



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

# **ENGAGE**

# **ENCOURAGE**

# **ENRICH**

Portage Township YMCA Summer Camp  
Updated January 2022





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

Dear Parents and Guardians,

It is known that children who start off their day with mentally and physically motivating activities, prepare them better for their busy day. One Harvard Medical School study shows that exercise changes the brain to improve memory and thinking skills. Regular aerobic exercise, the kind that gets your heart and your sweat glands pumping, appears to boost the size of the hippocampus, the brain area involved in verbal memory and learning.

In our Summer Camp programs, your child will be involved in morning group exercise activities to stimulate their brains and encourage positive interactions with their peers. 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 the summer.

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 any time 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 an opportunity to participate in these life enriching programs. The Y also accepts CCDF and Build, Learn, Grow Scholarships. All families are encouraged to apply.

Thank you and we cannot wait for another wonderful summer!

Brianna Manning  
Recreation & Enrichment Coordinator  
219-762-9622  
[BManning@ymcaofportage.org](mailto:BManning@ymcaofportage.org)

## **Program Information & Hours of Operation**

Summer Camp hours: **6:00 AM - 6:30 PM**

Summer Camp is a safe and nurturing place for children entering kindergarten through entering 12th grade.

Drop off & Pick Up located at Portage Township YMCA, 3100 Willowcreek Rd.

## **Child Care Staff Qualifications**

The YMCA recognizes the effect a positive experience will have on the development of children and youth. The 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.

## **Program Outcomes**

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

- Demonstrate an appreciation for arts and humanities
- Demonstrate caring, honesty, respect, faith and responsibility
- Demonstrate a commitment to learning through activities that engage a youth's curiosity
- Read for pleasure
- Demonstrate a commitment to learning and using problem-solving skills
- Demonstrate civic leadership and service
- Demonstrate age appropriate social skills, compliance with requests, and problem-solving skills
- Maintain adequate self-esteem
- Avoid engaging in antisocial behavior

## **Late Pick Up**

If a parent or authorized individual does not come to pick up a child by 6:30 pm, the YMCA staff will call the parent to ensure that someone is on their way. The Portage Township YMCA will charge \$1 per minute per child to the child's account that must be paid to the Portage YMCA in person or over the phone at the time of pick-up. If no communication is made between authorized individuals, emergency contacts, parents or guardians with Camp staff by 7:00 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.

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

A parent or authorized individual may drop their registered children off at the camp site in the morning as early as 6:00 am. Children must be signed in, in the morning and out in the evening from camp by a parent, guardian, or authorized pick up person listed on registration.

## Emergency Contact & Authorized Individuals for Pickup

For their safety, children are released from camp only to authorized individuals which must be listed on the registration form, be 18 years of age, and present photo identification. Changes to authorized pick-ups must be provided to the YMCA as far in advance as possible. You may also access your child's online portal and update the authorized pick-up list on your own. 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.

## Absences

If your child is absent from the Summer Camp Program, it is the responsibility of the parent to contact the YMCA. **There will be no pro-rated fees due to general absences.**

*Refund requests will only be considered for extended absences under extenuating circumstances under the discretion of the Childcare Coordinator.*

**If your child is registered for camp in advance and does not attend without prior notification / cancellation; at least 3 days before service is rendered, there will be no refund.**

## Pick up & Drop Off times

### No Bummer Summer Camp

Camp Hours 6:00AM-6:30PM	Arrive as early as 6:00AM	Pick-up no later 6:30PM
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### Adventure Camp

Camp Hours 6:00AM-6:30PM	Arrive as early as 6:00AM	Adventure Camp Bus Leaves @ 8:30am and Returns by 4:00pm	Pick-up no later 6:30PM
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## Field Trips

Most field trips will take place weekly on Fridays. Field trips are included in weekly tuition and we will assume that every child registered for the week will attend the trip. There is no alternative care available for children who arrive after the field trip bus has left, or for those who do not want their child to attend the field trip.

## Swimsuit Policy

In order to better protect your child, we ask that you dress them modestly by having your son wear swim shorts and your daughter a one-piece swimsuit or tankini. Bikinis are prohibited.

## 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 & Payments

All fees are due and payable weekly on the Friday before service is rendered. There will be a \$20.00 late fee assessed if paid after that Friday. No payments will be accepted by camp staff. You may pay in person at the front desk or call the Portage Township YMCA facility. Automatic payments are required for future registrations, otherwise, you must register weekly. 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.

