CHILDCARE

Parent/Guardian Handbook

- Afterschool
- Summer Day Camp
- Holiday Camp
- Learning Academy

Website: www.ymcadallas.org/childcare
Facebook: www.facebook.com/YmcaDallasYouth
Instagram: www.instagram.com/YmcaDallasYouth

Childcare Administration
146 Town Center Blvd
Coppell, TX 75019
469-348-9622

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Welcome!

Dear YMCA Parent/Guardian,

For nearly 160 years, the YMCA of Metropolitan Dallas has offered relevant programs to its communities including sports, aquatics, and youth services offerings contributing to a healthy body, mind, and spirit of people of all ages. The YMCA of Metropolitan Dallas' childcare programs offer children in Pre-K to Middle School* opportunities to acquire new skills in a non-traditional and safe learning environment.

Please read through our handbook to become familiar with our policies and procedures, programming and payments. Welcome to our Y Family and please reach out with any questions, feedback or support needed.

What Sets Us Apart

1. YMCA Areas Of Focus
   - For Youth Development
   - For Healthy Living
   - For Social Responsibility

2. Diverse and Inclusive: Every Child Matters
   - Our core values of caring, honesty, respect and responsibility are intentionally woven into our programs.
   - YMCA Childcare programs support state standards, focuses on social and emotional learning, and most of all, are fun and engaging!
   - Utilizing enrichment elements inclusive of Skillastics, Y’s creative and nutritious Grub Club, S.T.E.M. elements and more. Children are engaged and learning while building new friendships and having a place to belong.
   - All staff are trained in Love and Logic® best practices and are carefully screened and selected.

3. Affordable
   The Y believes quality out-of-school-time programming should be available to ALL. If cost is a barrier to enrollment, download a financial assistance form www.ymcdallas.org/childcare and return to childcaresupport@ymcdallas.org at least three weeks prior to desired start date.
   a. YMCA Member Discount
      There are a variety of membership options the YMCA of Metropolitan Dallas can offer you and your family. Not only do you get use of the YMCA facilities at your local branch, YMCA members receive discounts on programs such as sports, aquatics, some summer camps and after school programs. We welcome you to tour your local YMCA. For more information call your neighborhood YMCA or go to www.ymcdallas.org for branch listings.

      If you purchase a Family Membership during the school year, please notify our Customer Support Team to see if you are eligible for a discount.
b. School District and City Employee Discounts
   All teachers and employees of the districts/schools the Y serves are eligible for discounted programming for their corresponding ISD/school.

   Email childcaresupport@ymcadallas.org first name and position of employment, attach a copy of your employee badge (minus mark out any bar codes or identifying numbers).

c. Texas Workforce (TWF) & Child Care Group (CCG)
   To register for our Programs under Texas Workforce, CCMS or CCG, please follow these steps:
   • Register online for Afterschool:
     www.ymcadallas.org/afterschool

c. Texas Workforce (TWF) & Child Care Group (CCG) (Continued)
   • Register online for Summer Day Camp:
     www.ymcadallas.org/summer
   • Contact your Case worker for approval to attend an qualified Program and have them contact 469-348-9622 to speak with a Customer Support Team Member.

   Your discount through TWF or CCG is not added to your account until we receive notification from your case worker (Form 2450). Once notification is received the YMCA will update your account and send you a confirmation email letting you know your discount has been applied.

4. Our Team
   Our team members are carefully selected and screened. Each person receives over 30 hours of training annually in topics that span child development, safety and risk, social and emotional learning, enrichment, curriculum delivery, and much more. All team members must pass a criminal background check, FBI fingerprint background check, and character reference checks. Our goal is to hire nurturing employees who model YMCA values to impact the youth positively. Additionally, our organizational structure includes over 40 full-time leadership members who work to ensure the accountability of the standards we have set.

   **General Team Member Requirements**
   • Interview
   • Three positive reference checks
   • Completed Criminal Background Check and FBI fingerprinting
   • Current CPR/First Aid, Child Abuse Prevention Certifications
   • Site director must be 21 years of age
   • Previous Child Care and Supervisory experience
   • COVID–19 related training certification

   **All bus drivers must meet the following requirements**
   • Completion of 2 hour Drivers Safety Training
   • Annual review of driving history
   • Commercial Drivers License if required
   • Criminal background checks and FBI fingerprints
Babysitting and contact with YMCA staff outside of the programs
- Staff are not to fraternize, babysit or have contact with children outside of the programs hours. Staff of the YMCA must notify Administration and Human Resources of any and all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of the YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

5. Outreach
We are a mission-driven organization. We partner with two schools currently to offer A.C.E. Afterschool programming serving 200 children, at no cost to the families. Additionally, work with districts to offer Summer Learning Academies, offsetting the summer learning loss by teaching math and literacy skills, along with offering fun enrichment activities.

6. Healthy Snacks
Snacks or meals (for certain locations) are provided to all children and are served daily. Monthly snack menus are posted at your YMCA at each location.

We strive to offer healthy options at each of our locations that are trans-fat free and include no hydrogenized oils. We serve primarily water and occasionally 100% fruit juices. In some districts the campus provides us with snacks. YMCA is a Nut-Free environment. If you choose to send your child with an afternoon snack, please make sure it does not contain nuts or nut products.

Food Allergies

All Y Childcare programs are nut free (including tree nuts); thus, the Y does not serve or allow products containing or made with any type of nuts or nut byproducts to be present in our programs. The YMCA makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies, and thoroughly educates our staff on the severity of food allergies.

Though the Y educates our staff and families of possible allergen-containing ingredients in foods served in our program, there is a possibility that manufacturers of the commercial foods could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their children require and if necessary providing alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child they may not be made with nuts or nut products.
Food Allergies (Continued)

According to our licensing standards, parents are required to have a food allergy plan (F.A.R.E. form) completed by a licensed physician. This form must be completed and submitted to the program staff within the first seven days of registration.

7. Annual Campaign...an opportunity to give back

Annually each of the local YMCA of Metropolitan Dallas branches conducts an Annual Campaign which raises the much needed funds to support children and families in our community. These generous gifts ensure that financial hardship will never be a barrier to anyone with the desire to participate in YMCA membership and program opportunities here in the Dallas area. Each program site will be raising funds to benefit our families that qualify. For more information or to Donate online visit our website at ymcdallas.org/annualcampaign. Please make sure to select Afterschool from the drop down menu.

