



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2019 Summer Camp Parent Handbook

BEST SUMMER EVER™



CITY CENTER YMCA
LAMPETER-STRASBURG YMCA

Summer Camp 2019

Parent Handbook

Lampeter Strasburg Camp

Begins: Monday, June 3, 2019

Ends: Friday, August 16, 2019

City Camp

Begins: Monday, June 10, 2019

Ends: Friday, August 23, 2019

Hours: 7AM-6PM

Locations

City Center Branch

265 Harrisburg Avenue

Lancaster, PA 17603

Melissa Adams: 717-393-9622 ext. 1124 or

madams@lancasterymca.org

Lampeter-Strasburg Branch

800 Village Road

Lancaster, PA 17602

Chelsea Edwards: 717-393-9622 ext. 1212 or

cedwards@lancasterymca.org



Thank you for choosing the YMCA Summer Day Camp!

We look forward to serving you and your family.

Our Mission

To be a leader in developing and providing those programs and services that enhance the spiritual, mental and physical well-being of our community.

YMCA Core Values

Honesty
Caring
Respect
Responsibility

Our programs are committed to our Core Values.
We will always refer to our Core Values as we give guidance to your child.

YMCA Summer Day Camp Overview

The Lancaster Family YMCA offers the Summer Camp at the City Center and Lampeter-Strasburg. This program is open to all children who have completed Kindergarten through age twelve.

Our program is convenient and flexible! Summer Camp operates from 9 AM to 4 PM. Drop off is 7am-9am, pick up begins at 4pm-6pm.

Programming

Our staff creates a safe, fun and enriching environment for the children. Children will have the opportunity to participate in arts, crafts, sports, science experiments, creative dramatics, music, games, mastery skills and much more. In addition we will take field trips as well as have scheduled visitors. All field trips will be scheduled and communicated to you at least one week in advance.

Staff Requirements

Our staff are experienced, trained and are a positive role model for the children.

All staff are required to have the following training and experience:

- First Aid and CPR Training/Certification
- Child Abuse Training
- Child Abuse, Criminal History and FBI Fingerprint Clearances
- A Minimum of 1 year experience with children
- 3-Day YMCA Camp Training

Registration

Registration must be done in person at any of our branches or online.

Registration must be completed at least one week prior to the start of camp.

Camps have limited enrollment and are on a first come first basis

In order to register, the following must be brought to registration:

- A non-refundable fee of \$50 for Family Members \$60 for youth members per child for current YMCA members having a youth or family membership, or a non-refundable fee of \$75 for non-YMCA members.
- First week's payment.
- ****Please Note. After registering for your camp weeks, you'll receive an email with a link to ePACT - a secured data collection system. You will be given directions on how to complete the camp paperwork for you child through the ePACT system. We will not be sending camp paperwork in hardcopy form this year.**

Any court order that impacts your child's participation must be supplied at the time of registration, i.e. a protection from abuse for you or your child, a visitation agreement or custody agreement must be supplied at the time of enrollment or at the time the document is effective.

Payment Policy

Payment for registered weeks must be set up with auto draft at the Welcome Desk at your child's summer camp site or register online and it will automatically register you for auto draft. You will need to fill out the Program Draft Authorization form.

Once payment is made no refunds or credits are given

- Payment will be withdrawn every Monday one week prior to the week of camp registered for.
- All payments need to be set up with automatic withdraw.
- A \$5 per week for full time sibling discount is available when 2 or more siblings are enrolled.
- Financial Scholarship is available on a first come, first serve basis. In order to be considered for Financial Scholarship, all applications must be submitted no later than May 1, 2019.
- Failure to pay on time may result in your child not being able to attend camp.
- Families that receive funding through CCW, must have a current and valid provider agreement upon registering their child. Parents must fill out registration paperwork and sign off on our CCW agreement. Parent or Guardian must follow all applicable rules of their contract to continue to receive services.

Vacation Policy

There will be no credit or refund for vacation weeks. If your family wishes to take vacation, do not register for camp sessions during that week.

