



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER DAY CAMP

2017 Parent Handbook YMCA of the Inland Northwest

Register online at www.ymcaspokane.org/programs/day-camps

Register in Person:

1126 North Monroe, Spokane, WA 99201

Or at any YMCA Facility

For on-site programming information call 777 9622:

Central Location: Angelia Kimmerly ext. 408

North Location: Stephanie Barrington ext. 308

South Location: Connie Reynolds ext. 409

Valley Location: Heather Irmer ext. 208

or email akimmerly@ymcaspokane.org

or email sbarrington@ymcaspokane.org

or email creynolds@ymcaspokane.org

or email hirmer@ymcaspokane.org

Dear YMCA Summer Program Parent or Guardian:

Welcome!

We are pleased you are a part of our Summer Day Camp Program. We offer a wide variety of exciting and enriching activities for your child to enjoy this summer. Our hope is that the camp you choose will fit the needs of your child's interests. Our goal is to provide an environment in which your child will grow, build new friendships, and of course, have fun.

Along the way, we hope your child will:

- Gain self-confidence and independence.
- Learn about and explore their environment.
- Feel safe with caring and nurturing staff.

Sincerely,

YMCA Summer Day Camp Staff

Hours of Operation

Summer Day Camp will begin on Monday, June 19th and end on Wednesday, August 30th. Day Camp hours are 6:30 am – 6:00 pm, Monday through Friday. Day Camp will be closed on Monday July 3rd and Tuesday July 4th for the Independence Day Holiday.

Children's Records

Children's records will be updated annually to be kept current. Records kept on file will include Child Information Forms, Immunization Forms and a Parent Statement of Understanding. If any information changes in a child's record changes, please notify the Site Director to ensure information is current. **PLEASE FILL OUT ALL FORMS COMPLETELY INCLUDING THE IMMUNIZATION FORM IN YOUR CHILD INFORMATION PACKET, DUE TO STATE LICENSING REQUIREMENTS WE CAN NOT ACCEPT CHILDREN WITH INCOMPLETE FORMS. MEDICATION AND ALLERGY/MEDICAL EMERGENCY FORMS AVAILABLE UPON REQUEST AND ON OUR WEBSITE.**

Enrollment Process

To enroll a child in Summer Day Camp:

- 1) Select the camp of your choice and the weeks the child will attend.
- 2) Complete all required forms which can be found at: www.ymcaspokane.org. Required forms include a registration form, child information form, release form and any additional information needed.
- 3) Include payment information or check for a \$10 non-transferable and non-refundable deposit per child/per week to

reserve a spot or pay the balance due in full.

- 4) Send all completed forms, required documents and camp deposit, or payment, by mail to: **YMCA Summer Day Camps, 1126 N Monroe, Spokane, WA 99201.**
- 5) Parents/guardians may also submit registrations and paperwork in person at any Spokane YMCA facility. Children may be registered up to each Wednesday prior to the session of camp the child would like to attend.

Disenrollment Process

Changes or cancellations to a child's enrollment are accepted with written notice the Wednesday prior to the session of change or cancellation.

Email: Schobot@ymcaspokane.org

Mail: Corporate Business Office, 1126 North Monroe, Spokane, WA 99201

Fax: 509.343.4096

All refunds are will result in a \$10 administrative fee.

Access to Children during Day Camp Hours

Parents/guardians are required to sign-in their children upon arrival and sign-out their children upon departure. Parents/guardians may have access to their children during operating hours and are welcome to observe and/or participate in any games or activities during the day. Any person who is not a parent/guardian, staff member, or is not approved to sign the child in or out will not be allowed access to the children in the center unless authorized by the Program Director.

YMCA School Age Program Child Development Philosophy

The YMCA offers a wide variety of exciting and enriching activities for your child to engage over the summer and school breaks. We strive to provide an environment where your child will build strong social skills, increase their knowledge by participating in hands on activities, and of course to have fun in a safe environment.

