Dear Families,

Thank you for your interest in our Summer Day Camp Program! We have been busy planning exciting activities for a great summer of camping fun. Your child will have a positive, safe and fun summer meeting new friends and experiencing new adventures.

We are pleased to announce that we have received A Step up to Quality Two Star rating in March 2019!

This parent handbook will provide information and regulations to help answer questions about your child’s camp. You and your child will be held accountable for all information covered in this handbook. If you have any additional questions please feel free to contact the Summer Camp Director, Jenna Maxie at 740-335-0477 ext. 106.

Along with this Parent Handbook, you will receive a registration packet that includes: Ohio Department of Job and Family Services Child Enrollment and Health Information forms, Request for Administration of Medication (if applicable), Child Care Plan for Health Conditions (if applicable), Permission to participate in swimming activities, and Child and Adult Food Program Enrollment and Income Eligibility Application.

These forms must be completed before your child is officially enrolled into our camp. The completed packet is due no later than May 24, 2019. Participants that register after May 24, 2019 must return the required packet no later than seven (7) days before the first camping week to be attended by your child.

Thank you again for enrolling your child into our Summer Day Camp Program! We look forward to providing a memorable summer for you and your child.

Sincerely,

Jenna Maxie
Summer Camp Director
jmaxie@faycoymca.org
740-335-0477 ext. 106
General Information

Welcome to the Fayette County Family YMCA Summer Day Camp Program!

This handbook contains information regarding the Summer Day Camp Program. It is very important that you read this handbook and keep it as long as your child is enrolled in the program.

Philosophy:

The Summer Day Camp program is operated by the Fayette County Family YMCA. It is the mission of the YMCA to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

Goals:

The Fayette County Family YMCA strives to help children develop into their fullest potential, to support and strengthen the family unit, and to deliver the program in a positive YMCA environment of safety, support and care.

- Help children develop to their fullest potential in a caring, safe, and positive environment.
- Support and strengthen the family by fostering all-around health and well-being.
- Teach, model, celebrate, practice, praise, and reinforce the four core values of character development: caring, honesty, respect, and responsibility.

License:

The Fayette County Family YMCA is licensed to operate by The Ohio Department of Job and Family Services.

Hours of Operation:

Monday – Friday 5:45am – 6:15pm

With the official camp day being 9:00am – 4:00pm

The Fayette County Family YMCA will be closed in observance of the following holidays: Memorial Day and July 4th

Camp Directors Hours:

The Camp Director's office hours are 9:00am – 12:00pm, except on Field Trip days. You may reach the Camp Director at 740-335-0477 ext. 106. If the Director is unavailable, please leave a message with the Front Desk Staff.

Staff to Child Ratio:

The Summer Day Camp Program will not exceed the state required ratio of 1 adult to 18 children or 2 adults to 36 children. The only exception to the rule is if the program takes a field trip and then the ratio will be 1 adult to 10 children.
Meals:

The Fayette County Family YMCA Summer Day Camp Program participates in the Child and Adult Food Program (CACFP). This program allows the YMCA to provide nutritious meals to the children up to 3 times a day (if applicable). Please ensure that all income and enrollment information is filled out completely upon submission of your child’s enrollment packet. Breakfast is served from 7:00am – 8:00am, lunch is served from 12:00pm – 1:00pm, and snack is served from 4:00pm – 4:30pm. Please be aware that if your child has special dietary restrictions proper documentation is required and could result in the parent or guardian providing the meals. If you choose to pack your child’s meals you will need prior approval from the Camp Director and they will need to be in accordance with current USDA meal requirements.

Sample Daily Menu

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch (When applicable)</th>
<th>Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>1% Milk</td>
<td>1% Milk</td>
<td>Water</td>
</tr>
<tr>
<td>Diced Apples</td>
<td>Spaghetti with Meat sauce</td>
<td>Saltine Crackers</td>
</tr>
<tr>
<td>Whole Grain Waffles</td>
<td>Mandarin Oranges</td>
<td>Cheddar Cheese Cubes</td>
</tr>
<tr>
<td></td>
<td>Mixed Vegetables</td>
<td></td>
</tr>
</tbody>
</table>

Parent Involvement:

During the summer we hold multiple events that parents can attend. We will have a family cookout on July 3rd, a talent show, and summer camp field trips! We love to have guest readers for our literacy time! If you are interested in attending camp field trips or being a guest reader, please see Jenna Maxie to set up a date and time!

