

YMCA

Summer Rec Program



Parent Handbook & Registration Information

July 6—August 13, 2010

Genesee Area Family YMCA
209 East Main Street
Batavia NY 14020
Phone: (585) 344-1664
Fax: (585) 344-1666
www.geneseeymca.org

Wyoming County YMCA
115 Linwood Avenue
Warsaw NY 14569
Phone: (585) 786-2880
Fax: (585) 786-2535
www.geneseeymca.org

Sarah Moore
Mission Outreach Director

YDAY CAMP™

We build strong kids, strong families, strong communities.



Genesee/Wyoming YMCA

We build strong kids, strong families, strong communities.

Summer 2010

Dear Parents,

Welcome to the YMCA Summer Rec Program! We are looking forward to an exciting summer and we are happy that you have chosen to be a part of the YMCA experience. The YMCA Summer Rec Program is based on the mission and the four core values of the YMCA. We are committed to helping instill in your child the values of Caring, Honesty, Respect and Responsibility. Our qualified, experienced staff will provide a safe and caring environment where your child will make new friends, enjoy new experiences and have fun.

Attached you will find all the information that you need in order to prepare your child and yourself for the YMCA Summer Rec Program. Please be aware that the attached forms need to be filled out completely and returned to the YMCA before your child will be able to attend the program. As always, the YMCA Summer Rec Program will take place at the Village Park.

If you have any questions, please feel free to contact me at the Wyoming County YMCA at 585-786-2880. Thank you for your cooperation and we'll see you at the park!

Sincerely,

Sarah Moore
Mission Outreach Director
Phone: 585-786-2880
Email: smoore@geneseymca.org

Genesee Area Family YMCA

209 East Main Street, Batavia, NY 14020
Phone (585) 344-1664 / Fax (585) 344-1666

Camp Arthur G. Hough

8463 West Lake Road, Silver Springs, NY 14550
Phone (585) 237-5160 / Fax (585) 237-2754

Wyoming County YMCA

115 Linwood Avenue, Warsaw, NY 14569
Phone (585) 786-2880 / (585) 786-2535

www.geneseymca.org

Genesee/Wyoming YMCA

YMCA Summer Rec Program 2010

STATEMENT OF PURPOSE

The purpose of the YMCA Summer Rec Program is to provide quality care in a safe and supportive environment that encourages the physical, emotional, intellectual, and social growth of children, while supporting and strengthening families.

LICENSING/REGISTRATION AGENCY

The YMCA Summer Rec Program is permitted through the Wyoming County Health Department.

GOALS AND OBJECTIVES

The YMCA Summer Rec Program promotes the character values of caring, honesty, respect, and responsibility. The program will meet the needs of children at the different stages of development by creating an environment that is structured, but encourages independence, cooperation and self-control among the children who participate. The daily schedule is planned so that it allows a wide range of developmentally appropriate activities, balances active and quiet times, and provides opportunities for children to pursue particular interests and develop individual abilities. Children are encouraged to participate in the daily operation of the program, especially on the formulating of behavioral expectations.

PROGRAM PHILOSOPHY

The YMCA Summer Rec Program's philosophy is to deliver a program in a positive environment of safety, support and care that will allow children the opportunity to relax and participate in a variety of interesting and age-appropriate activities.

STAFF PHILOSOPHY

We believe that the success of our program lies in the quality of our staff. Our staff members are selected based on experiences, education, character, talents, and interpersonal skills. All of our staff has had Child Abuse Training and are certified in CPR. In addition, our staff has passed an extensive background check.

ENROLLMENT CRITERIA

The YMCA Summer Rec Program is open to all families regardless of race, gender, religious affiliation, cultural heritage, financial status, political beliefs, national origin, disability, marital status, or sexual orientation. Registration is first offered to existing participants, then to the established waiting list, and then to the general public. Enrollment capacities are dictated by local and state regulations.

