



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **ENGAGE**

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Portage Township YMCA Summer Camp





**FOR YOUTH DEVELOPMENT**®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Parents and Guardians,

At the Y, we believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievements. Thank you for allowing us to provide a safe nurturing environment for your child to learn, grow and develop social skills during our summer camp program.

We strongly value your belief and trust in the Portage Township YMCA and our staff. We will do everything possible to provide a safe, secure and enriching environment so that your child has a positive place to grow. We value your feedback and would like for you to provide us with your thoughts at anytime throughout the year.

The Y has a financial assistance program to help parents in need, send their children to Summer Camp. Contributions from local businesses, individuals and our Y members help to fund this assistance, ensuring that all children have the opportunity to participate in these life enriching programs.

Thank you and we can't wait for another wonderful summer!

Amber Bardsley

SACC Coordinator

219-762-9622

[schoolage@ymcaofportage.org](mailto:schoolage@ymcaofportage.org)

## Child Care Staff Qualifications

The YMCA recognizes the effect a positive experience will have on the development of children and youth. Summer Camp staff is carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. All YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

## Non Discrimination Policy

The Portage Township YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for mentally and physically challenged children. However, the YMCA is not able to accommodate children who are a danger to themselves, a danger to others, or a disruption to normal activity making it unreasonably difficult for other children to enjoy programs. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

## Child Abuse Prevention

The YMCA is committed to the prevention of child abuse. All Y staff is required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and ask your child specific questions about program activities and staff relationships. As part of the association's prevention program, YMCA staff is prohibited from babysitting or transporting children at any time outside of the Summer Camp program. The YMCA staff does not accept gifts or tips. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

## PROGRAM INFORMATION & HOURS OF OPERATIONS

The YMCA Summer Camp is a safe and nurturing program for children 1st through 8th grade.

- **Kyle Elementary:** located at 2701 Hamstrom Road; **AM & PM drop off** is through the "A" doors at the west side.
- **Riverview Park:** located at 2701 Ripley St, Lake Station, IN 46405; Kyle Elementary is the drop off & pick up location for all Adventure Camp students.

Hours for No Bummer Summer and Adventure Camp: **9:00 AM – 3:00 PM**

Extended hours for before and after care: **6:30 AM – 9:00 AM\*** and **3:00 PM – 6:00 PM\***

**\*additional fees for extended care**

- **No Bummer Summer** is located at Kyle Elementary School, while we will use the indoor facilities, we will also be taking a short walk to Founder Square Park to utilize Hannah's Hope Playground and the splash pad alongside it. Safety is important to our staff, and children will be accounted for before, during and after this walk. Hannah's Hope Playground is located approximately a half mile away. There will be one busy road crossed at a street light.
- **Adventure Camp** will be located at Riverview Park in Lake Station. Campers will be transported there and back by bus. In the event a camper arrives late, parents have the option to drop off said camper at Riverview Park or leave the child to spend the day at No Bummer. There is no additional transportation and a refund for this transfer of service will not be given.

## IMMUNIZATIONS

Your child's immunizations record found online or at the Welcome Center, **must be completed and returned**. The YMCA must have a copy of these shots on the provided form, signed and dated by your health care provider before he or she can attend our summer camp. Records must not be older than 6 months from the start of camp. If you do not immunize your child, we will need a

letter of explanation along with your health care provider's signature and date on the provided immunization form.

### **Sign In/Sign Out Procedures**

Parents may drop their registered children off at Kyle Elementary in the morning as early as 6:30 am. Failure to sign the children in will result in termination of services. All children must be signed in and out upon arrival and departure by a parent or guardian 18 years of age or older.

### **Authorized Individuals for Pickup**

For their safety, children are released from camp only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo ID. Changes in authorization must be provided to the director one week prior to implementation. Should an intoxicated or impaired individual arrive at the camp site and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA.

### **Late Pick Up**

If a parent does not pick up a child by 6:00PM, the YMCA staff member will call the parent to ensure they are on their way. If an authorized individual does not arrive by 6:10PM to pick up the child and *there is no contact from the parent or caregiver*, two YMCA staff members will transport the child to the YMCA building in accordance with our Child Abuse Prevention policy. The child will wait at the front entrance with a staff member for an authorized individual to pick them up. The Portage Township YMCA reserves the right to charge \$1.00 per minute to any program participant that stays past 6:00PM. If no authorized individual arrives to pick up the child by 7:30 PM, the Portage Township YMCA will contact the proper authorities. As a law abiding organization, we are obligated to do so under the Federal and State Laws protecting children from abandonment and neglect.

### **FIELD TRIPS**

Field Trip registration is on a weekly basis. Campers may not register for more than one field trip in advance. This is to give all program participants a fair chance to go on each trip.

To attend the field trip, campers must be pre-registered for the trip and paid in full. Space is limited due to the amount of seats on the bus. We will board buses at 9 o'clock promptly, unless otherwise stated on the **field trip calendar**.

There will be no late arrivals allowed on field trip days. If a student misses the bus, the student will stay back at Kyle Elementary with two staff members or go home. This is left up to the parents' discretion.