Enrollment into the Program

To enroll your child into camp, please complete the proper camp packet and turn it into Tosha Nicui, SACC Director or Cynthia Gullett, Business Manager for approval. The completed packet is due no later than May 24, 2019. Participants that register after May 24, 2019 must return the required packet no later than seven (7) days before the first camping week to be attended by your child.

A child is considered enrolled in the program ONLY after the registration fee has been paid and the required paperwork has been received, reviewed, and approved. Once enrolled, any change to this information must be communicated to the office immediately so that current information is on file. This is for the safety of your child.

Employees of Sugar Creek Packing and Wingate are given preference for enrollment and enrollment will be made available at all times.
**Tuition / Fees and Payment Policies:**

The fee for families paying the full time weekly rate is due on Monday of the week care is provided. For families who have two or more children enrolled in YMCA child care programs, a 15% discount will be given to the child enrolled in the least expensive program(s).

The weekly fee is:

<table>
<thead>
<tr>
<th>Day Camp</th>
<th>Adventure Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>$115 for Members</td>
<td>$125 for Members</td>
</tr>
<tr>
<td>$155 for Non-Members</td>
<td>$165 for Non-Member</td>
</tr>
</tbody>
</table>

Please note that there is a discount for YMCA members. Memberships may be purchased at the Fayette County Family YMCA. For more information on memberships call 335-0477.

Camp Scholarships are available for those families who have been denied through Ohio Department of Job and Family Services.

The YMCA does accept reimbursement for those who qualify for assistance through Ohio Department of Job and Family Services. The co-payment established by ODJFS is due on Monday of the week child care is provided.

Charges for Summer Camp will be based on weeks enrolled. Weekly tuition may be paid by cash, check, or money order made out to the Fayette County Family YMCA, or a credit card. For your convenience, you are also able to set up a bank draft or credit card charge for automatic payment each week.

Failure to keep your child care account current will result in your child’s suspension until the account is settled.

**Registration Fee:**

A non-refundable registration fee of $25 is due at the time of registration. Registration fees must be paid prior to the first day of attendance. This fee is for each child enrolled. A child is not considered enrolled until this fee is paid.

**Please contact Cynthia Gullett at 740-335-0477 ext 122 to set up your automatic payment method and schedule on your account.**

**Late pick up charge:**

A late fee of $1.00 per minute per child will be charged after 6:15pm. **This fee must be paid before the child can return to our care.**

If the center has not been notified and the child has not been picked up after the designated pick up time, the teacher will make any and all attempts to contact the parents or emergency contacts. If the parents or emergency contacts cannot be reached, the child care staff reserve the right to contact Child Protective Services.
**Arrival/ Departure:**

Parents are required to bring their children into the YMCA and to sign the child in on the attendance located on the clipboard. Any special messages, medications, pick up notes, etc, are to be given to the counselor. Children may not be dropped off at the entrance of the building or sent inside alone. Staff must be made aware of each child’s presence before the parent departs.

At the time of pick up, parents are required to sign out the child on the attendance located on the clipboard. A signature is required under the signature column, signing “mom” or “dad” is not permitted.

If you receive Publicly Funded Childcare from the Ohio Department of Job and Family Services, your child must be checked in on the TAP Tablet (located in the classroom) before they enter the program. This is your form of payment to the State of Ohio. When you pick up your child you must check your child out on the TAP Tablet.

The Fayette County Family YMCA does not give credit on accounts for children missing a day. If your child is going to be absent for that day, please contact the YMCA at 740-335-0477 and ask to speak to a member of the child care staff.

**Release of a child:**

Staff will release children only to persons on the release form provide by the parent. All persons who pick up children will be required to show a form of ID to staff to verify. If an emergency arises, the parent must provide a written signed note giving the person permission to pick up their child. Staff will check any person’s ID before they release the child. Please let anyone picking up your child know that they will be required to show a form of ID. The children’s safety is our first concern.

Parents are responsible for the supervision of their child before signing them in and after signing them out.

**Custody Agreements:**

If there are custody agreements involving your child, you must provide the center with CERTIFIED Court Papers indicating who has permission to pick up the child. The center may not deny access to any parent without proper documentation.

