

# SCHOOL'S OUT CAMP

2022-2023  
SCHOOL YEAR



# PARENT HANDBOOK

School's Out Camp devotes an entire day to fun & recreation when children have scheduled days off school. Campers need a sack lunch, swimsuit & towel.

## WE TAKE CARE OF THE REST!

**REGISTRATION:** Download the registration packet at [YMCANORMAN.ORG/SCHOOLSOUTCAMP](https://ymcanorman.org/schoolsoutcamp). Email the registration packet, a copy of your child's immunization records, supply kit fee & full payment to our Director of Program & Member Services, Megann Perez at: [PEREZ@YMCANORMAN.ORG](mailto:PEREZ@YMCANORMAN.ORG)

## WHO

Any student enrolled in K-5 grade at Norman Public Schools

## WHEN

7:00 AM - 6:00 PM when children are scheduled off of school

## COST

### Norman Y Members:

\$36 per day/per child

### All Others:

\$46 per day/per child

### Supply Kits:

\$20 (one time fee) Each child needs their own supply kit. We are responsible for keeping them organized. Each kit includes: markers, crayons, pencils, glue, scissors and a pencil case.

## 2022-2023 CAMP DATES

### Fall Semester

- Fri, Sept 2 (Labor Day Weekend)
- Thur-Fri, Oct 6-7 (Fall Break)
- Fri, Nov 4 (Parent/Teacher Conferences)
- Mon-Tues, Nov 21-22 (Thanksgiving Break)
- Dec 19-22, Dec 27-30 (Winter Break)

### Spring Semester

- Mon, Jan 16 (MLK Jr. Day)
- Mon, Feb 20 (Presidents Day)
- Fri, Mar 10 (Parent/Teacher Conferences)
- Mon-Fri, Mar 13-17 (Spring Break)

## OUR STAFF

We count on our staff to meet strict Y qualifications & pass an Oklahoma State Bureau of Investigation background check. The staff is required to attend training sessions in the following areas: Y Philosophy, Aquatic Safety, CPR, First Aid, Defensive Driving, Discipline Procedures, Risk Management, Program Activities, Emergency Procedures, Child Abuse Prevention & Blood-Borne Pathogens.

## DAILY ACTIVITIES

Swimming, Arts, Crafts, Singing, Dancing, STEM Projects, Homework Assistance, Water Play & Fitness Sessions

## RECREATIONAL SWIM TIME

Children should bring a swimsuit & towel on assigned swim days (please check weekly schedule). Children under 48" must wear a life jacket. Any children who participate in swimming will be required to take a swim test by lifeguards to determine swimming skills. Suits take a lot of wear and tear from the washing and the pool chlorine so send an old suit with your child. Please remember to mark all clothing and bags with child's name. Lost & found items will be kept in the housekeeping office. Unclaimed items will be given to charity on a monthly basis.

## **FACILITY**

Some amenities include: a 3-court gymnasium, playground, outdoor sports fields & an indoor aquatic center. The staff has made arrangements for each child to experience these amenities in a positive, clean & safe environment. A staff member will always accompany children to & from restrooms, locker rooms & any other locations in or out of the facility.

## **PAYMENT POLICIES & FEES**

A registration packet, current immunization record, supply fee and full payment is due at the time of registration. The immunization record must indicate that your child has received all of his/her shots. We create new files every year & need current shot records each time. Your child's name must appear on the program roster to be picked up or dropped off. If the child's name does not appear on the printed roll sheet, we will not allow drop off for that day.

There is a \$5.00 discount for each additional child enrolled in the program. There will be a charge for late pickup after 6:00 PM. We cannot deduct days missed from your fee because your fee pays for direct costs such as: staffing, materials, time, space, provisions, meals & transportation.

## **ABSENT/LATE POLICY**

Please call the Y by 9:00 AM on the days your child will be absent from the program. It is important for us to know where your child is on days they are not here. No refunds will be given due to non-attendance.

