



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SPRING INTO ACTION



**2017 SPRING BREAK DAY CAMP  
YMCA OF THE PALOUSE**

# PARENT HANDBOOK



# YMCA OF THE PALOUSE SPRING BREAK DAY CAMP PARENT HANDBOOK

## Welcome to the YMCA of the Palouse Spring Break Day Camp!

We are pleased to offer our annual Spring Break Day Camp for the Palouse Community! The Y camp operates during the Pullman School District spring break 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. Our educated and experienced staff plan recreational activities, educational activities, daily field trips, and a Friday party. 'Spring Into Action' with the YMCA of the Palouse!

The Y: We're for Youth Development, Healthy Living, and Social Responsibility.

### 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

### DIRECTOR OF PROGRAMS

Zac Brown  
directorofprograms@palouseymca.org  
509.332.3524

## REGISTRATION INFORMATION

Dates: Monday – Friday, April 3<sup>rd</sup> – 7<sup>th</sup>  
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 payments are due **April 1, 2016**.

REGISTRATION OPTION	FEE	DUE DATE
Full time	\$200	April 1
Part time	\$150	April 1
Drop in	\$ 60/day	April 1
Extended hours (7:00 – 8:00am or 5:00 – 6:00pm)	\$15/week	

**Fees 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.

## LICENSING

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

## 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 or  
through our front door mail slot after hours
- 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

## 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 number. 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: 040901

## 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.

## NON-SUFFICIENT FUNDS

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

## 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.

## 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.

## FINANCIAL ASSISTANCE

To ensure that every child has the chance to attend Spring Break Day Camp, the Y offers Financial Assistance to families that qualify. You will need to fill out a Financial Assistance application and submit all supporting documentation, including a letter detailing your circumstances and why you are seeking assistance. Please see [palouseymca.org](http://palouseymca.org) for more information and for the application. Call 509.332.3524 or email [directorofprograms@palouseymca.org](mailto:directorofprograms@palouseymca.org) with any questions.

## PAYMENT/PARENT RESPONSIBILITY

- Payments are due with initial registration.
- A \$10 late payment fee will be included with payments received after the 3<sup>rd</sup> of April.
- 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 will result in loss of care and accounts will be sent to collections. See our fee agreement for further information.

## TAX INFORMATION

Tax information and annual attendance statements are available upon request. Email tax statement requests to Zac Brown at [directorofprograms@palouseymca.org](mailto: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.

## 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	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

Y staff are unable to administer daily medication. For emergency medication, a permission 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.

## 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 operates a Free Lunch Program for qualifying campers, please call 509.332.3524 or email Zac Brown at [directorofprograms@palouseymca.org](mailto:directorofprograms@palouseymca.org) for more information and to register your child for this program.
- **The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises**

## BEHAVIOR MANAGEMENT

Behavior management 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.

## 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 resume on **April 10<sup>th</sup>** from 3:00 - 5:30 pm. Separate registration is required to participate in this program.

## 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.

## 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

## WHAT TO BRING FOR FULL DAY CAMP

- Lunch (please keep in mind there will be no access to a refrigerator or microwave)
- Water bottle (please label)
- Spray-on sunscreen (please label)
- An extra set of clothes

## 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.

## 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.

## 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](http://www.palouseymca.org) for the most up-to-date version.