

Y SUMMER CAMP PARENT HANDBOOK

ACHIEVEMENT. BELONGING. RELATIONSHIPS.



UPDATED 2/09/2021

ABOUT THE Y

Our Mission

The YMCA of Southern Arizona is dedicated to improving the quality of human life and to helping all people realize their fullest potential through the development of Spirit, Mind and Body.

Our Core Values

Caring, Honesty, Respect and Responsibility

Our Cause

The Y is a powerful association of adults and children of all ages, from all walks of life, joined together by a shared passion to strengthen the foundation of our community. We focus our work in three key areas, because nurturing the potential of kids, helping people live healthier, and supporting our neighbors are fundamental to strengthening communities.

Our Areas of Focus

The Y is a cause-driven organization that is for youth development, healthy living and social responsibility. The Y is for everyone. Our programs, services and initiatives welcome and embrace newcomers, enable kids to realize their potential, help prepare teens for college, offer ways for families to connect and spend time together, and provide a broader community for seniors to be healthy in mind, body and spirit. And that's just the beginning of how the Y strengthens community. Nearly one in five of our members receives financial assistance. The YMCA provides more than \$1.5 million annually in financial assistance and subsidies to children; families and adults so that our facilities, classes and programs remain open to all.

Overall Program Philosophy

YMCA programs are all about fun, games, encouraging individuality and building strong, confident, healthy kids. During YMCA programs, Y staff members get to know participants, learn about their passions and personality, and work to celebrate who they are and who they will become. Seeing and acknowledging the differences and similarities that inform our kids unique perspectives is a priority us. Kids in YMCA youth programs are exposed to new experiences, different cultures, creative projects and tons of fun! We aim to create an inclusive environment that supports self-confidence, encourages creativity, emphasizes teamwork and develops future leaders.

Nondiscrimination Statement

The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race or sexual orientation has the opportunity to reach their full potential

with dignity. Our core values are caring, honesty, respect and responsibility—they guide everything we do.

GENERAL PROGRAM INFORMATION

Our Staff

All staff meet and often exceed qualifications established by the State of Arizona and YMCA of the USA. As part of the application process all staff are required to provide professional, personal/family and peer references, as recommended related to child abuse prevention in addition to completing a full background check and fingerprint process. Y staff are required to keep their skills up-to-date at all times, and their training is regularly monitored. Trainings are updated often so staff stay current with the latest developments in their areas of expertise.

Staff will attend trainings that focus on program quality through topics such as innovation, behavior management, safety and compliance and leadership. Our staff development initiatives provide opportunities for our site directors and group leaders to initiate and implement specific practices throughout our programming that engage our youth in social and emotional learning that leads to successful futures.

Staffing Ratios

The YMCA strives for a 1:15 ratio whereas 1:20 is the state. We base staffing off of registration numbers and adjust and mobilize staff when needed.

Ease of Parent Registration

Families will each have a login and will be able to register through clicking the registration link on the YMCA website at www.tucsonymca.org/summercamp. The required registration paperwork will be sent via email once the online registration is processed. All registration paperwork is required to be filled out and signed prior to the child attending the program.

Financial Assistance

As a charitable organization, the YMCA of Southern Arizona raises money in order to provide our families the opportunity to take part in our programs at a cost that suits their financial needs. We offer financial assistance and work with each family individually to ensure their financial needs are met. This includes assistance provided for the school year and also includes emergency assistance for families who experience a sudden hardship. Please contact our office to start the financial assistance process or please go into your nearest YMCA branch location.

The YMCA of Southern Arizona partners with the Department of Economic Security as well as other entities in the area that assist families with affording youth development programs. Please contact our office for more information about authorizations and registration.

Receipts and Tax Information

Receipts are available upon request after making a monthly payment. End of Year statements are available upon request after December 31st. YMCA of the Southern Arizona payments for youth development programs may be a tax deduction. Tax ID # is 86-0101237.

Participation in Activities

Opportunities for exercise and fitness are available daily. Our staff will never force children to participate; however, we ask that parents encourage their child to participate in all programs. Should you or your child have any questions in this regard, please contact the Youth Development Administration.

Personal Belongings

The YMCA is not responsible for lost, misplaced or stolen items. Please do not send your child to the program with electronics, expensive/sentimental items or money. Mark all personal belongings with your child's name. Lost and found items will be donated to charity if not picked up in a reasonable amount of time.

Electronics

Cell phones and electronics (including game players, iPods and e-readers) are not allowed in YMCA programs. We strive to create an opportunity for your child to unplug and take a break from the electronics.

Intoxicated Child Pick-up

For the safety of the children, the YMCA has established a procedure in the event of anyone attempting to pick up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else pick up the child. If the individual insists on leaving with the child, the staff will immediately contact law enforcement and advise them of the situation.

