



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# San Angelo YMCA

## Summer Day Camp Parent Handbook 2019

**Camp Dates: June 5, 2019-August 7, 2019**  
**\*Closed July 4<sup>th</sup> and July 5<sup>th</sup>**

### **School Age**

*Entering 1<sup>st</sup> through 6<sup>th</sup> grades*

Camp Directors: Dustin Estes & Halie Hargraves

Site phone number: Please see the handout given to you on your child's first day of camp.

### **Preschool Age**

*3 years (by June 5) through entering kindergarten*

Camp Director: Lisa Sanchez

Site phone number: Please see the handout given to you on your child's first day of camp.

## **YMCA Summer Camp Goals**

- Providing an environment of safety, support, and care;
- Developing the inner strength of young people;
- Focusing on increasing self-control, self-confidence, and feelings of self-worth;
- Focusing on learning to be effective members of a team; and
- Improving the ability of parents/guardians and children to communicate with and understand each other.

## **Hours**

Summer Day Camp Program begins at 7:00 a.m. and continues until 6:00 p.m. Monday - Friday during SAISD summer holiday only. A daily schedule might be:

- |                           |                                 |
|---------------------------|---------------------------------|
| • 7:00a.m. – 8:00 a.m.    | Board Games                     |
| • 8:00 a.m. – 9:30 am     | Morning Snack                   |
| • 9:30 am - 11:00 a.m.    | Centers: crafts, games, sports, |
| • 11:00 a.m. - 12:00 p.m. | Lunch                           |
| • 12:00 p.m. – 1:00 pm    | Indoor and outdoor activities   |
| • 1:00 p.m. - 3:00 p.m.   | Field Trips (various days)      |
| • 3:00 pm – 3:30 pm       | Afternoon Snack                 |
| • 3:00 p.m. - 4:00 p.m.   | Group activities                |
| • 4:00 p.m. - 6:00 p.m.   | Games in Gym                    |

## **Admissions Criteria**

Pre-K: Children must be 3 on or before their first day of camp, and completely potty-trained.

School Age: Children must be entering 1<sup>st</sup> grade through entering 6th grade.

Parents/guardians must complete, in its entirety, the San Angelo YMCA Summer Day Camp Program Registration Packet prior to the first day of participation in the child care program.

## **Fees**

**Registration Fee:** \$20 per child

**Weekly Deposit:** A \$10 deposit for each week of camp the child is registered for is required at the time of registration. Deposits are applied to the weekly fees, and are refundable under the Refund Policy. Scholarships apply to the deposit. CCS families do not pay a deposit.

**Weekly Fees:** Payments are due on Friday for the upcoming week of care. We will hold your spot according to payment only. **NO EXCEPTIONS.** For example, if your child is going to be attending the week of June 5-7, your payment must be made on or before Friday, May 31<sup>st</sup>, to hold your child's Day Camp spot.

**Late payments are not accepted.** Children will not be allowed to attend the program on Monday morning until their account is paid in full.

If you have any questions regarding payments, please contact the Childcare Department at the YMCA, 655-9106.

## **Refund Policy**

**Canceling before summer starts:** You will receive a full refund of the deposits paid to hold your child's space if you cancel your child's registration at least one week prior to the first day of summer camp. The registration fee will not be refunded. **NO FULL REFUNDS WILL BE GIVEN AFTER MAY 29<sup>th</sup>.**

**Cancelling a specific week during summer:** Once summer has begun, if you have a change in plans and must cancel a week of enrollment, you must contact the Childcare Department at the YMCA two weeks in advance to receive your deposit back for that week. Notifying your child's site counselors does not fulfill this requirement. Notification less than two weeks prior will result in a forfeited deposit.

**Withdrawing from the Summer Camp Program (After May 29<sup>th</sup>):** If you decide to withdraw your child completely from the program at any point once your child has begun camp, you must notify the Childcare Department by Wednesday of the week prior in order to receive your remaining deposits. If you notify later than the Wednesday of the week prior, you will forfeit two week's deposit.

## **Absence Policy**

It is best that you tell your child's Site Director if you know your child will be absent. There will be no payment credit given for days when your child does not attend the program as the YMCA staff-to-child ratios are pre-determined and we must have staff on duty according to projected enrollment.

## **Holiday Schedules**

The Summer Day Camp does not operate on the following days:  
Thursday, July 4<sup>th</sup>  
Friday, July 5<sup>th</sup>

## **Late Pick Up**

YMCA licensed child care ends at 6:00 p.m. However, please notify the staff if you anticipate being late; this will ensure the comfort of your child.

