



The Cleveland County Family YMCA

# **SUMMER DAY CAMP PARENT HANDBOOK**

Revised February 2023

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## ABOUT THE Y

### OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### OUR CAUSE

At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure everyone, regardless of age, income, or background has the opportunity to learn, grow and thrive.

### ABOUT THE Y: WHO WE ARE

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

### AREAS OF FOCUS

#### **Youth Development: Nurturing the potential of every child and teen**

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That makes for confident kids today and, contributing and engaged adults tomorrow.

#### **Healthy Living: Improving the nation's health and well-being**

The Y is a leading voice on health and well-being and plays an important role in the education and prevention of obesity in Oklahoma. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

#### **Social Responsibility: Giving back and providing support to our neighbors**

The Cleveland County Family YMCA has been listening and responding to our communities' most critical social needs for many years. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

### WHY CHOOSE THE Y?

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in the Oklahoma City area and neighborhoods around the nation are taking more interest in learning and making smarter life choices. Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.



## A-Z ADDITIONAL INFORMATION

### ABSENCES

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please leave a message for Day Camp no later than 9 a.m. If this is due to illness, please let us know symptoms and child's status. If your child has a positive COVID test or is under investigation for COVID, they cannot attend program. Voicemail, email and text messaging services are all options for communication, and the front desk staff can also take messages. No refunds will be given due to non-attendance.

If your child has any of the following symptoms in the last 48 hours, they will not be able to attend our program:

- Temperature of 100 or above
- Cough
- Shortness of Breath
- Sore Throat
- New loss of taste or smell
- Muscle Pain
- Chills/repeated shaking with chills
- Nausea, vomiting or diarrhea
- A new rash that has not been diagnosed
- Taken a fever reducer in the last 48 hours

### ADMISSION POLICY FOR DAY CAMP

The Cleveland County Family YMCA admits children entering grades K-8. The Y is open to all youth regardless of race, gender, sexual orientation, religious beliefs, or income. The Y will address children who are physically challenged or have special needs on a per request basis with the hope that we can serve all children who come to us.

## **AGE GROUPS**

Children are assigned to groups according to their ages. This atmosphere provides an opportunity for each child to express themselves, be accepted by their peers, and learn new skills. We cannot guarantee your child will be placed with a particular staff member.

### **Base Camp**

Children Entering Grades K-2

Base Camp provides a fun and safe camp environment located primarily at the YMCA.

### **Explorer Camp**

Children Entering Grades 3-5

Explorer Camp kids split their time between the YMCA, Camp Arrowhead and offsite field trips.

### **Adventure Camp**

Children Entering Grades 6-8

Adventure Camp kids spend most of their time at Camp Arrowhead and at offsite field trips.

## **ALLERGIES**

All known allergies or any required special dietary needs based on a medical condition must be in writing on your child's registration. Please talk to staff if your child has special or more serious circumstances, i.e. cannot be near peanut butter or latex. An authorization to administer medication form must be filled out and signed for all medications given during programs. This form is available from the Director at your site.

## **AMERICANS WITH DISABILITIES ACT**

The YMCA is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs a reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well-being of all children and staff must be maintained.

## **BUS RULES**

In certain circumstances, buses will be provided to our off-site camps to get the campers to and from Camp Arrowhead or field trips. Children are to remain seated on the bus at all times. No food, drinks or candy are allowed to be consumed while on the bus at any time, unless approved. All posted bus rules will be followed. Children are to follow all other guidelines while on a bus.

## **CAMP COUNSELORS/SCHOOL AGE STAFF**

All staff members are trained Y professional staff. They empower our youth with a value system based around the Y's four core values: caring, honesty, respect, and responsibility. We count on our staff to meet strict Y qualifications and 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 (if they drive), Discipline Procedures, Risk Management, Program Activities, Emergency Procedures, Child Abuse Prevention, Blood-Borne Pathogens, and other training as needed.

## CANCELLATION

Written notification of your intent to withdraw from the program must be given at least 10 days prior to your intended last day. No refunds will be given if notification is not received within two weeks of the registered program.

## CHARACTER DEVELOPMENT

The YMCA has four core values that we strive to model and teach to our children on a daily basis: caring, honesty, respect and responsibility.