Refund Policy

The Lancaster Family YMCA will refund payment, less the registration fee, if cancellation is made within 2 weeks prior to the camp season beginning. NO REFUNDS will be given after this point. Refunds are subject to a \$25 service fee. In case of illness, or health related incidents, refunds should be submitted with a Doctor's note to the Family Services Director for City Center Y or Chelsea Edwards for L-S Y. No credits will be issued for absences.

Returned Payment Fees:

Returned fees will incur a \$30 service fee.

Financial Scholarship

The YMCA offers financial scholarship to those who qualify. An application can be requested by calling any of our three branches or the Family Services Director. All request for FS must be submitted before May 1, 2019.

Health and Illness Policy

Children must be immunized. Children enrolled in YMCA Child Care Programs are required to have a physical examination that is within 1 year by a doctor of the parents choosing turned in to the Camp Coordinator at time of enrollment. A new examination will be required annually. *The parent shall cover all costs related to the medical care of the child.*

As a parent, you should discuss any information regarding your child's health with the Summer Camp Coordinator within the first few minutes of drop off. The YMCA takes measures to prevent illness whenever possible; however, places where children play closely, such as summer camp, are especially vulnerable. A child exhibiting signs of illness will not be admitted to the summer camp. This is at the discretion of the Summer Camp Coordinator.

In the event that your child becomes sick at camp, you will be notified and your child will need to be picked up from the summer camp within the hour. It is extremely important that you have a responsible emergency

contact person. An ill child shall be kept at home for twenty-four (24) hours or until recuperated (whichever is longer) before returning to summer camp. **A doctor's note will not be accepted until the twenty-four (24) hour policy is satisfied.**

Medication Policy

Only Prescription medication will be given at camp.

- **Medication will not be administered at summer camp unless the medication is in its original container, instructions are provided, and a Medication Log Form is filled out and signed by a parent or guardian.**
- All medication shall be properly stored as specified on the label in a secured location. No child is to keep medication on their person or in the personal belongings.
- Whenever practical, unused medication shall be returned to the parents or guardians when no longer administered. Within three days after the campers stay at camp, any unclaimed medication will be destroyed.

Please arrange to administer your child's medication at home if possible. Summer Camp staff will keep a log of every time the medication is administered. Please fill out a medication log form at the end of this packet.

At the discretion of YMCA Summer Camp Staff, in the case of an emergency, paramedics will be called and your child will be taken to the nearest medical facility. Parent and/or guardian will be called immediately. A YMCA Summer Camp staff will accompany your child to the hospital and will remain with your child until a parent/guardian or an emergency contact person arrives. An injury report will be completed and a copy can be given to the parent at the time of pick up.

In the case of minor injury, staff certified in first aid procedures will administer first aid. A courtesy call may be made to the parent. An injury report will be completed and a copy can be given to the parent at the time of pick up.

Camper Inclusion

The Lancaster Family YMCA believes that a diversified population adds beauty and value to life. Acting on this belief we seek to serve and to provide programs to children and families of all abilities and backgrounds knowing that doing so enriches that camp experience for all.

We recognize the each camper has unique needs and that we may not be the best camp for every child. We are not a therapeutic camp and our staff is not trained to provide intense therapeutic support. **If a child receives one to one therapeutic support during the school year they will need to have that same support to be successful at camp.** We welcome the presence of individual support staff (TSS, etc...) throughout the summer and will gladly work with them to give each child their best chance to succeed. In order to best accomplish this we ask that you contact the Camp Coordinator before the start of camp to discuss how we might be able to meet the child's needs.

Sign-In/Out Procedures

Children must be **escorted all the way** into the program area and signed in. Children may not be left at a site unless a YMCA Summer Camp Staff is there to supervise. All children must be picked up by 6:00pm and signed out by a person that is designated on the emergency contact form that is at least the age of 18.

