



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA OF THE PALOUSE
2017 SUMMER DAY CAMP



**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!**

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

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

ADMINISTRATIVE OFFICE

YMCA of the Palouse
105 NE Spring St.
Pullman, WA 99163
(509) 332-3524

CAMP EMAILS

General: ycamps@palouseymca.org
Explorers: explorers@palouseymca.org
Adventurers: adventurers@palouseymca.org
Discoverers: discoverers@palouseymca.org

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REGISTRATION INFORMATION

Dates: Monday - Friday, June 19th - August 25th

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 are due **one week** in advance of the first day of attendance. Payments are due the Wednesday before the intended week of enrollment. See the payment policies for more information.

REGISTRATION OPTION	FEE	DUE DATE
FULL SUMMER		
June 19- August 21	\$1530	June 14
MONTHLY		
June 19- 30	\$324	June 14
July 3-28*	\$648	June 28
July 31-August 25	\$648	July 29
WEEKLY		
Part Time	\$130	Wed. prior
Half Days	\$130	Wed. prior
Full Time	\$180	Wed. prior
EARLY REGISTRATION DISCOUNT (Due by May 19 th)		
Part Time	\$117	May 19
Half Days	\$117	May 19
Full Time	\$162	May 19
EXTENDED HOURS	\$20/week	
7:00 - 8:00am or 5:00 - 6:00pm		

*Closed Tuesday, July 4th for National Holiday

Part Time Enrollment: 1-3 days/week

Half Day Enrollment: 5 days/week,

8:00 am - 12:30 pm OR 12:30 - 5:00 pm

Full Time Enrollment: 4-5 days/week

ANNUAL FAMILY MEMBERSHIP FEE

Program participants are subject to an Annual Family Membership fee that covers all household members across all Y programming. Beginning April 3, 2017, Annual Family Membership fees are \$50.

PART-TIME AND HALF-DAY ENROLLMENT

Participants enrolled in part-time and half-day care who exceed the allotted amount of care per week will be charged the full-time rate.

DISCOUNTS

The Y offers full-summer discounts of 15%. Monthly discounts are offered at 10%. Early weekly registration discounts are offered at 10% for registrations and payments that are completed at least one month prior to the start of Summer Day Camp.

CHANGES AND CANCELLATIONS

The Y must be notified of all attendance changes and cancellations by the Wednesday before the intended week of attendance. Campers who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.

WITHDRAWALS AND REFUNDS

If you wish to withdraw your child(ren) from pre-registered Y programming, written notice must be submitted to the Y at least 2 weeks prior to the last day of attendance. The Y provides roll-over credit for future YMCA of the Palouse programming upon written request. Refunds may be issued upon written request, and are subject to a \$25 service charge. Refunds are processed within 30 days from receipt of written cancellation. Campers who arrive late, depart early, or miss days are not granted pro-rated fees or refunds. Refunds will not be issued to campers who have been suspended or disenrolled from camp due to behavior problems.

PAYMENTS

Payment for upcoming period of attendance is due the Wednesday before the intended week of attendance. Invoices are sent out upon request.

LATE PAYMENTS

Payment is due the Wednesday before the intended week of attendance. Failure to pay will result in disenrollment until accounts have been paid.

LATE PICK-UP/EARLY DROP-OFF FEES

Participants arriving before 8:00 AM or picked up after 5:00 PM will be charged the extended hour weekly fee. Extended hours are offered from 7:00 – 8:00 AM and 5:00 – 6:00 PM, for an additional \$20 weekly fee for either mornings or evenings, or a \$40 weekly fee for both. If your child is picked up after the extended hour closing time of 6:00 PM, a fee of \$10 per child is due for every 5 minutes, without prorating.

NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$30 fee.

PAYMENT METHODS

For the safety of children and staff, payment will not be accepted at program sites. The following methods are available:

- Mail or drop off payment to the Y office:
 - Address: 105 NE Spring Street, Pullman, WA 99163
 - Our office hours are Monday-Friday, 9:00 AM - 5:00 PM. If our office is closed, please put your payment through the door slot.
- Pay by credit card at the Y office or over the phone. We accept Visa, MasterCard, Amex, and Discover.
- Pay online at www.palouseymca.org.
 - Click on the appropriate program, and at the top of each program page, click on the "Make a Payment" button.
 - Please note that your payment confirmation email will mark your payment as a donation.