**Children Participating in YMCA Activities:**

If your child is registered for a YMCA program that takes place during program hours, a note is required for us to allow them to leave our program and go to the other program.

**Sunscreen and Bug Spray:**

The YMCA will provide a basic sunscreen with an SPF 50 (SPF Rx Brand Sport Lotion). List of ingredients will be available upon request. Parents may supply their own sunscreen if desired. Please apply the first application of sunscreen to your child upon arrival at the YMCA. Counselors will make sure sunscreen/bug spray is applied periodically throughout the day. Each child is to supply their own pump action bug spray. NO AEROSOLS (They will be returned if brought in)

If your child is extra sensitive to the sun and needs to take extra precautions, please inform their counselor.
Water:

Please send a full water bottle with your child on a daily basis. This ensures that your child will have immediate access to water when they are thirsty.

Outdoor Play:

During Day Camp, most of our day is spent outside. Please make other arrangements if your child does not feel well enough for outdoor play. We will limit the amount of time outside when temperatures are extreme. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not possible due to these conditions, camp will be moved indoors with appropriate activities.

Due to the amount of time we spend playing outside; campers need to be mindful of their attire at camp. Campers will be playing outside in the dirt and grass. It is recommended that children NOT wear their "nice clothes", skirts, or dresses to camp.

Campers should wear closed toed shoes at camp. Tennis shoes are best. Campers are NOT permitted to wear sandals or flip flops at camp. The only place sandals are allowed is in the pool area.

Swimming:

Swimming activities will be provided during camp. Campers are to provide their own bathing suit and towel. A lifeguard will be present at all times and camp staff will also be actively supervising children.

Children will be split into two different swim times, Little Swim and Big Swim.

Little Swim is for the swimmers who cannot go past the 3 foot area of the pool. This includes all swimmers who must wear the floatation backpacks. During Little Swim, no one is allowed past the 3 foot barrier of the pool.

Big Swim is for the swimmers who can go past the 3 foot area of the pool. During Big Swim, swimmers are allowed into the 5 foot area. If a swimmer wants to go farther out into the deep end of the pool, the swimmer must pass a swim test in order to go past the 5 foot area into the deep end, which goes down to 9 feet.

The swim test includes swimming the length of the pool, from the shallow end to the deep end, treading water for 30 seconds, and swimming the length of the pool back to the shallow end. If at any point the swimmer touches the bottom or the side of the pool, the test is ended immediately and the swimmer will have to try again another day.
Field Trips:

Field Trips will be held every Thursday. On days of field trips, the bus will be leaving the center at approximately 9:00 am unless otherwise stated.

All campers are required to wear the supplied camp T-shirt on field trip days. At the end of the day, we will have them washed and dried for the next field trip.

DUE TO SEATING LIMITATIONS FOR FIELD TRIPS, THE PRIORITIZATION OF SEATS GOES AS FOLLOWS:

- Campers of families who pay the full price rate
- Campers of families on ODJFS Full Time
- Campers of families on ODJFS Part Time
- Campers on YMCA Camp Scholarships who attend at least two of the three days prior to Field Trip Day

Parents of campers who cannot attend the field trip due to space limitations will need to find an alternate method of care for that day. The center will be closed, as all staff members will be on the field trip. Parents of campers who cannot attend will be notified Wednesday afternoon.

If you know ahead of time that your camper will be absent on Field Trip day, PLEASE let the Camp Director know as soon as possible in order to plan the seating accordingly.

Transportation of Children:

The center will be providing transportation periodically. This transportation will be done in vans owned by the YMCA or by charter bus. A staff member with first aid/communicable disease and CPR training will be present.

Daily Schedules:

At camp, campers will enjoy a wide variety of fun, new and safe experiences. The camp is broken into four groups, based on the school grade the camper just completed. Campers will stay with this group all summer. The groups are broken into Kindergarteners, First & Second Graders, Third & Fourth Graders and Adventure Camp with the Fifth - Eighth Graders.

The camper’s daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view camp as a safe, fun, and comforting place where they know what to expect and when to expect it. Activities will vary according to theme of the day/week, weather, or special events.