PARENT INFORMATION

YMCA Guidelines for Participant Behavior using Love & Logic

Techniques
1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

In ensuring that the above guidelines are adhered to, Team Members will operate with the following principles as their guide:

1. We will react without anger or haste to problem situations.
2. We will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. We will proceed in all situations with the best interest of the whole child foremost in mind, academic, social, and emotional well-being will be fostered.
4. We will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. We will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individuals students, and they may be different even when problems appear to be the same.
7. We will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If at any time act or react in a way that a child truly feels is unjust, that
In ensuring that the above guidelines are adhered to, Team Members will operate with the following principles as their guide. (Continued)

student need only say to me, "I’m not sure that’s fair." I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.

**Parental Notification**

Parents will be notified either in person, over the phone, or in writing, of behavioral concerns. Behavioral concerns will also be reported to risk management department. Any changes in Program Policies and/or Licensing standards will be posted at the site.

**Child/ren Suspension or Removal**

The YMCA reserves the right to suspend or dismiss a child immediately for violating any of the following behaviors. Tuition refunds are not issued if a child is removed from the program due to behavior.

- Inflicting physical harm to oneself or another individual including staff
- Threats which may cause physical harm to another individual
- Destruction of property
- Inappropriate touching of another individual
- Possession of a weapon, controlled substance or alcohol, use of foul or abusive language or
- Knowingly leaving YMCA program area without permission

**School Playground Use**

Because YMCA Afterschool and some Summer Day Camp sites operate at local elementary schools, the YMCA does not have the ability to maintain or alter playgrounds. Therefore, the playground utilized by the YMCA is maintained and held to the standards of the school system and if the standards do not meet childcare licensing standards, children will not use the playground until it is within licensed compliance regulatory standards.

**Safety Reporting**

Staff will communicate to families safety-related incidents that occur during the YMCA program time with a phone call, or, if non-urgent, with a discussion upon child pick up. Please make sure all of your emergency contacts are up to date and notify the YMCA if they change by emailing childcaresupport@ymcadallas.org.

The YMCA of Metropolitan Dallas utilizes an online incident reporting portal, so paper reports are not utilized for internal reporting purposes. Per THHS standards, if a child is treated by a medical professional related to an incident occurring during the program, a supplemental incident document is required and must be signed by the parent/guardian acknowledging that staff notified the parent of the incident. For this reason, parents are required to inform the YMCA if they seek medical or dental treatment related to an incident occurring during programmatic hours. YMCA incident reports are internal, confidential documents, however, if parents require a summary of an incident report they may submit their request to the YMCA for consideration.
Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA Staff and volunteers are knowledgeable of these standards, policies and procedures:

- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- No confronting a child or staff in a threatening manner. If this occurs, all will be called immediately.
- No confronting children from other families.
- Do not use profanity in the presence of a minors.
- Consumption of alcohol, controlled substances without a prescription, smoking, the use of tobacco (or products to mimic smoking/tobacco) while on, in or around YMCA programs is prohibited.
- Use of tobacco products is prohibited at the Afterschool site, on campuses, on the playground, in transportation vehicles or during field trips.
- The YMCA is a gun free program and weapons are prohibited. Openly carrying or concealing of any weapons, devices or objects which may be used as a weapon at a YMCA location or at a YMCA sponsored event or activity. All YMCA facilities have 130.06 or 130.07, Texas Penal Code Signage posted.
- Parents have the right to discipline their children; however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.
- Personal fitness training (paid/unpaid) by anyone not certified and employed by the YMCA.
- Behavior which poses a direct threat to themselves or others.
- Actions based on an individual’s sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected status.
- Sexually explicit conversation or behavior including inappropriate attire.
- Please report concerns to the Program Director.

Healthy Environment

Please help maintain a healthy environment for all of our children. If a child cannot participate in the program due to illness, the child must be kept at home. **Children cannot attend the our programs if they have not attended school that day or if they have been sent home from school ill.** Parents/guardians of children who arrive to the our programs with a fever of 100.4 or higher will be called to pick up children immediately. All children must be fever-free or symptom-free for 24 hours without the use of fever-reducing aids in order to return to the program.

Healthy Environment of Staff

The YMCA of Metropolitan of Dallas does not track or verify if staff are current on adult immunizations where it is not required by a city government. However, all staff are required to complete First Aid and CPR training in which Blood Born Pathogen training is received. We do not
Healthy Environment of Staff (Continued)

permit any staff person to treat a child without the protective equipment and supplies appropriate for the incident or injury. Furthermore, staff are required to follow the same illness policy we require of participants and not to report to work if they are exhibiting signs of communicable disease or illness.

A note on lice: Children must use a doctor approved treatment and be free of nits (unhatched eggs) before returning to the program. Our staff will conduct a private check when they return and may require child to be picked up if nits are still present.

Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services and immunization requirements in Texas elementary and secondary schools and institutions of higher education. Immunization records must be on file at their school.

Administration of Medication

The YMCA of Metropolitan Dallas Programs will accept medication on site on a case by case basis.

Parents are required to complete the Medication Form for parent authorization. You may obtain this form through your Site Director or by contacting our central office. Any medication brought to our Programs must be prescribed by a physician, be in its original container, and have or be clearly labeled with the following information:

- Original prescription label is readable
- Name and strength of medication on label
- Expiration date
- Full Name of Child receiving the medication
- Health care provider & Pharmacy name/contact on container
- Dosage instructions for administering the medication
- Storage instructions

All treatments such as breathing treatments, diabetes monitoring equipment, etc. must be approved by our administration and include written plans from a physician.

Over the counter medication can be administered at our program. A physician’s note must accompany any over the counter medication. The Medication Form must be completed by the primary parent. Any medication administered to a child must have a written request/authorization from the child’s parent/legal guardian containing at minimum the following information:

- The child’s name
- The name of the medication to be given;
- Date of permission and number of days the medication is to be given;
Administration of Medication (Continued)

-Time of day the medication is to be given; and

-Signature of parent or legal guardian.

-Original Container - the medication must be provided by the parent in
  what appears to be the original container, which should include
  recommended dosage, directions and expiration date.