**Late fee charges are as follows:**

**6:00 – 6:05      \$1.00**

**6:06 – 6:10      \$2.00**

**6:11 and later - \$2.00 plus \$1.00 for each additional minute**

Parents/guardians who have not notified the program center that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as YMCA staff members.

- 5:55 p.m.      Courtesy call is made to the parents.
- 6:00 p.m.      Program closes, and staff member calls Childcare Directors.
- 6:05 p.m.      Staff member in charge begins calling parent/guardian work number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the enrollment form will be called.
- 6:30 p.m.      Staff member in charge contacts local authorities to determine if any problem related to the parent/guardian has been reported.
- 7:00 p.m.      Contact the YMCA at 655-9106 for location of your child. If there is no contact from the parent/guardian and no other safe option, CPS will be contacted and the child may be turned over to the Tom Green County Sheriff's Department (or local Police).

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late in picking up your child(ren) three (3) times during the summer

**Parents/guardians must keep the YMCA office and program center notified of phone number changes for work, home, and emergency contacts at all times.**

**Meals and Food Practices**

The YMCA Summer Day Camp will provide a morning and afternoon snack each day.

**Downtown (Preschool Age):** The Y will provide breakfast, lunch, and afternoon snack every day of camp.

**2 Off-Site Locations (School Age):** SAISD will provide breakfast and lunch during June. Parents will be responsible for providing a lunch during July and August. The Y will provide an afternoon snack the entire summer.

**Please beware that your child will not have access to a microwave or refrigerator.**

## **Food Allergies**

Children with food allergies are required to provide a Food Allergy Plan signed by their doctor prior to beginning camp. If your child does not have a current copy of their Food Allergy Plan on file with the program, please contact Lizette Lopez in the Childcare Department.

## **Water Activities**

The children will be given the opportunity to swim at the YMCA pool and College Hills Swimming Pool throughout summer. **Children wishing to swim are required to bring a swim suit AND towel (with name) on each swimming date.** Those who choose not to swim or do not bring appropriate attire will be required to go with the group to the pool, while not participating in swimming activities. The children will be bused to the pool.

Life Jackets will be available for all children. Pre-K campers will be required to wear a life jacket during swim time unless a note is provided by the parent stating otherwise. **All life jackets will be provided by the YMCA.** Please do not send floaties or other floatation aids.

Children wishing to swim in the deep end of the pool must pass a swim test prior to being allowed in that area of the pool. Children who have passed the swim test will wear a wrist band during swim time showing they are authorized to be in the deep end.

## **Transportation**

During Summer Day Camp we utilize TLCA transportation as well as our YMCA bus to go swimming, bowling, skating, Icon movie theater, and various other field trips. Parents/guardians will be given at least a 48-hour notice prior to field trips. The YMCA will provide appropriate car seats for ALL children who require them.

## **Emergency Procedures**

If the Summer Day Camp program center must evacuate due to an emergency, staff will lead children to the places listed on the posted, "Emergency Care and Disaster Plan." The Downtown locations alternate location for a toxic fume evacuation is the Tom Green County Library located at 113 W. Beauregard. Off-site locations will evacuate to the YMCA for a toxic fume incident.

## **Attire/Dress Code**

Good grooming and proper dress are essential in establishing an appropriate, safe camp environment. Clothing should be clean, neat, and comfortable. The following are guidelines that should be observed in YMCA Summer Camp:

- Students must wear their YMCA summer jersey upon arriving to the camp location. Children will pull the jerseys on over their clothing and take them off when leaving for the day. (please see the end of the handbook for more info)
- Hats may be worn for outside activities. Baseball caps are permitted; however, they do not provide adequate protection for head, neck, and ears. A wide brimmed hat would offer better protection from the sun's rays.
- No oversized clothing. This will include shorts and shirts. Shorts should fit properly in length and at the waist. Sagging is not allowed.
- Shorts may be worn, but a desired degree of modesty must be maintained. Shorts must not be shorter in length than the child's extended fingertips.
- Vulgar, suggestive, profane, or violence-oriented slogans or pictures on clothing or personal items will not be permitted.
- Clothing or personal items that promotes products or activities inappropriate for children such as alcohol or tobacco-related advertisements may not be worn.
- Shoes must be worn with socks and be comfortable for walking as well as athletic activity. Sports sandals are acceptable as long as they securely fasten to the child's feet. **Flip Flops are NOT acceptable**, unless during swim time. You may pack flip flops in your child's swim bag for them to wear to the pool.
- All swim attire must properly fit the child. Swim attire including towels that promote products or activities inappropriate for children such as alcohol or tobacco-related advertisements are not permitted.
- We strongly advise that parents properly label all of the child's possessions, including lunch boxes, towels, goggles, back packs, water bottles, etc.

