance to pick up their children.

Babysitting

Based on our YMCA Child Abuse Prevention Policy, volunteer staff, teen camp participants, and paid staff cannot baby-sit children that they meet through our program. Any previous relationships should be identified to the program coordinator and director to prevent any false accusations.

Arrival/Departure

Arrival

We recommend that each child arrive by 9:00am each day in order to ensure proper counts for the days activities. If you have prior knowledge that your child will be arriving after 9:00am please let the Camp Director or Camp Coordinator know so that we may plan accordingly.

On field trip days please plan to have your child arrive to camp by 8:00am, if your child is late on their field trip day we will not wait for them. If your child arrives late and their group has already left for the field trip your child will be placed with the next group.

Check-in will be at the back of the building at "Rides-in" every morning from 7:00am to 9:00am. If your child's name is not on the sign-in roster, please see the Family Services Director, Nick Zamboni or Membership Director, Lynn Crawford. We will not register any child the day of camp, roster are set the Friday before.

Departure

If you wish to pick up your child before 5pm please come inside to the front desk and a staff member will help you. If you are going to arrive after 5pm to pick up your child, follow the traffic pattern to our staff member stationed at the back of the building.

Whoever comes to pick up your child should be able to present either the Summer Camp Pick-up card (ask for more if needed) or a photo I.D. before the child will be released into that person's care.

Color-coded Pick-up cards serve as authorized pick-up forms; meaning that we assume anyone with a coded card is authorized by the parent/guardian to pick up that child. This being said, it is very important that you as the parent/guardian give out Pick-up cards only to people you trust with your child.

Camp Rates

	<u>Members</u>	<u>Non-Members</u>
<u>Weekly Fee</u>	\$120	\$150
<u>Weekly Deposit Fee</u>	\$30 per child per week	\$30 per child per week

*Example: If you pay \$30 deposit then \$90.00 will be due on the Monday before the week you registered for.

Payment Options

The YMCA has several payment options available for your convenience. The YMCA accepts the following forms of payments:

1. Cash, Check, Money Order
2. Debit or Credit (Visa, Master Card, American Express, Discover)
3. Automatic Weekly Draft
4. Online at www.spearsymca.org

* Non-attendance does not constitute a refund.

*All fees, including deposits, are non-refundable and non-transferable

Swim Time

Campers get the opportunity for free swim four times a week during summer camp.

The first day of the week that the group swims will consist of a swim check by the aquatic staff, placing the camper in a swim group appropriate to his/her own abilities. Campers will receive a band indicating their swim group. The band allows our staff and lifeguards to easily identify swimmers. For swim days each child will need a bathing suit and a towel.

Swim days for each group are as follows:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	---	---	---	---	---
1:00-1:45	1-2 nd Grade	2 nd Grade	---	1-2 Grade	1-2 nd Grade
1:45-2:45	3-4 th Grade	4 th Grade	3-4 th Grade	---	3-4 th Grade
2:45-3:45	5-6 th Grade		5-6 th Grade	5-6 Grade	5-6 th Grade

Daily Schedule Sample

7:00-8:00	Arrival
8:00-9:00	Snack & Huddle Time
9:00-9:45	Opening Assembly
10:00-11:00	Activity Period 1
11:00-12:00	Activity Period 2
12:00-2:00	Lunch/Rest & Read/Huddle Time
2:00-3:00	Activity Period 3
3:00-4:00	Activity Period 4
4:00-4:30	Huddle Time
4:30-5:00	Closing Assembly
5:00-6:00	Rides Out Activities

Group Activities include: Drama, Sports, Fitness, Swim, Art, Science, Engineering and Outdoor Exploration

Again, welcome to the YMCA Camp family. We are looking forward to providing your child with a safe and happy summer camp experience.

Mission Statement

To put Judeo-Christian Principles into practice through programs that builds a healthy spirit, mind, and body for all.

Contact Information

Family Services Director: Nick Zamboni

Phone: (336) 387-9622

Email: nick.zamboni@ymcagreensboro.org

Camp Hotline: (336) 387-1981 (Please call in the event of inclement weather for updates on camp pickup/drop-off)