



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **PARENT HANDBOOK**

## **SUMMER CAMP POLICIES AND PROCEDURES**

**Peter Blum Family YMCA**  
**561.395.9622**  
**[www.ymcaspbc.org](http://www.ymcaspbc.org)**

**SUMMER 2022**

Dear Parents and Guardians,

Thank you for registering your child for Summer Camp at the Y! We believe all kids deserve the opportunity to discover who they are and what they can achieve. Y Summer Camp provides children and teens with supervised activities that cultivate values, provide academic support, develop skills and nurture relationships. We offer safe and quality programs that your child will look forward to being a part of each and every day!

Safety is our top priority, and we are committed to making our camps just as safe and fun. This summer, we will continue to abide by CDC & Health Department guidelines and follow appropriate procedures.

Our Y staff will intentionally teach and encourage good hand hygiene, respiratory etiquette and follow a strict sick child/staff policy. **For the safety and well-being of others in the program, those who are running a temperature of 100+ degrees cannot attend. Temperature will be checked at morning drop off.**

An important part of any Y program is the emphasis on Character Development, which focuses on the fundamental values of caring, honesty, respect and responsibility. Daily activities incorporate these values to help participants grow into positive and responsible young people. In addition, your child's relationships with caring adult role models and a well-planned set of activities will also help define a child's experience in a Y program. Our programs provide fun and educational activities designed to allow your children to learn more about the world around them. Activities may include:

- Arts and Humanities – Drama, Dance, Art, etc.
- Character Development and Social Skills Development
- Health, Wellness, Fitness, Outdoor Play, Sports, etc.
- Literacy & STEM

Each child learns in their own special way. In order to continuously stimulate the young person's mind, Y programs vary their format, providing a balance throughout the day or week. Program formats include:

- Children's Choice Activities
- Small Group or Individual Activities
- Project Time
- Large Group Activities
- Indoor and Outdoor Activities
- Snack Time

We thank you for choosing the Y for your child, and we welcome you to the YMCA family.

Sincerely,

YMCA Camp Staff

## **YMCA Mission**

The mission of the YMCA of South Palm Beach County is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## **Staff**

All YMCA Camp staff has had fingerprint background checks as well as a local law enforcement check as required by Florida statute. The YMCA also conducts reference checks and is a drug free workplace. In addition all staff maintains current certification in CPR, AED, Blood Borne Pathogens and First Aid.

## **Confidentiality**

All information about children enrolled in a YMCA program is regarded as confidential. No information regarding an individual child will be released to anyone, except as required by law or if written authorization is obtained from the child's parent or legal guardian.

## **Inclusion Policy**

The YMCA of South Palm Beach County does not discriminate against participation in programs based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs will be considered for admission on a case-by-case basis for our Special Needs Program. A YMCA staff member will meet with parents/guardians before enrollment to determine if the program is the right environment for the child. Upon enrollment, staff and parents will continue to meet regularly to monitor the child's progress. It is sometimes necessary to redirect children with special needs, especially if we do not have facilities or staff to help that child.

Each child brings his or her own uniqueness to the program. We will consider the application of any child. If your child will require special services or if additional accommodations need to be made for your child, please contact us so that we might set up a plan to best serve your child's needs. Children whose limitations create a safety issue or unreasonable risk of harm to themselves, others, or property may not be accommodated.

## **Standard Hours of Operation**

Summer Camp Hours:	Traditional Camp	7:30 am – 6:00 pm (M – F)
	Special Needs Camp	7:30 am – 6:00 pm (M – F)
	Specialty Camps	9:00 am – 2:00 pm (M – F)
	Teen Camp	8:00 am – 5:30 pm (M – F)

Camp Office Hours: 9:00 am – 6:00 pm (M – F)

## **Enrollment Procedures**

- All parents or legal guardians must COMPLETELY fill out a registration form for EACH child.
- Registration fees and all required fees are due at the time of registration. All registration fees are non-refundable.
- Please list at least three emergency contacts for each child. In the event that you are unable to pick up your child/children, these individuals will be contacted.
- Notify YMCA staff of any allergies, current medications, and current medical conditions.
- Please list any special need that your child may have.

## **Financial Assistance**

Financial assistance may be awarded based on available funds at the time. A Financial Assistance Application must be submitted with required documentation and must be approved by the YMCA before any fee changes occur. Full program fees are due until such time that you receive notification from the YMCA of your financial assistance award. The YMCA reserves the right to discontinue financial assistance at any time.

## **Summer Camp Payment Schedule**

All payments are due 2 weeks prior to the first day to the first day of the camp session. Payments will be set up on an automatic draft. If payment is returned or no payment is made by the due date, a late fee of \$10 will be assessed.

