



WELCOME! YMCA Summer Camp 2024

YMCA MISSION STATEMENT

To put Christian principles into practice through programs that build a Healthy Mind, Body & Spirit for all.

YMCA SUMMER DAY CAMP 2024

Thank you for choosing the YMCA Summer Camp Program. **Please read over these important policies and procedures.** Summer Camp activities and programs are designed for children going into grades 1st through 6th grade. Our YMCA Summer Camp is here to meet your summer childcare needs.

CHARACTER DEVELOPMENT

For 76 years Daviess County YMCA has been helping people in all Y programs develop and understand our core values. Our core values, which are sometimes referred to as character, are the basis of who we are, how we live, and how we treat others. When teaching these core values, we will be relating them to scripture and Bible lessons. We will also be incorporating worship and singing. Your children will also be included in activities that involve positive influential adults. Such as, librarians, police officers, nurses, military, and more. School Age Childcare Programs strive to enrich our children through the following four core values:

Caring Honesty Responsibility Respect

Show a sincere concern for others

Choosing to be truthful

Proving you can be trusted

Treat others the way you want to be treated

Our Staff Cares for Children

Staff for all programs are hired for their care and concern for children. All staff receive training through the YMCA and are certified in CPR, First Aid, and Child Abuse Prevention. Summer Camp is run by Youth Staff who are experienced in working with children.

Important Dates

First day of Camp – May 28

Last Day of Camp – July 26

Pick up by 5pm – June 25th

No Camp – May 27, July 4 & 5

Communication

All communication will be done through the **Remind app**. You can download the app on your phone. You can then search for our **class code @ysc2024**. Our class name is **YMCA Summer Camp 2024**. You can also text **@ysc2024** to **81010**. If you have questions or need to make changes, please send them through the Remind app first. If you need help setting it up, please email Famie at fcx@dcymca.org or Miranda at mmandabach@dcymca.org! Please make sure all personal information is up to date on our website, especially email and phone number.

2024 YMCA SUMMER CAMP PAYMENT POLICY

Payment Policy

- **Register online at dcymca.org** using your existing account or create an account if you are new to the program. We ask that you set up online payments to be automatically withdrawn from your banking account.
- **The one-time registration fee of \$50 and at least the first week of attendance MUST be paid. You must register your child for each week that you want them to attend at least one week in advance, but you can register for the full summer at registration. If a child is not paid for one week in advance, they cannot attend those weeks.**
- If you do not want your child to attend a specific week (such as a family vacation week) then do not register them for that week. If you already have registered them, please let us know two weeks in advance and we can remove them from that week.
- **Weekly payments for members are \$115 and \$150 for non-members.**
- **THERE ARE NO REFUNDS FOR MISSED DAYS.**

FINANCIAL ASSISTANCE

Financial assistance is available subject to qualification of personal need, enrollment limitations, and financial resources of the YMCA. Financial assistance from the state voucher program may be available for those who qualify. To apply for the state voucher program To apply for the state voucher program go online to firefly.in.org for first time applicants. If you have applied before contact (866) 287-2420.

Social Media

During Summer Camp we will be taking pictures during numerous activities. We will be using these pictures for our website and various social media accounts.

All Campers Should Bring...

- Swimsuits, sunscreen, and towels should be brought every day.
- Appropriate shoes every day.
- Water bottle

Please apply sun protection to your child *before* bringing them to camp. Youth staff will help children to reapply sun protection throughout the day if provided by the parent.

Please put your child's name on each item they bring to camp.

Dress Code

• Field trips will be on Fridays, YOUR CHILD NEEDS TO WEAR CAMP SHIRT.

- Gym shoes must be worn every day. No flip flops allowed.
- If your child wears a dress or skirt, shorts need to be worn underneath.
- No midriff baring shirts and tops must cover shoulders. (tank tops are fine, but no spaghetti straps)
- Shorts must be fingertip length.
- No excessive holes.

If your child's attire is deemed inappropriate you will be called to bring a change of clothes. Your child will sit out from activities until your child can change.

Sign In and Out

- Summer Camp is **Monday-Friday at the YMCA from 7:00 am to 6:00 pm.**
- **Children must be brought to the YMCA by 9 am. If you are going to be later than 9 am please send a Remind message.**
- Please sign in with the staff in the designated drop off location for your child upon arrival and sign out at pick up.
- No children will be accepted prior to 7:00 am.
- **An authorized pick-up adult must accompany the child when dropping off. Log on to your account and upload a picture of yourself, your child, and anyone on the pick-up list. If you do not, we will request to take a picture.**
- All campers are to be dropped off and picked up at the Y downstairs. We will NOT come upstairs to get them or bring them out.
- **Children must be signed in and out of camp by a parent or authorized pick-up adult over 18.** Only those on your child's authorized pick-up list will be permitted to sign them out of camp unless permission is provided by a phone call for another person to pick up your child. A picture ID must be presented by another adult at the time of pick-up. This is for the safety and security of your child and your peace of mind.

Y-Summer Camp begins at 7:00 am

Y-Summer Camp ends at 6:00 pm

Late Pick-Ups will be charged \$1 for every minute past 6:00 p.m. This charge must be paid in full at the time the child is picked up. If you know you will be late, send us a Remind message or call.