Our staff do not administer injections or any therapy or treatment requiring
physical contact or insertion into a body cavity. At the YMCA we try our
best to accommodate the needs of every child. Proactive communication is
needed to ensure we can safely accommodate children requiring special or
unique care. An evaluation can be requested in order to admit any child with
unique medications or treatments that may not normally be permitted. In
these circumstances, you must contact the Executive Director at
469-276-8334 or by emailing jnewman@ymcadallas.org to discuss your
child’s needs.

Medical Emergencies

In the event of a medical emergency, the parent or guardian will be notified.
A certified person will administer First Aid if appropriate. If an injury or
illness requires more than basic First Aid the YMCA staff are authorized and
instructed to call 911. If the child needs to go to the hospital, staff will
take the health history and emergency authorization with the child to the
hospital or send it with the paramedics. A YMCA staff member will
accompany the injured child to the hospital.

Family Transitions

At times families go through significant transitions within their homes.
These transitions can dramatically impact children and alter their behaviors.
Please keep us informed of such changes, so we can be sensitive to your
child’s needs. This collaboration will allow us to provide the best
environment for your child’s growth and development.

Emergency Preparedness Plan

All Afterschool sites have an emergency preparedness plan customized to
their school and facility. Weather drills are practiced regularly. We monitor
bad weather and take precautionary measures to keep children safe during
severe storms. Emergency Preparedness Plan can be viewed at site.

Children with Specialized Needs, Medications or Therapies

The YMCA strives to include all children in our programs. In some cases it
may be necessary to evaluate if our programs are the right choice for your
family. Completing a registration form is not a guarantee of admission to
our program. In some cases, we will need to determine if our program is
appropriate for your child. Our programs are not designed for therapeutic
or one-on-one care. We operate under the provisions of the American’s
with Disabilities Act, which provides protection to individuals with special
needs as well as providers of care for these individuals. Please refer to our
medication policies in this handbook for further information on camp
medication policies and requirements.

Please disclose all severe/life-threatening allergies including but not
excluding food, environment or other allergies which are severe, life
Children with Specialized Needs, Medications or Therapies (Continued)

threatening or require emergency medication on your enrollment form. An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule a meeting. If you wish to speak to someone before completing the required forms, you may contact Jodi Newman, Executive Director, at 469-276-8334 or by emailing jnewman@ymcadallas.org.

The Y’s Position on Child Abuse Prevention

We make an active effort to prevent child abuse.

• Parents have the right to discipline their children, however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

• For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all staff, every person employed in or by our branches and programs.

• Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

• Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

• Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

• Staff are required to report all incidents and/or the disclosure of abuse.

Child Abuse Information

The YMCA of Metropolitan Dallas wants all children and teens to be safe. Unfortunately, child abuse does exist, including physical, emotional and sexual abuse and neglect.

We take proactive steps in the prevention of child abuse including thorough staff/volunteer screening, child abuse prevention training and staff/volunteer rules aimed at protecting children from abuse. As a parent you can help to ensure the safety of your child by working with us to keep your child safe. Here are some things you can do:

• Talk to your child about his or her experiences in YMCA programs
• Drop in on your child’s programs.
• Trust your instincts.
• Don’t wait to tell us if something seems “strange.”
• Speak up! Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care and other activities. Ask to see the rules staff and volunteers are required to follow to protect children from abuse. If you know someone is breaking those rules, let us know immediately.

The YMCA of Metropolitan Dallas regards accusations of child abuse very seriously and reports all suspected child abuse, neglect and exploitation to
Child Abuse Information (Continued)

Child Protective Services/Texas Health and Human Services. Reports of abuse and neglect can be made to the THHS hotline at 1-800-252-5400 or www.txabusehotline.org. If you have concerns about how your child is being treated in any YMCA sponsored program, please call the 214-880-9622.

LICENSING

Our Afterschool Programs and select Summer Day Camps are licensed by Texas Department of Health & Human Services Childcare Licensing. All of these programs follow either 744 Before/After/School Programs or 746 Childcare Center Minimum Standards.

Most of our Outreach Programs, such as, Summer Learning Academy or fully grant funded programs fall under exempt status, but still follow all YMCA policies & procedures and abide by Childcare Licensing Minimum Standards.

Our Outdoor Summer Camps are licensed by Texas Department of State & Health Services – Youth Camp Program Standards. All of our Outdoor Summer Day Camps follow the Title 25 Health Services, Chapter 265, Subchapter B Texas youth Camps Safety & Health Standards.

To contact the local licensing office

• Parents participating in a THHS Childcare School Based Licensed Operation may contact licensing at: 1-800-862-5252 Texas Abuse/Neglect Hotline 1-800-252-5400

or view the website at http://www.hhs.texas.gov/childcarelicensing

Minimum standards and the operations most recent inspection are available at each camp location.

THHS – Texas Health and Human Services & Licensing Requirements

The YMCA abides by minimum standards regulating childcare as prescribed by the Texas Health and Human Services. In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year. THHS minimum standards and a copy of operations’ most recent inspection are available online or at our sites for viewing. Parents may contact THHS at 1-800-862-5252 or visit www.dfps.state.tx.us.

The Texas Health and Human Services requires the following to be stated:

Gang Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of the afterschool site location.
**Discipline**

With the Texas Health and Human Services, each disciplinary measure must:

1. Be consistent with our policies and procedures;
2. Not be physically or emotionally damaging to the child;
3. Be appropriate to the child’s age and level of understanding; and
4. Be appropriate to the incident and severity of the behavior demonstrated.

A Caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of child’s age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child’s mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language

The YMCA teaches the values of caring, honesty, respect, and responsibility. We encourage and reward positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values, the following behaviors will result in the automatic evaluation of a child’s ability to return to the program:

- Fighting or exhibiting aggressive behaviors
- Running from staff to physically move or restrain a child
- Any action that requires our staff to physically move or restrain a child
- Acting in a way that requires a counselor to spend an inordinate amount of time with only them, neglecting the needs of other children in their group
- Any other disruptive behaviors that a Director may deem inappropriate
Afterschool

A Typical Day

- Welcome
  - Check In
  - Huddles
  - Sanford Harmony®
  - Healthy Snack
- Homework Completion
  - Structured Time
  - Homework
  - Math & Literacy Activities
- Health & Wellness
  - CATCH® or Skillastics®
  - Outdoor Time
- Enrichment
  - Character Building
  - STEM
  - Arts and Culture

Homework

The YMCA Afterschool program offers a dedicated daily homework time. **Our program is not a tutoring program.** Focused, quiet homework time is available for a minimum of 30 minutes each day. Kids who do not have homework are engaged in independent and shared reading. We understand that certain families may request more than 30 minutes each day to be spent on homework completion. Please visit with your site director if you would like for your child to have more than 30 minutes of homework time and forego the scheduled activities for the day until homework is completed. Please understand that your child is responsible for keeping track of their homework each day and notifying staff when they have homework to complete.

