



Friendship, Accomplishing, Belonging

2020 SUMMER DAY CAMP

**Parent Information and Guide
Northeast YMCA @ the Vickrey Ctr.**

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Northeast YMCA Summer Day Camp

Welcome to the YMCA. We thank you for the privilege of working with you and your children. This program is a team effort – so we welcome your visits, comments, suggestions and concerns, not only for the summer but throughout the entire year.

This information booklet has been printed to provide you with some basic information and procedures of which you need to be aware. Please read this information carefully and feel free to ask any questions that you may have. Please read and discuss with your child(ren).

We have planned a program for the children with their growth, development and best interest in mind. We are not a school and we are flexible. We have a basic plan, that we can and do change when and if necessary. If we do not finish an activity on the day planned, that's okay, we always have tomorrow. We hope the children will have fun and learn at the same time.

Our program is conducted in a safe and secure building. Your children will be safe and well supervised. Again, thank you for allowing us an opportunity to serve you and your family.

Purpose

Our purpose is to provide quality programs and service in a safe, creative Christian environment providing opportunities and experiences that stimulates the child's spiritual, physical, social, intellectual and emotional growth. We incorporate field trips to provide challenging activities under the guidance of caring, well-trained camp counselors.

Our YMCA programs are designed to create an experience that is long-lasting. YMCA programs: Grow personally, learn values, improve personal and family relationships, appreciate diversity, become better leaders and supporters, develop specific skills and have fun.

YMCA Mission

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Our Focus

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CORE VALUES

The YMCA four Core Values are woven into every aspect of the YMCA Summer programming. The YMCA four core values are:

- CARING** – To love others, to be sensitive to the well-being of others, to help others.
- HONESTY** – To tell the truth, to act in such a way that you are worthy of trust, to have integrity; making sure your choices match your values.
- RESPECT** – To treat others as you would have them treat you; to value the worth of every person, including yourself.
- RESPONSIBILITY** – To do what is right, what you ought to do; to be accountable for your behavior and obligation.

The YMCA recognizes the worth of all persons, regardless of race, religion, sex, age or economic circumstances.

Children with Special Needs

The YMCA of Northwest Florida and the staff members do not discriminate against any children, adults, or families. All children and families are welcome into our program. We will make every attempt to accommodate and serve children who have physical or emotional challenges; however, our outdoor setting may make it difficult for campers to travel from one place to another. **Please be aware the YMCA staff cannot provide one-on-one care or supervision.**

before your child is allowed to enter the summer program. You may also prepay for a week.

Sign-In and Sign-Out

Parents and/or guardian are responsible for signing in their camper in each morning and sign them out each afternoon during check out. Campers being dropped off is prohibited as the parent and/or guardian will be asked to come back to sign in their camper. Failure to do so will result in reporting to the Department of Children and Family Services.

Campers will only be released to the persons listed on the camper's registration form. **PLEASE NOTE, proper identification will be required for the person picking up the camper.** Should there be a person who is not listed on the registration form, we ask in advance that you notify the YMCA to indicate us of the person picking up the camper. Again, proper identification will be required to pick up the camper.

Authorization for Release of a Child

Only persons listed on your enrollment agreement are authorized to pick up and sign-out your child. In the event of an emergency, when a child must be picked up by someone not authorized in the enrollment agreement, we require the following:

1. Parents must fax/email to the YMCA a photocopy of their driver's license and written permission for someone to pick up their child. Fax #850.939.7447 Email: or dmcnair@ymcanwfl.org
2. The person picking up the child must present an identification card with his/her photo and must sign the child out.

Under no circumstances will your child be allowed to leave the Summer Program with an unauthorized person. Any change in family status which impacts authorized parties for pickup will require official documentation from the parent or guardian. Permission must be submitted in advance, specifying days and departure times. The YMCA is not responsible for the child's safety and supervision once they have left the program.

Fees and Payments

Payments are due on Tuesday before each week that your child attends. **Payments must be made**

Camper – Weekly fees

YMCA Member	NON-MEMBER
\$35 Registration	\$35 Registration
\$85 weekly	\$150 weekly

Financial assistance is available for those who qualify

Weekly fees are due each Tuesday before the program services each week.

If the weekly fee is not paid by Tuesday, a late fee of **\$25** will be added to the account the next day (Saturday). If payments fall behind at least one week, services for your camper will be suspended until a payment is current.