Every day at camp, excluding field trip days, campers will have a time of 30 minutes of intentional physical activity, 30 minutes of intentional reading (DEAR - Drop Everything And Read), some sort of craft, and games.
A typical daily schedule is as follows:

**Daily Schedule**

- **5:45am – 7:00am** Quiet Time (Coloring, Reading, Drawing, Board Games)
- **7:00am – 8:00am** BREAKFAST
- **8:00am – 8:30am** Breakfast Clean Up / Sunscreen
- **8:30am – 9:00am** Bathroom Break / Transition to Outside
- **9:00am – 9:30am** Opening Ceremonies / Camp Announcements
- **9:30am – 11:30am** Rotation of Program Areas
- **11:30am – 12:00pm** Prepare for lunch (bathroom and wash hands)
- **12:00pm – 1:00pm** LUNCH
- **1:00pm – 1:30pm** Lunch Clean Up / Sunscreen
- **1:30pm – 3:00pm** Rotation of Program Areas
- **3:00pm – 4:00pm** Weekly Themed Activities / Character Development / DEAR
- **4:00pm – 4:30pm** PM SNACK / Summer Camp END OF DAY
- **4:30pm – 6:15pm** Outside or Indoor Play

**Child Abuse Reporting:**

All child care staff members are mandated reporters of child abuse. If the staff has suspicions that a child is being abused or neglected, they MUST make a report to the local Child Protection Services. The safety of the children is always our first concern.

**Care of Children without Immunizations**

The Fayette County Family YMCA reserves the right to refuse care to any child that is not up to date with current immunizations as required by the State of Ohio Department of Job and Family Services.
Management of Illness:

The YMCA provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter our program to assess his/her general health. **Please do not bring a sick child to the program as they will be sent home.** This also exposes the rest of the children in the program. We will not accept children for the day that would be too sick to go to school or participate in daily activities. Please plan ahead and have a backup care plan if you are unable to take off work.

A child with any of the following symptoms or combination of 3 or more symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100.1 degrees F
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matter eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of lice or nits, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing.

Any child demonstrating signs or illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in program activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified in writing by a note on the clipboard if children have been exposed to a communicable disease. **Children will be readmitted to the program after 24 hours free of fever and other symptoms (untreated by fever reducing medications).** If the child is not symptom free, a doctor’s note will be required stating the child can return to a group care setting and is not contagious.

Administration of Medication:

Child care staff will administer medications to a child only after a parent completes a Request for the Administration of Medication (JFS01217) and Child Care Plan for Health Conditions or Medical Procedures (JFS01236). **Child care staff will not administer any medication to a child that has not previously received a dosage.** Medication will be stored in a designated area inaccessible to children. Medication may NOT be stored in a child’s backpack. They only exception to this requirement is a child that requires the immediate use of an inhaler for a medical condition. The child must keep the inhaler on his person at all times. Anytime the child is unable to maintain control of the inhaler, it must be handed to a teacher in charge of the child.

Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications will not be administered more than three days without instructions from a physician. Over the counter medications must be age appropriate and given in the correct dosage unless written permission is obtained from the physician on the Request for Administration of Medication form.
Emergencies:
The center has devised several procedures to follow in the event that an emergency would occur while the child is in the center’s care. In the event of a fire or tornado, the staff will follow the written procedures posted in the classroom. The child care staff will describe the emergency routes and procedures to be followed to assure that children arrive at the designated spot. In order to prepare children for the unlikely need to evacuate, drills will be performed monthly.

In case of an emergency staff will insure the safety and supervision of the children. Immediately contact the Director or designee for assistance. The Director or Designee will call 911 if necessary and contact the child’s parents. Staff will complete an incident report for any serious incident, injury or illness.

Transportation for Trips and Emergencies
Transportation for routine trips will be done in the YMCA ASE Inspected Van. Transportation for field trips will be done by First Student Transportation. For medical emergencies children will be taken to the nearest hospital by Ambulance. If children need transported by ambulance parents will be notified immediately and will be required to meet staff at the hospital. The Fayette County Family YMCA reserves the right to refuse enrollment into the center if parents or guardians refuse to grant consent for transportation to the source of emergency treatment.

Policy for issues or concerns in regards to the center
If parents, guardians or employees need assistance in resolving a conflict related to the center please contact Tosha Nicciu, SACC Director, Jennifer Sells, Child Care Director, or Douglas Saunders, YMCA CEO.