Our mission comes to life through the emphasis of these character values. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited caring, honesty, respect and responsibility, what would this community look like? The country? The world?

That is what the YMCA is about. Make this a summer for your child to grow and develop strong roots and positive values. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

## CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to the YMCA. The YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Staff will be notified immediately, and a report will be made to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

## CLOTHING/DAILY ATTIRE

During camp, children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, etc. Children are required to wear closed-toe shoes. A pair of athletic shoes are recommended. This is both for the child's safety and comfort as programs are very active. Label all belongings. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Examples of inappropriate attire include but are not limited to; clothing items that include gang affiliation, promotion of drugs or alcohol, or are sexually suggestive, tops that expose the midriff, or bottoms that are not appropriate length. Participants swimwear should be a properly fitting swimsuit. All clothing is under the discretion of the Director and/or Coordinator. For school Age programming, children should follow school dress codes. The YMCA is not responsible for loss of belongings. See lost and found.

## CAMP T-SHIRTS

A camp T-shirts is included in your supply fee. Camper shirts are typically required for field trip days or on other designated days or whenever your child would like.

## CODE OF CONDUCT & BEHAVIOR MANAGEMENT

Please read over the Character Guidelines and Code of Conduct (page 14) with your child. The YMCA expects all children and guardians to behave according to these guidelines.

## DISCIPLINE POLICY

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the Y staff. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate.

When disciplinary action is necessary, age-appropriate methods will be implemented. If the behavior is not corrected, the following steps will be taken:

1. A communication form will be completed and may require the signature of a parent/guardian.
2. If the child continues to demonstrate the inappropriate behavior, he/she may be suspended for one day.
3. The next serious infraction could result in a three-day suspension.
4. If the behavior has not improved, the child may be removed from the program for its duration.

\*\*\*The Y reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.

The Y reserves the right to terminate your child's attendance for such things as but not limited to excessive disruptive behaviors, emotional problems, bullying, inappropriate and/or physically aggressive behaviors, attempting to leave the classrooms or premises without staff or guardians, or disabilities that we are not equipped to handle, or that are a safety risk or themselves or others in the program

## DROP OFF/PICK UP

- Your child's name must appear on the program roster in order to be dropped off at camp
- Children must arrive no later than 9:00 AM
- Parents/guardians/authorized individuals must remain in their car for drop off & pick up
- A counselor will greet parents & children at their vehicle and escort children into the building
- Pick up begins at 4:00 PM and ends at 6:00 PM
- A counselor will escort children to their parent/guardian/authorized individuals car in the afternoon
- Children may not leave the facility unless an authorized adult (18 years or older) escorts them from the facility
- A state-issued photo identification card is required to release a child
- Children are required to be signed in and out of Summer Day Camp by an authorized individual listed on their registration form
- The staff will ask for photo identification from those individuals who are unfamiliar to them and will check their authorization
- If someone else is picking up your child and they are not on the authorized pick up list, we will NOT release that child
- If you are picking up or dropping off your child outside the designated times provided by your camp, you must make arrangements ahead of time with the Day Camp Site Coordinator.

## **FIELD TRIPS**

Field Trips may be subject to change at any time. Make up field trips are not guaranteed. Changes in field trips will be communicated to parents/guardians. Staff cannot stay behind with children on field trip days so it is important that you arrive on time.

## **FINANCIAL ASSISTANCE**

The Y is a community building organization for all. Our financial assistance program ensures anyone can participate in Y programs, despite the inability to pay the full program or membership fees.

- Assistance is awarded on a need and case-by-case basis. Each applicant approval is based on income and the number of people in the household. If you feel that you may qualify, please complete the Scholarship application and bring it, along with proof of income, to the Cleveland County Family YMCA. Proof of income can be your most recent 1040, or other tax or government documents.

You should allow five working days for your financial assistance application to be processed. If you plan for your child to attend the program prior to review of your Scholarship application, you will be required to pay the regular fee until a decision on your application is reached.

## **ILLNESS**

Under no circumstances may a parent bring a sick child to the Y, if the child shows any signs of illness see "SYMPTOMS REQUIRING REMOVAL OF CHILD FROM THE PROGRAM", or is unable to participate in the normal routine. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. If other children become ill due to exposure to your sick child, either because he/she was returned to the program before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. Denial of entry is acceptable if child has any obvious symptoms of illness, such as those listed on the next page.