Location of Children

Children's whereabouts are monitored at all times. A note will be posted to notify parents of where the program is located in or outside their designated center. In the event that a child's whereabouts is unknown, a thorough search of the area will be conducted by YMCA staff. Parents and police will be notified within 30 minutes if the child is not located. At the end of each day all rooms are checked for children.

Check In/Out Procedures

Only persons listed on the registration form or authorized in writing by the child's parents may pick up or visit a child. For safety reasons, we will not release your child to anyone without authorization and all persons including yourself must have identification with them. All persons picking up your child will be asked for identification.

If you are more than 30 minutes late and the staff has not been able to reach you or anyone authorized to pick up your child, a YMCA staff member will contact the Youth Development Leadership. We will then notify the Department of Human Services and the local police.

Visitors

All visitors must sign in on the designated visitor log before entering a program. Staff members are required to verify the identity of individuals by checking identification.

Program Closure

In the event of a YMCA program closing due to extenuating circumstances, guardians will be notified with as much notice as possible. Any fees that are paid without programming provided will be fully refunded or credited to the account.

CHILD HEALTH INFORMATION

Immunizations

The YMCA aligns with state licensing agencies requires a certificate of immunization. Your child will not be able to attend without supplying their immunization form. Failure to follow this policy will result in a delay for your child starting the program. Immunization exemptions are accepted.

Medications and Medical Oversight Plan

In compliance with the licensing requirements, the YMCA is required to have a medication administration handling policy. No medication will be accepted without the approved forms and properly stored medication. All medication MUST have a valid expiration date. Prescription and non-prescription medication will be administered to children only when the below standards are followed:

- A written health care plan from the Health Care Provider is provided.
- Medication must be given to the YMCA in its original container with the prescription, dose and time to be administered attached.
- Medication must be current and does not expire in the next 30 days.
- Medication may only be administered to the child it is prescribed for.
- A written order is required from a prescribing health care provider if a child self-carries his/her own emergency medication and must approved by the nurse consultant.

Injury

In the case of an injury on site, guardians will be notified immediately. A decision will be made between guardians and Y staff if a child needs to be transported for emergency attention. For any hospital or doctor required visits after an injury occurring in a Y program, it must be reported to the Youth Development Leadership.

Allergies

For our staff to better serve your child, it is imperative that parents inform staff of any allergies that their child may have or had, for example, food, medication, environmental or other substances. The YMCA is NOT a nut free zone. We cannot guarantee safety from exposure to foods that may cause allergic reactions.

Illness

According to state licensing requirements and for the protection of all children, the YMCA cannot accept children who have had the following symptoms in the last 24 hours.

- Elevated temperature (over 101)
- Diarrhea or vomiting
- Undiagnosed rash
- Sore or discharging eyes or ears, profuse nasal discharge.
- Diagnosed contagious disease such as strep throat or chicken pox

All children must be symptom free for 24 hours prior to returning to the program. In some cases, a doctor's note of release will be required.

If children become ill during program, parents will be notified to come and pick up their child within the hour. They will be provided with a place to rest comfortably until they go home.

Please notify the YMCA if your child contracts a contagious disease, such as whooping cough, German or regular measles or hand, foot and mouth. It is a licensing requirement that signs be posted to notify families.

Due to the pandemic, the illness policy will be updated on the website. You will also be notified via email prior to the start of camp.

Mental Health

YMCA staff will refer any mental health concerns all invested parties.

Sunscreen

It is recommended during summer camp you provide your child with sunscreen daily as well as apply it to your child prior to dropping them off at camp. Your child's sunscreen must be properly labeled with their first and last name. While at camp staff will supervise sunscreen application. The YMCA will provide 30+ spf sunscreen (aerosol only) in the event that your child does not bring their own.

SAFETY PLANNING

Accidents and Emergencies

YMCA staff are First Aid and CPR/AED certified. Emergency numbers are available at each program. Plans for handling fire, floods, tornadoes, severe weather, lost or missing children, injuries and illnesses are on file at each site. We will call or contact an emergency contact person to notify of a minor accident or injury. When there is no question that a child must be taken to the doctor or the hospital, we will call to inform the contact of our course of action as soon as possible.

Natural Disaster

In the case of a natural disaster the YMCA will follow its emergency procedures and FEMA guidelines specific to the incident. If an emergency of this nature were to occur, parents would be asked to be available at the number they have listed.

The YMCA will notify the parents via phone or email immediately once the participants are safe and the location is secure. In the case of a participant with a diverse ability, the emergency procedures will be followed and the buddy system with a staff will be followed to move them to a secure location where the parent/guardian will be notified.