Preschool Age Children - Participant in Afterschool

Preschool age students (ages 3–5) enrolled in YMCA Afterschool or may be paired with our Kindergarten groups. In accordance to THHS Childcare Licensing SAP/BAP Minimum Standard 744.2003, the YMCA of Metropolitan Dallas Afterschool sites serving children under 5 years of age will operate in the following manner:

A. Children under 5 years of age will play on the playground equipment suitable to their age group. They will participate in program activities in a separate corner or space as an independent group. All YMCA participants will not mix with other programs or persons outside of the YMCA at any time. If another group is playing on the same grounds the YMCA will move to an isolated area. If another group is using common restroom facilities we will either ask them to wait until the YMCA group is done with their break, or the YMCA will wait until the bathroom is clear of all non-YMCA participants.

B. For programs that operate with children under 5 years of age curriculum will be implemented or adapted to meet the interests and abilities of the
Preschool Age Children – Participant in Afterschool (Continued)
age group. Ratios will be 1:10 and groups will include children. Children under the age of 5 years old will be grouped in a preschool or mix of preschool and kindergarten age children observing a maximum ratio of 1:10. Staff will be trained in working with children 3-5 years old.

C. Children under the age of 5 will mix with the larger group during check-in time, snack time and in some cases, outdoor time.

D. Children under 5 will not be allowed to engage in group games or organized physical activities with children over the age of 5 years old.

E. The YMCA will modify the program to accommodate children under 5 years old by purchasing manipulatives, board games and gym equipment suitable for this age group.

F. All preschool program participants must be fully potty trained unless a specialized need is documented.

AFTERSCHOOL PROGRAM INFORMATION

Days of Operation
The YMCA Afterschool program operates Monday through Friday and coincides with the school district’s calendar.

Hours of Operations
Program operates from the time school is dismissed until 6:30 pm, unless otherwise indicated at the time of registration. Early release is offered at select locations. Please inquire for additional details.

Transportation
We serve schools that do not offer on-site programming in some areas by providing YMCA bus routes in Park South. Transportation is provided at this campus to a central location. Please visit our website www.ymcadallas.org/afterschool for a list of schools we serve that bus to this central location. Please note, for school districts providing transportation to a central location, the YMCA staff will check those students into the program when they arrive to the on-site campus.

School Closings / Bad Weather
If schools are closed due to inclement weather, power outage or adverse conditions, the YMCA Afterschool Programs will also be closed. Parents may be called to pick up their child early if inclement weather comes during the program hours. All fees are based on enrollment, not attendance.

There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend. Parents are encouraged to stay connected to their local newscast or via school district websites to learn of school district closures and Facebook www.facebook.com/YMCADallasYouth.

YMCA Childcare and On-Site locations will be closed on the following days and NO Holiday Camp will be available; days are subject to change. Exceptions are bad weather make-up days as identified by your school calendar.
**Holiday Camps—Dallas/Coppell/Frisco Locations**

We recognize that working parents need full day options during school holidays and in-service days. Holiday Camps are available on many of these days. Pre-registration details will be available at school site prior to optional Holiday Camps. A minimum of twenty (20) students are needed to operate a Holiday Camp. Registration is on a first-come, first-serve basis.

When a site is at capacity, parents may choose to take their child to another location where space is available. Children without reservations will be accepted only if space is available. Holiday Camp is an additional cost per day. Please remember to provide your child with a healthy sack lunch to Holiday Camps. Refrigeration is not available, so please send your child’s lunch in a small bag with cooler packs. We provide 2 snacks. No peanut or tree nut products allowed.

**Personal Belongings**

Please mark all belongings with your child’s name (lunchboxes, clothing, school supplies). The program is equipped with age-appropriate materials. Children are asked not to bring any electronic equipment, cell phones, etc. Please do not send money, valuables or toys with your child to the YMCA Afterschool program. The YMCA will not be responsible for lost or stolen items. If these items are brought to the program they will be stored by staff and returned to the parent at pick up time.

**Notifying Classroom Teacher**

Once you have enrolled your child in a YMCA Afterschool Program, please communicate with your child’s teacher/substitute and indicate your child’s start date with the YMCA.

**Absences**

The YMCA must be notified by 1:00 pm if your child will not attend the program that day. Please call or text the designated site phone, provided on first day of program. Please remember to provide the child’s full name, as well as yours, when reporting an absence from the program. All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend.
Check In

Children are responsible for prompt arrival to the program. For safety reasons children are expected to check in to the Afterschool program immediately upon school dismissal or when their bus arrives. In most school districts, teachers will walk younger children to the YMCA program. YMCA staff will greet students that are transported from other campuses and are enrolled in the YMCA onsite program to which they are bused.

Non-YMCA Extra-Curricular Sponsored Afterschool Activities

In the event that your child participates in a school sponsored activity after school, we will require an Afterschool Activity Form to be completed. Examples of such activities may include: clubs, tutoring, choir and assisting teachers. Please complete a Afterschool Activity Form; stating the nature and duration of the activity, including dates, times, frequency, and location. Forms are available at your onsite Afterschool Program. Our staff cannot release children to teachers or club leaders once they are signed into our program.

Sign-Out/Release of Children

YMCA uses the KidKiosk app (on a tablet or cellular device) to sign children in to our program and for parents/authorized pick ups to sign out of the program. All parents and authorized persons will be assigned a 4 digit pin# for pick up. (The primary parent will receive an email with their 4 digit Pin# and all other authorized persons will receive their 4 digit Pin# from our Afterschool Staff at the time of pick up by showing their ID). Please do not share the pin# with anyone not listed. Each individual is assigned their own pin#.

Children will only be released to authorized people who are listed on the child’s enrollment forms. Authorized person must present a photo ID in order for a child to be released from the program. A driver’s license must be presented to the staff before the child can be released.