FORMS

Enclosed is a packet of forms that **MUST** be filled out and returned **BEFORE** the first day of the program. All fees must be paid in full by the **WEDNESDAY** prior to attending, in order for your child to participate. In addition, the parent handbook must be read. Parents must sign a statement verifying that they understand and will adhere to the policies and procedures set forth by the YMCA Summer Rec program. Registration packet includes the YMCA Summer Rec Program Registration Form and the Standing Orders.

PICK UP AUTHORIZATION

Prior to the child's enrollment in the YMCA Summer Rec Program, a parent or legal guardian must provide pick-up authorization information on the YMCA Summer Rec Program Registration Form. No child will be released to anyone under the age of eighteen. If your child is to be picked-up by someone other than an authorized person, you must notify the Summer Rec Program staff 24 hours in advance in writing. Parents or designated persons picking up children must come to the program with photo identification. For your child's safety, children are not allowed to leave without staff authorization. Sign-in and sign-out sheets will be used daily with the date, time, child's name, name of person picking up the child, and drivers' license if necessary. **Parents are invited to visit the program at any time.** Every visitor who enters the YMCA Summer Rec Program must also sign in and out of the visitor's log.

REGISTRATION CHANGES

Any changes in pick-up authorization, address, work or home phone numbers, emergency contacts, etc. need to be given to the YMCA Summer Rec Program staff as soon as possible. If you are changing your child's scheduled days, advanced notice must be given. If your child is not going to attend the YMCA Summer Rec Program on a day for which he/she is registered, you must contact the YMCA Summer Rec Program staff immediately.

FINANCIAL INFORMATION

All fees **MUST** accompany the registration form to secure your child's place in the YMCA Summer Rec Program. It is a policy of the YMCA Summer Rec Program not to issue credits or refunds except for documented medical reasons.

All payments are due in full on the Wednesday prior to the registered week. If payment is not received in full by that time, the child will not be allowed in the program. **Parents are responsible for payment if their child does not attend the program on their scheduled day.** Parents are responsible to pay for extra hours used. You must pick your child up by the scheduled time or you will be charged for an extra hour. The YMCA Summer Rec Program does not pro-rate fees for children sent home due to illness or behavior problems. If your child is dismissed from the YMCA Summer Rec Program as a result of a violation of the Code of Conduct, you are not entitled to a refund.

CONFIDENTIALITY OF RECORDS

All information in your child's record is privileged and confidential and cannot be released without your written consent.

HOURS AND ACTIVITIES

Regular YMCA Summer Rec Program hours are from 9:00am to 4:00pm, Monday - Friday. Additional hours are available as early as 8:00am and as late as 5:00pm. The cost for each additional hour of supervision is \$1 per hour. Additional hours must be registered and paid for in advanced in order to ensure adequate supervision. Additional hours are charged in full one-hour blocks.

If a parent is dropping their child off after 9am and the YMCA Summer Rec Program has left the park for a field trip, it is the parent's responsibility to transport their child to the location that the program is at. Due to New York State Health Department regulations concerning counselor to camper ratios, it is necessary to have all staff members travel with the group. We will not be able to leave a staff member at the park to wait for your child's arrival.

ATTENDANCE

We are responsible for all registered campers each day. **Parents or an Emergency Contact will be contacted if the child does not arrive at the program and no previous notice has been given.**

- If your child is not going to attend camp, please call the YMCA Summer Rec Program as soon as possible to report the absence and reason for not attending. If your child is not in attendance and we did not receive a phone call, we will call you to verify the whereabouts of your child.
- Every morning a parent/guardian must bring their child to the park and sign the child in.
- Children must be signed out by a parent/guardian daily, or authorized adult over the age of 18.
- Any youth **10 years old or older** who walks, rides a bike, or takes the bus to or from the YMCA Summer Rec Program needs to have a signed form on file with us granting parental permission
- If at any time someone other than the person designated on your release form is picking up your child, it is necessary to provide written notification 24 hours in advance.