**TO REPORT AN ABSENCE, PLEASE CONTACT OUR DIRECTOR OF YOUTH DEVELOPMENT, SARAH HAGOS, AT: (405) 364-9622 EXT. 169 OR HAGOS@YMCANORMAN.ORG**

## **CANCELLATION/REFUND POLICY**

Refunds will not be given & no adjustments will be made for missed or partially attended weeks. Written notification of your intent to drop out of the program must be given at least 10 days prior to your intended last day. The Cleveland County Family YMCA will only refund program fees in 2 cases: Major illness & complete cancellation of the program.

## **CONFIRMATIONS/TAX STATEMENT POLICY**

Please keep any payment receipts, canceled checks or bank statements as documentation of childcare payments. If further documentation is necessary, please contact the Member Information Center at (405) 364-9622.

## **INCLEMENT WEATHER**

We have inclement weather plans in place. All staff has been trained to handle situations accordingly.

## **EVACUATION PLAN**

All of our staff is highly trained in Emergency Procedures. Our evacuation plan is posted in various areas of the Y. Fire & tornado drills are performed on a monthly basis and every child will participate. If a real life situation arises, parents will be immediately notified of their child's safety status.

## MEDICAL PROCEDURES

A sick child should be left at home for his/her sake and that of others. The Y should be notified about the nature of any illness. If a child informs the staff that they do not feel well, we will let them sit out of scheduled activities. If they want to call home, a staff will call the authorized guardians. When a child tells a staff member that they are feeling sick, we believe them. Written authorization must be given for medications. Please bring medications directly to the staff, along with instructions (quantity, time, name/phone number of doctor.)

If your child is injured, the staff will take whatever steps necessary to obtain emergency medical care. We will attempt to contact a parent or guardian, or people listed on the registration form. If we cannot contact you & the child is seriously injured, we will call an ambulance or paramedic to have the child taken to an emergency room in the company of a staff member. An accident report will be filled out and filed. All minor accidents such as: small cuts, abrasions, bruises, stings, or bites will be treated on site and guardians will be notified at the time of pick up.

If your child has lice or nits (neither are permitted), we asked that you please keep your child at home. You must provide a doctor's note from your primary care physician stating the child has been cleared before returning to the Y.

## DISCIPLINE

Under no conditions will a counselor or any other staff member employ physical punishment. All discipline will be administered fairly, lovingly & consistently for all children. We will use positive reinforcement when possible and children with good behavior will be recognized and encouraged.

## CONSEQUENCES OF BREAKING RULES

- 1. A warning (a clear message) is given**
- 2. Age-appropriate think time is implemented**
- 3. Think time is repeated and/or loss of privileges**
- 4. Staff takes time to discuss behavior with child**
- 5. Parents are told the facts (which rules were broken)**
- 6. A Program Director is called in for a conference**
- 7. Parents are called in for conference**
- 8. For repeated offenses and unacceptable behavior, child will be sent home or suspended. No refunds will be granted for dismissal from program due to behavior.**

When a child's behavioral issues are serious enough that they are harming themselves, others or Y property, the child will receive a dismissal or suspension & the parent will be contacted to come & remove the child from the premises immediately. The Program Director reserves the right to dismiss any child at any time if the child seems unable to participate peacefully & productively in groups and/or individual projects. Bullying & physically aggressive behavior will not be tolerated and will lead to immediate suspension or dismissal (the above mentioned chronological progression of write ups will not apply in these situations.)

## **DISCIPLINE CONT.**

Running away from group or staff, fighting, & sexual or inappropriate innuendos or behavior will not be tolerated. If these behaviors are displayed then the child may be sent directly to a Director & suspension will be determined at the Director's discretion.

It is our desire to keep all children safe and to make every effort for each child to have a positive and enriching experience. Thank you for trusting us with your child as we strive to continue to be for youth development, healthy living and social responsibility.

## **CONTACT:**

### **SARAH HAGOS**

Director of Youth Development  
(405) 364-9622 Ext. 169  
hagos@ymcanorman.org

## **CONTACT:**

### **MEGANN PEREZ**

Director of Program & Member Services  
(405) 364-9622 Ext. 122  
perez@ymcanorman.org