SERVING ALL CHILDREN

The YMCA is an inclusive organization. In an effort to ensure all children ages 5-12 are successful in summer camp programs, if an additional need is identified on the child's paperwork, the YMCA will work with each family on a case by case basis to determine if the YMCA can support the child to their fullest potential. The YMCA will not discriminate against anyone because of a diverse ability and is willing to make reasonable accommodations in our program to meet the needs of all children, their families and program employees.

The YMCA does have limitations due to the ratio requirements and nonspecific knowledge of certain abilities or needs and requires all individuals who have been identified with a diverse ability to take part in an intake process as parent/guardian communication and support is essential in determining if the YMCA can meet the needs of the child. The YMCA relies on well qualified community partners and other subject matter experts to help us make decisions on reasonable accommodations and to determine a child's path to success in our program.

BEHAVIOR MANAGEMENT

Philosophy Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of Y programs. We use positive guidance methods including reminders, distraction, logical consequences and redirection.

Child Safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent and will result in loss of privileges or activities, suspension or termination from the program.

Conduct Policies

As in any activity, inappropriate behavior of a few children can have a dramatic impact on the experience of the entire program. Therefore, the following conduct policies apply directly to each individual child and will be used in determining the child's eligibility to continue as a participant in the program.

A child may be suspended or released from the program, without refund, for the following behaviors while participating in program:

- Leaving the Y location without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other children
- Verbal or written threats to staff or other children
- Defacing Y or school property or field facilities or any property visited such as a school, park, or other special event location
- Engaging in fighting, intentionally injuring another child or bullying
- Bringing or using any illegal substances and/or weapons
- Stealing or defacing another child's property
- Refusing to remain with the group while at the program and during outings or field trips
- Refusing to participate in program activities

Disciplinary Policy

The severity of the incident may result in immediate suspension or removal from the program using the following guideline:

- First incident: Parent notified by director
- Second incident: Disciplinary write-up
- Third incident: The action taken at this point is at the discretion of the director after appropriate consultation with the parent. (Range of discipline: one-day suspension to removal from the program.)

DOCUMENTATION OF ACCIDENTS/INJURY REPORTS

Y Staff are not allowed to provide documents such as incident or accident reports. Any issues related to the child will be expressed to the parent or guardian at pick up. Communication about accidents/incidents will be made between the both of you and will not involve YMCA staff. The YMCA will only provide documentation through a formal court process by receiving a subpoena. Separated or divorced parents will need to come up with their own method of sharing information.

SUMMER DAYCAMP OVERVIEW

Curriculum

The summer day camp program offers a constructive balance of counselor-led activities and time for child exploration each day. Youth make meaningful and intentional choices with hands-on activities focusing on physical activity, arts and humanities, STEM, teambuilding, service learning and leadership opportunities. All day camp activities are based on our weekly themes which creates a fun-filled experience that encourages friendships and skill building.

In addition, activity schedules include the following components:

- Core Values and Character Development
- Y HEPA (Healthy Eating and Physical Activity) Standards
- Teambuilding
- Field Trips
- Songs & Skits
- Swimming

Achievement. Belonging. Relationships. The Y's summer day camp is one of the oldest and most trusted camping programs in the country. Our day camps provide fun, child-centered activities and opportunities for learning through discovery, and challenge children to grow in imagination, creativity, self-directed initiative and leadership. Y Day Camp is much more than a summer activity for kids. It's a place for values, learning, skill building, self-confidence, diversity and fulfilling dreams. Through organized activities and play, our caring and fun camp counselors provide campers with experiences to not only challenge their minds, but strengthen their bodies as well. Children will be encouraged to have fun, be active and, let's face it, it's camp – they are bound to get a little messy!

Field Trips

All children participate in field trips unless otherwise notified by parents. Attendance is taken before departure, at the destination and continuously during the field trip. Signed permission slips authorizing transportation are kept on file. Transportation is provided both by the YMCA and by school district busses with qualified district staff drivers. Emergency

evacuation drills are performed periodically. If a child arrives late at a site and the remainder of the group is away, we will work with you individually as needed.

Lunches

Please provide a nonperishable, nutritional lunch daily unless otherwise notified by the day camp site director. Please note we cannot refrigerate or microwave any lunches. Please note that some sites may participate in the summer food program. Please refer to the website or weekly newsletter for more information.

FINANCIAL PROCESSING

Registration and Fee

Registration paperwork is required to be completed, submitted and approved by the YMCA prior to your child attending the program. Please Note: The state of Arizona requires the completion of the Emergency Card and a copy of your child's immunizations to be included in each registration packet. You do have the option to sign for personal exemption if you choose not to have your children immunized.

There is a one-time registration fee required to be paid before being able to attend the program. Discounts and Financial Assistance do not apply to either of the registration fees. Registration fees are non-refundable.