## ILLNESS (Continued)

Symptoms requiring removal of child from program:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Students with MRSA(Staph) infections can attend school unless a healthcare provider tells them not to. But they should not attend programs if:

- There is wound drainage (“pus”) that cannot be covered and contained with a clean, dry bandage OR They cannot maintain good personal hygiene.

COVID: A student who tests positive for COVID-19 is required to be out of program in accordance with CDC and/or Oklahoma State Department of Health guidelines and will enter the isolation protocol listed below. They may return to programing:

- Five days after the date of their positive COVID-19 test if they are asymptomatic OR
- Five days after symptom onset AND symptom/s are improving AND if fever is present, continue to stay home until 24 hours has passed since fever resolved without the use of fever-reducing medications.

Once an individual meets the above criteria, they are considered released from isolation and can resume normal activities, but it is recommended that they wear a mask for an additional five days when around other people. Your isolation start date will be:

- Day your symptom/s started (day zero) or
- Day you tested (day zero)

\*If you tested positive without symptoms, and now have an onset of symptom/s, your day zero will now be the day your symptom/s started.

## **ILLNESS (Continued)**

### **Lice**

Due to the contagious nature of lice, we ask that you check your child to see if he/she has lice. Lice is very detectable and treatable. Please know that children with lice are not allowed to return until completely nit free.

Parents will be notified of communicable diseases, head lice or any other infestation exposure. The Y uses Oklahoma State Health Department resources such as the Good Health Handbook as a guide for illnesses and/or communicable diseases.

Illness guidelines are subject to change with federal, state, and local direction.

For any questions regarding our sick policy, please use the contact information below to have your question answered!

Sarah Hagos  
Director of Youth Development  
(P) 405 364 9622 ext. 169  
hagos@ymcanorman.org

## **INJURY/EMERGENCY**

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent or guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.
- An Incident Form will be completed, and parent will need to sign.

## **LATE FEES**

A late fee of \$1 per minute will be assessed for each minute after 6 p.m. that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed. If there is no account on file, late fees must be paid at the member services desk before your child may return to the program.

## **LOST AND FOUND**

Unclaimed lost and found items at the end of each day will be laid out at the parent pick up table. Anything not picked up within one week will be discarded. Please only send essential, required items that are labeled.

- We provide a well-rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home, unless specifically requested. Any of these items found with your child will be held and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

## **MEDICATION & OVER THE COUNTER SKIN PRODUCTS**

Medication will be dispensed to children only under the following conditions:

- All medications must be accompanied by a completed Authorization to Administer Medication Form which includes the dosage, date and time the medication is to be administered. This form is available at the Y.
- Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions, and physician's name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.
- Each time a child is given any medication an entry will be made in the Medication Administration Log.
- Medication and medical waste are either returned to the parent or disposed of properly when it is out-of-date, or the child has withdrawn from the program.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

### **Over-the-Counter Skin Products**

Y staff are only permitted to apply sunscreen and insect repellent to children if there is a medication form authorizing staff to do so. Cream products will be self-applied by children. Parents are responsible for sending all sunscreen and insect repellent. The Y will keep a supply of products on hand. Sunscreen will be applied every day of Summer Day Camp to protect your child from painful sunburns. Please make sure your sunscreen is less than one year old, as expired sunscreen may magnify the sun rays and can result in a severe burn.

## **PARENT VISITS**

Parents are invited and encouraged to communicate with camp staff during pick-up, drop-off or through phone or electronic communication. Special events including a parent invitation may be scheduled by your camp. Any other arrangements, please reach out to your Youth & Family Director or Coordinator.