Typical Daily Schedule and Sample Curriculum

6:30-9:00: Board games, free play, arts & crafts
9:00-9:30*: Get to know you games, team builders
9:30-11:30: Weekly themed activities
11:30-12:30: Lunch, social time, Character Counts
12:30-1:30: Rotating stations (Group games, skits, crafts, exploring time, etc.)
1:30-3:30: Swimming
3:30-4:00: Snack
4:00-4:30: Down time (read-aloud, quiet activities)
4:30-6:00: Group games, arts & crafts, free play
*We request that children be dropped off at or before 9:30am

Screen Time Policy

There is a limit of 60 minutes per child per week for screen time; this includes personal music devices, computers and television. Exceptions are for educational purposes and the occasional movie day. Our goal is to have our children learning and excelling through program activities.

Parent Communication Plan

Parents/guardians may contact the Site with any concerns at the number listed in the parent handbook during normal operating hours. Program Directors can be contacted at the phone numbers or email addresses listed in the Parent Handbook with any comments or concerns the parent may have. YMCA staff will communicate how the child is doing in the program in person or in writing a minimum of twice annually, and will verbally communicate with parents on a daily basis. Program staff will work with parents to do our best to be supportive of the child's individual needs. If a child has specific needs a written plan will be developed by the parent and the program staff.

Cell Phone Policy for Children

With the high usage of cell phones and our inability to monitor when our children use their browsers and what they are texting we have

decided to implement a policy to be UNPLUGGED during camp. In recent times there seems to be a higher degree in the public of inappropriate use of texting, browsing and now Snap Chat and we would like to protect our children from inappropriate usage.

Camp Locations

Central YMCA Camp 930 N Monroe
(children entering kindergarten or am swim lesson kids)

Corbin Park 401 W Waverly Place
(children entering 1st – 8th grades)

North YMCA Camp
10727 N Newport Hwy

Sign-in is located next to the pavilion.

South YMCA Club
Located in Thornton Murphy Park, 3105 E 27th.

Valley YMCA Camp
2421 N Discovery Place
Sign-in is located next to the parking area by the pavilion.

Rates (non-member/member)

Kindergarten-6th grades Camp and South Y Club
Weekly \$189/ \$179 Daily \$40/\$37

Triangle Club
Weekly \$200/ \$190 Daily \$43/\$40

Outdoor Adventure Club North Location Only
Weekly only \$200/ \$190

***Silverwood Trip Week of August 14th**
6th and 7th grades and Triangle Club
\$30 added to the week of the trip

Payment Policy

All fees are due no later than the Wednesday prior to the week of attendance. Please contact Sabrina Chobot in our business office at 509-777-9622, extension 445 if you have questions or concerns regarding the payment deadline. Space is limited, pay early to reserve your spot.

Non-Discrimination Statement

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex, or religious beliefs. In order to participate successfully in YMCA Summer Day Camps, a child must be able to function in a group setting, stay

with their group at all times, and follow directions given by staff.

Special Needs Accommodations

If a child requires accommodations due to special needs any of the following can provide supporting signed documentation.

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

The documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

A written plan that will be implemented will be signed by the parent and YMCA Site Director.

Cultural Awareness Activities

Our School Age Programs will incorporate activities to encompass many different cultures. Multi-cultural activities will be on the monthly calendar and may include games, books and arts & crafts. Parents are welcome to share ideas they may have to increase our cultural diversity.

Religious Activities

The YMCA is a Christian Organization and we may do prayers before snack as well as incorporate some Christian-themed arts and crafts activities into our programs. Children are not required to participate in any religious activities. Families are welcome to share religious preferences with YMCA staff.

Holiday Celebrations and Traditions

Often holiday games and arts & crafts are incorporated into our monthly activities. We strive to celebrate holidays being respectful of our many different and diverse cultures. Parents are welcome to share traditions and specific activities with program staff to see if they may be incorporated into programming.

Behavior Policy

Our goal is to help our children develop Caring, Honest, Respect, and Responsibility.