If your child is to be picked up by another person not identified on the emergency contact form, advance notice must be given to the Camp Coordinator. For safety purposes, children will NOT be released to anyone (except pre-arranged designated persons) unless prior written notification is given. Children will not be released to persons under the age of 18. **Picture identification will be required.**

Y staff will encourage any adult who appears to be mentally impaired, or under the influence of drugs, alcohol, or other substances to call an emergency contact or a taxi to transport the adult and child home. If

the adult chooses to leave, the Y staff will document the license plate number and the Police will be contacted.

Parent Information Areas

As a parent, it is your responsibility to ensure that you have all the information you need regarding the YMCA, the Summer Camp and your child's group. Take the time to ask questions and talk with your child's camp counselor. A newsletter will be published and distributed weekly. Please take the time to read it as it contains valuable information related to what is happening in camp. It is very important that you give your email address as we send this information out via email.

Late Pick Up Policy

A late pick-up fee of \$10.00 will be charged for every 15 minutes (or any part thereof) a child is in attendance past 6PM. Late charges will be added to your account and are due the following day of service. Excessive lateness, more than 3 per summer, may result in dismissal from the program.

Media Policy

There will be times when we photograph and or video the summer camp and children in summer camp. The YMCA reserves the right to use this media for marketing purposes. There will be no form of compensation made to a family for the use of a photograph or video clip of their child.

Meals Provided

City Center Branch: Lunch and afternoon snack will be provided daily. Lunch is provided from a summer meal grant due to our City location and menu may be subject to change without notice. In the case of a field trip where we will not be able to provide lunch, you will be notified at least one week prior. **Lunch will need to be brought from home the first and last weeks of camp.**

Lampeter-Strasburg: Afternoon snack provided. Lunch will need to be brought from home. Please bring nonperishable items as we are not able to refrigerate items. **We are not able to heat lunches.**

Clothing and Footwear Policy

We will do our best to help your child develop a sense of responsibility for their belongings. However, the YMCA can not be responsible for any item that your child brings from home. The YMCA will not be held responsible for any lost, stolen, or damaged clothing, jewelry, or other personal items. Items will not be replaced; there will be no reduction in fee or other form of compensation. **Electronic games, cell phones, iPods, etc. are not permitted. If these items are found they will be confiscated and returned to parent/guardian at time of pick up.**

It is *strongly* recommended that children be dressed in washable, inexpensive, comfortable play clothing and footwear. We believe that sneakers or other closed toed shoes are the safest and most practical. **Flip flops, sandals and other open-toed/exposed heeled shoes are not permitted.** Clothing should cover the children's stomachs and upper thighs. Hats, sunglasses and/or visors are encouraged for outdoor activities. Swimwear and pool shoes are an exception. It is very important that all clothing, jackets, backpacks, etc., be clearly labeled with your child's name.

Items to Bring Daily

- Water bottle
- Sun block
- Bathing suit/swim trunks and towel
- ENERGY AND A WILLINGNESS TO TRY NEW THINGS

*All items must be kept in a bag or backpack and be labeled with the child's first and last name.

Behavior Policy

Behavior is based on the Golden Rule "Treat others as you would want them to treat you."

Redirection is intervening before an unwanted behavior occurs. Some forms of redirection are offering alternative choices to behavior and positive reinforcement for wanted behavior. When behavior is unacceptable, staff will explain clearly what is expected to the camper. Children will be reminded that we are working towards a RESPECTFUL, RESPONSIBLE, CARING and HONEST atmosphere. The child's self-esteem is the primary concern when a child needs to be redirected.

Behavior Notification Reports are written for negative behaviors only after staff have attempted to redirect and discuss the situation with the child 3 times, or if a behavior is extreme (such as physical aggression towards another child or staff, running out of the building, etc). In the case of a pattern of unacceptable behaviors (5 other or 3 Major incidents) parents and child will be required to meet with the Summer Camp Staff to work together on a plan of action to improve behaviors. Children may be excused or suspended from the YMCA Summer Camp program due to excessive inappropriate behaviors.