## **PARTICIPATION**

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

## **PAYMENT POLICIES**

1. Acceptable payment methods are: Credit/Debit Card, Electronic Funds Transfer (EFT) or advance payments made in full.
2. Drafts will be made by the close of business on Wednesday for the following week of care. Drafts will be made each week, unless a 10 day written notification has been provided for vacation week or for cancellation of registration.
3. Please keep any and all canceled checks, payment receipts or bank statements as documentation of childcare payments. You can also login and look up all payments on your YMCA account. Reach out the Y if you need help with your online account.
4. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays, program closures, or inclement weather days.
5. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to, the Member Service Desk and all refunds are at the discretion of the Branch Executive Director.
6. If your childcare payment is returned, it will be reprocessed within 48 hours of the original draft date, an additional service fee may be collected. Payments must be collected in full before the start of each enrolled session in order for your child to remain in our program.
7. A late pick up fee of \$1.00 per minute will be assessed for each minute after 6 p.m. that your child remains in our care. This fee will be drafted from the account on file. If there is no account on file, this charge must be paid at the Y Member Service Desk, and your child will not be allowed to attend until the amount due is satisfied.
8. Written notification of your intent for a vacation week or a camp cancellation form, for any portion of camp, must be given at least 10 days prior to your intended last day.

## **CANCELLATION**

Written notification of your intent to withdraw from the program must be given at least 10 days prior to your intended last day.

## **FINANCIAL ASSISTANCE**

Financial Assistance is available to those who qualify. See Financial Assistance for more information.

## **REFUNDS**

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether or not he or she attends. Program closings due to inclement weather, holidays, power outages and other similar occurrences have been considered in the pricing. See #6 above for more information.

## **PERSONAL PROPERTY AND REGULATIONS**

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand-held games, iPods, phones, trading cards, animals, or sports equipment (unless for a special event). This also includes cell phones, iPads, tablets, or any other electronic items. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

## **SEARCH AND REMOVAL**

A child, and/or the child's belonging may be searched by administrators at any time. If another camper's item goes missing, we may look in other camper's bags to look for the item as items can get mixed up. Whenever staff have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation (i.e. child has in their possession either drugs, alcohol, stolen items, matches/lighters, weapons, etc.) the Director will conduct a search. The child will be invited to be present for the search when feasible. Any items found in violation of the law or program rules, will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and staff.

## **RELEASE OF CHILDREN POLICY (SIGN IN/OUT)**

Parents are required to sign their children in upon arrival and sign them out before leaving each day. Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence. All children must arrive by 9 a.m. each day. Parents are not allowed in our program space this summer. Campers should be dropped off and picked up during designated times, unless prior arrangements are made with the Site Coordinator. Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Site Coordinator or Youth and Family Director. Photo identification is required for any person picking up a child. No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will contact other authorized guardians listed on form to pick up the children and the local police and DHS will be notified.

If we have not heard from you by 6:10 PM, and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for a half hour. After that time, DHS and/or the police will be notified.

## **CUSTODY AGREEMENTS**

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up.

## **REST & RELAXATION/QUIET TIME**

All groups may have rest and relaxation time each day. Children may bring their own books from home (make sure it is labeled). During this time children will have the opportunity to engage in quiet, restful activities.

## **SCHEDULES**

Activities may vary from day to day including, but not limited to: group games, STEM, character development, arts and crafts, table games, sports, skits, songs, swimming, outdoor education, and much more. Weekly schedules will be emailed and posted on the Youth bulletin located through the east entrance. See Y staff for more detailed schedules.

## **SNACK & LUNCH INFORMATION (FOOD POLICY)**

Your YMCA Staff is dedicated to giving your child a fun, healthy experience, but we need your help! The YMCA focuses on healthy eating and lifestyles.

Lunch and snacks are provided everyday courtesy of the Regional Food Bank. Please check with your Y location for your specific program information on food provided. If you are sending food with your child, please send a nutritious lunch, drink and snack on each of those days to give your child more energy during the day (i.e. whole grains, fresh fruit and veggies, minimal or no trans-fat products, reduced sugar). Refrigeration is not available, so food items need to either be non-perishable, or kept cool in an insulated lunch sack.

Any food allergies, special diets or dietary needs based on medical conditions must be included in your child's Registration and Health Form. See Allergies.

## **STAFFING**

Our staff is selected on the basis of responsibility, ability to relate to children, sensitivity to the children's individual needs, and their recreational skills. Our staff meet or exceeds requirements set by the YMCA of the U.S.A., and the State of Oklahoma. Staff members receive training in CPR/BLS, AED, First Aid, Aquatic Safety, and Child Abuse Prevention. Staff work with small groups of children to build a positive rapport and develop mutual trust and respect.