The director shall determine if any item, not covered by this dress code, is disruptive to the environment or creates a safety concern. It shall be addressed on an individual basis

### **Visiting Your Child's Site**

Parents may visit the site during normal operating hours (7:00 a.m.-6:00 p.m.) to observe their child, the site's operation, and program activities without prior approval from the day camp director. Proper identification will be required.

If a parent would like to participate in the site's activities, please make arrangements at least 24 hours in advance with the Site Director. **The program is not able to accommodate parents attending or participating in field trips.** Also, the program does not make accommodations for persons other than parents/guardians listed on the enrollment to visit or participate in program activities.

### **Electronics**

Cell phones will not be allowed at the YMCA. It is YMCA policy that no electronics are to be brought to camp, unless a special electronics day is assigned (electronics day will still follow the NO CELL PHONE policy). All electronics will be taken up by the counselors and given to parents at the end of the day, with the exception of the assigned electronics day.

## **Clothing/Belongings/Lost and Found**

Please mark all your child's belongings (e.g., lunch boxes, jackets, coats, backpacks, etc.) The YMCA will not be responsible for lost, damaged, or stolen articles. Please do not send valuables with your child to camp (e.g. ipods, Nintendo DS, cell phones, etc.) These items will be taken up by counselors and returned at the end of the day.

Pre-K children attending the Downtown location must bring a blanket and pillow to camp every week. The items will be kept at the location and will be sent home with the child every Friday. We strongly suggest parents provide a stuffed animal or anything that the child may need to be secure and comfortable during nap time.

## **Medication during Program**

Any medication which needs to be administered during program hours must:

- Be accompanied by a completed Medical Dispensing form (available at the program site);
- Be brought directly to the Site Director in its original container with the child's full name, physician's name, and drug name on the container; and
- Have specific written instruction for amounts, times, etc.
- Medications or medication aids, such as inhalers or epi-pens, will not be accepted without the original packaging and prescription label.

Additional rules:

- Staff will only administer medication as indicated on the label instructions.
- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's order.
- Staff cannot split pills or administer amounts other than specified on bottle.
- Medication must not be expired.

It is the parent's responsibility to ensure the site has an adequate supply of medication on hand for their child. Additionally, the parent must request unused medication be returned on the child's last day of the program. Medication not picked up will be destroyed.

## **Required Sign-in and Sign-out Procedures**

When you bring your child(ren) to the center or pick up your child(ren) from the center, you must stop at the parent/guardian table and sign your name and the exact time on the sign in/out roster provided. All children must be signed in and out by an authorized adult every day. Children may not be signed in before 7:00 a.m. and must be signed out by 6:00 p.m. every day. This is a Minimum Standards Regulation 746.631 (a) and (b) requirement.

## **Release of Children**

For your child's protection, only persons **authorized on the registration form** by the parents/guardians may pick up your child. The staff will question **ANYONE** who is unfamiliar to them and ask for photo identification to check their authorization. Anyone without proper authorization will be stopped from taking a child.

**If someone other than those persons authorized on the registration form is to pick up your child, you must call the camp site and request a one-time pick up.** The staff taking the phone call will immediately call you back using the number provided on the registration form. This allows the staff to verify that the person calling was indeed you, the parent. If the person designated to pick up the child does not have proper identification on them they **will not** be allowed to pick up the child(ren).

Any restricted individuals must have a restraining order on file with the YMCA. Be advised that without a legal document of custody, we cannot deny the other parent's pick up rights. Parents / guardians are responsible for notifying the child care director of any changes

Parents and authorized persons are expected to be prepared to show identification every time they pick up their child(ren). **Refusal to show identification when picking up a child will be grounds for termination from the program.**

## **Notice to Parents/Guardians**

When you sign out your child each day, please check for any up-to-date information or notices at the parent/guardian information area. Please check any posters and brochures for other information pertaining to YMCA activities. Remind text messages will be sent out every evening at 7:00 PM to notify you of the next day's upcoming events.

