

A vibrant photograph of children jumping into a swimming pool. In the foreground, a boy in yellow shorts is mid-air, splashing water. Behind him, a girl in a pink polka-dot swimsuit has her arms raised in excitement. Other children are visible in the background, also enjoying the pool. The scene is set outdoors under a clear blue sky.

# JUMP

INTO  
SUMMER

DAY CAMP

Parent Handbook 2023  
GATEWAY REGION YMCA



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Dear Parents/Guardians:

Welcome to the YMCA Summer Camp Program! Whether you are returning for another year of camp or signing up for the first time, you and your child will find fun and exciting opportunities offered in this year's summer day camp program.

The YMCA has been providing camping opportunities for over 100 years and draws upon that experience to run a quality program that provides a safe and supportive environment. We promise to offer a great camping experience in an atmosphere that will help your child develop in spirit, mind, and body.

Many exciting activities and adventures await your children this summer. We are confident that both you and your children will be very pleased with a YMCA day camp experience. The goal for each day of summer camp is to allow young campers to discover hidden talent, gain self-esteem and acquire new skills in a safe and fun environment.

Camp registration officially kicks off December 26, 2022, so make sure to sign up early because weeks could fill up quickly. We offer full-day camps, half-day camps, and extended care before and after camp. Depending on the location you choose, campers will enjoy the following activities: swimming, nature, arts & crafts, sports, singing, games, and field trips. All of our camps feature character-building activities, which promote our four core values of Caring, Honesty, Respect, and Responsibility.

Day Camps operating hours vary by branch. Please check the website for all summer camp details.

On behalf of the YMCA staff, thank you for choosing the Gateway Region YMCA. We look forward to a great summer with your kids!

Sincerely,

Gateway Region YMCA STAFF

## **Our Areas of Focus**

Ys offer the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of doing. Achieving and maintaining health in spirit, mind and body makes for a rich life. Giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. The Y defines our areas of focus – the programming you're part of everyday – like this:

### **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's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

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

In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

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

The Y has been listening and responding to our communities' most critical social needs for more than 175 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need, and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.

## **CAMP DEFINITIONS**

**Traditional Camps** - are designed for a wide variety of conventional interests that include arts & crafts, group games, nature exploration, swimming, field trips and more. Camps are themed weekly. Campers are typically grouped by age and overall group size may be larger in nature. Most camp activities will be held outdoors with indoor activities based on the day and theme.

**Special Interest Camps** - are designed to offer activities focused on a particular interest, learning or progressive opportunity while incorporating overall traditional Y camp principals. Examples include sports, waterpark hopping, preschool camps and other activities. Camp size may be smaller in nature and may be offered either indoors or outdoors based on the specified interest.



## **CAMP PROGRAM SITES**

All Summer Camp locations and contacts can be found on our Gateway Region YMCA website. <https://gwrymca.org/programs/summer-camp>

## **PROGRAM STANDARDS**

### **DAY CAMP PHILOSOPHY**

The Y seeks to provide each child with enriching, creative, recreational activities that enhance self-esteem and lifelong learning.

### **OUR GOALS**

- Helping youth form positive values for life.
- Strengthening families.
- Improving physical and mental fitness.
- Increasing international understanding and world peace.
- Developing and implementing programs that strengthen and preserve the family and its values.
- Helping teenagers prepare to be responsible, healthy and productive citizens.
- Fostering international, intercultural and interracial communication and understanding.
- Implementing a holistic approach to health and social needs of youth
- Providing affordable and accessible programs for physically, mentally and economically disadvantaged persons.
- Incorporating Christian principles into programs and activities.

## **MISSION STATEMENT**

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

## **VISION**

The Y commits to the spiritual, mental, and physical growth of all children and teens in the Gateway Region.

## **HEALTHY EATING AND PHYSICAL ACTIVITY (HEPA) STANDARDS**

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity.

- **PHYSICAL ACTIVITY:** We provide opportunities for moderate and vigorous physical activity as well as bone and muscle strengthening activities for at least 30 minutes per day (60 minutes during full-day programs).
- **FOOD:** Snacks will be free of trans-fats. All snacks made from grains will be whole grains. Snacks will be free of sugar and syrups (high-fructose corn syrup, honey, etc.) to the extent possible but will never have more than 8 grams of added sugar per serving. We will not

provide any fried foods and encourage parents to not send foods that are fried or pre-fried (chicken tenders, tater tots, potato chips, etc.)

- **BEVERAGES:** Water is accessible and available to children at all times, including at the table during snack. The only beverages served at snack will be water, unflavored low or nonfat milk, or 100% fruit juice. Sugar-sweetened beverages, including soda and fruit juices with added sugars, will never be served.

- **SCREEN TIME:** Movies or videos will be shown only for special occasions and/or educational purposes. No laptop computers, tablets, hand-held video games or smartphones are allowed by campers.

- **PARENT ENGAGEMENT:** We engage parents/caregivers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a month.

