



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A photograph of three children playing flag football on a grassy field. A boy in a grey shirt is on the ground, laughing. A girl in a pink polka-dot shirt is in the center, pulling on a flag. A girl in a purple shirt is on the right, also pulling on a flag. The background is a blurred green field with trees.

2016 SUMMER DAY CAMP
YMCA OF THE PALOUSE

PARENT HANDBOOK

YMCA OF THE PALOUSE SUMMER DAY CAMP PARENT HANDBOOK

Welcome to the YMCA of the Palouse Summer Day Camp!

We are pleased to offer our annual Summer Day Camp for the Palouse Community! The Y camp bridges the gap between the Pullman School District academic years and is geared for children ages 5 to 12. This camp focuses on the Y's four core values of caring, honesty, respect, and responsibility, while promoting service learning, continued academic development, and literacy advancement throughout the summer. Our educated and experienced staff plan themed weeks, complete with recreational activities, specialized clubs, daily field trips, and Friday parties. Make this the best summer ever with the YMCA of the Palouse Summer Day Camp!

Sincerely,

Zac Brown, Director of Programs

Email: directorofprograms@palouseymca.org

Phone: (509) 332-3524

CAMP LOCATION

Sunnyside Elementary School
Multi-Purpose Room
425 SW Shirley
Pullman, WA 99163

CAMP PHONES

Explorers Group:	509-432-5388
Adventurers Group:	509-432-5952
Discoverers Group:	509-432-5935

ADMINISTRATIVE OFFICE

YMCA of the Palouse
105 NE Spring St.
Pullman, WA 99163

REGISTRATION INFORMATION

Dates: Monday – Friday, June 14th – August 26th

Hours of operation: 8:00 am – 5:00 pm

Extended hours: 7:00 – 8:00 am

5:00 – 6:00 pm

Location: Sunnyside Elementary

Ages served: 5 to 12 years of age.

REGISTRATION & PAYMENT DUE DATES

Registration and first time payments are due **one week** in advance of the first day of attendance.

REGISTRATION OPTION	FEE	DUE DATE
WHOLE SUMMER		
June 15- August 21	\$1600	June 10
MONTHLY		
June 14- July 1	\$415	June 10
July 4-29	\$595	July 1
August 1-26	\$595	July 29
WEEKLY		
Part Time	\$100	1 week prior
Full Time	\$175	1 week prior

EXTENDED HOURS \$15/week
7:00 – 8:00am and/or 5:00 – 6:00pm

Fees for each session must be paid in full before the participant can attend the session. If we do not receive a payment prior to attendance, the child will be turned away. Fees paid past the due date will be charged a \$10 late fee.

Repeated late payments may be grounds for disenrollment. Account holders are encouraged to contact the Y to establish a payment plan to avoid disenrollment.

LATE PICK UP FEES

A fee of \$10 per child is due for every 5 minutes your child is picked up after 5:00 pm, or 6:00 pm for extended hours. No prorating.

LICENSING

Our School Age Care programs are licensed and monitored by the Washington State Department of Early Learning.

DSHS, DCFS, & STATE PAID ASSISTANCE

State assistance is accepted once state approval is received by the YMCA. The parent/guardian will need to contact their assigned caseworker or third party agency and submit all required forms and information. Please notify your caseworker in advance where your child will be attending.

Please see below for the provider numbers. If you would like your child to attend before we receive notification from the state, you can pay the full rate and will receive a refund or credit to your account upon approval.

Contact: (877) 501-2233

YMCA OF THE PALOUSE PROVIDER NUMBER

YMCA Program: YMCA Sunnyside

Provider Number: 788068

CANCELLATION OR PROGRAM CHANGE POLICY

All refunds are subject to a \$5 processing fee. Changes or cancellations are accepted in writing at the YMCA office one week prior to the start of the session of change or cancel. We cannot credit due to illness or other unforeseen circumstances after one week prior to attendance.

PAYMENT OPTIONS

- Mail to YMCA of the Palouse office at:
105 NE Spring St.
Pullman, WA 99163
- Drop off at YMCA office:
Monday – Friday 9:00 am – 5:00 pm
- Online payments at:
palouseymca.org. The Y accepts Visa, Mastercard, American Express and Discover.
- By phone:
(509) 332-3524. The Y accepts Visa, Mastercard, American Express and Discover.