Children will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities. Aggressive and unsafe behaviors will not be tolerated and will result in dismissal from the program. Children shall demonstrate self-control and shall follow all directions given by the Summer Camp Staff regarding safety procedures and shall stay with the group for all scheduled activities. Children shall respect private property and understand that stealing or vandalizing will not be tolerated.

Please understand that suspension and termination are steps we hope to not have to take, however, the safety of all the children and staff is our priority.

Suspension/Expulsion Policy

Causes for Immediate Suspension/Expulsion

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff.

Parental Actions for Child's Suspension/Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Verbal abuse to staff.
- Habitual tardiness when picking up your child.

Child's Actions for Suspension/Expulsion

- Uncontrollable tantrums/angry outbursts.
- Threatening other children with violent words.
- Bullying or hurting other children.

Schedule of Suspension/Expulsion

- Behavior Notification Report
- If child receives 5 "other" reports or 3 "Major" a conference will be set up with the parents to set up a behavior modification plan.
- If behavior modification plan has not worked, the child's parent/guardian will be advised verbally and in writing about the child's behavior warranting a suspension/expulsion.
- The parent/guardian will be informed regarding the length of the suspension/expulsion period.
- The parent/guardian will be informed about the expected behavioral change required in order for the child to return to camp.
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.

Proactive Measures that can be Taken in Order to Prevent Suspension/Expulsion:

- Staff will try to redirect child from negative behaviors.

- Staff will praise appropriate behaviors.
- Staff will give verbal warnings.
- The Coordinator and parent will hold a conference to discuss how to promote positive behavior.

Parent Code of Conduct

As a parent please conduct yourself in a manner that is consistent with YMCA policies while you are at our summer camp. Please refrain from inappropriate conduct; using harsh, demeaning, threatening or abusive language; speaking in a level that is not appropriate; physical violence towards staff, a child (your own or another), another parent, member or volunteer, materials or property. If inappropriate behavior is displayed on YMCA premises your summer camp services may be terminated. We also require that you come to summer camp dressed appropriately. ***The entire Lancaster Family YMCA's Member and Employee Code of Conduct can be found on the Member Information board located by the branch Welcome Desk.***

Grievances

If you have a comment or question about your child's care please bring this to our attention in a timely manner. You may speak to your child's Camp Coordinator or Melissa Adams, Family Services Director for City Center Branch. For the Lampeter-Strasburg Y you may speak to Chelsea Edwards.

Child Records

Copies of relevant information will be transferred or shared upon your written request only to those people whom you specify in writing.

Prevention of Child Abuse

Child Abuse is a serious concern for the YMCA and will not be tolerated in any form from staff, parents/guardians, family, friends, or another child. **Allegations will be taken seriously and will be reported to the proper authorities.** Reports of suspected abuse are confidential and the YMCA will not confirm nor deny that a report was made. YMCA and Summer Camp Staff are mandated child abuse/neglect reporters as required by Federal and State law. Please be aware that the YMCA, its staff, members, and volunteers have the best interest of the child at heart.

All YMCA staff are expected to read, sign and follow a written Code of Conduct. Staff are not permitted to visit a child outside of the YMCA, take their photograph without your written consent, make contact with children via the internet or transport children in personal vehicles. Staff may not baby sit children in YMCA Summer Camp. You may request a copy of the Staff Code of Conduct for your reference.

POLICY

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

Y staff members need to be sensitive to each person's need for personal space. The Y encourages age appropriate touch that helps children develop feelings of trust, security and self-esteem; however, at the same time it prohibits inappropriate touch that exploits a child or touch initiated by an adult for the adult's gratification or other means of sexually exploiting children.

In the event that there is an accusation of child abuse, the Y, as a mandatory reporter under Federal guidelines, will take prompt and immediate action. If the alleged abuser is a Y staff member or volunteer, he or she will be immediately suspended from the Y until further investigation.

TYPES of Abuse:

Physical Abuse – Injury or pattern of injuries that are not accidental (bruises, burns, bites, welts, etc.).

Neglect – Adults responsible for the well-being of a child fail to provide for the child. May be intentional or due to ignorance of proper child care.