We work to cultivate respect and responsibility for self, others, and for the environment in the children who attend our programs. We strive to offer a supportive, nurturing environment with caring adults which is the first step in the development of inner control and appropriate behavior. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. The methods we use are grounded in the use of positive reinforcement, reasonable expectations, logical consequences, redirection, and diversion. Consequences (both logical and natural) are developmentally appropriate as well as related to the child's behavior, which might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling. Our positive, guidance-focused approach helps children develop positive self-esteem, independence, pride in their work, and builds trust in our program and staff. The YMCA does not use corporal punishment in any way.

Biting Policy

Our goal is to always keep the children in our program safe. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Biting is a normal stage of development for children 13 months to 24 months which is younger than what we offer in our program, however in the rare event it may happen our policy is as follows:

- The biter is immediately removed from the group and respectfully talked to on a level that he/she can understand and is then redirected. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising.
- A written incident report is given to the parents of all children involved when they are picked up that day. The name of a biting child is not released.
- If the behavior continues we will discuss with their families to try to determine

what may be causing the behavior and a plan for changing the behavior.

- If the biting happens more than 3 times in one day or breaks the skin the biter's family may be contacted and asked to take their child home for the remainder of the day.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

Reporting of Child Abuse

The YMCA complies with Washington State laws which require child care providers to report suspected child abuse, neglect, or exploitation to Child Protective Services and/or local law enforcement agencies. All YMCA staff members are trained in child abuse prevention.

Food Service Practices

Please see specific location for free lunch days of service and availability.

Breakfast: 8am to 9 am.
Lunch: 11:15am to 12:15pm
Afternoon Snack: 3pm-4pm

If a child has specific allergies to certain food items a note from a physician will be required and substitutions will be made for that child. Children may bring their own meals and/or snacks from home and eat them at meal/snack time. Please try to send healthy foods with your children when sending them to camp with food from home. Please note that free lunches are provided by East Valley and Spokane Public School through the Summer Foods Service Program. Free lunch service is not available the last week of camp and the week of July 3rd.

Off Site Field Trip Policies

If the program is on a field trip the following policies will be followed.

- Child Information Forms will be sent with staff accompanying children on field trips.
- Sign in/our form or book will be sent with staff and parents will sign children out if they pick up from the off-site activity.
- Any medications will be kept with a designated staff person to be given as prescribed and will be noted on the medication log.

- A minimum 1/15 staff to child ratio (as required by licensing) will be maintained and does not include the bus driver.
- If swimming, a minimum 1/10 staff to child ratio will be followed.
- Children will be transported by bus drivers with current CDL licenses in the YMCA bus or a leased vehicle.
- A first aid kit will be kept with the group.
- Some off-site field trips may require an additional fee to pay for the trip. Parents/guardians will be notified of any additional fees in advance. Please notify the Site Director if the additional fees create a financial burden.
- Field trip notices/permission slips will be posted prior to the field trip.

Transportation Policy & Guidelines

Children will leave for field trips as early as 9:30 am and return to camp by 4:00 pm. If needed, you may drop off or pick up your child from the field trip location. If you need to pick up your child at a field trip location, please notify your child's group leader in advance. Transportation may include the YMCA bus, public transportation, or a leased vehicle. All bus drivers have current CDL licenses. Children may not be transported by YMCA staff in their personal vehicles. In order to facilitate safety during drop off and pick up times, staff will follow the following procedures:

- A designated staff person will monitor traffic in front of and behind the bus.
- Staff will do a roll call and a head count when leaving for field trips.
- Campers will remain seated at all times when the bus is in motion.
- Staff will ride on the bus with children.
- The YMCA will follow guidelines for maximum occupancy.
- Staff will monitor their small groups and take head counts and periodic role calls throughout the group's time at the field trip destination and prior to returning to the YMCA.

