



SUMMER CAMP 2017

Developing Our Youth!

Fully Licensed Program
(By State of VA Division of Social Services)

PARENT HANDBOOK

OUR MISSION

The YMCA provides services and activities that develop and enrich lives and help achieve fullest potential in spirit, mind, and body.

OUR COMMITMENT

We believe that YMCA programs should be available to everyone who wants to participate. Through the generosity of YMCA friends, we offer scholarships for those in need.

OUR PURPOSE

We build strong kids, strong families, and strong communities.



Welcome!

Dear Parents & Guardians,

Welcome to Y Summer Camp 2017! We are a fully licensed program through the state of VA, Division of Social Services. We're thrilled that you have chosen the Y for your child's summer-time fun! Please read this Parent Handbook in its entirety and let us know whether you have any questions or concerns. We can be reached at 540-489-9622(YMCA). We're looking forward to a great summer!

Jamie Stump

**Jamie Stump
Summer Camp Coordinator**

Hope Vaccaro

**Hope Vaccaro
Childcare Director**

YMCA DAY CAMP PHILOSOPHY

The YMCA is proud of its history of dedication to youth. Our primary purpose is to provide dependable, safe care in an environment that helps each child develop to his/her fullest potential. The YMCA provides services to all families without regard to race, religion, or national origin.

OBJECTIVES

Y Summer Camp Program seeks to help each child:

1. Develop an appreciation for family, school, community, country, and the world.
2. Develop knowledge, interests, and skills in both indoor and outdoor related activities.
3. Develop and improve personal skills such as confidence, originality, creativity, patience, & empathy.
4. Develop and improve social skills through "Character Counts" summer curriculum: Acceptance of others, cooperation, responsibility, and avoiding put downs.
5. Develop positive health and safety practices.
6. Have FUN!

GENERAL INFORMATION

WHEN: Begins Tuesday, May 30 and ends Friday, August 11

WHERE: 1st Location: Benjamin Franklin Middle School, East Hall Sessions 1 - 10

225 Middle School Rd.

Rocky Mount, VA 24151

Contact phone (540)493-3400 (Site phone) or 489-9622 (YMCA)

2nd Location: Ferrum Y at Ferrum College, Week 11

333 Wiley Dr.

Ferrum, VA 24088

Contact phone (540)365-9622, 540-365-4228 or 489-9622 (YMCA)

HOURS: 6:00 am to 6:00 pm

DAYS: Monday – Friday

Closed on 5/29 (Memorial Day) and 7/4 (Independence Day)

Payment Questions: Please call the main Y at 540-489-9622 to talk to a Member Services Representative, or our Childcare Accounts Receivable Representative, Jessica Thomason

ENROLLMENT POLICIES

Y Summer Camp serves boys and girls ages 4 (Rising Kindergarten) thru 14 (middle school.) Enrollment is open throughout the summer depending on space availability.

Prior to admission, each child must have:

1. Physical Examination signed by a physician.

2. Immunization Certification (form MCH 213.)

3. Birth Certificate or Hospital Proof of Birth letter will be accepted.

4. 1st week payment

It is the responsibility of the parents to keep proper registration information and current phone numbers in the child's permanent records. Services may be withheld if this information is not provided.

PAYMENT POLICIES

(Signed original will be kept in child's file)

- 1) **REGISTRATION FEE** for each child is due upon enrollment, and is **non-refundable**. (Exception during Early Bird Special.)
- 2) **PROGRAM FEE:** Payment is due by closing Wednesday the week prior to each session you wish to attend. If payment is not made, a late fee of \$10.00 will be charged.
- 3) **FAILURE TO MAKE SCHEDULED PAYMENT:** Services will be suspended if payments are not kept current. All payments, plus late charges and re-enrollment fee of \$35.00 must be paid before services can resume (provided space is available.)

- 4) **LATE PICK-UP FEE:** A late pick-up fee of \$1.00 per minute will be charged from the time of closing, 6:00 PM, until time of pickup. **In order to be fair and consistent, this policy will be strictly enforced for ALL late pick-ups, including bus riders.**
- 5) **PAYMENTS** may be made with cash, money order, check, debit/credit or "E-Wallet" (a credit card authorization form must be submitted 3 days prior). Payment may also be called in over the phone using a debit or credit card/ "E-Wallet". **Bus drivers will only accept check, money order, or E-Wallet payments accompanied by payment slip. *Cash will not be accepted at bus stops.** To prevent lost or stolen payments, do not send in payment with your child.
- 6) **FAMILY RATE:** A 10% discount is given if more than one child in the same family is enrolled in any Y child care program at the same time. The discount is only applied to the oldest child.
- 7) **CHECK POLICY:** Make all checks payable to the Franklin County Family YMCA. There will be a \$25.00 charge for all returned checks. If two (2) checks are returned, cash or money order will be required for future payments.