There are no refunds on the registration fee or program fees for days missed. Unless your child is contagious or infectious illness, Vomiting, Eye discharge, Severe abdominal pain, Temperature over 101, Diarrhea and Any rash other than a mild heat rash. If a child attends camp for one day – the weekly rate is due. **Fees are not pro-rated.**

The Summer Day Camp program ends at 6PM each day. To keep from incurring a late pickup fee of \$5 for the first 5 minutes and a \$1 per minute thereafter, we ask that your camper is picked up before or by 6PM. If you are going to be late, we ask that you call and notify the Y.

Medication



Only medications for life-threatening conditions will be administered at the YMCA (ex. Epi-pen and inhaler) and must be approved by the Child Care Director.

Any prescription medication to be administered to your child by the Summer Program staff must:

- > Be brought directly to the Childcare/ Summer Program Coordinator by the parent or guardian.
- > Be in the original container labeled with the child's name, date, directions and the physician's name.
- > Be accompanied with the medication authorization form filled out by the parent or guardian.

To administer this medication, we must have this form on file.

Accident/Injury

If an accident should occur at the Summer Program, the Group Leader will advise the parent at the time of pick up. The counselor caring for the child will complete a written report of any accident considered serious, detailing the medical procedure that was followed. We require that parents read and sign this document. If emergency treatment is warranted, the Summer Program Director will immediately notify the parent or guardian and the child will be transported by ambulance to the nearest medical facility, if necessary.

Illness

The YMCA Summer Program illness policy is the same as the schools' policy. A sick child is to be kept at home for his or her own sake and that of others.

IF YOUR CHILD HAS A TEMPERATURE OR OTHER SIGNS OF ILLNESS, YOU WILL BE CALLED TO PICK UP YOUR CHILD.

If a child becomes sick at the Y, they will be separated from the group until they are picked up. The YMCA should be informed about the nature of any illness. If your child has a communicable disease, please notify the Director when he/she first arrives.

Emergencies and Transportation

In case of an emergency, every effort will be made to reach the parent/guardian and emergency contacts listed on your registration. If no one can be reached, the YMCA will take the necessary actions to receive proper care.

Please understand that if emergency transportation is needed, the YMCA will exercise every possible effort to reach the parent before calling emergency transportation except in the case of extreme emergencies.

Positive Discipline and Behavior Measures

Our goal is for counselors, campers, and parents to work together toward cooperative behavior and a

cohesive atmosphere. Staff will always notify parents of emerging difficulties and ask for assistance in behavior management. All participants and parents are required to read and sign behavior management contracts. Staff will provide clear, reasonable limits for children's behavior. Each child is expected to maintain proper behaviors while in Summer Program. Positive behaviors will be reinforced; negative behaviors will be identified and redirected. Children will be taught to recognize and identify their feelings as valid and acceptable, but emphasis will be put on appropriate ways of dealing with those feelings.

1. **Redirection** - The child will be redirected in the most respectable way, from a disruptive behavior to an acceptable behavior.
2. **Reflection** - If the child does not respond to encouragement from the staff to stop inappropriate behavior, the child will be asked to take a short reflection time to think about more appropriate behavior.
3. **Removal from Activity** - If the behavior continues or a child continues to be disruptive and not showing responsibility for their behavior, the child will be removed from the group or activity and be given something to do individually. Depending upon the severity of the action, a parent may be called for immediate pick-up. The staff will discuss with the parent what occurred and what further actions may be taken. **Parents must sign the counseling report at the time of pick up.**
4. **Conference** - If a child continues to be disruptive or exhibits inappropriate behavior/attitude over a series of days, then a conference will be set up between the parent, staff, and Program Director.
5. **Program Dismissal** - Should the campers behavior continues after all other behavior measures have been performed, the parent will receive written notification that the camper will be dismissed from the program.

The YMCA will not tolerate swearing, hitting, bullying, name calling, fighting, inappropriate behavior, or any type of abuse or disrespect towards authority or other YMCA participants. Should any of these instances occur, the camper will be dismissed indefinitely from the summer program.

Statement Regarding Involuntary Disenrollment

The YMCA reserves the right to remove a participant from the Summer Program for the reasons detailed in this handbook. Participants may also be removed for other circumstances during the school year that are deemed to be pertinent and relevant to the safety and well-being of all. The Director will make these decisions on an individual basis.

The following are some reasons we may have to terminate or suspend a child from the Summer Program:

Parental Actions for child's suspension/expulsion

-  Failure to pay/ habitual lateness in payments
-  Failure to complete required forms
-  Habitual tardiness when picking up child
-  Physical or verbal abuse to participants or staff

Child's Actions for suspension/expulsion

-  Uncontrollable tantrums/angry outbursts
-  Ongoing physical or verbal abuse to staff or other children

Child Abuse Policy

Child care personnel having reasonable cause to believe that a child under the age of 18 has had physical injury inflicted upon him/her by other than accidental means by a parent or a guardian, or has been neglected or exploited by a parent/guardian, or has been sexually assaulted or sexually exploited, **MUST** be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.