FINANCIAL ASSISTANCE

Financial Assistance is available for Summer Day Camp. Please see palouseymca.org for more information and for the application.

NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$20 fee.

PAYMENT/PARENT RESPONSIBILITY

- Co-payments are due with initial registration and on the 1st of each month.
- A \$10 late payment fee will be included with payments received after the 10th of the month of attendance.
- Written notice must be received by our office on or before the 25th of the month prior in order to inactivate monthly billing.
- Third party agencies do not cover late fees or fees accrued due to inaccurate registration on the part of the parent.
- Failure to pay your bills may result in loss of care and accounts may be sent to collections. See our fee agreement for further information.

TAX INFORMATION

Tax information with child's annual attendance statement can be mailed out upon request. Please include your name, child's name, mailing address and phone number. For printed tax information, please contact us at 509.332.3524
Email: directorofprograms@palouseymca.org
Tax ID number 91-0573117

SIGNING IN AND OUT

- All children must be signed in and out with a full legal signature.
- Campers will only be released to authorized persons listed on child information sheet.
- Please have ID available for signing out.
- Special pick-up arrangements must be made with at least 24 hours notice with written documentation to the Director of Programs.

TAX INFORMATION

Tax information and annual attendance statements are available upon request.
Tax ID number 91-0573117

DAILY SCHEDULE AND ACTIVITIES

Daily activities may include:

- Field trips
- Wellness & fitness
- Conflict resolution
- Character development
- Service learning
- Social competence
- Arts & humanities
- Science, math, technology, & engineering
- Academic/quiet time
- Nutritious snack
- Celebration of a variety of cultures
- Other activities as deemed appropriate

Typical Daily Schedule:

7:00 am – 8:00 am	Free choice, art, games
8:00 am – 8:30 am	Snack
8:30 am – 9:00 am	Welcome, camp songs
9:00 am – 10:00 am	Service learning/Field trip
10:00 am – 11:00 am	Camp clubs, arts & crafts
11:00 am – 12:00 pm	Academic activities
12:00 pm – 1:00 pm	Lunch, social time, game
1:00 pm – 3:00 pm	Stations/Field trip
3:00 pm – 3:30 pm	Snack
3:30 pm – 4:00 pm	Outdoor game
4:00 pm – 5:00 pm	Group Game
5:00 pm – 6:00 pm	Games, free choice, arts

*Schedule subject to change

STAFF

Y camp counselors are trained to provide a safe, nurturing environment geared toward the well-being of our children.

Camp counselors model the Y's 4 core values:

- Caring
- Honesty
- Respect
- Responsibility

All staff are required to have:

- TB test
- CPR, First Aid, and AED
- Blood borne pathogens training
- Cleared background checks
- Food handler's card

SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child can learn, engage and develop in a caring and educational setting. The Y is not equipped to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

If a child requires accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, language, and/or motor development growth.

Documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

Documentation can be provided by any of the following:

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree or higher with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

If your child has special needs, a written behavioral plan and meeting with the Director of Programs is required prior to participation in any Y program. This written plan will be implemented by the YMCA site staff. The Y reserves the right to reassess our ability to meet your child's needs at any point.

MEDICATION MANAGEMENT

A parental permission form must be filled out before staff can administer medication. A separate form is required for each medication. Medication must be unexpired and in its original container with a prescription label.

HEALTHCARE POLICY

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or with NHS/lice. In a medical emergency, every effort will be made to contact the child's parents or, in the event the parent cannot be reached, the emergency contact. If unable to reach a designated contact, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents are reached. The YMCA's full Healthcare Policy is available for viewing on-site and online.

SNACKS & MEALS

- Nutritious snacks are served twice a day
- Snack will include a fruit or vegetable and other grain, protein, or dairy product
- Children may bring nutritious snacks and meals from home
- Menus are posted at Sunnyside Elementary
- The YMCA provides a free lunch for qualifying campers
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises

BEHAVIOR MANAGEMENT

Discipline is based on an understanding of the child's developmental needs. The Y's goal is to help children develop caring, honesty, respect, and responsibility. Our behavior guidance techniques are based on the use of positive reinforcement, redirection, reasonable expectations, and logical consequences. If necessary, campers are removed from the group for a "cooling off" period and remain under supervision. Reoccurring issues will be discussed with the parent and individual behavior plans may be developed. Corporal punishment is strictly prohibited.

NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, gender, sexual orientation, or religious beliefs.

LOCK DOWN

If the school is in a state of lock down, the YMCA will follow school policies and procedures. Please watch your local news for more information.

CHILD ABUSE REPORTING

The YMCA complies with Washington State laws that require child care providers to report suspected child abuse, neglect, or exploitation to Child Protective Services. All staff are trained in Child Abuse Prevention and child abuse reporting procedures.

YEAR ROUND PROGRAMMING

At the Y, we strive to meet your family's scheduling needs by providing a fun and safe environment for your children. The Y's Elementary After School programs, located at Franklin, Jefferson, and Sunnyside, will begin on **August 31st** from **3:00 – 5:30 pm**. We will hold two full days of afterschool programming on **August 29th** and **30th** from **8:00 am – 5:00 pm** at Sunnyside Elementary School. These two days are the start of our Elementary After School Program and are not included in Summer Day Camp.

PARENTS

As a parent, you are an important part of your child's YMCA experience. Some ways you can support your child at the Y:

- Observe or participate in games and activities
- Commit to supportive, positive communication
- Stay current with any information, including contact information

TRANSITION PROCEDURES

When transitioning between locations, children will be accompanied by at least one staff member and will maintain a 1:15 staff-to-child ratio.

WHAT TO BRING FOR FULL DAY CAMP

- Lunch (please keep in mind there will be no access to a refrigerator)
- Water bottle (please label)
- Spray-on sunscreen (please label)
- Swim bag packed with their swimsuit (please label)
- Towel for poolside use

WHAT NOT TO BRING

We ask that your children refrain from bringing any of the following:

- Cell phones or other electronics
- Money or valuables
- Alcohol, drugs, tobacco, animals or weapons of any kind
- Skateboards, scooters, Heelys or bicycles
- Toys, balls, playing cards, etc.

The YMCA of the Palouse is not responsible for items brought to camp that become lost or broken.

WHAT TO WEAR TO CAMP

- Sunscreen
- Shorts
- Light-weight top
- Hat
- Comfortable, close-toed shoes

WHAT NOT TO WEAR TO CAMP

- Clothing which is revealing, offensive, or expensive
- Jewelry/Makeup
- Open-toed shoes or flip flops (unless at the Reaney Park Pool)

FIELD TRIPS

Field trips are planned by the staff and will notify parents in advance. Parents are welcome to attend field trips. Partial or full fees for the field trip may also be requested. If you have any questions about field trips, please contact Director of Programs, Zac Brown at (509) 332-3524.

Due to staffing needs, all children will be required to attend field trips, or parents will have to make other arrangements. Children will return to Sunnyside Elementary from field trips by 5:00 pm, or it may be requested that parents pick up at the field trip location.

SWIMMING

Summer Day Camp swims at the Reaney Park Pool twice a week. At the beginning of summer, all campers will take a swim test to determine ability. If a camper does not meet the qualifications of the test or chooses not to take the test, they can still enjoy swimming while wearing a life jacket, or participate in other activities. The pool is always monitored by a life guard and our counselors provide additional safety support at all times.

SUNSCREEN

We strongly encourage you to pack your camper with spray-on sunscreen. In addition, we ask that you provide a sunscreen with at least an SPF of 30 that is labeled "All Day" and "Waterproof". Campers should arrive to camp with sunscreen on, and they will be reminded throughout the day to reapply.

Due to licensing requirement, campers will be responsible for applying their own sunscreen during the day, with reminders from their counselors. For this reason, we recommend spray-on sunscreen. If sun exposure is ever a problem, please notify the Director immediately so that extra precautions and applications can be made.

THE YMCA OF THE PALOUSE DOES NOT PROVIDE SUNSCREEN.

LIBRARY POLICY

Visits to Neill Public Library will occur weekly. In order for your child to check out books they must use their own library card/account. Please provide library card information on the Summer Day Camp registration form. The YMCA is not liable for any lost, stolen, or damaged materials. The YMCA is not able check out library materials on your child's behalf.

THE YMCA OF THE PALOUSE MISSION

Through values-based programs and services, the YMCA of the Palouse develops civically-engaged staff, student leaders, and volunteers through involvement with those we serve, to build strong communities that foster youth development, healthy living, and social responsibility.

This handbook is subject to change; please check our website at www.palouseymca.org for the most up-to-date version.