Emotional Abuse – An act (or persistent acts) that endangers mental health or emotional development, such as lack of supervision, withholding food, clothing, medical care, failing to keep children clean. This includes verbal abuse (insults, criticism, etc.).

Sexual Abuse Indirect – Observing a child undress, bathe, urinate; forcing a child to view sexual activity.

Sexual Abuse Direct – Fondling, molestation, rape, etc.

PROTECTING & PREVENTING allegations of abuse:

Staff members should never leave children unsupervised. Staff members must always use the “rule of threes” – 3 children together, 1 adult with 2 children, or 2 adults with 1 child (preferably 1 adult is same gender as child).

Child Abuse Prevention Awareness and Procedures

Staff members should never be alone with a child or where they cannot be observed by others while with a child.

Staff members may not be alone with children they meet in Y programs outside the Y. This includes babysitting, sleepovers, riding in cars, and inviting children to their homes unless one of the following conditions exists:

1. Staff member has a relationship with the child’s family or guardians that predates employment at the Y
2. Staff member has a relationship with the child’s family or guardians that predates the child’s enrollment in a Y program
3. Staff member is related to the child or the child’s family or guardian
4. In all of these cases, the Y must hold a release signed by the child’s parent or guardian.
5. Staff members must always be alert and watching for red flag behaviors potentially exhibited by members and guests of the Y.

RECOGNIZING red flag behaviors:

Red flag behaviors are warning signs that could indicate potential abuse. Recognizing them can stop abuse before it happens. Here are 5 of the most commonly ignored red flag behaviors:

Favoring a child – giving gifts, following, lurking, and/or taking special interest in a child.

Lap sitting – comforting a child and getting them used to slightly inappropriate touching.

Tickling – allows the abuser to quickly touch areas that would otherwise seem inappropriate

Cell phone contact with kids – abusers may try to contact a child when the abuser feels there is no one to intervene or protect the child’s innocence. No outside contact rule is important in all children programming.

Strange behavior – behaviors that seem weird, strange or uncomfortable need to be addressed immediately. If your gut tells you something is wrong, change/address the situation.

RECOGNIZING child abuse:

Indirect – You may hear indirect hints as a child talks to you or others.

Example: “My babysitter wears funny underwear.”

Disguised – A child might sound as though he/she is talking about someone else (instead of him/herself).

Example: “This is what my friend and his mom do..., is it ok?”

With Strings – A child may ask for a vow of secrecy from you.

Example: “I’ll tell you a secret if you promise not to tell anyone.”

Direct – A child may tell you directly and specifically that he/she is being abused.

Visual – You may see bruises or effects of other abuse on a child in behaviors. You may also see “red flags” in member behaviors that should be reported.

CONFIDENTIALITY:

All Y staff must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the director and the child protective services agency.

The Y’s responsibility is to keep the names and contact information of those involved confidential.

People may learn the information some other way, such as through other children, but Y staff should not provide it. The Y must protect itself from disclosing information on a minor and in highly confidential situations.

REPORTING child abuse – when and how:

Y Staff members who suspect child abuse involving a program participant are required by state law to immediately report the suspected abuse.

At the first sign of abuse or neglect staff members are required to report the incident to their department director. If their department director is not available, it cannot in any way deter the reporting of the abuse. The staff member must immediately notify the department director’s supervisor. The staff member must also complete a Report of Suspected Child Abuse Form.

The decision to report may pose personal and family conflicts. Regardless of the situation, failing to report allows the problem to continue. By reporting suspected child abuse, we not only protect the child but also may make the difference between a lifetime of guilt and one of healthy family relationships.

Staff members who report child abuse should expect to be involved in the follow-up process including a phone call to child protective services when appropriate.

YMCA Members who suspect child abuse at the Y or at a Y program that occurs outside of the YMCA facility, should immediately approach the Welcome Desk Associate, inform him/her that they have suspicions of abuse and ask the Welcome Desk Associate to contact the

1. Branch Executive Director and/or Branch Associate Executive Director.
2. If he/she is not available the Welcome Desk Associate should then contact the Membership Director.
3. If the Membership Director is not available the Welcome Desk Associate should contact the Human Resources Director.