FIELD TRIPS AND THEMES

The YMCA Summer Rec Program staff will post each week's schedule on the Summer Rec Information Board at each site and schedules will be available to take home. We are expecting to take several field trips this summer. Many of the field trips scheduled for this summer will require additional fees due to busing and admissions costs. These additional fees will need to be paid when registering for camp. Permission slips will need to be turned in by Monday for the week's activity. Information on the field trip schedule, permission slips and fees will be available at each site. If the YMCA Summer Rec Program is not conducting activities at the park due to inclement weather or field trips, there will be a sign posted at the park stating the program's whereabouts.

LUNCH & SNACK

Each child must bring a lunch and a snack everyday. Soda/pop is not allowed at the YMCA Summer Rec Program; therefore, we suggest frozen juice boxes or water bottles. There are **NO** vending machines or other food items available to purchase. Please keep in mind that we do not have refrigerator space, so we suggest that the children use a lunch box that is insulated or one that will keep their food cold.

QUIET TIME

Everyday after lunch, we will have quiet time. We encourage the children to bring in books, crossword puzzles or magazines for this part of the day. **Please do not allow your children to bring in toys from home, especially ones of great value (i.e. Game boy, trading cards, headphones, or electronic games).** If for some reason your child does bring in a toy from home it will be taken and only their parent/guardian will be able to get it back. We are not responsible if something happens to toys brought from home.

SWIMMING

Children will have recreational swim or water play daily, except on field trip days. Please make sure your child brings a towel and swimsuit daily (no cut-offs or t-shirts are allowed in the pool). Swimming and water play are an extremely valuable part of the YMCA Summer Rec Program and we encourage everyone to participate. The YMCA Summer Rec Program takes pool safety very seriously and there is at least one counselor in the water and two lifeguards on deck at all times when in a pool.

CLOTHING

Children at the YMCA Summer Rec Program are active and involved, so be sure they are wearing clothes that are comfortable. All outerwear belongings should be labeled with the child's name. The YMCA Summer Rec Program is not responsible for lost or damaged clothing. Please also keep in mind that children are primarily outside, so please prepare them for the appropriate weather conditions. **Socks and sneakers should be worn daily. Please refrain from sending your child to the Perry Summer Rec Program with open-toed sandals.** Each child will receive one YMCA Summer Rec t-shirt. Campers are required to wear their camp shirts on field trip days. **Sunscreen and a water bottle are highly recommended due to spending each day outdoors.**

HEALTH POLICY

Each child must have an up-to-date YMCA Summer Rec Program Registration Form and Standing Orders on file. Children who become ill or are suspected of having a communicable disease may not remain in the program. They will be isolated from the other children; parents or an emergency contact will be called and asked to come pick up their child immediately. Children who are sent home due to sickness can not return to camp for 24 hours or until they have no signs of illness. The below guidelines with relevance to illness have been set up and will be followed unless your physician states in writing that your child may attend.

Please refrain from sending your child to camp if any of the following are observed:

- ❖ A temperature of 101 or above.
- ❖ Pink Eye
- ❖ Impetigo
- ❖ Vomiting
- ❖ Severe Cold with a fever
- ❖ Any contagious disease (i.e. chicken pox, croup, strep, etc.)
- ❖ Head lice
- ❖ Ring worm

MEDICATION POLICY

Before a child can be administered medication, there must be an individual health care plan and a written medication consent form. The program will keep a written log of the administration of any medication, which includes the date and time of each administration. (See the YMCA Summer Rec Program staff for medication form.) The Standing Order form must be filled out for all participants in the YMCA Summer Rec Program.

Administration of Prescription Medication

The following information must be on the **original** container:

- ◆ Child's Full Name
- ◆ Medication Name
- ◆ Directions for administration
- ◆ Storage procedures on label
- ◆ Recommended dosage
- ◆ Time intervals of administration
- ◆ Method of administration
- ◆ Expiration date
- ◆ Prescriber's name and license number

Administration of Non – Prescription Medications

- ◆ All non-prescription medication must be in a new, unopened original container with:
- ◆ Child's full name
- ◆ Medication Name
- ◆ Directions for administration
- ◆ Storage procedures on the label
- ◆ Recommended dosage
- ◆ Time intervals of administration
- ◆ Method of administration
- ◆ Expiration date