Confidentiality Policy

The Northeast YMCA is committed to maintaining your confidence and trust, and accordingly

maintains the following privacy policy to protect personal information you provide online and through data collection.

Basic Confidentiality Policy

It is our policy that personal information, such as your name, postal and e-mail address or telephone number, is private and confidential. Accordingly, the personal information you provide is stored in a secure location, is accessible only by designated staff, and is used only for the purposes for which you provide the information (such as to send YMCA information updates and requests for information and/or donations.)

No Release of Information to Third Parties

Personal information will not be released to third parties except if release is required by law or is pertinent to judicial or governmental investigations.

YMCA Staff

The YMCA strives to make each child's day a magical experience –explore, discover, create new friendships, try new programs along with the traditional favorites. Each of our Summer Program staff is carefully chosen to be a positive role model and caring individual. Every staff member working in our program will attend training seminars which include topics such as: Leadership Skills, Positive Discipline, Creating Excitement, Learning New Games, Safety, Child Abuse Prevention, Risk Management as well as many others. All Summer Program employees have passed a criminal level II background check and are CPR and First Aid certified.

Curriculum

Every day the campers engage in a variety of fun filled activities. Weekly activities include outdoor games, character development, STEM activities, art, as well as scheduled free playtime. Having FUN is a top priority! Therefore, the academic and character development portions will be designed in a way that campers are having fun while they learn. Additional activities include field trips, special guests, and other structured activities.

Activity Rotation

The campers will participate in a variety of activities and programs appropriate for his or her age. Our staff ratio is 1 to 15 (depending on the age group). However, we assign each group a senior program staff person and an assistant. Activities vary from day to day and will include the following:

-  Devotion, fitness, sports and recreational activities
-  Arts & crafts, table games, field trips, and parks
-  Computer tutorial, games and instructions
-  Library reading time, Museum visits, videos, guest speakers
-  Meals, snacks and much more.

Photo Release

The Northeast YMCA takes photos throughout the Summer Program. Some of these photos may be used in marketing material. Please be aware that by registering your camper you grant permission for their image to be used by the YMCA of Northwest Florida YMCA.

Appropriate Clothing

Children should wear play clothes to the summer program. Please remember that your child will be enjoying a variety of arts and crafts and participating in outdoor activities daily. We also ask that you be mindful in your choices of clothing with the pictures/graphics and wording being in good taste. Close-toed shoes are a daily requirement.

For the safety of all campers flip flops, and sandals are not allowed at the Summer Program. All children must be in closed-toe shoes.

Lunch and Snack

The When you send a lunch with your child, pack a nutritious lunch with two snacks each day including a drink, in an insulated lunch sack or cooler. **No microwavable items will be allowed.** Please do not send products that require refrigeration as the campers do not have access to a refrigerator during the camp day. Send only one lunch per child. Do not combine sibling lunches.

Your child may also bring a nutritious snack for the late afternoon from home if so desired. Also, the water, Gatorades, and sodas will be available for purchase from the vending machines during the lunch hour.

Water Bottles

Campers will be outside throughout the day, so a water bottle is a must! Campers will have constant access to water fountains so they can refill their water bottles. Please bring it filled to start the day.

What to Bring to the Y

We suggest each child bring the following daily: a nonperishable lunch (if the child wishes), a backpack, a bathing suit for swim days, towel and tennis shoes (no flip flops or sandals). An extra change of clothes is also good to have. Please label all items with the child's first and last name in a permanent black marker.

What Not To Bring to the Y

All personal belongings should be left at home other than those needed for the day. Children are **not** permitted to bring toys, electronic games, cellphones, or other personal items to camp. If items of this nature are brought to the summer program, they will be held until pick-up and handed over to a parent/guardian.

The YMCA is not responsible for items lost, broken or stolen during program hours.

Sun Protection and Insect Repellant for Children

The YMCA promotes outdoor activities; therefore, sun protection and insect repellant for children is essential. Campers can also bring sunscreen with them to camp every day. An all-day sunscreen (SPF 30 or higher) should be applied to the camper's entire body (including faces) before dressing and leaving home each day. Camp staff are not allowed to apply lotion, oil, etc. Nor are they allowed to use one camper's product on another camper for safety, allergy, and sanitary reasons. Camp does not provide sunscreen or repellant.



Y ASSISTANCE

 The YMCA is committed to providing quality programs regardless of one's ability to pay the standard fee. Our Y assistance program is available for those who otherwise would be unable to enjoy the benefits of the YMCA programs. Eligibility is determined based on applicant's income and is administered on a sliding scale. For more information, please inquire at the front desk.