## **Custody Issues**

The San Angelo YMCA Child Care program will follow any court order provided to us regarding child custody and release. For further explanation or information about custody concerns or procedure please call the Youth Services Director, Kasey Adkins.

## **Immunization Requirements/Hearing and Vision Screening Requirements**

Immunization records must be current and on file at the school the child attends. Children must also have a vision and hearing screening on file at the child's school. A child must be screened during the first, third, and fifth grade during the school year.

Children who do not have their immunization records on file at a school must provide a current copy, or exemption affidavit, to the office before the child begins camp.



## **Child Illness**

For the sake of your child and others, if a child has a temperature of 99.7 or above, is vomiting, or shows signs of illness, he/she will not be able to attend SDC. If your child is sent home due to fever, vomiting, or any type of illness they will not be allowed back into the program the following day.

If your child has live lice, they will not be allowed into the program until the lice is no longer active. If a counselor is made aware that a child has active lice the parent will be notified and required to pick up the child immediately. The child will not be allowed to return to the program until the lice is no longer active.

## **Illness Occurring During Program Hours**

If your child becomes ill, he/she will be isolated from other children and you will be contacted to pick him or her up. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. The parent or other authorized pick up persons must arrive to the summer site within 30 minutes of the phone call to pick up the child.

Please be sure to keep the YMCA office and the summer site informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you've authorized as an emergency contact or other person's listed on the enrollment form.

## **Injuries Occurring During Program Hours**

If your child is injured during program hours, the staff member in charge will take whatever steps necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- Providing immediate first aid or CPR;
- Attempting to contact a parent or guardian;
- Attempting to contact others listed on your registration forms;
- In case of serious injury, [contacting] appropriate emergency medical assistance; and
- Ensure supervision of other children in the group.

YMCA Staff Policies state, parents must be contacted in the event of a head injury, no matter how minor the injury may be. YMCA Staff Policies also state, 9-1-1 will be called immediately following a child becoming unconscious no matter the reason, followed by a call to the child's parents.

## **Baby Sitting**

Due to ethical concerns, no counselor is allowed to babysit a child in the summer day camp program. If the YMCA directors learn that a counselor is babysitting a child in the program it is grounds for immediate termination from the program of both the staff person and family.

## **Parent's Behavior Expectations**

Parents are expected to behave in a professional and respectful manner when at the YMCA site. Foul, abusive, or threatening language will not be tolerated. Unprofessional behavior directed towards staff or children will not be tolerated, and will be grounds for dismissal from the program.

## **Child Care Facilities/Playground**

The San Angelo YMCA utilizes San Angelo Independent School District facilities to hold Summer Day Camp Programs. The YMCA Summer Day Camp Programs use the school's playground & equipment which may not meet Licensing standards specified in the Minimum Standards for Child-Care Centers. We will take field trips to local city parks that may not meet Licensing standards specified in the Minimum Standards for Child-Care Centers.

## **YMCA BEHAVIOR MANAGEMENT PROCEDURES**

### **Philosophy**

The YMCA strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. Expected behavior guidelines are established by the staff and children at each SDC site. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

### **Child-Care Minimum Standards and Licensing**

The San Angelo YMCA maintains the standards set forth in the Minimum Standards for Child-Care Centers. You may review the child-care minimum standards and the most recent Licensing inspection report at your child's site or at the YMCA. You may contact the local Licensing agency by calling 325-657-7406, the Protective and Regulatory Services child-abuse hotline at 1-800-252-5400, and the protective and Regulatory Services website at [www.tdprs.state.tx.us/](http://www.tdprs.state.tx.us/).

### **Child Care Staff Qualifications**

The quality and effectiveness of YMCA services for children are directly related to the skills and personal characteristics of the staff. Recruiting, selecting, training and supporting the staff are essential, interrelated processes in ensuring the success and integrity of children's programs. The leaders are required to have knowledge of child and youth milestones, knowledge of recreation activities, demonstrate the character values, and must possess positive role-model qualities in order to serve as a caregiver for the children.

Staff members are selected for having personality characteristics such as warming, sympathetic, and the ability to relate positively with children. They receive training in many areas: safety and supervision, child/adult communication, transportation, and activities including arts and crafts, games, etc. YMCA staff members are first aid and CPR certified. Background checks are conducted on all staff members. This includes a criminal record background check, FBI fingerprint check, and central registry check.