Draft dates are as follows:

Week #1 – 5/20	Week #6 – 7/4
Week #2 – 5/30	Week #7 – 7/11
Week #3 – 6/6	Week #8 – 7/18
Week #4 – 6/20	Week #9 – 7/25
Week #5 – 6/27	

## **Returned Payments**

If a payment is returned two (2) times, then payments will only be accepted in the form of cash or money order.

## **Cancellation and Refund Policy**

If for any reason you wish to cancel and withdraw your child from camp it must be done two (2) weeks prior to the scheduled date of your withdrawal. All refunds will be processed within two (2) weeks. **Deposits will not be refunded but can be transferred to existing Camp balances.** There is a \$75 cancellation fee per week per child. There is a \$20 transfer fee per child for any weeks transferred. Refund/transfer forms are available at the front desk.

## **Child Guidance, Discipline, and Behavior Management**

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others. We do not use any discipline which is severe, humiliating, frightening or associated with food, rest or toileting. Furthermore, physical punishment is not used whatsoever as a form of discipline. Children may not be denied active play as a consequence of misbehavior.

Some of the techniques used by the YMCA are as follows:

- Guiding children by setting, clear, consistent, fair limits; or, in the case of older children helping them to set their own limits.
- Valuing mistakes and learning opportunities.
- Redirecting children to more acceptable behavior or activity.
- Listening when children talk about their feeling and frustrations.
- Guiding children to resolve conflicts and teaching skills that help children to solve their own problems.
- Patiently reminding children of rules and rationale as needed.
- Time-out.

If for some reason a child does not respond to the techniques above, the following may be implemented:

- Parent conferences to discuss difficulties and ask for input.
- Implement goal chart, behavior plans, or other incentives.
- Short-term suspension.
- Removal from the YMCA program.

The YMCA does not make it a practice to terminate participation of children from the program. However, the YMCA reserves the right to do so if the child's behavior is not conducive to the health, safety or well-being of other children enrolled in the program, our employees or volunteers, or your own child's personal safety without refund of camp fees. The YMCA also reserves the right to terminate services for inappropriate behavior by parents or guardians.

### **Zero Tolerance Policy**

The YMCA does not tolerate any bullying of any kind. This includes but is not limited to:

- Physical, Verbal, Sexual or Prejudicial Bullying
- Cyberbullying
- Relational Aggression

### **Field Trips**

Field trips are taken to local area attractions weekly and occasionally we have a special guest or event held at the YMCA. Campers will be transported by bus and are closely supervised by camp staff. A camp shirt will be given to each camper registered. Campers are required to wear their camp shirt on all field trips. Late arrival and early pick-ups will not be permitted on field trip days.

### **Late Pick-Up Fees**

The YMCA program closes at 6:00 pm. Children must be picked up by 6:00 pm. A late fee of \$5 after the first 10 minutes with an additional \$5 for every five minutes thereafter will be charged. The YMCA reserves the right to terminate participation after three late pick-ups.

If you are more than 30 minutes late and no contact with the Camp Director has been made, the proper authorities will be contacted.

### **Sign-In and Sign-Out Procedures**

The YMCA is committed to ensuring the safety of children. In general, only the custodial parent or legal guardian of a child will be permitted to sign out a child. A custodial parent or legal guardian may authorize us to release a child to another person by providing the required information for that authorized person on the child's registration form. Full signature and photo identification will be required for persons signing out a child. If a person other than who is listed will be picking up your child you are required to notify us in writing.

Except in limited circumstances, the YMCA cannot refuse to release a child to his or her custodial parent or legal guardian. Therefore, if any person demonstrating that he or she is the custodial parent or legal guardian of a child is not permitted to pick up the child, then appropriate documentation, including but not limited to a court order, must be provided to the Camp Director. Children must be signed in and signed out daily by the custodial parent, legal guardian or authorized person.

Camper drop off begins at 7:30am. No staff will be available to supervise campers before the designated time. Campers are expected to be at the YMCA by 9:00am.

Between the hours of 7:30am-9:00am, we will conduct curbside drop off at the Youth center car loop. A counselor will be at the car loop to assist you. Once your child is signed in he/she will be escorted to their designated area. We will conduct the same process for pick up between 4:30pm-6:00pm. If you are dropping off or picking up your child outside of these hours you will park and enter through the Youth Center. There will be a staff member available to assist you.

### **Sick/Illness Policy**

If your child is sick during YMCA hours, you will be notified immediately. If there is a possibility of your child infecting other children, you will be asked to pick up your child. Please inform the YMCA staff if your child is ill or if your child has been ill in the recent past. If the YMCA staff is informed that a child has a contagious or communicable disease, we must notify other parents. Please notify the Camp Director if your child's activities need to be restricted due to illness.