STAFF

Y Camp Staff is committed to making summer camp safe and fun for all! They are carefully selected and complete extensive training that adheres to all licensing standards. Staff is selected based on educational background, experience, and commitment to working with children. Trainings include: Camper Safety, Daily Health Observation, Positive Discipline/Guidance/Self-Esteem, Character Counts, and Playground Safety. Certification in First-Aid, CPR, Child Abuse & Neglect and Aquatics Safety are also completed. Staff will maintain a direct staff-to-child ratio no greater than 1 to 18 (school-age) and 1 to 10 (4 & 5-yr-olds) per licensing standards.

Our Summer Camp Coordinator, Jamie Stump, and Childcare Director, Hope Vaccaro oversees camp operations. We ask that you call 489-9622(YMCA), the camp site number 540-493-3800, or visit if you have any questions or concerns.

ARRIVAL / DEPARTURE PLAN

DROP-OFF

All children must be signed in on the attendance roster by a parent, guardian, or authorized adult. Parents or Guardians should inform the YMCA if their child will be absent on any given day.

1. Pre-Camp (from 6 AM – 8:15 AM) Parents/Guardians will sign their child in at sign-in table and escort them to designated camp area.
2. If you are arriving between 8:30 AM – 9 AM, campers will be having snack. Please sign in and escort your camper to their designated snack location.
3. **Camp activities begin at 9 AM. We strongly encourage all campers to arrive by 9 AM so that they can be involved in planned activities.** After 9am, you will be given a "late arrival slip" to give to your child's counselor. Please also be prepared to escort your camper to his/her scheduled activity. Please note, this may be outside of the building (HS gym, back field, playground, etc.) so please allow for extra time.

PICK-UP

All children must be signed out on the attendance roster by a parent, guardian, or authorized adult.

1. Pick-Up Authorization Cards are given to parents when a child is registered. Children must be picked up by 6:00 PM. When picking up children (at the site or bus stop), authorized adults must present their *Pick-Up Authorization Card* to staff on site and then sign their child out on the attendance roster. Anyone without a *Pick-Up Authorization Card* must present a valid driver's license.

2. If any parent or authorized individual arrives to pick up a child and is observed to be under the influence of drugs or alcohol, the child will be kept on the YMCA property pending notification of police.
3. Parents should inform the YMCA as soon as possible if their child will need to be picked up early so that arrangements can be made to have the child ready. If notice is not given, please allow time for camp staff to contact your child's group & for them to return.

BUS STOP/TRANSPORTATION TIMES & LOCATIONS

It is imperative that parents be on time at the bus stops during the 10 minute scheduled time frame. The bus will leave promptly at the scheduled times listed below. Parents who are late will have to drop off and/or pick-up their child from the camp site. Late pick-up fee (\$1.00 per minute after the scheduled pick-up time) applies to all bus riders.

***We must have consistent schedules to avoid confusion for staff and children. If signing up for a bus stop, please commit to the pick-up and drop off schedule & refrain from making changes.**

	A.M. Times	Bus Departs	Bus Arrives	Parent pick-up P.M
1. Camp Site (parent will drive to & from each site) (High School and Essig Rec. Center)	6:00-9:00 a.m.	-----	-----	4:00-6:00 p.m.
2. Boones Mill Elementary*	Parent drop-off: 7:15-7:25 a.m.		5:20 p.m.	5:20-5:30 p.m.
3. Burnt Chimney Elementary*	Parent drop-off: 7:50-8:00 a.m.		5:50 p.m.	5:50-6:00 p.m.
4. Rocky Mount Y* (week 10) (To and from Ferrum Y)	Parent drop-off: 6:00-8:15 a.m. (Bus will leave Y at 8:20!)		1st stop: 3:45 p.m. 2nd stop: 5:30 p.m.	3:45-4:15 p.m. 5:30-6:00 p.m.

Parents, please check below if you will be using the 1st or 2nd bus stop time for week 10 at Ferrum Y. We ask that you use the same time each day of the week.

_____ 1st pick-up 3:45-4:15 p.m. (at Rocky Mount Y)

_____ 2nd pick-up 5:30-6:00 p.m. (at Rocky Mount Y)

*Sufficient enrollment required

LATE PICK-UP/FEE

YMCA staff is scheduled to be at camp until 6 PM. If you pick up your child after the 6 PM deadline you will be required to pay a late fee, regardless of the reason for being late.