## **YMCA VALUES**

Caring-Red – The heart to put others before yourself

Honesty-Blue – To act in such a way that you are worthy of trust

Respect-Yellow – The golden rule to value the work of every person including yourself

Responsibility-Green – To be accountable for your behavior and obligations

The Y is an inclusive, family-friendly organization. We expect all our members, program participants and guests to model our values, caring, honesty, respect and responsibility in their conduct and language. The Y has the right to deny applications for individual or family memberships or participation in programs and to terminate or suspend existing individual or family memberships or participation in all Y programs or activities at our sole discretion if actions or behaviors are not deemed to be in the best interest of the organization. If a membership or program is terminated or suspended, all fees already paid will be forfeited. The Y has sole discretion to reinstate members and participation privileges in Y programs and activities.

## **PROGRAM/ACTIVITIES**

All programs and activities vary by branch please check out our website for more detailed information. All programs and activities are subject to change.

<https://gwrymca.org/programs/summer-camp>

## **FIELD TRIPS**

Field trips will be announced toward the beginning of the summer. In addition, a notice will be placed on the camp "sign board" at the entrance of the camp. We will be traveling by bus to various places in the Gateway Region area. On field trip days campers must wear their Y camp shirts. Please note-field trips are subject to change and appropriate notification will occur.

Ratio of counselors to campers will remain the same as in camp. 1:12 or 1:15.

## **FUN CLUB**

Fun Club is a before and after camp program for campers on a daily basis. After a very busy camp day Fun Club provides a relaxed atmosphere providing activities such as arts &

crafts, board games and quiet activities. Hours and times are branch specific. Please visit our Gateway Region YMCA website for more information.

### **CAMP CARNIVAL/CAMP STORE**

Activities may vary by branch. Every year, as part of our world service project, we may hold a carnival or offer a camp store. More details will be made available later. If you have financial difficulty and are unable to supply the extra money, please call the Y and we will work something out. We want to make sure every child has a chance to use the camp store. All proceeds benefit the camp and our world service.

### **GUEST SPEAKERS**

Campers have an opportunity to enjoy guest speakers and visitors who tell stories and give presentations. If you would like to be a guest speaker or know of anyone who would, please contact the Y.

Activities may vary by branch. Special Note: Children will be picked up at their regular times on any of these event days.

### **SWIMMING**

Campers will enjoy swimming during the camp week. Please send a note if your child cannot swim. Life jackets will be required if the shallow end exceeds the swimmer's chest. Inflatable flotation devices will never be allowed, YMCA floatation equipment may be used at the discretion of the counselors and/or lifeguard. Flotation devices that are not inflated may be used at the discretion of the lifeguard. Counselors will be available to supervise children who cannot swim. Certified lifeguards are always on duty during swim times. Make sure your child brings a bag containing a labeled swimsuit & towel. These items need to be labeled for identification. Daily testing will take place to determine who can swim in the deep end. Activities may vary by branch.

### **GO FOR GREEN**

Go for Green is offered at certain Ys in our Association and curriculum may vary. Go For Green is a program that provides swim lessons to kids in our Summer Day Camp. All kids who attend camp are required to take a swim test to determine their comfort level and swimming skill in the water. If a child does not pass the swim test they will receive swim instruction through the Go for Green program.

### **SAMPLE TYPICAL DAY CAMP SCHEDULE**

Activities may vary by branch.

6:30am - 9:00am Campers arrive Fun Club (Before Camp Care)

9:15am Opening and Thought for the Day

9:30am - 9:45am Discuss daily activities

9:45am - 11:45am Special projects

11:45am - 12:00pm Cleanup for lunch

12:00pm-1:00pm Lunch and free play

1:00pm-3:15pm Swimming/quiet activities (stories, songs)

3:15pm-3:30pm Clean up camp, put away supplies

3:30pm-4:00pm Closing announcements/Closing ceremony

4:00pm-6:00pm Fun Club (After Camp Care)



## **YMCA STAFF/VOLUNTEERS**

- Staff is carefully and thoroughly screened on an annual basis. This includes criminal, sex offender and child abuse screenings.
- Staff receive at least 32 hours of training in diverse topics to enhance their ability to provide a unique and high quality camp experience for your child.
- Training topics include but not limited to: CPR, First Aid, Child Abuse Prevention, Child Development, Behavior Management, Bullying Prevention, Working With Children With Disabilities, Developmental Assets, Emergency Preparedness, Effective Communication, and Developmental Age Appropriate Curriculum Planning.
- Each staff team may consist of a Camp Director, Senior & Junior Counselors and CITs (Counselors In Training).
- Volunteers may be a part of the program and must maintain and meet the same requirements as Y staff.
- Staff members and volunteers are prohibited from relating to children in non-Y activities, such as babysitting or weekend trips.
- Staff providing direct care for children will be identified by a Y badge and uniform t-shirt.
- Staff and volunteers will be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.
- Y staff are mandated reporters. We will follow our YMCA and state policies and procedures.

## **ENROLLMENT PROCESS**

### **REGISTRATION**

- Registration secures your child for the program (space permitting).
- Registration holds your child's space through Monday (with balance of fees paid per fee schedule) the week prior to camp starting. Failure to notify your branch program director on delayed start or extended absence will discontinue your registration and child's spot in the program. If discontinued, re-registration will be required and acceptance based upon availability.
- Enrollment is based upon chronological age, not developmental age.
- Enrollment is not complete until all information has been received and has been completed in full.
- Immunizations must be kept up to date.
- **ILLINOIS ONLY: Per Illinois regulation parents must provide a copy of the immunizations to the YMCA.**
- Written notification of any changes in address, phone numbers, authorized pick-up etc. is pertinent for our child's welfare
- Children's files will be kept confidential and viewed only by the YMCA staff, or official state representatives, parents or legal guardians and those persons so authorized by parents or legal guardians (after completing the required authorization/notarized forms).
- Per YMCA regulations, children's enrollment files will be retained and remain property of the YMCA.

