

Greater Burlington YMCA

YMCA summer school-age program

2008

PARENT HANDBOOK

**GREATER BURLINGTON YMCA
266 COLLEGE STREET
BURLINGTON, VT 862-9622**

**Greater Burlington YMCA
Summer School-Age Programs
Information**

YMCA MISSION: To build a strong community by involving youth, adults and families in programs and activities which develop spirit, mind & body.

WELCOME: I would like to begin by welcoming you and your child to the YMCA Y's Guys and/or OSA Adventure Program. This is our 19th year of involvement with off-site full day summer care. We are excited to be in nine locations this summer and are pleased to have your child be a part of our program.

PHILOSOPHY: The Summer Camp philosophy states that school-age children need a safe, challenging environment during the summer where they can develop in a positive manner. Staff foster this development by offering age-appropriate activities which include social, physical, creative and emotional opportunities for growth. Children are an integral part of the planning and implementation. School-age children are empowered to make their own choices regarding how they spend their summer hours.

GOALS ARE:

1. To be the best summer school-age program that we can be.
2. To help children to develop to their fullest potential physically, intellectually and socially.
3. To deliver the program in a safe, fun, supportive, caring and positive environment.
4. To support and strengthen families.

PROGRAM DIRECTORS: You will receive a letter or a phone call prior to the start of the program from your child's director introducing him/herself to you. Each director is a qualified and experienced individual. We hope you make an effort to meet with your child's director the first few days of the program. The more s/he knows about your child, the better able s/he is to meet any individual needs your child may have. Directors are always willing to discuss any concerns or suggestions and will try to be "free" to talk with you during the first or the last 1/2 hour of the program. Each director will have one assistant for every 10 children in the program.

PAYMENT PAYMENT: A \$25 per child deposit is due at time of enrollment **for each week** you sign up for.

Tuition is due in FULL for weeks 1,2,3 and 4 on June 13, 2008.

Tuition is due in FULL for weeks 5,6,7 and 8 on July 11, 2008.

A \$10 processing fee will be charged for each enrollment change made after the above dates. No refunds or credits will be made 10 days prior to the start of each camp week.

FINANCIAL ASSISTANCE: The YMCA Board and staff are committed to meeting the varied needs of a diverse population. In keeping with this mission, we welcome those who cannot afford our services to apply for financial assistance. Information is available weekdays at the YMCA front office.

ACCEPTANCE ENROLLMENT POLICY: The YMCA Summer program is offered to children who have completed kindergarten through the 8th grade. OSA Adventure camp is open to children who have completed 4th grade through those entering 8th grade in the fall. Enrollment is subject to constraints of space and staffing. The normal staff to child ratio is 1:10. Modifications of the program to accommodate the needs of qualified

handicapped persons, including assignment of additional staff, may be made where such modifications are reasonable and necessary, do not fundamentally alter the nature of the program, and do not result in an undue burden on the YMCA. Requests for modification or auxiliary aids should be made as far in advance of commencement of the program as possible. The YMCA strives to make the program one which provides for the safety, well-being, development and success of each child enrolled. For this reason, the YMCA has set forth the following policies which must be adhered to and supported.

DISCIPLINE PHILOSOPHY AND PROCEDURES: The two basic premises of discipline are 1) behaviors are bad, not children, and 2) discipline should be a learning experience, not a humiliating one.

Many discipline problems can be avoided if preventative discipline is incorporated into the program. Preventative discipline involves rules, informing children of the consequences of their choices, follow through, consistency, humor, and redirection.

The summer program encompasses safety and respect, safety of oneself and those around him/her, and respect of other people and their property as well as materials and equipment. Whenever possible, children will discuss and help develop rules. Rules will be few in number and written in a positive manner. Rules will be posted in an appropriate area so that new children can be consistent with them.

1. Verbal warning is given: Explanation of why behavior is inappropriate.
2. Withdrawal from activity: Child will be taken out of the activity and take time to refocus and redirect.
3. Verbal communication between parent and site director.
4. If behavior continues, the child will be asked to take a day off from the program and a written contract will be drawn up. The child will sign the contract, agreeing to acceptable behavior and alternative solutions. Parent and site director will also sign.
5. If contract is broken and inappropriate behavior continues, program suspension for one week will be implemented.
6. Prolonged disruptive, unsafe and unacceptable behavior will result in dismissal from the summer program.

RESPECT: The YMCA will do all we can to ensure that the environment at all summer camp locations is one in which staff and children feel safe and respected. Any child, or staff, who continuously show a lack of respect for others through their words or actions, may be asked to leave the program. We ask parents to work with us in ensuring that each child understands the importance of mutual respect and that this policy is for their benefit as well as others.

DROP OFF: Please do not drop off your child before 7:30 a.m. Children should not be left unaccompanied in the Y lobby or at the school.

PICK-UP:

1. All children must be picked-up no later than 6:00 p.m. Any child who has not been picked up by 6:00 p.m., will automatically be charged \$10.00 per family for the first 10 minutes and \$5.00 for every 5 minutes thereafter. **This fee will be added to the parent's tuition bill.**
2. If, for any reason, a parent is not able to pick up his/her child by 6:00 p.m., the parent should call the person

designated for emergency pick-up on the application form.