WITHDRAWING FROM THE PROGRAM

Parents/Guardians need to notify the YMCA Youth Coordinator or Youth & Family Director at least 2 weeks in advance when withdrawing from the program. If not, you will be charged for that week.

CHANGE IN SCHEDULE

Parents/Guardians need to notify the YMCA Youth Coordinator or Youth & Family Director at least 1 week in advance of a change in their child's

schedule. * ALWAYS call the YMCA and send a Remind message to let us know if your child will be absent on a day we are expecting them!

Sickness/Illness Policies and Procedures

A sick child is to be kept home. The child cannot attend when:

- **He/she has an oral temperature of 99 degrees or higher.**
- **Vomiting within the past 24 hours**
- **Diarrhea within the past 24 hours**
- **Appearance of acute illness or complaint of severe pain**

Parents/Guardians will be contacted by phone if their child shows any of the above symptoms while at camp and the child will need to be picked up as soon as possible. Until the parent arrives, the child will be excluded from activities with other children, the child will rest in a "quiet area" away from the main program area.

If your child is going to be absent, please send us a message on the Remind app first. It is important for us and for the safety of your child that we know their whereabouts. If you are going on vacation, please let us know ahead of time.

THERE ARE NO REFUNDS FOR MISSED DAYS.

Medication and Sudden Illness Procedures

A Medication Authorization Form must be completed and signed by the parent or guardian for any medication to be administered. Medication which needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. In addition, a Medication Authorization Form must be completed by the parent that includes the time for and/or directions for administration. Over the counter medications, this includes sunscreen, must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medication Authorization Form.

In situations where medication administration requires specific training, please contact the Youth Coordinator to determine if a plan can be developed that will ensure your child's safety.

Children are not allowed to self-administer medication; all medicine must be given to the Youth staff. **Each child must have a doctor's signed immunization record on file by the first day of camp attendance. Your child cannot attend camp until this has been done.**

Swimming Procedures

All campers are expected to follow pool and camp rules! (YMCA & City Pool) With parent permission, each camper can take a swim test to determine their swimming ability. If a camper chooses not to swim, they will sit with the staff poolside. If a camper gets out of pool early, they must sit with staff until everyone gets out of the pool before changing clothes.

Please let us know any specific instructions for your children regarding the pool. Examples: stay in the shallow end, needs a floatie, etc.

Field Trip Procedures

We will have 6 field trips this summer.

Campers are required to wear their provided YMCA camp shirt to attend any field trip.

Bus conduct: Children should remain seated, facing forward, and speak quietly. Keep hands inside the bus and to themselves. No food/drink will be allowed on the bus. Children will always stay with their assigned staff.

Children are not to bring money for field trips, the price for field trips is included in the cost of care for the week.

Miscellaneous

NO cell phones, electronics, games, toys, books, & misc. items from home are allowed at Summer Camp. The discipline policy will be enforced.

YMCA SUMMER CAMP Discipline Policy

Each camper is regarded as a unique individual, who needs to be understood, guided, encouraged, and appreciated. Our goal is to help campers develop physically, mentally, emotionally, and spiritually. We strive to help campers develop character... *Caring, Honesty, Responsibility & Respect.*

Youth Staff use role modeling, encouragement, and positive reinforcement. If necessary, consequences for unacceptable behavior are issued immediately, following the inappropriate behavior. Consequences may include loss of privileges or time-out. Parents/guardians will receive verbal notices and/or an "Unacceptable Behavior Notification" to inform them of situations concerning their child's unacceptable behavior.

See form below:

Unacceptable Behavior Notification Daviess County Family YMCA

Child's Name: _____ Date: _____

This notice is to inform you of a situation needing your immediate attention. Your child's behavior was not acceptable for the following reason(s):

- Swearing, teasing, or other improper language or gesture
- Provoking or fighting or bullying with others or other inappropriate physical contact
- Failing to follow safety or discipline procedures
- Leaving the premises without permission **(automatic suspension)**
- Talking back to or failing to pay attention to any supervising counselor or leader
- Possessing a dangerous item or controlled substance
- Disruption of YMCA activities
- Misusing YMCA or others' equipment or facilities
- Endangering others or self
- Engaging in improper behavior in a YMCA transport vehicle
- Theft/tampering with someone else's belongings
- Other _____
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The supervising staff has taken the following steps:

- Discussed inappropriate behavior
- Removed from current activity
- Other _____

1. Verbal warning
 2. 1st Written notification.
 3. 2nd Written notification.
 4. 24–72-hour suspension.
 5. 1 Week suspension.
 6. Removal from YMCA Program.
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Parent Responsibilities

Parents and families have the responsibility to:

Register online at www.dccymca.org/programs

Make payments at least 1 week in advance.

If your child will NOT be attending for the day, please send a Remind message to the Youth Coordinator and call the front desk.

Observe the rules of the Summer Camp Program.

Listen to concerns that staff members have about your child's behavior and to work toward an agreeable solution.

Know the discipline procedure of the camp.

Pick children up on time.

Please keep your child's information up to date with changes in phone numbers, addresses and e-mail addresses.

Immunization Record must be on file before the first day of camp.

Parent's Rights

Parents and families have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what programs and activities are being planned and to be offered feedback on their child's participation.
- Know if their child is misbehaving and to spend time talking with staff concerning a solution.
- Voice special concerns and considerations not covered in this manual and to discuss special cases where occasional exceptions may be needed from the rules as set forth in this manual.