### **INCLUSION AND ADAPTIVE SUPPORT SERVICES**

The Gateway Region YMCA welcomes participation by children of all abilities. Although every effort is made to provide reasonable accommodation, there may be instances where a child's needs may exceed the parameters of the scope of our program.

Children who have an IEP/504/BIP are required to have that information on file, and updated yearly. There is also a packet that is to be filled out, yearly. This paperwork must be on file and processed before the child can begin. Due to the number of children we serve, it can take up to a minimum of two weeks to process this paperwork from the time it is received from the Branch. Your child's start date is dependent on the individual Branch's staffing situation, after the paperwork has been processed through the Inclusion Services Department. All paperwork is appropriately secured according to HIPPA guidelines. Children who require support will be given support at no extra cost to the family. Children will be placed in their age appropriate group, with extra support as needed. All children are held to the same behavior management guidelines. For more information please reach out to the inclusion department at [inclusionservices@gwrymca.org](mailto:inclusionservices@gwrymca.org)

## **STATE OF ILLINOIS**

The YMCA Summer Day Camps are not licensed by the State and are not regulated by DCFS. However, we uphold standards and quality standards that allow us to run quality programs. We also have an internal audit process to ensure we are following our internal policies and procedures.

## **WITHDRAWING YOUR CHILD FROM THE DAY CAMP PROGRAM**

Written notice that your child is no longer attending the Y Day Camp Program must be given to the Camp Registrar at least one week prior to the last day of attendance. The weekly deposit(s) are non-refundable and non transferable. Re-admittance will be based upon space availability.

## **FEE INFORMATION**

### **BRANCH FEES**

Please see the website for all fee information.

<https://gwrymca.org/programs/summer-camp>

## **CAMP CANCELLATION**

All camps are subject to cancellation due to low enrollment. Camp cancellation is determined by Wednesday prior to camp starting. Refunds/credits issued if Y cancels the program. If you withdraw from a program, a refund/credit (minus deposit) will be issued if requested in writing and received by the camp registrar two weeks prior to camp starting.

## **DEPOSITS AND BALANCES**

Branch specific deposits are required per session/per child deposit and will be applied to your credit /debit card at the time registration is processed. Deposit is non-refundable and non-transferable. This policy only applies up until one week prior to the start of the session and a written transfer form will be required to process.

## **FEE PAYMENT**

- A weekly fee payable by the close of business MONDAY, BEFORE a camp session begins is required. Payment guidelines are strictly enforced.
- A \$10 late charge will be added to those registrations that occur after the Tuesday of the week prior to camp starting.
- Registration holds your child's space through Monday (with balance of fees paid per

fee schedule) the week prior to camp starting. Failure to notify your branch program director on delayed start or extended absence will discontinue your registration and child's spot in the program. If discontinued, re-registration will be required and acceptance based upon availability. ALL DEPOSITS ARE NON-REFUNDABLE.

- A camper from the waitlist will be placed in an open slot if that slot has been forfeited.
- The person who registered and agrees to policies and procedures will be the designated person responsible for paying fees, receiving receipts, and be allowed to make inquiries about billing information.
- A variety of payment options are available for your use: On-line, EFT Draft, credit cards, checks/money order (made payable to the Y), cash(\*Only accepted at YMCA Branch Welcome Center)
- There will be a process fee for returned checks, credit cards or EFT drafts. After two incidents, payments will only be accepted by money order.
- The Y utilizes the E-Cash flow system as a 3rd party administrator for returned checks. Once you have written a check that is not honored by your bank, E-Cash flow Systems will continue to seek payment through your bank account until your payment is honored. There is a \$25 fee each time your check is returned unpaid. If E-Cash flow Systems is not able to collect the fees through your account, your check will be sent to collections with a \$25 fee. Please contact E-Cash flow directly at 1-888-339-6062.
- The Y will charge a \$25 return fee for any electronic draft that is returned. Gains Full-Service Billing is the Gateway Region YMCA's third-party electronic payment processor. Gains is authorized to assist with the resolution of all declined membership dues, programs, and child care payments. They may contact you on behalf of the Y to attempt to collect your owed balance and/or update your billing information. Additional attempts will be made automatically to recover the original balance, and the return fee and the Gains may contact you on behalf of the Y.
- Unpaid balances will result in suspension or termination of my/(our) service.
- Receipts may be picked up at the YMCA Welcome Center or accessed online.
- Fees will not be prorated for illness, suspension, holidays, or inclement weather. Fees are subject to change.
- Children must be included on Y Household membership to receive the member rate and membership must be current during time of camp attendance.

### **Y MEMBERSHIP BENEFIT**

Holding a Y Household Membership to the YMCA will provide reduction of program fees besides all the added benefits of being a YMCA member! Please inquire at your YMCA Welcome Center for more information.