At this time a Pin# will be provided to the Authorized Person so they can check the child(ren) out through our KidKiosk system. Staff will become familiar with the Responsible Party or Parent/Guardian on the pick up list and may not ask for I.D after the first couple of weeks of school. Please be ready to present picture I.D. whenever asked.

• We will only release children to persons listed on the enrollment form or persons authorized by the individual who enrolled the child.
• Only the person who signed the enrollment form can change information on the form and must do so in writing.
• In the event of an emergency, if you wish for someone to pick up your child who is not on the enrollment form you must provide the person’s driver’s license number and name of the person.
• Persons under 14 – 17 can only pick up with a Valid ID & a signed affidavit on file. You must be at least 14 years old.
Sign–Out/Release of Children (Continued)

Employees will verify and record the identity of a parent or an authorized pick-up with the following steps:

- Taking a picture of the Driver’s License on the site phone which will be printed and kept on site.
- This information will be kept onsite for at least three months.

AFTERSCHOOL ENROLLMENT

Registration

We accept children from Pre-K, Kindergarten through 5th grade (select schools operate through 8th grade) enrolled in school*. Enrollment is taken on a first come, first serve basis and is not “rolled over” from the previous school year.

*Grades served vary by school.

Register online at www.ymcadallas.org/afterschool

Registrations must be completed by Sunday for a Monday start. This is to ensure proper processing of paperwork for your child’s start of program on Monday. $70 supply fee will be paid at time of registration.

Punchcard Registration

Punchcards are used for when a child will not be in attendance every day.

They are purchased for an individual child and cannot be shared. They can be used for normal scheduled school days, but do not apply to holiday camps or summer camps. Punchcards expire at the end of each school year and cannot be used year over year.

To register for Afterschool Punchcard visit our website: www.ymcadallas.org/afterschool.

Please notify the site within 24 hours by calling or texting when your child(ren) will attend to ensure proper accountability of your child(ren). Parent must likewise notify the school/classroom teacher when their child(ren) will be attending the program after school.

Weekly Draft

- Method of payment includes credit cards, debit cards and pre-paid cards. Parents have to pay the supply fee at the time of registration and set account to draft future weeks.

- All payments are drafted the Wednesday prior to the week in attendance. If your child is enrolled after the due date your payment will be deducted during the next available draft date, this will result in two payments being deducted per child.

- Draft dates cannot be modified.

- To be enrolled in the YMCA Afterschool Program you must have a valid card on file at all times. We will not be able to remove a card on file for any active participants in our program without a replacement card.

- If a Wednesday draft returns, the payment must be made by Friday at 4pm to ensure the child(ren) can attend the following Monday. If payment is not made, the child(ren)’s space is forfeited for the
Weekly Draft (Continued)

following week until payment is made.

Steps on how to update your card online
1. Visit www.ymcadallas.org/afterschool
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account.
3. Once Logged In, look under the "Purchases & Payments" header in the left menu options. Click on "Manage Payment Accounts".
4. Lastly, email childcaresupport@ymcadallas.org with the last 4 digits of your card, so we can verify the correct card is on file.

Late Payment Fees
Payments made after Wednesday will be charged a $15 late fee. Participants whose payments are one week behind will be suspended from the program.

Late Pickup Fees
If you are late picking up your child, a late fee of $1.00 per minute per child will be charged and added to your weekly draft. Please note we reserve the right to cancel a registration with excessive tardiness of pick-up. In the event of excessive tardiness authorities may be notified.

The YMCA Afterschool Program is open until 6:30 pm, at most locations. Late Pick-up invoices will be completed by Site Director and given to Parent and Customer Support team. Please verify with your site director for program the end time.

Cancellation
A two week notice is required to cancel in order to receive a refund. An online cancellation must be completed by going to our website, ymcadallas.org/afterschool > clicking on After School Care Forms & Resources > clicking on Cancel Afterschool, Holiday Camp, or YMCA Learning Academy. Complete the required fields.

Click the blue "Submit" button. Once we process your cancellation, we will send you a confirmation email.

All fees are based on enrollment, not attendance. There are no discounts, refunds or credits for sick days, snow days, vacation days, school closures, or days your child does not attend.

Vacations / Temporarily Suspend Weekly Care
If a family chooses to remove the child from the program for the purpose of vacation or time off, the family must continue to pay the weekly Afterschool fees to maintain their spot in the program. Families can choose to cancel the week their child will not be in attendance by submitting an Afterschool Hold Request online at www.ymcadallas.org/afterschool. Please make sure to include when your child will be returning.
**Parent/Guardian Participation**

Parents/guardians must have a volunteer application on file and meet all volunteer screening guidelines before they can participate in Afterschool operations.

**Parent Involvement**

Parents are always welcomed at our Afterschool sites and branches. Involvement may include the following opportunities:

- Attending Family Events
- Making donations of materials to the site. We can provide you with a list of suggested items
- Sharing your cultural heritage
- Participate in our Annual Campaign, which helps the YMCA raise money to provide much needed financial assistance to families
- Volunteer at your neighborhood YMCA branch. For more information please contact your Director or call the our Customer Support Team at 469-348-9622

**Family Events**

Parents and families are welcome to join us at our YMCA Family events. Event information will be sent home with your child prior to the event date.

**Water Activities**

Water activities are not regularly provided for the Afterschool Program. If they do occur, 48 hours notification will be given and written permission will be required for authorization.

**Animals**

Animals are not a regular part of the Afterschool Program, however, if there is an occasion for animals to be present in the program, parents will be given written notification. Pets are not allowed to be brought to the program.

**Field Trips**

Field trips are not regularly scheduled for the Afterschool Program. If they do occur, 48 hours notification will be given in writing.
SUMMER DAY CAMP

Types of Camps

All our camps specialize in themed activities each week. Safety, as always, has been the YMCA’s primary focus when delivering programs to youth throughout the community, and we will continue to follow the guidelines given to us by industry health experts, CDC, state and local officials, best practices from Ys and the country, and the American Camping Association.

All participants who attend the YMCA summer camp programs must be fully potty-trained. We do not have the proper facilities to change participants and do not train staff how to change diapers, pull-ups, or rubber pants.

Please make sure your child has an extra change of clothing in his/her backpack in case of an accident.