3. If a child is not picked up by 6:15 p.m. the director will call the emergency back up name listed on the application.
4. Children will only be released to those persons listed on the registration form as authorized persons to pick-up. Any other person coming to pick-up must have a note signed by the parent.
5. You must sign your child out daily when you pick up.

Immunization Records

Along with each child's application and emergency information, an current *updated immunization record* must be made available to the YMCA. It will be kept on file with the site director at the site your child will be attending.

EMERGENCY PROCEDURES

PROCEDURES FOR INJURIES: If a child is injured, the site director or acting director, will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact a parent through any of the persons listed on the emergency information form.

If we cannot contact the parent/guardian or the situation warrants, we will do one of the following:

1. Call an ambulance or paramedic.
2. Have the child taken to an emergency hospital in the company of the site director.

ADMINISTERING MEDICATION: Medication which needs to be administered should:

1. Be brought directly to staff.
2. Contain written instructions as to quantity, time for administration, name and phone number of the doctor, and any other directions. Additionally, written clearance must be given to the YMCA to administer the medication. Medicine release forms are part of this parent handbook.

EPI PEN POLICY

If your child has an EPI pen to prevent an allergic reaction, we require that YMCA staff have access to 2 pens at all times. Please ensure that these are readily available at the site in case of emergency.

ILLNESS: Children may not be in the program if they have a contagious illness, a high fever, vomiting or diarrhea, or a bad cold. Parents will be called to come and get their child if s/he exhibits any of these symptoms. Children who have runny noses, but otherwise are fine may attend the program.

PARENT CUSTODY ISSUES

Either parent of a child with legal custody may pick a child up from the program at any time. If there is a restraining order on one parent, the YMCA must have a copy of the court order on file. If no such restraining order is on file, we will need to

release the child. If one parent has sole legal and physical custody, we will need a copy of that order as well. This policy is to clarify custody and ensure the safety of your child.

SUSPECTED CHILD ABUSE AND NEGLECT: As professional childcare providers, we are mandated by the State of Vermont to report any suspicion of child abuse or neglect. Staff are directed to report all suspicion immediately to the Director of School-Age Programs prior to calling the Department of Social and Rehabilitative Services (SRS) to file the report. Parents will be notified of any such calls made by the YMCA staff unless we have reason to believe that the parent is responsible for the abuse or neglect.

If you should have any concerns regarding the treatment of your child by a staff member, you should notify the Director of School-Age programs immediately. If the suspected behavior warrants that a report should be made to SRS, the employee will be dismissed with pay until s/he is cleared of any suspicions or until guilt has been proven, in which case the employee will not return to work.

PROGRAM

A TYPICAL DAY: Although each day will vary depending on the energy level of the group, there is a standard set of activities that will happen on most days. The format is designed to give each child plenty of "choice time". The components of a typical day will include:

Free play: outside or group games

Snack: morning and afternoon(supplied by parents)

Healthy Lunch: brought by child(ren)

Choice/option time: 3-4 activities offered

1. Sports 2. Arts and Crafts 3. Trips 4. Quiet time

Wind-down and clean-up

Curriculum extras include:

1 x week: Field Trip

1 x week: Enrichment activity (entertainer, artist, etc.)

Curriculums are to be posted weekly.

FIELD TRIPS: One field trip a session is planned to enhance the program. A Mountain Transit bus may be used. All trips will be planned at least 1 week in advance to give parents adequate notice. Occasionally a full day field trip may be planned, though parents will be notified in advance. Additional fees will not be assessed to cover the extra cost of regular field trips. Special optional trips may have a fee. In order to maintain fairness and equity on trips, children should not bring spending money on field trips.

ENRICHMENT ACTIVITIES: Enrichment activities are additional outside sources used to fortify the curriculum. Entertainment, lessons, special art activities, and artists are examples of enrichment. These people can be paid or volunteer.

QUIET TIME: Time is allotted daily for quiet activities.

SWIM: Children enrolled in the Burlington location will have the opportunity to swim in the "Y" pool several times a week. Off-site programs may schedule swimming field trips to local beaches. A fee may be incurred by

parents for the Essex Town Pool pass.

SNACK: Two snack times will be scheduled during the day. Children will bring the morning snack that will be served around 10:30 a.m. The afternoon snack, served as close to 3:30 p.m. as possible will also be brought by the children. Please send in healthy foods and drinks.

GROUP AND INDIVIDUAL ACTIVITIES: Scheduled activities will provide a balance between large group, small group and individual activities. Large group activities are to be well-planned and timed, as well as well-managed so as to not overwhelm the younger children. Small groups of children separated by activity and space are easy for children and staff to manage. Individuality is encouraged within any given activity.

OUTSIDE PLAY: The children will go outside everyday, even if it is drizzling. Whenever a group leaves the area, a note will be posted stating where the group is and what time they will return.