Upon contact, the Y Director will speak privately with the member and collect needed information. The Y Director will then follow the LFY Child Abuse Reporting Procedure, which includes a direct follow-up call to the member within 10 business days of the report.

If the member does not receive a follow-up call, he/she has the right, and is encouraged, to contact Human Resources to report the lack of communication.

Parent Participation

Parents are a vital element to the success of all programs. With your input and involvement we can care for your child in the best possible way. Parents are encouraged to spend some time at the camp. We will have an opportunity for parents to come in and see what their child is doing at camp.

Babysitting by Employees

The YMCA does not permit employees to babysit children who attend YMCA programs.

Referral to Outside Agencies

From time to time, because of behavioral or developmental concerns, a Camp Coordinator may ask a parent to seek evaluation or assistance from another agency. If the parent refuses or does not follow through, we may have to remove the child from the program.

Sunscreen Policy

Parents should apply sunscreen to children prior to attending Summer Camp. Each child is required to bring in their own sunscreen. YMCA will not apply sunscreen to children and will not be responsible for maintaining sunscreen for each child.

Weather Policy

Children will be outdoors unless the temperature or the heat index reaches 90 degrees or the weather is inclement.

Field Trips

Parents will receive information on Field Trips via the weekly newsletter. Campers are required to wear their camp shirt on these days.

Swimming

Prior to swimming campers will be tested and assigned either a red band or green band. Green bands may go to the deep end of the pool. All children have the chance to be retested.

Nondiscrimination in Services

The provisions of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or gender. Program services shall be made available to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations.

Structural modifications shall be considered only as a last resort among available methods. Any client who believes they have been discriminated against may file a complaint of discrimination with the following:

Lancaster Family YMCA
265 Harrisburg Avenue
Lancaster, PA 17603

Department of Public Welfare Commission
Bureau of Equal Opportunity
Room 521, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

US Dept of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledge Building
Philadelphia, PA 19106-9111

PA Human Relations
Harrisburg Regional Office
Riverfront Office Center
1101 S Front Street, 5th Fl
Harrisburg, PA 17104

Bureau of Equal Opportunity
Central Region Office
Cameron & Maclay Street
Building 56, Patton House
PO Box 61260
Harrisburg, PA 17106

**Lancaster Family YMCA Summer Camp 2019
Payment Quick Facts & Important Information**

Summer Day Camp Fees:

Family Members	\$130 per week for 4 Days or More \$85 per week for 3 days or Less \$50 per child Registration Fee
Member	\$154 per week for 4 days or More \$109 per week for 3 days or Less \$60 per child per child Registration Fee
Non Members	\$171 per week for 4 Days or More \$126 per week for 3 Days or Less \$75 per child per child Registration Fee

Sibling Discount = \$5 off per week for each additional sibling **Full Time Enrollment Only**

Payment Policy Reminders:

- You may register at the Welcome Desk for all needed weeks at once and arrange for auto draft to be deducted from your checking account or credit card the Monday prior to each week of service.
- You may register for all weeks and pay for the summer in full at the time of initial registration.
- Please note: Once a payment is made or scheduled, no refunds or credits are given unless there is a prior two week written notice of cancellation to the Family Services Director 2 weeks before the start of camp(verbal to Camp Counselors, Welcome Desk Associates or voicemail will not meet this requirement.)
- For returned EFT payments or credit cards, a fee of \$30.00 will be applied to your account.

Schedule of Payments for 2019 Summer Camp

First week payment is due at time of registration or one week
prior to start of camp.

May 27 for week of June 3	July 8 for week of July 15
June 3 for week of June 10	July 15 for week of July 22
June 10 for week of June 17	July 22 for week of July 29
June 17 for week of June 24	July 29 for week of Aug 5
June 24 for week of July 1	Aug 5 for week of Aug 12
July 1 for week of July 8	Aug 12 for week of Aug 19