School Age Day Camps

Camp this summer will be a blend of indoor and outdoor activities, including education and academics as needed, STEM, nutrition education, arts and culture, enrichment activities such as online coding camps presented by Rex Programming, and more! Hosted 70% indoors, we will have on site presenters bringing engaging and fun events for kids! Our summer camps enable kids to be kids, and allows children to experience connection, community and relationships in a safe and nurturing place. Select camps

Pre-K Camp

Preschool camp is available for 3 to 5 year olds who have not attended kindergarten. This camp includes hands-on learning activities, splash time, opportunities to sing, tell stories, story time, group games, crafts, and tons of fun! Preschool Campers participate in themed weeks with special guests and events planned throughout the summer. Campers spend at least 30 minutes daily engaging in outdoor activities.

OPERATIONAL PROCEDURES

Sign In Procedures

• Morning Drop off begins at 7:30am. Responsible Party or Parent/Guardian will pull up/walk-up to the designated check-in area. Parents are not allowed to enter the building or programming area

• YMCA uses the KidKiosk app (on tablet or cellular device) to sign children in to the program. All parents and authorized persons will be assigned a 4 digit pin # for drop off and pick-up. (The primary parent will receive an email with their 4 digit Pin # and all other authorized pick-ups will receive it from camp staff at the time of drop-off by showing a photo I.D.)
Sign In Procedures (Continued)

- Staff will take your child(ren)’s temperature upon arrival. If the temp is under 100.3, your child(ren) can be signed in. If your child(ren)’s temperature is over 100.3, they will not be allowed to stay for the day. They will need to be fever free for 24 hours before returning to camp. If there are multiple children/siblings who live in the same household and are attending camp, all children will not be allowed to stay at camp.

- Drop-off is by 8:30; any family needing to drop off later than 8:30 must make prior arrangements with the Camp Director.

Sign Out Procedures

- Camp pick-up is between 4:30pm – 5:30pm. Responsible Party or Parent/Guardian will pull up/walk-up to the designated check-out area. Any parent wishing to pick their child up before 4:30pm must call the camp phone so staff know they have arrived.

- A photo I.D. must be presented to the staff before the child can be released. Staff will become familiar with the Responsible Party or Parent/Guardian on the pick up list and may not ask for I.D after the first week of camp. Please be ready to present photo I.D. when ever asked.

- YMCA uses the KidKiosk app (on tablet or cellular device) to sign children out of the program. All parents and authorized persons will be assigned a 4 digit pin # for drop off and pick-up. (The primary parent will receive an email with their 4 digit Pin # and all other authorized pick-ups will receive it from camp staff at the time of drop-off by showing a photo I.D.)

- We will only release children to persons listed on the enrollment form or persons authorized by the individual who enrolled the child.

- Only the person who signed the enrollment form can change information on the form and must do so in writing.

- In the event of an emergency, if you wish for someone to pick up your child who is not on the enrollment form you must provide the person’s name and driver’s license number, and written notice.

- Persons age 14 to 17 can only pick up with a signed affidavit on file.

Attendance Policy

- Persons age when you enroll your child in day camp you are reserving your place in the day camp from 7:30am – 5:30pm for the entire week. We are unable to refund or prorate fees based on individual attendance, inclement weather, illness or in the case that a child is removed from the program by a parent or by the YMCAs Administration.

- We do not refund or prorate fees for cancellations/changes in activities and trips. We will do our best to reschedule an equivalent alternative activity to the one that was cancelled or changed.

- Because we know that emergencies can happen, we are willing and open
**Attendance Policy** (Continued)

to discuss options for families experiencing personal or financial hardships. The following situations are examples of, but not limited to events that could be considered when reviewing eligibility for a partial or full refund:

- A doctor’s note stating child’s health will prohibit him/her from participating in the program for five or more days.
- A child moves out of the area or to another state.
- A family emergency requiring five or more days away from home (in a given week).

- Any absence or late arrival should be reported no later than 8:30am to the Camp Director.

**Camp Closures**

- All camps will be closed Monday May 31st, Monday July 5th, and Friday August 6th. Fees will not be prorated on the May 31st, July 5th or August 6th weeks.

**Illness and Injury**

- If a child becomes ill or is injured at camp our staff will provide first aid or emergency care consistent with their training. An attempt will be made to notify the parents or legal guardian. If parent or legal guardian can not be reached, the staff will call the emergency pick up person listed.

- For those injuries and illnesses requiring medical attention, 911 will be called immediately. Parents will be notified of our course of action immediately after we have stabilized the child or environment and/or called 911.

- In cases of illness, children must be fever-free or symptom free for 24 hours without the use of fever reducing aids in order to return to camp.

- Children who are identified as having lice will not be allowed to return until they are 100% nit (unhatched eggs) free. Our staff will be required to do a head check at drop off the first day the child returns to the program.

**Sunscreen**

- We ask that parents apply a maximum SPF (minimum SPF 15), waterproof sunscreen to their child prior to drop-off at the YMCA and send sunscreen labeled with their child’s name. Parents are encouraged to send spray (as opposed to lotion) sunscreen for easier self-application by their child. Camps will have designated times for re-application and children will be reminded to reapply their sunscreen and not to forget their ears and neck.

- If your child needs assistance with sunscreen application we require a permission form to be completed. Please ask your camp director for this
Sunscreen (Continued)

form. If your child will require assistance, please note staff are only allowed to assist with the application of spray sunscreen (not lotion), staff may not apply sunscreen to areas covered by clothing and staff must assist your child within the view of other staff. We appreciate proactive communication from parents if application help may be required. For more information, please contact your Program Director or Camp Director.

Emergency or Inclement Weather during camp day

• Each YMCA camp location has a disaster/emergency plan.

• In the event of a disaster/or emergency the YMCA will move to a pre-designated, secure location. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

• If water or electricity remains off at our camp location for more than 60 minutes we will contact each parent to pick up their children as soon as possible. In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

• During heat advisory days we will take extra precaution to keep children in shaded areas and well hydrated. When possible indoor space will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat.

• It is imperative to keep emergency contact information current so we can reach you in an emergency.

Immunization Requirements

• The YMCA must obtain a copy of your child’s immunization records during the 1st day of enrollment. Please submit Immunization record to your camp director on or before the first day of camp. We need new copies of these each year. Any pertinent information regarding your child will be added to his/her file throughout the summer.

• Hearing and Vision screening required for pre-school only.

Child’s Files

• We cannot release internal YMCA records or documents to any individual. If you are in need of copies, please contact your camp’s Program Director for the appropriate process for a review of rosters, enrollment, incident, accident or other internal documents.