During Camp

Character Development

The character values of the YMCA are caring, honesty, respect, and responsibility. In every aspect of programming, we try to teach these values. We do not allow campers to be boyfriend/girlfriends with each other. Campers will not bully, use slang, or other derogatory language. Each day, every camper will have the opportunity to model these character traits and will be routinely rewarded in front of other campers for doing so. Campers will receive points throughout the day when these traits are demonstrated along with points given for tasks completed from the Program Card Requirements booklet that each camper will be given at the beginning of camp. The points will then be used to earn a color level bandana. This is an award program designed to stretch our campers through program progression, goal setting and skill performance. Levels of Bandana points are listed below:

Red – 12 points
Blue – 36 points
Silver – 72 points
Gold – 120 points
Double Gold – 240 points

Bi-Weekly Themes

Each week during the summer, camp will have a theme. Each theme will be carried throughout the week in the activities, crafts, sports, etc. of the week. All campers will be expected to participate

in all activities. A doctor's note will be required if campers cannot participate in an activity. Campers will learn the new theme the first day of each week. Most weeks will end in a big way! Keep an open ear for this summer's themes!

Inclement Weather

Camp is blessed to have such a magnificent natural setting to implement our programs. Unfortunately, Mother Nature does not always bless us with sunny skies and 75-degree temperatures. When Mother Nature provides us with liquid sunshine (or rain) our camp proceeds as usual. When this rain is accompanied with thunder and lightning, all campers are moved inside.

Potty Accident

We know that accidents happen from time to time and our staff will assist your child when those accidents occur. If your child does happen to have an accident, we require that someone bring them new clothing immediately, if they do not have any with them, or come pick them up from camp. All camp participants must be potty trained before attending camp.

Cancellations / Refunds

Cancellations must be made no later than two weeks prior to the draft payment and must be in writing. You must give the notification to the Youth & Family Services Director. "Camp Deposits" are not refundable or transferable. Please cancel as soon as possible if you know your camper will not attend one week, so that we can fill that spot with someone on our waiting list.

Return Fee Charge

Any returned checks received will be turned over to the Northeast Y collections department. Outstanding balances resulting from returned checks must be cleared up before the child may enroll or attend any Y program. There will be \$25.00 fee for any returned checks or debit card payment.

Registration forms are attached to the back of this handbook. Please fill out all forms completely before turning them in to the front desk. Remember there is a \$25 registration and a \$10 camp bag/shirt fee per child, and for each week each

camper will attend, there is a \$5/week deposit per child. Please keep this handbook for future reference. We look forward to the 2020 summer! We hope you are too! Please keep in contact throughout the summer. Thank you for choosing the Y!



SAMPLE SUMMER CAMP DAILY SCHEDULE*

6AM – 8:50AM	Arrival/Lite Breakfast/Early Care with Kid's Choice Organized activity stations (Simple project/games/reading –varied daily)
9AM	PEP RALLY – Group Assembly/Character Education Group chants Announcements Morning reflection Value of the Day YMCA Values Traditions Daily Schedule
10AM	Activity Period 1: Nutrition & Exercise/SNACK Active games Group games Arts & crafts Outdoor/nature activities Group field trip
11:15AM	Activity Period 2: D.E.A.R Reading: Drop Everything and Read Skits Games Straight Talk Dramatic Play
NOON	LUNCH
1PM	Group Assembly
1:15PM	Activity Period 3: Recreational Time Sports Games Swimming
2:15PM	Activity Period 4: Education Computer time Math S.T.E.A.M Activities
3:15PM	AFTERNOON MEAL
4PM	Group Assembly/Afternoon Reflection Announcements Group Character Values
4:30PM	Activity Period 5: Recreational Time Structured group activity
5:15 – 6PM	Kids Choice/Camper pick up Active Play Crafts Games

WHAT TO BRING

It is important that your camper comes to camp after having received a good night's sleep as well as a healthy breakfast in order to ensure for a fun, safe and energetic day.

Campers should be dressed in comfortable clothing, including tennis shoes.

Please send the following items with your camper:

- Sunscreen
- Swimsuit and Towel on select swim days
- Refillable Water Bottle

*Schedule varies from day to day and from group to group. All campers participate in each activity at least once each week. In line with the YMCA's commitment to your development, all campers participate in Reading, Character Value Discussions, and Nutrition & Exercise Programs at least three times a week. The schedule may vary to accommodate special activities and field trips.

RECURRING SUMMER ACTIVITIES

Monday and Friday – Swimming
Ice Cream Truck Schedule varies on the day of the week