- The late pick-up fee is \$1.00/minute after 6 PM. This late fee must be paid to staff upon arrival, or parent must sign agreement to pay bill. In order to be fair and consistent, **this policy will be strictly enforced for all late pick-ups.**
- At 6:01 PM. the YMCA will call legal guardians. If legal guardians cannot be reached, YMCA staff will call the two emergency numbers on file.
- If child has not been picked up by 6:45 PM, Child Protective Services will be called.
- If child has not been picked up by 7:00 PM, the police will be called.

CAMP SCHEDULE

Camp schedules vary from day to day depending on planned activities. Below is a general schedule.

6:00 – 8:15	(Pre-Camp) Drop off
8:15 – 9:00	Wash hands/Snack/Wash hands/Activities
9:00 – 2:30	Camp Activities including: Opening Council, Sports & Team Building, Archery, Music/Drama, Arts & Crafts, Nature Exploration/Science, Character Counts, Swim Lessons/Free Swim
11:30-12:30	Wash hands, Lunch, Wash Hands/Bathroom Break/Wash hands
1:00 – 2:30	Rest time/quiet activities for rising K – 1 st grade/ Activities for other groups
2:30 – 3:30	Wash hands/Snack/Wash hands/Activities in camp classroom
3:30 – 6:00	PM Closing Council/Afternoon Activities/Pick-Up
Swim Days:	Tues, Wed, Thurs from 12:30 – 2:30 Please bring a labeled towel, swim suit, and bag

Field Trips

ALL CHILDREN ATTENDING SCHEDULED FIELD TRIP DAYS MUST GO WITH THE GROUP. Children must arrive to camp no later than 8:30 AM on Friday field trip days. If you arrive after the bus departs, it will be the parent's responsibility to either meet the campers and staff at the field trip destination, or find alternative care for the day. No camp staff will remain at the Y to watch your child. Reimbursements will not be given for missed field trips.

- Friday, June 2: **Hot Shots**, Smith Mountain Lake (Week 1)
- Friday, June 9: **The Zone**, Rocky Mount (Week 2)
- Friday, June 16: **Transportation Museum**, Roanoke (Week 3)
- Friday, June 23: **Star City Skate**, Roanoke (Week 4)
- Friday, July 30: **Splash Valley**, Roanoke (Week 5)
- Friday, July 7: **Eagle Cinema**, Rocky Mount (Week 6)
- Friday, July 14: **Dixie Caverns**, Salem (Week 7)
- Friday, July 21: **Rocky Mount Bowling Center**, Rocky Mount (Week 8)
- Friday, July 28: **Roanoke Children's Theater**, Roanoke (Week 9)
- Friday, Aug 4: **Splash Valley**, Roanoke (Week 10)
- Friday, Aug 11: **LUAU at the Franklin County YMCA**, in Rocky Mount (Week 11)

SNACK/MEAL POLICY

1. A healthy (USDA Certified) breakfast, lunch, and afternoon snack will be provided daily by the Y.
2. Food menus will be posted weekly.
3. All food will meet the nutritional needs of children as established by the U.S. Department of Agriculture. Food portions are appropriate for the age of the child, and additional servings are permitted, if necessary.
4. Parents may provide food for their child in some cases:
 - A. Since the Franklin County YMCA does not supply food for special diets for religious or medical reasons, parents are required to provide such food for their child. Note: parents are responsible for complying with the USDA nutritional guidelines. Food must be delivered labeled and in air-tight containers or the original container. The center will not keep leftovers.
 - B. Parents may bring food/beverages for celebrations and/or field trips as requested by staff.
5. Please **DO NOT** allow your child to bring candy, gum, or other "junk food."
6. Children **WILL NOT** be permitted to use the vending machines during program hours.
7. Children will be encouraged, but not forced, to try new foods.
8. No child will be denied food at a meal time for disciplinary reasons

MEDICATION AND ILLNESS POLICY

A medication authorization form (MAT) must be completed by the parent if a child requires medication while at the program. Medicines must be in original containers, and prescriptions must have the pharmacy prescription label attached. Parents/Guardians must hand medication directly to their child's counselor. Please do not leave medication in your child's bag. **If medication is to continue for more than ten (10) days, another medication authorization must be completed by the parent (every 10 days) unless signed by a doctor, which will allow an extension of up to 6 months.**

Limitations on attendance and required pick-up will be as follows due to illness:

- a) Child's temperature is 101 or over
- b) Contagious illness
- c) Vomiting, Diarrhea (twice)
- d) Rash

Children must remain symptom free for 24 hrs.(without being given fever reducer meds) prior to returning to the program. If a child becomes sick during the program, parents will be notified. If parents cannot be reached, emergency numbers will be called. Immediate arrangements must be made and child must be picked up no later than one hour from the time notification is given.