Parent Conferences

• Parent conferences are available if needed and strongly encouraged for children with special needs before camp begins. Conferences may also be required to problem solve and share strategies for dealing with spirited behaviors. Please contact the Camp Director or Program Director to arrange for a conference if needed.
**Summer Food**

- In collaboration with local non-profits, the USDA Summer Food Program offers summer meals at no additional cost to parents at some locations. These meals are an option, but not a feature of camp. We make every effort to serve nutritional meals campers will enjoy. If you do not want to participate in the summer food program, please send your child to camp with a sack lunch and drink.

**Aquatics and Swimming**

- Swimming is conducted at local YMCA pools for select camps: Camp Kookaburra (Coppell – Town Center Elementary), Camp Oso (Park South Family YMCA), Camp Tatanka (Grand Prairie Family YMCA), Urban Adventure Camp (T Boone Pickens Family YMCA).

- Swim times and lessons are monitored and taught by trained YMCA Staff Lifeguards or vendor certified lifeguards.

- Staff attend mandatory pre-service training to ensure appropriate supervision during swim times at the YMCA and at off site locations.

- Preschoolers engage in water play a minimum of two days a week.

- All participants are swim tested prior to swimming. Even if your child is attending camp on multiple weeks, they will be tested every week.

- Children wear wristbands that indicate the level of efficiency they demonstrated during this test. Those levels are identified as follows:

  - **Red bands:** Weak swimmers that are restricted to the shallow end of the pool and required to wear life jackets.

  - **Yellow bands:** Intermediate level swimmers that will be allowed only in the shallow ends but not have to wear life jackets.

  - **Green bands:** Indicates proficiency & participant can swim the length of the pool.

- Offsite pools (such as The Colony and Hawaiian Falls) do not utilize the yellow band. They use red and green bands only.

- Children who do not wish to swim will be allowed to sit on the pool deck. These children can bring books and activities (NO TOYS) to the pool during swim time.

- Please bring your child to camp on swim days with their bathing suits on under their clothes and with underpants in their bags. Packing a plastic bag for wet items is strongly encouraged. Label all clothing. Campers are responsible for keeping track of their own items.
Potty Trained

All participants who attend the YMCA summer camp programs must be fully potty-trained. We do not have the proper facilities to change participants and do not train staff how to change diapers, pull-ups, or rubber pants. Please make sure your child has an extra change of clothing in his/her backpack in case of an accident.

SUMMER DAY CAMP ENROLLMENT

Registration

• Pre-K Camps: We accept children 3–5 years old (have not attended Kindergarten). Indoor & Outdoor Day Camps: We accept children 5–12 years old (5 year old’s should have Kindergarten completed)

• Enrollment is taken on a first come, first serve basis and is not “rolled over” from the previous summer.

• Space is not guaranteed.

Online Registration

• Register online at www.ymcadallas.org/summer

• Online registration must be completed by Sunday for a Monday start. This is to ensure proper processing of paperwork for your child’s start of camp on Monday.

• Upon processing your online registration you will be charged a $70 Supply fee.

Payment Policies

Fees

• One time $70 Supply fee per child is due at registration; this fee is non-refundable or transferable

• Supply fee is only waived during Promotional Periods. Super Sign-up Weekend will be Friday March 26th, Saturday March 27th, Sunday March 27th and Monday March 29th.

• Space is limited at our day camps, if you choose to not pre-register or register in the middle of a week for the next week of camp, space is not guaranteed.

• Extended Care is available 7:00am – 7:30am and 5:30pm – 6:00pm. A $30 fee per week will be applied to your account if your child is signed in between 7:00am – 7:30am and/or signed out between 5:30pm – 6:00pm.

Method of Payment

• Weekly Draft – includes credit cards, debit cards and pre-paid cards. The balance for each week is drafted the Wednesday prior to the week in attendance. Please see the Summer Day Camp Draft Schedule on page 19.
Update Card Online

1. Visit: www.ymcadallas.org/summer
2. Click the “Sign In” link in the header of the webpage, then sign into, activate or create your account.
3. Once Logged In, look under the “Purchases & Payments” header in the left menu options. Click on “Manage Payment Accounts”
4. Lastly, email childcaresupport@ymcadallas.org with the last 4 digits of your card so we can verify the correct card is attached.

Cancellation

- A two week notice to cancel or transfer any week of camp is required by completing online at www.ymcadallas.org/summer.
- A $30 cancellation fee will be charged if the cancellation is not made within the two week time frame as outlined in the Weekly Draft Schedule.

Returned Draft

- Any payment returned due to insufficient funds will be subject to a $30 fee per returned item. The YMCA is not responsible for any bank or credit card fees incurred by the payee in the event of a return or declined payment.
- If a Wednesday draft returns, the payment must be made by Friday at 12pm to ensure the child(ren) can attend the following Monday. If payment is not made, the child(ren)’s space will be forfeited for the following week and re-registration online will be required.

Late Pick Up Fees

- The YMCA Summer Day Camp Program is closed daily at 5:30pm. Late Pick Up invoices will be completed by the Camp Director and given to Parent and our Business Services office. Your card on file for weekly draft will be processed to pay for your late fee. Late Pick Up fees are $1.00 per minute after the time we close.
- Please note we reserve the right to cancel a registration with excessive tardiness of pick up. In the event of excessive tardiness authorities may be notified.

SUMMER DAY CAMP PROGRAM INFORMATION

What to Bring to Camp

- Please write your child’s name on everything
- Age and value appropriate reading materials for siesta and bus time.
- Comfortable closed toed shoes. Flip Flops may only be sent for swim time.
- Change of clothes
- Sunscreen (spray)
What to Bring to Camp (Continued)

- Insect repellent
- Hat
- Water Bottle
- Beach towel every day

- A lunch and snack if it is not provided daily. Our camps are nut free facilities. Please do not send any food containing nut or nut by-products.

- Swimsuit and towel on swim or water play days
- Plastic bag for wet clothes on swim days
- Please dress your child in appropriate play clothing and closed toed shoes that can get dusty and/or dirty outdoors

What Not to Bring to Camp

- Electronics/video games/cell phones/inappropriate magazines which depict violence, inappropriate language or content.