Summer Day Camp Registration Fee: \$15 per child

All accounts are required to have a stored billing method (credit/debit) to schedule and make payments. It is the responsibility of the participant to ensure that all payments are made in a timely manner in order to avoid an interruption of care.

Summer Day Camp

A non-refundable deposit fee of \$10 per week is due at time of registration. Payments for the remaining balance are scheduled and due 17 days prior to the start date of each weekly session of camp. Weekly fees are due in full regardless of attendance.

Example pay schedule below for 2021:

Week of Camp:	Payment Scheduled Date:
Mon June 7th	Fri May 21st
Mon June 14th	Mon May 28th

All payments must be collected prior to your child attending camp. If the payment declines on the scheduled payment date, the YMCA will automatically reprocess the payment until payment is received up to the Wednesday prior to the start date of the camp week.

- If full payment is not received by the Wednesday prior to the start date of the specific camp week, the participant will be removed from the program roster and will not be permitted to attend.
- Any bank account or credit/debit changes must be made at least 5 days prior to the draft date of the scheduled payment.

Receipts are not automatically sent available upon request after making each payment. End of the year statements are available upon request after December 31st.

For families making split household payments

Please contact the Youth Development Administration Office prior to registering for any programs. In most cases the YMCA will create two separate accounts for the child. Each account is required to store a billing method and have payments scheduled according to the charts above. However, if either account defaults, the participant will no longer be able to attend, according to the payment decline policy above. Late fees will apply and will be split between the two parties.

The YMCA cannot and will not get involved in personal matters as it relates to custody of your children. Please do not share personal information with the onsite staff. Communication about your custody agreement and child registrations will only involve Youth Development Administration Office staff if deemed necessary by the YMCA.

For families who receive state assistance

Please contact the Youth Development Administration Office prior to registering for any programs. Authorization must be given.. Absences- In most cases the YMCA will create two separate accounts for the child. Each account is required to store a billing method and have payments scheduled according to the charts above. However if either account defaults, the participant will no longer be able to attend, according to

Cancellation & Change Policy

Summer Day Camp withdrawal or changes It is the YMCA's policy that notice of any changes or withdrawals from the program must be made through the online form located at tucsonymca.org/summercamp at least 3 weeks in advance of the start date of each week of camp.

The YMCA reserves the right to dismiss a child from the program upon notifying the parent. Refunds or credits will not be issued for dismissal from the program due to behavior.

Refunds/Credits

Refunds and/or credits will be provided given that appropriate notice is given. Please note that refunds/credits will not be provided due to participant non-attendance or closures due to inclement weather. All refunds/credits are requested through our online form located at tucsonymca.org/summercamp

Three Weeks Notice	100%	100%
Less than Three Weeks Notice	50%	100%
After Camp Week Starts	0%	0%

Please note that cancellations and refunds will not be automatically processed. It is up to the participant to initiate contact with the youth development department through the online form.

Late Pick-Up

Contact the Site Director by calling the site phone if you are going to be late picking your child up. A \$5 per 1 minute per child late fee will be charged for all late pick-ups after 6:01pm. If you are more than 30 minutes late and the staff has not been able to reach you or anyone authorized to pick up your child, a YMCA staff member will contact Association Youth Development Leadership. We will then notify the Department of Human Services and the local police.

COMMUNICATIONS DISPUTE RESOLUTION PLAN AND PROCESS

Open communication is essential in resolving conflict, whether it’s among children, staff, parents or the school. The YMCA aims to create a streamlined experience for each individual child between our program, their school and their home. Parents and staff are encouraged to address any concerns or questions with the onsite staff as soon as possible. If the onsite staff feels they cannot appropriately handle the concern or question, they will refer the participant to their Coordinator, who will reach out directly to the family within 24 hours of receiving their information.

In most cases the Coordinator is well equipped to handle most questions or concerns, however, if the Program Coordinator requires further assistance, the Executive Director will be communicated with and will work together with the Program Director and the family to address the concern or questions.

In some instances, the YMCA will alert the school leadership of concerns or issues, when deemed necessary.

The YMCA will address all questions or concerns on a personal and case by case basis. This will be over the phone or through face to face interaction. The YMCA feels that resolving conflict through email is not the most appropriate avenue of communication to support the family.

MANDATED CHILD ABUSE REPORTING

YMCA child care programs are licensed programs through the state of Arizona. The YMCA is mandated to report any suspicion of child abuse to the county. The license indicates that the program has met the required standards for the operation of a licensed facility. If you have not done so, please ask to see the license.

If you believe that your child has been abused, you should seek immediate assistance from your county Department of Social Services. Arizona law requires that licensed providers to report all known or suspected cases of child abuse or neglect.

The telephone number to report abuse

1-888-SOS-CHILD (1-888-767-2445):

Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about a facility, please consult the Arizona Department of Health Services Child Care Licensing at 520-628-6541.