## **OUTSIDE CONTACT BETWEEN STAFF AND CHILDREN**

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events. Any exceptions require a written explanation before the fact and are subject to administrator approval.

## **SWIMMING**

Children will have the opportunity to swim. The pool is staffed by Y lifeguards. All children will be given a swim test prior to open swim. Any child that does not complete the test will be required to wear an approved flotation device. Items will be sanitized. We ask that children bring a swimsuit and towel on each swim day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be properly fitting one piece. All clothing is under the discretion of the Director and/or Leadership staff.

## **VACATION**

Children enrolled in the All Summer Pricing option will receive one-week vacation without payment. Written notification of intent to take a vacation week must be given at least two weeks in advance.

## **VOLUNTEERS**

Please contact your Y for volunteer opportunities.

## **WATER**

Water is the ultimate hydrator and our primary drink during the day. All water used by our programs is from public water systems. We recommend sending your child with a filled water bottle each day.

## **WHAT TO BRING EACH DAY- ALL ITEMS MUST BE LABELED**

- An insulated lunch bag with healthy snacks and lunch if desired
- Children should wear simple, non-restrictive clothing.
- Athletic shoes
- Backpack or shoulder bag
- Swimsuit and towel
- A filled reusable water bottle
- Sunscreen & insect repellent
- Good attitude & a smile everyday

Children will have a designated spot for their own items during the day. Please label all items. Unclaimed lost items will be discarded after 7 days.



## YMCA CHARACTER GUIDELINES & CODE OF CONDUCT

### BEHAVIOR MANAGEMENT

The goal of our program is to provide an atmosphere for children to develop a variety of skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development of Caring, Honesty, Respect and Responsibility, among our children. As a family, please read and discuss our bullying policy as well as the Character Contract together. You will see several examples below.

**Caring:** It is important to use and care for equipment, toys and games properly so that other children can enjoy them too. We will care for the property of the YMCA, of other children and of the YMCA staff.

- **Caring Conversation & Language:** Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff. Children must refrain from using obscene language or gestures for any reason.
- **Anti-Bullying Policy:** see next page

**Honesty:** To be open with the Y staff and to tell the truth at all times.

**Respect:** When asked to do or not do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to staff and other children with respect.

**Responsibility:** All children need to remain with their group and within sight and sound of their staff. This applies while we are on YMCA grounds, Camp Arrowhead and on offsite field trips. We want children to be safe at all times. Children are responsible for all of their own belongings.

**AND HAVE FUN & PLAY!:** We want children to have fun and participate 100% of the time. Positive attitudes make the Y experience fun and exciting for yourself and others.

The following guidelines have been read and discussed.

---

Child's Signature/Date

---

Guardian's Signature/Date

\*This form is designed to be a discussion between parents and their children. It is not currently required to be submitted with your registration. Some sites may ask for it when the program begins or during the program year."





## ANTI-BULLYING POLICY

Bullying is when one or more people repeatedly exclude, physically harm, or verbally abuse another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Parents, please note, bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion.

At summer day camp and school age programs at of the Cleveland County Family YMCA, bullying is inexcusable, and we have a firm policy against all types of bullying. This includes discriminatory behavior regarding another individual's actual or perceived race, religion, gender, gender identity, sexual orientation, income, abilities, and any other discriminatory behavior towards an individual or group in our program. Our philosophy is based on our goal which ensures that every child has the opportunity to feel a sense of belonging, reach achievements, create positive friendships with children, and meaningful relationships with staff. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

We have a zero-tolerance policy for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero-tolerance policy includes parental behavior towards staff. The child may not be allowed in the program if there is poor behavior from anyone (including parents/guardians). Documentation of behavior from previous programs may be considered as a reference during circumstances.

People who are bullied may not have the same potential to get most out of their Y experience. Our staff address all incidents of bullying seriously. Staff are trained to promote communication with other staff and children so all will be comfortable alerting us to any problems during their program experience and between seasons. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great time at the Cleveland County Family YMCA programs.

Please refer to the discipline policy section for information on what happens if Character Guidelines and policies are violated.