LATE PICKUP POLICY

On certain occasions when a parent must be late the YMCA Summer Rec Program has established these firm policies:

- Parents must call the YMCA Summer Rec Program staff to let them know what time they can be expected to arrive or to inform them of alternate transportation arrangements that have been made.
- Parents will be **assessed the extra hour fee after 5:00 PM and a late fee of one dollar per child per minute after 6:00 pm**. The clock at the program site will be used to determine the fee charge. Late fees will need to be paid before your child is able to register for another week.
- In the event that the YMCA Summer Rec Program does not receive a prior phone call from the parent, the following procedures will be immediately implemented:
 - A staff member will try to contact the child's parents
 - If contact cannot be made, a staff member will call the emergency contact list to arrange pick up.
 - If two hours late from official closing time and contact can not be made to the child's parents or emergency contact people, a call will be placed to the Child Protective Services as to what further arrangements are necessary.

TERMINATION POLICY

When the health, welfare, and safety of other children are at stake, the YMCA Summer Rec Program reserves the right to terminate child care services immediately. Parents will not be entitled to receive a refund if your child is terminated from the program. Possible reasons for termination of a child from services include, but are not limited to:

- Inappropriate behavior considered being harmful to your child, staff or others.
- Incident reports resulting from inappropriate behavior.
- Overdue Fees.
- Communicable disease.

CODE OF CONDUCT

CHILDREN'S RESPONSIBILITIES

Children need to be responsible for:

- Learning to take consequences for their own actions.
- Displaying character development traits: caring, honesty, respect, and responsibility.
- Respecting and following the rules that are established for and by them during the day.
- Controlling their anger so that their actions do not harm anyone.
- Not willfully damaging any equipment or property of the YMCA Summer Rec Program or anyone else's personal property.
- Sharing equipment and facilities with all children in the program.
- Remaining with staff members at all times and notifying staff if they need to go to another area.
- Arriving to the program on time.
- Dressing appropriately for play.
- Returning materials and equipment to the place they found them before they start a new activity or go home.
- Participating in and carrying out an activity that they committed themselves to.

CHILDREN'S RIGHTS

Staff is responsible for ensuring that children enrolled:

- ❖ Have a safe and reliable environment free of hazards.
- ❖ Have use of all the equipment and space on an equal basis and are able to find equipment in functioning condition.
- ❖ Have their ideas and feelings respected.
- ❖ Have discipline that is fair, equal, and respectful of them.
- ❖ Have opportunity to express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
- ❖ Have activities that allow participants to express their ability as they explore and discover, while developing to their fullest potential.
- ❖ Have a right to voice their opinion and have input on the activities offered.
- ❖ Have staff members that care about them, enjoy being with them and help them grow.
- ❖ Are treated with caring, honesty, respect, and responsibility.

CHILD CARE POLICIES

While participating in the program, please be certain that both you and your child are completely familiar with these policies. The Parks & Recreation Specialist, upon notification to the parent, may suspend or terminate a child from all activities and participation in the program for the following types of conduct:

- Leaving the program premises without permission, or going into posted unauthorized areas.
- Use of foul language or rudeness to staff.
- Defacing YMCA Summer Rec Program facilities and/or equipment, village or school property, or field trip facilities.
- Engaging in fighting as a means of problem solving.
- Bringing or using illegal substances.
- Stealing or defacing another child's property.
- Failing to follow directions on a repeated basis.
- Intentionally injuring another child or a staff member.
- Refusing to remain with the group during outings.
- Refusing to follow sign-in and sign-out procedures.

DISCIPLINE

All participants must follow the "House Rules":

1. Verbal warnings and/or reminders.
2. Redirection
3. Talk through problem with child
4. Have child suggest alternative solutions to problem.
5. Time Out / Cool Down Time
6. If behavior continues to be an issue, establish a behavior contract with parent and child.
7. Discuss problematic situations with child's parent and incorporate their suggestions into the child's behavior management plan.
8. Write a report and have it signed by the parent, for unsafe behavioral incidents.
9. Three incident reports may constitute a suspension from the program.