Parents are required to notify YMCA Staff (within 24 hours) if their child, or anyone in their household, has a communicable disease, so that this information can be posted for other parents' awareness. If your child is sent home with any of the above illnesses, he/she is not allowed to return until having 1) been to the doctor AND have been diagnosed AND treated for at least 24 hours, AND have a doctor's note, OR 2) been away from the program for 24 hours without symptoms.

If your child requires **sunscreen or insect repellent**, a "MAT" authorization form must be completed by the parent. Licensing regulations requires staff to apply any topical agent (as authorized by parents and MAT form) to all children under the age of eight.

NEEDED SUPPLIES

Please label all supplies with child's first and last name

- If you are packing a lunch, bags must be labeled with child's first/last name.
- Water bottles (labeled) are encouraged.
- Swim suit, towel, and bag on swim days (Tues., Wed., Thurs.)
- **Closed toe shoes required** – sneakers each and every day please.
- Backpack or bag – we ask that every camper come with a backpack to keep organized.
- ***Rising-K Children:** One or more extra set of clothes in case of accident.

PLEASE KEEP ALL ELECTRONIC DEVICES AT HOME!

The Y will not be responsible for any lost, stolen, or broken items. Any such items may be confiscated by staff, if found and returned to the parent upon pick-up.

DISCIPLINARY AND BEHAVIOR MANAGEMENT POLICY



A child's participation in the camp program depends upon his or her behavior. We want each child to enjoy the exciting activities planned and benefit from experiences at the Y. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child to peers and YMCA Staff.

When disciplinary action is necessary, age-appropriate methods will be implemented. YMCA Staff adhere to and follow all policies established by the Franklin County Public School system and by the Commonwealth of Virginia State Licensing Standards. Although we will make every effort in providing positive discipline for your child, we cannot serve children who display chronically disruptive behavior.

Parents will be informed verbally, in writing, and/or through parent conferences if their child continues to display inappropriate behavior. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior, and the child will be directed to an alternate activity. Physical discipline will not be used, nor will food or water be denied as punishment. The use of a **behavior tracking point system** will be used for a child who is showing inappropriate behavior. Parents will be notified at pick-up if their child received one or more points and will be required to sign the behavior report (documenting that the incident was reviewed.)

Using this fair system, children who display various types of negative behavior will accumulate points. The points accumulated will determine the consequences. Consequences may include behavior modification plans, parent conferences, and one or more days of suspension (see below.) Y Staff will use **positive reinforcement** to guide children. Points may be subtracted when good behavior is displayed. For each "Kindness Coin, or Y Reward Ticket" given to a child, one point will be subtracted from their total.

Repeated failure to comply with the following simple rules, as well as those established by the Franklin County Public Schools, will lead to disciplinary action and possible suspension (child going home early or full day suspension) and/or termination from the program:

- A. Engaging in fighting as a way to solve an issue.**
- B. Stealing or defacing the campsite or other children's property.**
- C. Refusing to follow basic safety rules, including having a weapon, or other device that could cause harm.**
- D. Disrespect toward staff or rude and discourteous behavior toward other children.**
- E. Displaying an inability to follow established guidelines.**

Parents will be given written notification of termination with a grace period of one week for obtaining new services. Suspension or immediate termination could occur if the YMCA staff feels it cannot maintain the safety and welfare of the child and/or other children. Rates will not be pro-rated, nor will a refund be given if a suspension or termination occurs.

Emergency Evacuation

Summer Camp has an evacuation plan in place: 1. An alarm is sounded, 2. Evacuation is directed by personnel. The following events would be reason for evacuation: fire, bomb/firearm threat, power failure, etc. In the event of an emergency situation, the Child Care Director, Summer Camp Coordinator, or Camp Counselor shall declare an emergency and put into place the appropriate action plans.

Counselors will assemble all children in their camp rooms and count the number of children, verifying this with appropriate roster. The counselors will follow the primary evacuation route posted on the wall/door of their current location, moving quickly & quietly. All emergency paperwork, children's information, first aid supplies, etc., will be taken with them. Once at the destination, the camp staff will again count the number of children present and verify this with the number counted earlier and with appropriate paperwork.

The decision will be made as to whether the children and staff are safe at the current location, or if they need to move to another location for safety purposes. Once at the final destination, and if we are notified that we are unable to enter the building, we will notify parents of our location and plans. If and when it has been declared safe to return to the building, counselors will do another head count, then proceed into the building with their class.

Shelter-in-Place Evacuation

In the event that we are unable to leave the camp building in an emergency such as tornado, firearm threat, etc. counselors will lead campers to the designated shelter-in-place (specific to each camp location.) Emergency contacts, children's information, first aid supplies, etc., will be taken with the counselors. We will remain at this location until we have been notified that it is safe. If unable to return to camp, staff will notify parents of our intentions as we reach the final destination. In the event that emergency personnel are needed, 911 will be called for assistance.