### **FINANCIAL ASSISTANCE**

It is the mission of the Y to provide services for any person who desires to participate in Y programs. Scholarships are made available through the YMCA Annual Campaign for families who meet the Y criteria for financial assistance. To qualify, your family must provide a completed scholarship application and current tax return statement. For an application packet, contact your local YMCA or visit our website at [www.gwrymca.org/financial-assistance](http://www.gwrymca.org/financial-assistance) for more information. Parents are responsible for full

payment until the scholarship is approved.

### **MISSOURI - DIVISION OF SOCIAL SERVICES/CHILD CARE REIMBURSEMENT**

**PROGRAM** The Y accepts Division of Social Services Child Care Reimbursement. An official letter of acceptance from the Department of Secondary Education must be on file prior to your child beginning the program.

### **ILLINOIS - CHILD CARE ASSISTANCE PROGRAM & CHILDREN'S HOME AND AID**

The Y accepts Child Care Assistance (CCAP) & Children's Home and Society of Illinois (CHASI) Child Care Reimbursement. An official letter of acceptance from CCAP must be on file prior to your child beginning the program.

### **PAST DUE PAYMENTS**

If your payment is not received within 3 business days of the initial payment per billing cycle, your children's participation in camp program or any other Y program(s) or services within the Association will be terminated and late fees assessed until your account is current or arrangements have been made with the Y program director.

### **TAX INFORMATION**

Please keep all of your receipts for income tax information. Our Federal Tax Identification number is 43-0653616. You may access printing your camp tax statement on-line with our online registration system.

### **YOUR CHILD AND THE Y ABSENCES**

Please call if your child will be absent. There is no fee credit for absences or illnesses.

### **LATE PICK UP**

Your child must be picked up by program closing time. If a child can not be picked up by closing it is your responsibility to make other arrangements. A phone call to the program director will be required to provide the alternate person's name that will be picking up your child and they will be required to produce a drivers license and know your family password.

There will be a late pick-up fee of **\$15.00** for the first 5 minutes and **\$1.00** per minute thereafter. Late fees must be paid within one day of the late pick-up for the child to be readmitted to the program. Payments may be by credit card, check, money order or cashier's check made payable to the YMCA. Frequent late-pick ups may lead to termination of your child(s) enrollment in the program.

Any child left at the program for one (1) hour past closing time, police will notified to assist in locating the parents or guardian as well as possible child abuse/neglect reporting process will occur.

### **PERSON'S AUTHORIZED TO PICK-UP**

- The person signing your child out of the program must be 16 years of age and show a valid ID.
- A child will only be released to persons authorized by the custodial parent/s on the

child's enrollment form. Anyone not on your list or who is not authorized in writing will not be allowed to pick up your child unless an emergency arises. In this situation a phone call will be accepted. You will be required to verify confidential information found on your child's enrollment form and the person picking up your child will be required to show a valid ID and know the family password.

- Staff will ask for ID or family password until familiar with the person picking up your child.
- If the person who has arrived to pick-up the child is judged by the Y staff to be unsafe to drive a vehicle, the Y staff will offer to contact an alternate on the child's enrollment form. If the person becomes uncooperative, the Y staff will contact the police department to assist with the situation.

## **SIGN-IN/SIGN-OUT PROCEDURES**

- Parents/guardians are required to escort your child into the program. (Contact your branch to see if they offer a curbside drop off option.)
- It is required that the parent or an authorized person sign your child in and out every day with the correct date, time and signature.
- Please notify a staff member when your child arrives or is leaving.
- Y staff are not allowed to sign in/out children from the program (only exceptions would be attendance taken as children arrive at afternoon Fun Club programs).
- Parents must follow policies and procedures of signing in/out if receiving State child care assistance. Failure to do so could result in required payment or termination from the program.

## **FAMILY PASSWORD**

A family password is assigned by you. It is used as an additional safety precaution and must be disclosed to staff when signing out children of the YMCA program.

## **LEGAL ISSUES**

### **CUSTODY/PARENTING PLANS**

- Legal documents (copies: court order, divorce decree, parenting plan etc.) must be on file and current at the program regarding divorce/custody arrangements.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise.
- Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.
- Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction to the Stated Court Order" prior to allowing pick up.
- In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.

- A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child.
- Custodial parents may visit the site. Your visit will need to be limited to 5-10 minutes so as to not disrupt the child's participation in the program and to ensure the safety of all of the children. Exceptions are planned, special events and family functions.

### **SUBPOENAS/REQUEST FOR INFORMATION**

- I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCAs then current hourly rates. I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of childcare services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action against me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action.
- The YMCA reserves the right to require an official court ordered subpoena for access or release of records. At least a minimum of 10 business days to process the request must be given.
- In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.
- Y staff will not be a mediator in the case of a divorce or custody situation, families may be asked to leave the program until issues can be resolved.

### **WITNESS/Common Ground Exchange**

YMCA branch buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody "Witness/Common Ground" exchange programs.

- The YMCA is not an approved Exchange Site location. Parents who need this option may contact the courts to obtain a listing of said exchange locations.

### **RESPONDING TO ALLEGATION OF ABUSE & CHILD ABUSE POLICIES**

The YMCA provides our youth and teens with the highest quality services available. We are committed to creating an environment for youth and teens that is safe, nurturing, empowering, and that promotes growth and success.

All reports of suspicious or inappropriate behavior with youth or teens or allegations of abuse will be taken seriously and investigated.