**Payments:** Must be received by the Friday the week before Field Trip Thursday. (For instance, week 5 field trip payment is due the Friday of week 4).

**Waiting List:** Once payment is received, the child's name is added onto the bus reserve list. There are 50 spots on this list. After the list has reached capacity, we will begin a waiting list for that field trip. If spots come available for a field trip, the campers on the waiting list will be contacted.

**Field Trip Day:** Campers must wear their camp shirts on field trip days and bring a sack lunch.

**Refunds:** Due to limited seating, cancellations are prohibited after Tuesday the week of the Field Trip.

In the event campers wish to bring money for gift shops opportunities, the money must be put in an envelope with the amount, the purpose, and the campers' name (\$5.00, ice cream cone, Johnny Cage). This envelope is then given to a staff member. Any change will be returned.

## Absences

If your child is absent from the Summer Camp Program for a whole week that was paid for, it is the responsibility of the parent to contact the Camp site or Coordinator and leave a message. There will be no pro-rated fees due to general absences. Refund requests will only be considered for extended absences, which are accompanied with a doctor's note **or** for a missed day on Summer Camp daily rate service only.

## Program Outcomes

The Y's Summer Camp Program is firmly based in its Christian mission and purpose. The specific outcomes of the camp program include but are not limited to demonstration of:

- An appreciation for arts, humanities and reading for pleasure
- Caring, honesty, respect, faith and responsibility
- Physical fitness and knowledge about healthy lifestyles
- A commitment to learning; using problem-solving skills in fun new activities
- Civic leadership and service
- Age appropriate social skills and compliance with requests
- Maintaining adequate self-esteem
- Avoiding engagement of anti-social behavior

## Marketing

On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.

## PROGRAM FEES & PAYMENT INFORMATION

As a nonprofit organization, the YMCA sets program fees to cover the actual cost of services provided. Program registration fee is \$30.00 per child per program.

All fees are **due and payable weekly on the Friday before service is rendered**. There may be a \$20.00 fee assessed if paid after that Friday. For security reasons, no payments will be accepted at the Camp site and are to be made in person or called in to the Portage Township YMCA facility. You may also choose to put a card or checking account on file so that you can have the YMCA draft your weekly payment on request or have an auto-draft initiated; you will need to fill out a Draft Authorization form.

If a participant's check is returned to the YMCA for insufficient funds, that participant will be responsible to pay, in cash at the YMCA, the full amount of the check and a \$25 NSF fee to the YMCA before the child may re-enter camp. If two checks from the same recipient are returned for insufficient funds, that participant will be required to pay in money order form only for the remainder of the summer.

**Because Summer Camp is only 10 weeks long, our payment policies listed above are firm.**

## Removal from Program because of Non-payment

No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued.

## Financial Assistance

The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 4 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA.

## Child Illness

If your child is sick they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify Camp Coordinators within 24 hours so that the parents of other children may be notified. Children who have had a communicable

disease may not return to the program unless they have a **doctor's note stating that they are no longer contagious.**

### **Electronics**

All electronic devices, kindles, ipods, ipads, DSs, MP3 players etc. will not be allowed at Summer Camp! Cell phones must be on silent and in backpacks. The YMCA is not responsible for these items.

### **Outdoor Play**

Daily opportunities for children to use large muscle skills, learn about outdoor environments, and express themselves freely and loudly, except when the severity of the weather poses a safety hazard, temperature is above ninety-five (95) degrees Fahrenheit, or there is a health related reason documented by a parent or physician for a child to remain indoors.

### **Breakfast & Afternoon Snack**

A cold breakfast will be served daily from 7am – 8am. Snack varies day to day and will be posted at the site. Snack will be served family style and will consist of ½ cup of fruit, vegetable or whole grain. Water will be accessible for snack time. No sweetened drinks or fried foods will be allowed in the Summer Camp program including from home. We are here to promote healthy eating habits for your child.

## **BEHAVIOR**

**Camp is only 10 weeks long. Because of this shortened time frame, we want our campers and staff to have the best possible experience. In order to reach this goal, we will be very firm in behavior policies and ask that parents and children understand these policies before joining us at camp this summer.**

### **Child's Behavior Expectations**

To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Summer Camp activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. Summer Camp staff will redirect a child's behavior and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend camp are expected to follow the behavior guidelines and to interact appropriately in a group.

- I will keep my hands and feet to myself.
- I will not fight or play fight with my friends.
- I will not use vulgar language including swearing, name calling or shouting
- I will be responsible to clean up my space.
- I will be responsible for the toys I played with.
- I will be respectful and listen to Y-Care staff while they give me directions.
- I will line up in the correct bus line.
- I will be quiet during a time out.
- I will use my walking feet while inside the cafeteria.
- I will report inappropriate behavior to our Y-Care Summer staff.
- I will not throw wood chips while on at the playground.
- I will use the playground equipment appropriately.
- I will not leave the room without asking staff first.
- I will not carrying or concealing any weapons or devices that may be used as weapons
- I will not demonstrate any sexual activity or sexual contact with another person
- Behavior which intends to, or results in, the theft or destruction of property

I know if I break these rules I will need to sit in a time out for \_\_\_\_\_ minutes and one discipline form will be written informing my parents of my bad choice.