- Toys

- Any food including nuts or nut by-products or candy

Personal items from home

- Money or other valuables

Clothing/Belongings/Lost and Found

- Please check Lost & Found at the end of each day for your child’s missing belongings. Please note: items will be donated to local charities at the end of each week.

Program Evaluations/Surveys

- Parent surveys are conducted every Summer. The surveys will be conducted by email survey and/or phone. We welcome your feedback during these opportunities to help us develop and improve our programs.

Calendars/Newsletters/Special Events

- Weekly calendars with themes, newsletters, special events and other important information are posted every week and sent by email. If you have any questions about the week’s activities, please contact the Camp Director. Visit our website: www.ymcadallas.org/summer to see our Weekly Theme Calendar and Sample Schedule.
A Typical Day At Camp*

7:30-8:45am  Pre-Camp Stations
8:45-9:00am  Opening Ceremony
9:00-9:15am  Huddle & AM Snack
9:15am-12:00pm  Y Enrichment (45 Minute Group Rotations)
12:00-12:45pm  Lunch
12:45-1:15pm  Mid Day Stations
1:15-2:45pm  Y Enrichment (45 Minute Group Rotations)
2:45-3:00pm  PM Snack
3:00-4:30pm  Clubs (1 choice out of 4 options)
4:30-4:45pm  Closing Ceremony
4:45-5:30pm  Post Camp Stations

*For detailed descriptions of activities visit our website at www.ymcadallas.org/summer

• Swim times vary per camp location.
• Swim lessons are available at select locations for an additional cost.
• Field Trip days vary by camp and week. Please check your individual camp newsletters weekly or visit our website.

Additional Information and State Licensing Notices

Procedures for Parental Notification

• Parents will be notified in person, over the phone, or in writing of any special discipline problems with their child, as well as any communicable diseases at Camp.

Questions and Concerns about the policies and procedures of Summer Day Camp

• Questions and concerns can be directed to any of the professional camp staff at the YMCA.

Parent/Guardian site visitation

• Parents/Guardians, upon presentation of identification and listed as an authorized pickup, have the right to enter and visit the day camp facility in which their children are receiving care, without advance notice to the provider. Entry and inspection is limited to normal operation hours while their children are receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian if they are behaving in a way that poses a risk to the children and staff in the facility.
• Under no circumstances should a parent/guardian approach another child other than their own. A parent who behaves in this manner will be asked to leave the facility and their ability to be present on the premises will fall under review of Administration.
Procedures for parents to participate in Camp’s Operation

• Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the camp’s operation. Applications must be submitted at least 2 weeks prior to volunteering. We are limited to the number of parents which can be accommodated as chaperones on field trips. Parents wishing to accompany their children on a field trip must drive their own vehicle and cover all entry and parking fees. Children are not allowed to be signed out of the program early or leave their assigned group at any time. For more information please contact your Camp Director.

PRE-K CAMP ADDENDUM

Pre-K Camp Philosophy

• Our pre-k camp is a fun enrichment option for young children in the summer. Our purpose is to be active, use our hands and imaginations, make friends and explore. This camp is designed for children who have not attended kindergarten yet. All Summer Day Camp policies in this handbook apply to Preschool Campers; however, below you will find additional information unique to our preschool camp.

Pre-K Campers must

• Be independent and able to verbalize their needs.

• Be fully potty trained. We do not have the proper changing facilities to change the participants and do not train staff how to change diapers, pull-ups, or rubber pants. Please make sure your child has an extra change of clothing in his/her backpack in case of an accident.

• Be able to interact in ratios of 1:10.

• Be able to follow the direction of our camps staff and interact in a group setting.

A Note on Separation Anxiety

• Some preschool campers have difficulty at drop off time. As a parent, it is often easy to think your child dislikes the camp and staff by their reactions at this difficult time. We assure you that minutes after you leave your children are playing and interacting comfortably. The best way to help your child to adjust to camp, especially if this is their first experience, is to spend as little time with your camper at drop off as you can.

• Consider talking to and preparing your child before camp by scheduling play dates with trusted friends and family where you may leave them for a period of time and they can experience time away from Mom and Dad.
Pre-K Camp Schedule

• The core of each camp day is offered from 8:45am to 4pm. Daily gathering time is from 7am to 9am and closing activities are from 5pm – 6:30pm each day. Each camp starts their day with an opening ceremony and ends with a closing ceremony. Parents are strongly encouraged to drop off students no later than 8:45am as all activities for the day have started.

• Camp provides snacks. Parents must pack a nutritional healthy lunch for their child. **Our camps are nut free facilities. Please do not send any food containing nuts or nuts by-products.**

• Preschool campers are grouped according to age into 3’s, 4’s and 5’s (or appropriate variation) with a counselor.

• Activities include circle time, exploration hands-on time, discovery learning time, activity centers, arts and crafts projects, family events and more.

• Children will have splash time a minimum of two times per week.

**Love & Logic**

• All children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

**Behavior Management of Pre-K Campers**

• We use redirection and positive reinforcement in most situations.

• We talk to children at their level, both verbally and physically.

• When a child has been told at least three times about a behavior and still refuses to comply, we may user personal reflection time.

• **Personal Reflection Time:** a time of separation from the activity, but not from the adults. The time is one minute for every year the child is not to exceed 5 minutes.

• Preschool age children will sometimes physically act out or refuse to move. Our staff will redirect and work with children making every effort to ease anxieties.

• Though biting and pinching is typical for this age, preschool staff will employ strategies to help children communicate verbally.

• If a child does not respond to behavior management strategies we may reevaluate if preschool camp is the right fit for your child.

• Any child who aggressively reacts to a staff person will be evaluated and may not be able to continue in our program.

• **Physical Discipline of any kind will never be used or tolerated.**
Things to Bring to Pre-K Camp (please label everything)

- Please dress children in play clothes.
- Extra clothing with a plastic bag to put soiled or wet clothes in.
- On water days children should come to camp with swimsuits under their clothing to minimize change time. Please supply clean under clothes in child’s bag.
- NO flip flops or other sandals that can be flipped off (except on water days)
- Water bottles with your child’s name on it.
- Please put sunscreen lotion on your camper(s) before camp and leave a bottle of sunscreen in his/her bag for use throughout the day (Must be spray sunscreen if you want staff to help).
- Water shoes
- Beach towel every day
- Some Camps offer Swim Lessons for preschool
- Please see page 9, 10 & 26 for food guidelines and food allergy precautions.