No form of abuse will be tolerated and any staff, volunteer, member, guest, teen or youth who is accused of abuse of a youth or teen will be immediately removed from the facility and prohibited from all YMCA property and activities for the duration of an investigation. If the investigation establishes that abuse is believed to have occurred, the staff member's



employment or the volunteer's ability to volunteer will be immediately terminated. For all individuals found to have abused a teen or youth, they will be permanently prohibited from all YMCA property and activities.

The YMCA will both report to and fully cooperate with law enforcement and the Missouri Department of Social Services or Illinois Department of Children & Family Services regarding allegations of abuse which are made and require investigation.

How the YMCA responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a staff member, volunteer, youth, teen or parent has expressed a concern or made an allegation about the treatment of a youth or teen, swift and determined action must be taken to reduce any subsequent risk to the youth, teen, the accused staff member or volunteer, and to the organization.

Because the YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of youth and teens. In the event that staff or volunteers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

As professionals in contact with young children and their families, we at the Gateway Region YMCA are required by law to help the DFS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/childcare workers, are mandated reporters. Thus, it is policy of the Gateway Region YMCA to report any suspected cases of child abuse and/or neglect to DFS immediately by telephone or by online submission.

### **INAPPROPRIATE SEXUAL BEHAVIOR**

Inappropriate sexual behavior of any child toward any other child or staff member is strictly prohibited in YMCA Programs. A child is any person enrolled in any YMCA program.

Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children who believe they have been victims of, or have witnessed inappropriate sexual behavior, must report the incident to any Y staff immediately. Parents of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y staff immediately. The YMCA staff member who receives the complaint shall promptly inform the person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the YMCA Child Abuse Policy and with state laws.

### **HEALTH AND MEDICAL**

#### **CHILD INJURY**

- If a child is injured, an Accident Report will be completed the same day with a copy given to the parent, YMCA office and one retained in the child's file.
- Minor Injuries: Injuries that require no more than washing, Band-Aid, ice pack.

- Major Injuries: Injuries that require more than washing, Band-Aid and ice pack. The staff, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: contact the parent or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the director will notify the parents and executive director immediately.
- If an emergency is such that the child is transported to the hospital, a Y staff member will accompany the child. Parents will be notified which hospital the child is being transported to
- The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.

### **CHRONIC OR SEVERE HEALTH CONDITIONS**

- To establish a safe environment for your child and our staff members, the following procedures must be followed for your child's medical care and treatment should your child require the use of nebulizers, inhalers, epipens, diabetes testing, acid reflux or other chronic or severe conditions.
- An Identification of and Authorization for Treatment for participants With Chronic or Severe Health Conditions form is to be filled out completely by your physician and/or specialist.
- A Release and Waiver of Liability for Administering Treatment to Children with Chronic or Severe Health Conditions form completed in full and signed.
- A Health and Medical Authorization form is to be completed in full.
- Children will be accepted for care only after all above items and enrollment processes have been completed
- The YMCA is a recreational/educational not therapeutic program.
- Failure to disclose all necessary information will void enrollment and be considered falsification of records.

### **CONTAGIOUS/INFECTIOUS DISEASE GUIDELINES**

If a child is sent home from camp with a communicable/infectious disease, the Y may require a child to be examined by a physician if the Y believes the child can infect others. The child will be excluded from camp until a physician provides written authorization determining the child cannot infect others, or until the recommended exclusion period has passed. (Physicians' written recommendation may not supersede YMCA policies or director discretion.) Please notify the childcare staff if your child has a communicable/infectious disease.

#### **The following diseases are communicable and/or infectious**

- Chicken Pox - If a child has skin eruptions that are not yet scabbed over and with or without a fever.
- Conjunctivitis (Pink Eye) - If the eye is red or swollen and has drainage or is oozing. Is highly contagious and must be medically treated for at least 24 hours before returning.
- Fifth Disease - Child will exhibit a slapped red rash appearance on cheeks. Child is contagious before exhibiting symptoms.
- Giardiasis - is characterized by diarrhea, loose, watery stools, stomach cramps and

upset stomach. There is generally a 1 to 2 week incubation period before symptoms appear. Symptoms can last anywhere from 2 to 6 weeks. Doctor's statement required to return to the center.