## **Special Needs**

When it is mutually determined by the YMCA staff that a child needs professional help beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor developmental growth, a referral to a professional resource in the community will be made to the parents/guardian of the child.

## **Children's Rules**

It is our intent that each child enjoys the planned activities by understanding that he/she is responsible for his or her actions. With prior knowledge of our basic rules as stated in the Behavior Management Plan, each child is made aware of how to exercise self-discipline [and to understand] that we are here to assist her or him and that we expect them to succeed. Character development is an important part of our program.

## **Guidelines for Children**

- Children will respect the authority of their Summer Day Camp counselors by following their directions at all times. Any disagreement with a counselor should be presented to the Summer Day Camp Directors or Site Directors.
- Children are never to leave their group without a counselor.
- Children will respect the rights of other Summer Day Camp participants. Any action—including fighting, profanity, and name calling—that hurts another child physically or emotionally is strictly prohibited. Bullying is a zero tolerance policy.
- Children are responsible for cleaning up their own areas after an activity is completed. Children should show respect for YMCA and SAISD property by taking proper care of the building and equipment.
- We ask that all the children follow the YMCA character values (honesty, respect, responsibility, and caring)

## **Behavior Management**

The safety of a child is the highest priority for setting behavior management procedures.

- When a child has a serious discipline problem (on any ONE occasion), the parent/guardian may be called by staff and asked to pick up the child within thirty minutes of the call. (Biting another child, injuring another child or staff member, running away from staff, or destruction of property is a serious discipline problem.)

- Should it be decided by a Day Camp Director that a child poses a serious discipline problem the child may be suspended from the program for a period of 5 days or may be removed from the program entirely.

## **Discipline Process**

As mentioned above, when positive behavior is displayed, the result is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed.

- **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- **Removal from the Specific Activity:** When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to the misbehavior and the removal should not exceed 15 minutes. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage. Parent/guardian notification will be discussed at pick-up time and required to be signed by the parent.
- **Child/Director Conference:** When the site coordinator is not successful in correcting the behavior, a Summer Day Camp Director is consulted and may decide on longer or stricter consequences if necessary.
- **Conferences:** If the parent/guardian needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Chart." Whenever possible, the child is present and heard at these conferences.

## **Behavior Related Issues**

In addition to behavior management procedures outlined above, parents/guardian must be aware that:

- No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent/guardian.
- No staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program.
- No child will be allowed to continue in the program if he/she becomes a safety hazard to themselves or others.
- No staff members will ever solicit or accept gratuities in consideration for any treatment of a child.

## **Parent/Guardian Conferences**

The exchange of information about a child from the parent's perspective and the staff's perspective can be very helpful to both home and the program staff. Parent/guardian conferences can be informal or formal. We cannot emphasize enough that it is important that you share changes at home or at the school that will affect

your child's life. Changes occurring in the relationship of the parents/guardians will influence the way in which your child(ren) relates to others. Staff can better provide for a child's needs at these times if we are aware of changes.

Your site's Summer Day Camp Director will be able to answer most questions related to your child's site. If you have questions regarding your bill, please speak with the childcare bookkeepers at the YMCA.

### **Removal from the Program for Inappropriate Behavior**

If the above process has not resulted in corrected behavior, the child will be terminated from the program.

### **YMCA Child Abuse Prevention**

The YMCA maintains a policy of child abuse prevention practices, which include procedures, related to:

- Employee reference checking and hiring criteria;
- Training and supervision requirements for staff;
- Staff relationships with children; and
- Unscheduled site visitation by YMCA supervisory staff.

These policies are enacted to protect parents/guardians, children, and YMCA staff members from actual occurrences of child abuse as well as allegations of abuse. For more information, contact your Summer Day Camp Director.

### **Practice Jerseys**

As a safety precaution, every child must wear a thin, breathable practice jersey when being signed into the program. The jerseys will have DFPS Licensing required information such as the Y's Name, address, and phone number. The jerseys play a huge role in our program and assists the staff in easily identifying each child and separate them into groups accordingly. Children must never take their jersey off and failure to wear the jersey during program hours will result in denial of care for that day. When each child is signed-out for the day, they will need to give their jersey to their Site Director as they exit the building. Jerseys will be washed prior to the next use by the YMCA.

### **Equal Access**

The San Angelo YMCA, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in the YMCA Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Whether a child is non-disabled or has special needs, consideration is given to the individual needs of every child and the [ability] of the program to meet those needs. Please see your program director for guidelines and additional information.