## **Removal from the program for inappropriate behavior**

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

- Endangering the health and safety of children and/or staff, members, or volunteers
- Stealing or damaging YMCA, school, or personal property
- Leaving Y-Care without permission
- Continuing to disrupt the program
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

## **Staff's Behavior Expectations**

When a child chooses not to follow the behavior guidelines of the Summer Camp, the following steps will be taken:

- Staff will give a verbal warning and/or redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules and a "time out" will be given.
- If the behavior persists, a parent will be notified of the problem.
- The staff will document the situation. The written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
- If the behavior continues, staff will schedule a conference that includes the parents, child, staff, and SACC Coordinator. The Coordinator will have all documentation and notes from the previous actions for review.
- If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately.
- If the behavior persists and the child continues to disrupt camp, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

**First Offense**-dismissal from current day and the following school day

**Second Offense**- dismissal from the current day and the following three days

**Third Offense**- dismissal from the current day and the following 5 days

**Fourth Offense**- expulsion from the Summer Camp Program

Immediate expulsion will occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, knife or explosives.

## **Parent Statement of Understanding**

The following information is important for the safety and protection of your child. Please read the information and sign below.

I understand that:

1. Children may not be dropped off at the Y-Care before 6:30 am.
2. Children are released from Y-Care to authorized individuals only. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. Changes in authorization must be provided to the coordinator one week prior to implementation.
3. To ensure your child's safety please take an active interest in his or her YMCA experience. Ask your child specific questions about program activities and staff relationships.
4. YMCA staff is prohibited from babysitting or transporting children at any time outside of the Summer Camp program.
5. For the safety of children and staff, the police will be contacted immediately if a person arriving to pick up a child appears to be under the influence of drugs or alcohol or in possession of a weapon.
6. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

***My digital signature during registration acknowledges I have read and received the Portage Township YMCA Summer Camp handbook which includes our behavior policy and severe weather policy.***





## WHAT TO BRING

Campers are **REQUIRED** to bring the following on a DAILY basis:

- Backpack
- Water bottle (refillable is recommended and ecofriendly!)
- Sunscreen (Spray, we cannot apply sunscreen on your child)
- Bug spray
- Gym shoes (no flip flops or open toe shoes)
- Change of clothes
- Swim suits (exempt on all but one Thursday)
- Sack lunch

### **Special Occasion**

We will be conducting a few activities during this summer that will require campers to have the following in order to have maximum fun:

- Nerf gun (camper must be able to carry around)
- Water gun (squirt guns)

## CAMP SUPPLIES

The YMCA is a non-profit organization, this means we rely on donations for our programs, including Summer Day Camp.

In order to explore our artsy and adventurous side, we will need some supplies. Many of these items are available at the dollar store, and probably lying around the house!

Please bring these items on the First Day of Camp. All items will be used towards Summer Camp fun.

Grades K -2 (5yr-8yr)	Grades 3-4 (8yr-10yr)	Grades 5-6 (10yr-12yr)	Grades 7+ (12+)
Color Hair Spray	Used nerf or water guns	Plain White T-Shirts	Glue Sticks
Construction Paper	Plain White T-Shirts	Colored Pipe Cleaners	Bag of balloons
Rhinestones or Glitter	Tye Dye	Shaving cream	Paint (Acrylic)
Large Glue Sticks (2)	Paint (water soluble)	Bag of water balloons	Colored Pencils
Pool Noodles	Sandwich Ziploc Bags	Corn starch	Construction Paper
Craft Buttons	Craft Feathers	Markers	Plain White T-Shirts
Googly Eyes	Mod Podge	Elmer's Clear Glue	Scotch Tape
Plain White T-Shirts	Pool Noodles	Tissue Paper (Red/Blue/White)	Pool Noodles

**THIS IS A REQUIRED FORM**

Facility Name \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
 Street Address City State Zip

**Record Date of Immunization**

	Birth	1 mo	2 mo	4 mo	6 mo	12-18 mo	2-3 yr	4-6 yr
Hep B								
DtaP / DTP / Td								
Hib								
MMR								
IPV								
Varicella								
PCV / Prevnar								
Hep A								

Child has documented history of Varicella Disease \_\_\_\_ No \_\_\_\_ Yes If yes, age \_\_\_\_\_

**Please check the appropriate response.**

- Child has received complete age-appropriate immunizations.
- Child is currently in the process of receiving complete age-appropriate immunizations.

**ONE BOX ABOVE MUST BE CHECKED BY THE HEALTH CARE PROVIDER**

Comments: *(Please list immunizations excluded for medical reasons)* \_\_\_\_\_

Parent comments: *(Please indicate religious objection, if any)* \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Medical Professional Signature and Date is **required**.)

Printed Name and Title \_\_\_\_\_  
 (Printed Name and Title is **required**)

**This form must be updated annually.**