Parent Responsibilities and Reminders:
In order to assure that your child’s association with the YMCA is a pleasant, positive experience, we ask that parents follow these suggestions:

1. Do not send your child to the program if you suspect illness or if he/she is not well enough to participate in activities.
2. Please dress your child in appropriate clothing for activities, including, tennis shoes.
3. Escort your child into the School Age classroom making sure you sign them in on the attendance attached to the clipboard.
4. ODJFS parents: You must swipe your child in and bring the ticket from the POS machine to the teacher in charge.
5. Check for papers, projects, notes or reminders on a daily basis.
6. Keep tuition paid in full.
7. Update the information in your child’s file when change occurs by informing the Child Care Director.

Personal Belongings from Home:
Children enrolled in the YMCA Summer Day Camp Program are not permitted to bring toys (stuffed animals, dolls, action figures, etc.). Children are not to bring electronics of any kind.

If a staff member observes a child enrolled with electronics, the electronic will be confiscated and brought to the Director’s office and will not be returned until the child’s parent arrives.

THE YMCA STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN ELECTRONCS OR ANY OTHER PERSONAL ITEMS WHICH A CHILD BRINGS TO THE PROGRAM.
**Basic Child Care Rules:**

These rules and regulations are necessary so that we may enhance the enjoyment and safety of all participants. *The staff reserves the right to add to or modify the rules as needed to create a positive and safe program for all children enrolled.*

1. Children will use appropriate behavior and language at all times.
2. Children will use materials and supplies in a safe and appropriate manner.
3. Respect and follow the directions of the staff.
4. Respect the property of the Fayette County Family YMCA, all YMCA staff, and fellow classmates.
5. Absolutely no bullying, fighting or disruptive behavior will be tolerated.
6. All YMCA participants must stay within the designated boundaries of the program as outlined by YMCA staff. Any participant found out of the designated areas will be dismissed from the program.
7. Have Fun!

**Discipline Policy:**

Any kind of violent act or behavior will automatically result in a suspension or dismissal from the program.

Violations of rules will result in the following actions:

**FIRST OFFENSE:**

A verbal warning from the teachers, or at the Director’s discretion, an ejection may be warranted.

**SECOND OFFENSE:**

A written warning from the teachers, or at the Director’s discretion, an ejection may be warranted.

**THIRD OFFENSE:**

A second written warning will be issued, plus a meeting/phone call between the participant, his/her parents, the teacher, and the Director; or at the Director's discretion, an ejection may be warranted.

**FINAL ACTION:**

Dismissal from the program for a period of time deemed appropriate by the Director.

*If any child is dismissed from the program for a discipline reason the parents will be notified immediately. No refunds or credits will be issued by the Fayette County Family YMCA.

*We reserve the right to dismiss a child from the Before and After School program as we see needed regardless of whether they have previous warnings.

The success of the program and the safety of all participants are contingent on each individual respecting and obeying the rules listed above. We hope each child will have a positive, fun experience during the program. We are committed to working with you and your child to ensure this happens. We appreciate your time, respect, and support of these rules and regulations.
I have read the rules, regulations, and discipline policy procedures written above to my child. My child understands that they must follow the rules to help make the Before and After program a safe program for everyone and agrees to follow the policies.

Parent Name________________________________________ Date________________

Child’s Name________________________________________

Please also sign the following copy of the before mentioned Field Trip Policy.

**Field Trips:**

Field Trips will be held every Thursday. On days of field trips, the bus will be leaving the center at approximately 9:00. All campers are required to wear the supplied camp T-shirt on field trip days.

**DUE TO SEATING LIMITATIONS FOR FIELD TRIPS, THE PRIORITIZATION OF SEATS GOES AS FOLLOWS:**

- Campers of families who pay the full price rate
- Campers of families on ODJFS Full Time
- Campers of families on ODJFS Part Time
- Campers on YMCA Camp Scholarships

Parents of campers who cannot attend the field trip due to space limitations will need to find an alternate method of care for that day. The center will be closed, as all staff members will be on the field trip. Parents of campers who cannot attend will be notified Wednesday afternoon.

If you know ahead of time that your camper will be absent on Field Trip day, PLEASE let the Camp Director know as soon as possible in order to plan the seating accordingly.

My child and I have read and understand the policy on camp field trips as stated above.

Parent Signature: _______________________________ Date: __________________