- Hand Foot and Mouth Disease - Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3 –6 days after exposure.
- Head Lice - If lice or nits are found in the child's hair, the child may return after they have been treated.
- Impetigo - If infected sores or lesions are oozing and/or crusting. It is contagious and must be medically treated for 24 hours before a child may return.
- Measles - If a child has a rash accompanied by flu symptoms.
- Mumps - symptoms fever, headache, muscle aches, tiredness, loss of appetite and swollen/tender salivary glands under ears or jaws. Doctor's statement required to return.
- Novel Influenza A (H1N1) - the symptoms are similar to the regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Children must be fever free without fever reducing medications for at least 24 hours before re-admittance to the program.
- Pertussis (Whooping Cough) - Cold like symptoms, mild cough possible fever with severe coughing that creates a "whooping" sound after 1-2 weeks. Doctor's statement required to be readmitted to the center.
- Pinworm or Ringworm - If a child is itching in the rectal area, especially at night (pinworm). If a child has a raised itchy spot resembling a hoop (ringworm).
- Rash - If the cause of the rash is unknown.
- Rosella - Child has a high fever for 48 hours followed by small red spots
- Scabies - If a child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it also itches at night.
- Shigellosis - Will develop diarrhea, fever, and stomach cramps. Diarrhea is often bloody. Shigellosis usually resolves in 5 to 7 days. Some persons who are infected may have no
- symptoms at all, but may still pass the Shigella bacteria to others. A lab test confirming non contagious will be required to return to the program.
- Strep or Possible Strep - Maybe no more than sore throat or fever, tonsils, swollen neck glands, lack of appetite or tiredness.
- Thrush/Candida - If the child has creamy white spots or patches on the inside of the mouth (gums, cheeks or tongue). Can also be found in the diaper area by smaller raised red spots or sore pustules.
- COVID-19 - Symptoms of COVID-19 are similar in adults and children and can look like symptoms of other common illnesses such as colds, strep throat, or allergies. The most common symptoms of COVID-19 in children are fever and cough, but children may have any of these signs or symptoms of COVID-19: Fever or chills, Cough, Nasal congestion or runny nose, New loss of taste or smell, Sore throat, Shortness of breath or difficulty breathing, Diarrhea, Nausea or vomiting, Stomachache, Tiredness, Headache, Muscle or body aches

A parent/guardian will be notified when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the

parent/guardian on the enrollment form will be contacted. The ill child will be isolated from the other children. Child must be picked up with-in one hour of the call. The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. Sign-out is required.

## **HEALTH CHECKS**

Staff members are required to check your child for illness or injury upon arrival and authorized to deny care for the day if needed. Your child will not be accepted into the site if she/he has symptoms of a contagious/infectious disease, illness or injury that might require medical attention. Y Staff have the right to take children's temperatures prior to being admitted to camp and have the final authority if the child should be excluded from the program.

Any staff person may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease guidelines before being accepted or continuing in the program. (i.e.: health check)

- Fever
- Respiratory Symptoms
- Vomiting
- Diarrhea
- Other Symptoms at the discretion of the Y staff

## **HYGIENE**

Parents are expected to ensure their child(ren)'s proper hygiene at all times. If there are any concerns the Director will discuss this with the parent or guardian confidentially.

## **IMMUNIZATIONS**

As a condition of enrollment, parents must keep current on child immunizations, unless YMCA approved exceptions. Failure to do so may be grounds for termination from the program. **IL Only - A separate physician's immunization verification must accompany all enrollment information prior to attendance.**

## **MEDICATION/TESTING AND OTHER PROCEDURES**

The Gateway Region YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

Medicine must be handed to a staff member by the parent. Do not send medication with the child. Prescription medication or doctor prescribed over the counter medication or specific brand name sunscreen will be administered. A Medication Authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the program site (forms are available from the site director).

The staff member may dispense only prescribed drugs in the original container that bears the original label displaying legible information stating the following:

- Prescription number

- Prescription name
- Strength and quantity of the prescription
- Expiration date of any time-dated prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- Name and address of licensed pharmacy issuing the medication
- Each time the medication is given to the child the staff will complete the information on the Medication Authorization Form. When the child is no longer taking the medication, the medication will be returned to the parents and Medication Authorization Form placed in the child's file.
- If medication is requested to be kept on hand "for emergencies only", i.e. asthma attacks, severe allergies, seizures etc. a Chronic Health Form must be completed and signed by a physician prior to enrollment into the program. Chronic Health Forms can be obtained from the site director.
- Medically prescribed diets for a child enrolled in the program shall be provided as ordered by a physician. Such diets shall be on file and adhered to in preparation and service. Records of food intake shall be maintained when indicated by a physician.
- Medications not taken during the program will not be stored or transferred by our staff.
- It will be the parent's responsibility to monitor and track prescriptions expiration date and replace said medication and educate staff in use of equipment as needed.

## **MEDICAL & THERAPEUTIC OBSERVATIONS**

Requests may be made to have a child observed for medical concerns, provided therapy or specialist services during the day. See your director for information required for possible approval.

## **IMPORTANT INFORMATION**

### **ATTIRE FOR CAMPERS**

- Length of shorts must be mid-thigh. No short shorts, miniskirts, or skin-tight shorts. They should not have holes in them and should be worn at waist level.
- Shirts should at no time be sheer, low cut or mesh. T-shirts should cover the stomach and should not contain graphics or language that is vulgar, abusive, or otherwise inappropriate.
- Swimsuits should be 1-piece or 2-piece (no string bikinis or thongs) and not sheer.  
Male Dress Code
- Shorts should remain conservative (shorts should be worn at the waist level and not below). They should not be overly tight or have holes in them.
- Shirts should remain on.
- Swimsuits should not be tight fitting: the director has the discretion to ask a camper or staff to change a "Speedo style" swimsuit.
- All Campers
- Close toed shoes, tennis shoes are to be worn – no "heelys", flip flops or Crocs will be allowed.

## **BEHAVIOR/DISCIPLINE**

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise.