Staffing Plan, Training and Development

We try to have consistent staff at each site. However, at times a substitute staff member will be on site. Each staff person is required to have a minimum of 10 hours of training per year. Volunteers are never left unattended with a group of children. Parents may ask to see staff training records and current certification records. Staff

members undergo background checks and are required to have current certifications in Pediatric First Aid, CPR and Bloodborne Pathogens. Staff members are also required to take TB test and possess a Food Handler's Card if serving meals or snack. All staff must also be registered in the Department of Early Learning's MERIT system. Staff/Child Ratio maximum is 1:15, we try to stay at 1:10.

Evacuation of Children in any emergency

In the event of an emergency, children will be evacuated through the main exit of the building. If a child is non-ambulatory a designated staff person will be responsible for making sure the child is able to be evacuated in a timely manner either by pushing the child's wheelchair or if needed to carry the child.

- A whistle will be available at each location as an additional method to sound an emergency alarm.
- Child information forms including medical release forms and any needed medication will be taken to the evacuation point by the Site Supervisor or a designated person.
- An emergency/evacuation first aid kit will also be taken to the evacuation point.
- The sign-in and out book will be taken by the Site Supervisor and roll call will be conducted.
- Parents/guardians may pick up their children at the program location following an emergency if the program location is determined to be safe.

Designated Emergency Evacuation Shelters

In the event the YMCA program needs to seek shelter the children will be evacuated to the nearest YMCA facility or the nearest designated shelter area as directed by local authority (often schools are the shelters).

Parents will be notified where to pick up their children following an emergency through:

- YMCA Website
- Social Media
- Telephone calls/messages
- Cell phone text messages
- Local news if applicable

Earthquake Procedures

In the event of an earthquake children will be directed to go to the safest earthquake location, which will be determined and posted in the emergency book and determined per each program site. The Site Supervisor along with the Program Director will determine if the licensed space is safe following an earthquake after discussing it with school staff and/or local authorities.

Lockdowns

In the event of a lockdown the following procedures will be followed:

- Children will be directed to hide under or behind tables and/or in closets.
- Doors will be locked.
- Windows will be locked and covered.
- Children will remain at the site under lockdown until it is determined to be safe by school officials or local authorities.
- Parents will be notified where and when they may pick up their children by following the same procedures outlined above under Emergency Evacuations.

Medication, Food and Water

- Staff will work with parents and school staff to have access to 3 days of medication for children that are currently prescribed medication on a daily basis.
- Staff will have access to 3 days' worth of food.
- Staff will have access to 3 days' worth of water.

Emergency Procedures

Staff will be trained on emergency procedures on an annual basis and will be given a copy of the Emergency Plan.

Staff will be trained in the following areas:

- How to operate a fire extinguisher.
- How to test smoke detectors and carbon monoxide detectors and change batteries if needed or notify the school to fix.
- Responsibilities will be established for each site.
- Fire drills will be done monthly.
- Emergency and lockdown procedures will be conducted every three months during the school year and will be conducted at different times of the day.

Record Keeping of Emergency Drills will include:

- Date and time of the drill.

- Names of staff who were present at the time of the drill.
- Number of children who were present at the time of the drill.
- Length of the drill.
- How the drill went and any improvements or adjustments needed.

Health Care Policy

YMCA staff members will follow the YMCA's School Age Program and Day Camp Health Care Policy.

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or NHS/Lice. In a medical emergency, every effort will be made to contact the child's parents/guardians. In the event the parents/guardians cannot be reached; we will contact the emergency contact person. If we are unable to reach the emergency contact person, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents can be reached. A parental permission form must be filled out before staff can administer medication. A separate form is updated daily as to continuing medical needs and any changes in emergency information. Medication must be in its original bottle or container with a prescription label. A medication permission slip can be obtained from the Site Director.

Nonsmoking Policy

The YMCA school age program staff members are not allowed to smoke or have tobacco on school premises. The YMCA School Age Program is a Smoke Free/Smell Free program. Staff may not come to work in clothing that smells of tobacco. If a staff person does smoke during their break they must be a minimum of 25 feet from the school grounds or YMCA campus.

