



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA OF THE PALOUSE
2018 DAY CAMP



**PARENT
HANDBOOK**

YMCA OF THE PALOUSE DAY CAMP PARENT HANDBOOK

Welcome to the YMCA of the Palouse!

We are pleased to offer our annual Day Camps for the Palouse Community! The Y camps bridge the gaps between and within the Pullman School District academic semesters and breaks and are geared for children ages 5 to 12. These camp focus 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.

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

Info: directorofprograms@palouseymca.org
Explorers: explorers@palouseymca.org
Adventurers: adventurers@palouseymca.org
Discoverers: discoverers@palouseymca.org

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1. REGISTRATION INFORMATION

Spring Break Day Camp Dates: April 2nd-6th
Summer Day Camp Dates: June 18th – August 24th
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

Registrations 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.

2018 SPRING BREAK DAY CAMP RATES

	FEE	DUE DATE
Full Time	\$225	March 28th
Part Time	\$175	March 28th
Drop In	\$75/day	24 hr prior

SUMMER DAY CAMP REGISTRATION RATES

	FEE	DUE DATE
FULL SUMMER	Full-Time	
June 18- August 24	\$1912	June 15
	Part-Time	
	\$1487	June 15

MONTHLY

June 18- 29	\$405	June 15
July 2-27*	\$810	June 27
July 30-August 24	\$810	July 25

WEEKLY

Part Time	\$175	Wed. prior
Full Time	\$225	Wed. prior

EARLY REGISTRATION DISCOUNT (Due by May 18th)

Part Time	\$157	May 18
Full Time	\$202	May 18

EXTENDED HOURS

7:00 – 8:00am	\$25/week
5:00 – 6:00pm	\$25/week

*Closed July 4th for National Holiday

Part Time Enrollment: 1-3 days/week

Full Time Enrollment: 4-5 days/week

2. ANNUAL FAMILY MEMBERSHIP FEE

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

3. PART-TIME 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.

4. SUMMER CAMP 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.

5. 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.

6. WITHDRAWALS AND REFUNDS

If you wish to withdraw your child 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.

7. PAYMENTS

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

8. 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.

9. EXTENDED HOURS

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 \$25 weekly fee for either mornings or evenings, or a \$50 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.

10. NON-SUFFICIENT FUNDS

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

11. 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.

12. RECEIPT REQUESTS/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.

13. FINANCIAL ASSISTANCE

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 based on an income sliding scale. Information on YMCA of the Palouse Financial Assistance can be found at www.palouseymca.org/programs/financial-assistance.html.

14. NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on age, religion, sexual orientation, background, income or ability/disability to learn, grow and to thrive in our programs, our community, and in life.

15. IMPACT STATEMENT

Campers are empowered to become strong leaders and advocates for community needs. The Y four core values are put into practice through high-quality, inclusive programs that build a healthy spirit, mind and body for all. Impact is evident when an individual is inspired to make a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

16. 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 each 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 may be allowed access to their child's records upon request.

17. 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

Example Daily Schedule (will vary):

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.

18. Y CAMP 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

Y Camp staff pride themselves on being professional role models who make lasting positive impacts on program participants.

19. 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.

20. 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 1 business days notice with written documentation to the Director of Programs.

21. 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. Any medication not documented can not be at site at any time.

22. 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.

23. 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.

24. SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child has equal opportunity to learn, engage and develop in a caring and educational setting. Y Staff are 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.

In order to determine accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, linguistic, and/or developmental.

Documentation must be in the form of one or more 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
- Release of information from the school district
- 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

In order for a child with special needs to be admitted into Y programs, a written behavioral plan and meeting with the Director of Programs is required prior to participation. If it is determined a child's needs can be appropriately accommodated by the Y this written behavioral plan will be implemented by the YMCA site staff. The Y reserves the right to reassess our ability to meet a child's needs at any point.

The YMCA of the Palouse coordinates the Whitman County Special Olympics and Special Olympics Young Athletes programs. For more information on these programs please contact specialolympics@palouseymca.org.

25. BEHAVIOR MANAGEMENT

The YMCA strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development.

If problems arise, the child will be encouraged to use his/her words to try to resolve the situation peacefully or redirected to a new activity.

Should the problem continue, the child will be removed from the situation until he/she is able to rejoin the group. Parents may be contacted and encouraged to discuss the problem with their child.

Continued disruptive behavior and/or serious one time offenses may result in one or more of the following:

- written documentation of the inappropriate behavior
- parent and site staff conference
- parent, site staff, and Child Care Directors conference (with recommendation for an immediate behavior contract or short-term suspension from the program)
- complete removal of the child from the program

We encourage you to share information with us that may affect your child's behavior in our programs. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day.

25. BEHAVIOR MANAGEMENT

No Tolerance Policy

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or school property
- Being disrespectful
- Purposely leaving the area of supervision without permission
- Indecent exposure

Failure to follow this policy will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program.

Behaviors such as being disrespectful to other children or staff, dishonesty, or failing to carry out responsibilities are also inappropriate at the YMCA.

YMCA Staff will communicate with families for behaviors such as those mentioned that need attention as well as for positive behaviors.

We expect all our participants to uphold the YMCA values of respect, responsibility, caring, and honesty.

26. PARENTS

Our programs encourage open communication between Y staff and parents. We invite you to become familiar with the staff and encourage you to communicate with staff as often as possible. Monthly newsletters are available at site, or can be emailed to you. Email communityoutreach@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.

27. HEPA STANDARDS

Y programs align with Y-USA 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.

28. SNACKS & MEALS

- Nutritious snacks are served twice a day
- Snack will include a fruit or vegetable and a grain
- 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 meal program 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

29. 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

30. 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 or weapons of any kind
- Animals or pets 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, STOLEN OR BROKEN.

Items that have been housed in the YMCA of the Palouse lost & found will be donated to charity after 5 business days. Please ensure you are checking the lost and found frequently in an effort to ensure your child's property is not donated.

31. WHAT TO WEAR TO CAMP

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

32. WHAT NOT TO WEAR TO CAMP

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

33. 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.

Campers are responsible for applying their own sunscreen during the day, with reminders from their counselors. Counselors may assist with Spray on Sunscreen if necessary. For this reason, we recommend spray-on sunscreen be packed. 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.

34. 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.

35. 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.

36. SWIMMING

Day Camp participants do swim twice a week. At the beginning of camp, 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.

37. 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.**

38. 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 29th** from 3:00 - 5:30 pm. We will hold two full days of afterschool programming on **August 27th and 28th** 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.

39. OUR 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.

The YMCA's four core values permeate everything we do at the Y. They are:

- **Respect** does not come with discrimination. Instead, respect allows for compassion, understanding, acceptance and appreciation of differences in self and others.
- **Caring** requires a genuine commitment to listen to, understand, and advocate for self and others, leading to a healthy mind, body and spirit for all.
- **Responsibility** is being present to hold self and others accountable for recognizing and meeting individual or community needs, and passionately honoring commitments. Doing what is right.
- **Honesty** is having openness and acceptance of self and others while genuinely being open and truthful when giving and receiving input and feedback as well as demonstrating compassion.

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