ART: The majority of art projects will be open-ended and creative. Even when a specific product is desired, (i.e., a boat), children should be encouraged to be creative and add individual touches of their own.

OLDER SCHOOL-AGE CHILDREN: Programming for the older school-age group (4th, 5th and 6th grades) will provide them with the opportunity to take some responsibility for themselves.

Vermont State Regulations read:

1. Staff know the whereabouts of each child.
 2. Children in fourth, fifth, and sixth grade shall be in areas approved as "licensed space".
 3. Staff are in earshot of the children and able to provide immediate intervention if needed.
 4. Staff monitor children by in person checks at least every 15 minutes.
 5. Staff have knowledge and approve of the activity in which the children are engaged (homework, club meeting, etc.).
 6. Children participating in activities without staff presence are children who have a good understanding of the center's rules and policies regarding appropriate behavior and privileges and are capable of handling this responsibility.
 7. No child shall be alone, except for toileting.
- These older children must earn these privileges. Children are to be made aware of the guidelines and the fact that privileges may be revoked.

PARENT/STAFF COMMUNICATION: Good communications between parents and their child's caregivers is essential to provide the best possible care for each child. The format of communications may be formal or informal. It is vital that you inform us of changes in your child's life that may affect behavior. These changes may include, moving, hospitalization of a sibling or parent, alterations in the parents' relationship or death in the family. Staff members can better provide for a child's needs if they are aware of the situation.

VIDEOTAPING/PHOTOGRAPHING OF CHILDREN: There may be times throughout the summer when the YMCA, local media organizations (radio, television, newspapers) or authorized individual may want to videotape or photograph **groups or individual children in our various program for public relations**

purposes. If you do not want your child to appear in any videotapes or photographs that may be used for public relations or educational purposes **please fill out the attached form and return to your child's site director the first week of attendance in the program.**

WHAT TO BRING:

LUNCH: Each participant is expected to bring their own healthy lunch and drink daily. The lunch should be packed in either a lunch box or paper bag with your child's name clearly written on it. We do not have refrigerator space for all lunches, therefore to keep your child safe, please do not send any perishable foods or use mayonnaise on sandwiches.

SNACK: Two snack times are scheduled during the day. Please send enough food for both snack times.

SUNSCREEN: Please send your child with sunscreen each day. If you can apply in the morning before they come that would be helpful, if not we are happy to ensure that it gets applied during the day.

BATHING SUIT AND TOWEL: Children should bring a bathing suit and towel on their scheduled swim days. You will receive this information in advance.

WATER BOTTLE: Often we take trips outside the building. We encourage plenty of water consumption. Please send a bottle for your child to fill.

I am pleased that you are a part of the Summer Camp program this year. Please feel free to call me at the YMCA with any questions or concerns.

Sincerely, Tricia Pawlik, Youth Development Director

*The above is policy for all Summer Camp programs. If you feel you cannot abide by these policies you should contact the Youth Development Director prior to your child's participation in the program.

**YMCA Summer Camp
PARTICIPANT INFORMATION FORM**

Program Site: _____

Name of Child(ren): _____

Age(s): _____ Grade(s) in School (completed): _____

1. What activities does your child enjoy? _____

2. What field trip would your child enjoy if s/he could pick one?

3. Does your child have any fears or concerns with regard to swimming? _____

If so please explain: _____

4. Are there any other fears we should know about? _____

5. What snacks are favorites of your child? _____

6. What are some games, books or tapes that your child would like to see at Y's Guys? _____

7. Is there anything special you would like us to know about your child and/or family? _____

Parent Signature

Date

Thank you for taking time to fill this out. **Please return this to your child's director at your summer camp site on the first day of summer camp.**

**YMCA Summer Camp
MEDICINE RELEASE FORM**

As parent or guardian of _____ I here by grant permission for the staff of the
YMCA Summer Y's Guys/OSA Adventure Camp to administer the following medication.

Program Site: _____

Name of Medication: _____

Amount to be administered: _____

When to be administered: _____

How to be administered (i.e., orally, shot, etc.): _____

Length of time and dates (i.e., all summer, 2 weeks etc.)

Special instructions: (i.e., refrigeration): _____

Physician: _____ Phone: _____

Parent/Guardian Signature

Date

**YMCA Summer Camp
VIDEOTAPE\PHOTO\FILM REFUSAL**

I do not wish to have my child photographed or videotaped at any time during the Y's Guys summer program.

Name of child

Signature of parent/guardian

Date

**YMCA Summer Camp
SPECIAL PERMISSION SLIP**

As parent/guardian of _____, I

hereby grant permission for

to

pick my child up today _____ (date). This individual is a _____

_____ (relation) and my child has

been informed in advance the s/he will be picked up by the above person.

Parent/Guardian Signature

Date

*This permission slip is only needed if name is not in original application under pick-up. Please give to your child's director.

**Is there someone else who should be receiving YMCA Summer Camp information?
Let us know!**

I would like to add the following name and address to your mailing list to ensure that this individual receives all the information throughout the year:

Name: _____

Address: _____

Please return to the YMCA, 266 College Street, Burlington, VT 05401