RECEIPT REQUESTS AND TAX CREDITS

A print out of year-to-date payments may be available to you upon request. Please allow 10 business days to process requests.

FINANCIAL ASSISTANCE AND STATE FUNDING

The Y is able to offer our programs at affordable rates for all thanks to the generous donations from friends, families, and fundraising efforts. This ensures that no one is turned away due to an inability to pay, as long as funds and space are available. The Y provides Financial Assistance on a case-by-case basis and also accepts DSHS subsidies. Information on YMCA of the Palouse Financial Assistance can be found at www.palouseymca.org/programs/financial-assistance.html. For additional information on DSHS assistance, call the local office at (800) 557-9671 or visit www.washingtonconnection.org. The Y's DSHS provider number is: 040901.

LICENSING

Our School Age Care programs are licensed and monitored by the Washington State Department of Early Learning. Additional licensing and compliance information is available to parents.

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, ability/disability, or religious beliefs.

RECORDS AND CONFIDENTIALITY

A copy of your child's records will be kept at the Y office and at the program site. New registration and release forms are required for every Y program in order to ensure that all records are up-to-date. Immunization forms are carried over between programs. Should your child receive additional immunizations after your original Certificate of Immunization is submitted, please contact the Y so that records can be updated. Y staff will periodically go through records to ensure accuracy.

All child records are kept confidential and available only to Y staff. Parents and guardians are allowed access to their child's records upon request.

DAILY SCHEDULE AND ACTIVITIES

Daily activities may include:

- Field trips
- Wellness & fitness
- Character development
- Service learning
- 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 (subject to change):

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

You are welcome to drop-off and pick-up your child at any point during the day. Please call the applicable camp phone number to arrange scheduling.

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 of caring, honesty, respect, and 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

Limited staff professional development and training records may be available to parents upon request.

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.

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.

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, or 911. The YMCA's full Healthcare Policy is available for viewing on-site and online.

TOBACCO AND DRUG POLICY

Drugs, alcohol, and tobacco are not permitted at any YMCA of the Palouse program site. Y staff will not release program participants to any individuals that appear to be under the influence of drugs or alcohol.

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.

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.

PARENTS

Our programs require open communication between Y staff and parents. We invite you to become familiar with the staff and encourage you to communication with staff as often as possible. Monthly newsletters are available at site, or can be emailed to you. Email info@palouseymca.org to be added to the newsletter mailing list. Y staff will communicate with you regularly about how your child is doing in our program. Any problems your child may be having at home may affect his or her behavior at the Y. Please keep the program staff informed so that we can be sensitive to your child's needs.

HEPA STANDARDS

Y programs align with Healthy Eating and Physical Activity (HEPA) standards. This is a commitment to educate kids about healthy lifestyles. Campers engage in physical activity for a minimum of 60 minutes, are served healthy food choices, including fruits and vegetables, and have limited screen time.

Media may sometimes be used during Y programming, either to assist in lessons, or to occasionally screen age-appropriate movies.

SNACKS & MEALS

- Nutritious snacks are served twice a day
- Snack will include a fruit or vegetable and a grain, protein, or dairy product
- Children may bring nutritious snacks and meals from home. Sodas, caffeinated drinks, nut products, and candy are not permitted.
- Menus are posted at Sunnyside Elementary
- The YMCA provides a free lunch for qualifying campers, please visit our website or call 509.332.3524 for more information.
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises

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, electronics, and smart watches
- 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)

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.

FIELD TRIPS

Field trips are planned by the staff and parents will be notified in advance, and are provided with no additional cost to parents other than the registration fee. Due to staffing needs, all children will be required to attend field trips, or parents will have to make other arrangements. A staff to child ratio of 1:15 is maintained and a ratio of 1:10 is maintained for swimming. All medical records, emergency contact information, individual medication for children who require it, and a medication log are brought on field trips. Staff will also have a complete first-aid kit.

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.

TRANSPORTATION

Transportation to and from field trips may be conducted on-foot, via Y vehicles, and/or public transportation. The Y maintains our vehicle in safe operating condition, including a current insurance policy that covers the driver, the vehicle, and all occupants. The children will never be left unattended in the vehicle, as staff maintain the required staff to child ratio during transport and take head counts each time campers get on and off the vehicles.

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.

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.

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 30th** from 3:00 - 5:30 pm. We will hold two full days of afterschool programming on **August 28th and 29th** 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.

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.