Drug and Alcohol Policy

Staff and volunteers may not use illegal drugs on the premises. Staff may not consume or be under the influence of alcohol during operating hours or be under the influence of drugs that would impair the ability to provide care for the children under our care. Staff and volunteers will follow all school district drug free zone policies when on school grounds.

Hand Sanitizers

Hand sanitizers can be used with the parent/guardians written and signed permission. Hand sanitizers may be used when hand washing facilities are not available or if we are on a field trip, emergencies or disasters. Hand sanitizers will not be used if hand washing facilities are available.

Confidentiality Policy

Child information forms containing phone numbers and addresses will remain confidential and will not be shared with other parents or any persons not employed by the YMCA. Information regarding specific children may be shared with the school staff with the parent's permission. DEL licensors may have access to child information, immunization, and medication forms, as well as sign in sheets, which are requirements from Washington State Department of Early Learning.

Care for Animals on the Premises

The YMCA does not keep animals on the premises.

Rainy Days

During inclement weather, participants will either stay at the YMCA facility or proceed with the scheduled field trip. If there is a change of schedule, it will be posted at the sign-in/sign-out location.

Transition Procedures

When transitioning between locations children will be accompanied by at least one staff member, always maintaining a 1:15 staff ration. Children will walk single file with a staff person at the front and when necessary a staff person at the back. When transitioning, staff will track the children and make sure all children are present and accounted for.

Poisons, Chemicals, and Other Substances

Poisons will be stored in a locked container inaccessible to children and where poisons will not contaminate food. Poisons will be kept in their original container whenever possible. However, if poisons are not in the original container, poisons will be clearly labeled with the name of the product and the words "poison" and or "toxic". Pesticides will be stored in their original container. Cleaning and sanitizing chemicals will be stored in their original containers unless they are diluted in which case they will be labeled to indicate the container's contents.

The following poisons, chemicals, and other substances that will be stored inaccessible include:

- Nail polish remover
- Sanitizers and disinfectants
- Household cleaners and detergents
- Toxic plants
- Plant fertilizer
- Ice melt products
- Pool chemicals
- Pesticides or insecticides
- Fuels, oil, lighter fluid, or solvents
- Matches or lighters
- Air freshener or aerosols
- Personal grooming products including, but not limited to: lotions, creams, toothpaste, shampoo, conditions, hair gels, hair sprays, make-up and cosmetics
- Dish soap, dishwasher soap or additives
- Tobacco products, including cigarette/cigar butts, and ashtrays
- Alcohol

Pest Control

The YMCA will keep the premises free from rodents, fleas, cockroaches, and other insects and pests using the least poisonous method of pest management or use chemical pesticides for pest management. If chemical pesticides are used, the YMCA will post a notice visible to parents/guardians and staff 48 hours in advance of the application of chemical pesticides and will apply pesticides in compliance with the *Washington State Department of Agriculture's guide for Pesticide use at Public Schools (K-12) and Licensed Day Care Centers.*

YMCA School Age Care and Day Camps Late Pick Up Policy

The YMCA School Age and Day Camp Programs close at 6pm.

Beginning at 6:01pm you will be charged \$10 per child for every 10 minutes late.

Lead, Asbestos, Arsenic and Other Hazards

The YMCA will take action to prevent exposure if it becomes aware that any of the following are present in the indoor or outdoor licensed space:

- Lead-based paint
- Plumbing containing lead or lead solders
- Asbestos
- Arsenic or lead in the soil or drinking water
- Toxic mold
- Other identified toxins or hazards

Camp Purpose and Objectives

The purpose of the YMCA's Summer Day Camp program is to provide a healthy, structured, and fun environment where children can experience personal growth, improved self-esteem and learn and practice Christian values for the betterment of the family unit and the community.

1. To provide fun and recreation;
2. To help children grow physically, mentally, socially, and spiritually;
3. To encourage children to express themselves creatively and to practice values clarification;
4. To develop good sportsmanship through supervised play;
5. To help children develop self-awareness, confidence, and feelings of self-worth.

YMCA Mission Statement

The mission of the YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.