### **Discipline methods**

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the child or group of children to find ways to resolve it.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- The "Thinking About It" area is a place that a child can choose to get away, be alone, or take time out from activities while in view of Y staff. This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when s/he feels ready to rejoin the activities or talk.
- Discipline or threat of discipline will not be associated with food, rest or toilet training. The use of physical punishment is never permitted

## **BEHAVIOR MANAGEMENT POLICY**

It is the goal of the Gateway Region YMCA to guide children in becoming caring, honest, responsible, and cooperative participants in our program. The YMCA uses only positive behavior management techniques to increase participant's self-esteem by helping them to become responsible for their own actions. It is important for participants to grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession or expression of inappropriate toys (i.e. play guns, swords, or other weapons), a participant may be suspended or expelled from the program. The following procedures will (unless severity or repetition of incident requires other action) be followed concerning suspension and/or expulsion:

- The participant will be suspended immediately and parents notified.
- The program director will be notified and review the situation.
- A parent conference will be scheduled with the Y director and staff, parents or



- guardian and any other YMCA designated resource person.
- At the parent conference a written disciplinary action plan will be developed. The participant will not re-enter the program until parents and staff have agreed upon the disciplinary action plan.

Any participant who is determined at the sole discretion of the YMCA to have intentionally harmed or attempted to harm another participant, staff member or themselves will be immediately suspended from the program and subject to termination from all YMCA programs after review of the incident by the Program Director and Executive Director or designated YMCA supervisor.

Participants can be removed from the program based upon inappropriate behavior of parent or guardian.

Removal from participating in all YMCA programs may be up to one year or permanently based upon incident/behavior or situation.

A parent/guardian will be notified immediately when a child displays any of the above issues. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the enrollment form will be contacted. The child will be isolated from the other children. Child must be picked up within one hour of the call. The late pickup policy will apply at the end of the one hour grace period. Failure to have your child picked up per guidelines will result in immediate dismissal from the program. Sign-out is required.

### **APPEAL PROCESS:**

If a participant or family member has a concern or is removed from a Day Camp Program the parent/guardian will be given the right to express those concerns, or in the case of a removal from the program, appeal that decision. Contact your Branch YMCA Day Camp Program Director or the Gateway Region YMCA Association Child Care Office to obtain the Appeal Process steps.

### **CAMPER GROUPS/RATIOS**

Campers are placed in groups of 10 to 12 children per counselor. Children are grouped according to age. Groups may also have a CIT (Counselor-In-Training) or Junior Counselor assisting the group. Please note that we will try to have your child with the same counselor if enrolled for more than one week, but do understand that numbers and age groupings may require a change of counselors or groups.

### **CAMPER T-SHIRTS**

Campers must wear their Y t-shirt on field trip days, so we can represent the Y as a group as well as one of our safety components. One t-shirt is included in the camp fee, but additional shirts can be purchased at the Y for \$10 each. Camp shirts will be distributed by the first field trip. Every effort will be made to give your child the appropriate size T-shirt.

### **CODE OF CONDUCT-ADULT**

The Y requires adults of enrolled children to behave in a manner consistent with courtesy, respect and Y values. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the

responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the Code of Conduct may be dismissed from the program.

- Swearing/cursing: No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.
- Threatening of staff, children, or other adults: Threats of any kind will not be tolerated.
- Other children: Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no adult may physically punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff.
- Confidentially: It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you. All children enrolled in Y programs have privacy rights and are further protected by our confidentiality policy.
- Violations of safety policy: Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

## **COMMUNICATION**

Communication is an important component to providing quality care for your child. We have the following items in place to ensure good communication between you and the Y staff.

- Activity Plan: Weekly activity schedule of important camp information, themes, field trips, special events, and activities will be provided on Monday at the beginning of each camp week.
- E-Mail: to enhance communication, families are requested to provide a current email address to assist in ongoing correspondence between the Y and families. E-mail addresses will be used for Y purposes only.
- Information Boards are important communication areas. Here you will find daily or weekly updates, upcoming events and activities, photographs of camp activities, Y program information etc.
- Every camp has a designated area set up for the primary purpose of communicating.
- Newsletters: A weekly newsletter will be available to each family, which includes reminders of upcoming events as well as information about the site and your child's experiences
- Orientation: Parent orientation may be held at the YMCA . Families are encouraged to attend this welcome to Y camp informational meeting and meet your summer Y staff.
- Suggestion Box: A suggestion box will be accessible for comments
- Surveys: An important component of how we deliver and implement our programs depends on your opinion. Surveys will be sent via email Please take a few moments to share your experiences with us!

## **HEAT/RAINY DAYS/WEATHER RELATED ISSUES**

We will still have camp when it is hot or raining! In case of severe weather, we will move the camp (if possible) into the Y building or other indoor facility in cases where camps are offsite. Refunds cannot be made due to bad weather. The Y camp takes the following precautions in the event of severe heat: water is readily available to children, ongoing sunblock application reminders and activities are modified for the extreme temperatures. If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at the camp at this time.

## **INCLUSION OBSERVATION PROCEDURES**

The Gateway Region YMCA is committed to supporting the successful participation of the children in our programs by providing activities to help them grow from their experiences. There may be situations in which participants exhibit difficulties or behaviors that prohibit them from achieving this experience. As with all participants, the YMCA Behavior Management Plan will be followed to ensure that the safety of the children or staff in the program are not compromised. The Gateway Region YMCA is proud to have a dedicated Association Department of Inclusion Services that will help provide families and Y staff teams with some of the tools and processes to assist in rectifying the situation. Observations of our programs are conducted on a regular basis. Should a participant display challenges within the program, the director of inclusion services or the Children's Services coordinator will conduct an observation of the participant, offer feedback and provide follow up as needed. Observation process under separate cover; see your YMCA Director for more information.