If you suspect that your child is not well, please keep him/her at home. If your child becomes ill while in our care, you will be called and asked to come pick him/her up within a 45 minute time frame. Children may not be at a YMCA program if they or a member in their household have symptoms or suspected communicable disease, including without limitation:

- COVID
- Fever of 100 degrees or more
- Diarrhea or vomiting
- Discharge from their eyes, nose or ears
- Open, exposed lesions
- Severe coughing or difficulty breathing
- Pink Eye
- Ringworm
- Chickenpox
- Head lice
- Strep throat
- Hand Foot and Mouth Disease
- Influenza
- Any other unusual signs or symptoms of illness.

Your child should not return to the program without medical authorization or until the signs and symptoms of the disease or illness are no longer present for 24 hours.

### **Medication**

We cannot administer medication of any type at the YMCA unless such medications are absolutely necessary and required by a doctor. In this case we ask that the parent or legal guardian follow these procedures:

- Complete and return to us our form of Authorization and Release for Medication. This form can be obtained from the Camp Office.
- Medication must be brought by a custodial parent or legal guardian, be in the original container, and be delivered to a YMCA Site Director. Prescription medication must have a label stating the name of the child's physician, the child's name, the name of the medication and medication directions

Medication will only be dispensed in accordance with the written directions on the prescription label or printed manufacturer's label. You must provide a medicine dropper or measuring spoon. Medication will not be given with a regular spoon.

- At the end of the medication period parents must take home any unused medication.

### **Reporting Suspected Child Abuse**

In order to ensure the well-being of the campers in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statute for mandatory reporting. We may be subject to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported camper abuse. Parents may not accuse or question staff concerning camper abuse allegations. Camper abuse investigations are a matter for DCF or local police departments.

### **How to prepare for Camp**

It is important that each camper receive the following every day before they come to camp to ensure that they have a fun, safe and energetic day:

- A Good night's sleep and a healthy breakfast

Our staff wants your camper to get the most out of what our camp has to offer. Please make sure that your camper has these items that are listed below with them every day:

- Packed lunch (no nut items as we are a NUT FREE FACILITY)
- Two Snacks (1 morning and 1 afternoon snack)
- Swimsuit and Towel
- Sunscreen
- Water Bottle

Please make sure that your camper's lunch is packed in a **small igloo cooler** or a **vinyl lunch bag**. Brown bags or plastic bags do not keep your campers lunch cool and will not last if they get wet or ruined. We do not heat a child's lunch up; if you would like to send your child with hot food please send in thermos with them. If your camper has special eating habits, please let us know.

Your camper will be in an outdoor environment that involves lots of walking and dirty play. We ask that your camper wear comfortable clothing and shoes every day. **Tennis shoes** are the only foot attire that campers are allowed to wear. Flip flop type shoes may be worn in and around the pool area **only**. Please make sure to dress your camper in a comfortable manner, because they will be very active.

If your camper has something else going on that day, please make sure to send a change of clothes with them. We do not recommend that your camper wear anything new to camp, because we cannot guarantee that it will look the same. **All articles of clothing that your camper brings with them should be labeled with your camper's first and last name.** This will make it easier when doing lost and found at the end of the day.

Shorts are acceptable for both boys and girls. The shorts must be at or below fingertip length while holding hands to your side. Shirts and tops cannot expose the shoulders or stomach area. Females must wear full cut, one-piece swim suits. Campers must have a swimsuit to swim in the pools.

**Lost and found will be kept for two weeks and any items not claimed after the two-week period will be donated to local community charities.**

We recommend that your camper bring their belongings in a backpack. Campers will carry their backpacks with them to designated spots near program areas.

Campers should not bring special toys or treasures to Summer Camp, including, but not limited to, any type of toy, action figures, Pokémon cards, poppers, chewing gum, candy, money, cell phones, iPods, smart watches or any other items that may get lost or destroyed. **The YMCA is not liable for any items of this nature that are lost or destroyed.**

### **Swimming**

Groups will have the opportunity to swim weekly at camp. All campers will be put through a swim test to determine their swimming level. Passing the swim test requires the child to swim the whole length of the pool without stopping or holding on to the wall. After completing the swim test, campers will wear swim bands that will notify the lifeguards of a camper's specific swim level.

A swim band is a nylon circular strap that will be worn by each camper to distinguish his or her swimming ability. Safety comes first when it comes to water and the well-being of each camper. If a campers' swimming ability improves, they will be re-tested and given a new swim band based on their new swimming skills.

**The color of the swim bands is as follows:**

*Red band* – Non-swimmer

*Green band* - No swimming restrictions

### **House Rules**

YMCA programs have few basic rules. Please review these with your child. Knowledge of the rules is the first step toward good behavior.

- Speak honestly for yourself...not for anybody else.
- Be caring of others...treat others how you like to be treated.
- Be responsible for yourself, our equipment and our facilities.
- Show respect...every person is important.