## **Gateway Region YMCA Day Camp Indemnity Agreement**

I hereby waive any claim of liability and will hold harmless the Gateway Region YMCA, its officers, directors, trustees, agents, and employees for any bodily injury to me incurred while I am participating in any child care program, contest or exhibition sponsored by the YMCA. I also waive any claim of liability and hold harmless the Gateway Region YMCA described above for injury or contraction of any illness or medical condition including but not limited to COVID-19 that might result from participation in childcare programs run by the Gateway Region YMCA. In addition, I understand that the YMCA is not responsible for my personal property nor is my YMCA membership transferable. It is understood and agreed that Gateway Region YMCA reserves the right to take and utilize pictures, likenesses, videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other instances of online presence. I grant the Gateway Region YMCA, its agents and the news media the right to photograph me and/or my family including children and to use the photograph for news and publicity purposes. I agree with my child participating in YMCA programs and that he/she will comply with all rules and regulations. I further agree that I will not hold the YMCA, its directors, officials, agents, employees and volunteers responsible in case of accident or injury. I understand that no accident insurance is provided. I also agree to abide by the Gateway Region YMCA standards and guidelines.

## **Gateway Region YMCA Day Camp Indemnity Agreement continued..**

I acknowledge that I am over the age of eighteen (18) years. I acknowledge that I have carefully and completely read and understand the terms contained in this release and waiver legal liability and voluntarily accept and agree to all such terms. I understand that I will be notified at once in case of an accident or illness to my child, and I will make arrangements for medical care of my child with the physician or hospital of my choice. For emergency medical treatment, I understand that my child will be transported to the nearest hospital via ambulance.

## **Gateway Region YMCA Day Camp Rules and Policies**

I understand my child may be subject to daily health checks and may not be accepted into a YMCA program, may be denied participation in program, or may be removed from program if he/she: (a) is ill or exhibiting symptoms of illness, including without limitation any symptoms of COVID-19 per the most up to date guidelines provided by the Center for Disease Control (CDC) (which currently include fever, cough, loss of taste/smell, and shortness of breath), or has not been fever free without medication for 72 hours; (b) has traveled outside the United States or to a high risk area in the past 14 days; (c) has had contact with any person being tested or with confirmed COVID-19 in the past 14 days; or (d) has had contact with anyone who has been instructed to self-quarantine in the past 14 days. Wellness criteria are subject to change based on guidelines provided by the CDC or local health authorities.

## **LOST AND FOUND**

A lost and found box will be located at the Y branch. Items should be claimed as soon as possible. All items that are not claimed after 1 week from the last day of summer camp will be donated to charity.

## **LUNCH/SNACKS**

Parents are to provide healthy lunch (and a healthy afternoon snack, if in Fun Club) for their campers. Lunch and snacks should be suitable for warm weather (no mayonnaise, etc.) and brought in a container marked with your child's name and phone number. Children are welcome to bring lunch in small Playmate-type coolers. The Y will provide water. Please encourage your child to help keep their camp neat and clean. No food will be accepted from a third party vendor (Uber Eats, DoorDash, etc.) unless prior arrangements have been made with the Branch Program Director. Please see Branch for specific policies.

## **OUTSIDE AGENCY REQUESTS**

To protect the privacy, confidentiality and safety of all children, the YMCA will NOT allow outside observations or information requests.

## **PHOTO/NEWS/TESTIMONIAL RELEASE**

It is understood and agreed that the Gateway Region YMCA reserves the right to take and utilize pictures, likenesses, videos and testimonials of participants for promotional purposes including, but not limited to reports, publications, brochures, emails, our website and other social media. Families may opt out by providing in writing the desire to exclude their child from above.

## **SUNSCREEN/BUG REPELLENT**

Parents will be required to apply sunscreen and bug repellent on their child prior to dropping off at camp in the morning. Y camp staff will remind campers throughout the day to personally reapply sunscreen and bug repellent. Personal sunscreen and bug repellent should be sent each day with the camper's name written on the container. No aerosol containers will be allowed. In the event of an outdoor pool field trip, sunscreen may be applied to another child's back in a buddy system, by another child of the same gender in the child's camp group. This will be done in view of campers and counselors.

## **TOILET TRAINING**

All children enrolled in the camp program must be completely toilet trained due to insurance and legal requirements, unless a specific documented medical/developmental reason exists. The Y understands that a child may have an accident; however, if a child has more than one accident, they must be suspended from the program and not permitted to re-enter the program until they have been completely toilet trained.

## **TERMINATION**

The Y reserves the right to terminate children, families and/or parents/guardians from the program as a result of actions or behaviors that are not deemed in the best interest of the organization based on rules, policies, and situations. Fees will be forfeited. Participants have the right to request a formal appeal review regarding the dismissal. Please contact the YMCA program director for more information.

## **WHAT NOT TO BRING**

Camp is an opportunity to retreat from electronic technology and to get more in touch with people. Electronic games, cell phones, iPads, ipods, headphones, earbuds and other electronic devices do not fit into this setting. Please leave these at home. Unapproved items will be returned at the end of the child's day.