<b>No Bummer Rates</b>	<b>Member</b>	<b>Non-Member</b>
Weekly (3+ days), 6:00am-6:30pm	\$130	\$150
Daily (up to 2 days), 6:00am-6:30pm	\$40	\$45
<b>Adventure Camp Rates</b>	<b>Member</b>	<b>Non-Member</b>
Weekly, 6:00am-6:30pm	\$150	\$170
<b>Counselor In Training (CIT) Rates</b>	<b>Member</b>	<b>Non-Member</b>
Weekly, 6:00am-6:30pm	\$65	\$75
<b>Jr. Counselor (JRC) Rates</b>	<b>Member</b>	<b>Non-Member</b>
Weekly, 6:00am-6:30pm	FREE	FREE

We also accept CCDF and Build Learn Grow Scholarship. The CCDF Machine is located at the Front Desk at the Portage Township YMCA. CCDF recipients must swipe their child/ren in and out daily. Failure to swipe in a timely manner which results in non or partial payment to the YMCA will be the sole responsibility of the parent/guardian.

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 the camp site. If two checks from the same recipient are returned for insufficient funds, the participant will not be permitted to pay by personal check for the remainder of the summer. Acceptable forms of payments: money order, cash and debit card.

### Removal from Program due to Non-payment

No registration will be allowed for accounts with a past due balance from Y-Care, SOYI or prior year programming. 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. In addition to the YMCA's Financial Aid the state of Indiana is offering up to 80% discount of childcare services through their Build Learn Grow Scholarship if you qualify. Information for the state funded program can be found on our website under the childcare tab.

### CCDF: Childcare Development Fund

We are a provider for this State funded assistance and request that you submit your Provider Form in a timely manner to ensure that any qualifiable subsidies may be applied for services rendered. CCDF will not cover or backdate prior to application approval. If you register for camp and then apply for assistance, you are responsible for those current charges until the YMCA receives your approved subsidies. Moving forward, any balances not covered by the State are the sole responsibility of the parent and must be paid by the Friday before the week of service. CCDF will only cover a percentage of your child's care during summer camp if applicable. Applications for the CCDF voucher program can be attained through your local FSSA location.

## **Swiping for CCDF Machine**

When a parent or authorized individual needs to swipe their child/children in and out. The CCDF Machine will be located at the front desk for easy access upon entry and exit of the building.

## **Tax Statement Information**

A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by February 1st.

The PORTAGE TOWNSHIP YMCA tax number is **35-1404478**

## **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 requires that children running a fever of 100.4° degrees or greater and/or children with recurring vomiting or diarrhea should remain at home for at least 48 hours after the fever has broken or the vomiting or diarrhea has stopped with no symptoms and without medication. If your child has a communicable disease or lice, families must notify the YMCA within 24-hours so that proper precautions can be taken in our program.

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 and are released to return to the program.**

## **Electronics & Toys**

Summer Camp does **NOT** permit the use of cell phones, tablets, video gaming devices, or any other electronic devices. If brought and not kept in backpack, items will be confiscated and returned to parents upon pick. The YMCA is not responsible for lost, stolen or damaged items.

## **Screen Time**

It is estimated that kids spend up to 6 plus hours per day in front of some type of screen. While your child is in our care we prohibit regular television or movies. If we implement the usage of a TV, it will correlate with instructions toward a fun physical activity, a special occasion or a theme related show.

## **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, the wind-chill temperature is below twenty-five (25°) degrees Fahrenheit, above ninety-five (95°) degrees Fahrenheit; outdoor play will be limited, or there is a health-related reason documented by a parent or physician for a child to remain indoors. If temperatures reach unsafe levels, Adventure Camp will be bussed back to No Bummer camp early and No Bummer camp will restructure their activities for indoor play.

## **Daily Meals**

A cold breakfast will be served daily from 8am – 8:30am. Lunch will be served daily between 11:30am – 1 pm and will consist of ¼ cup fruit, ½ cup vegetable, a whole grain, a protein and 8 oz. serving of 1 % milk. Afternoon snacks served approximately 3 pm will consist of ¼ cup fruit or ½ cup vegetable and a whole grain; water will be accessible for snack time. No sweetened drinks or fried foods will be served in the Summer Camp program. We are here to promote a healthy eating habit for your child.

Parents providing meals for their child will not have their fees prorated. All children will be served regardless if they bring a sack lunch or not. If providing lunch from home, a safe transportation of food responsibility form must be signed and on file with the Director. Only healthy food choices for breakfast, lunch and snacks are permitted with your child while in the program.

## **Immunization**

The YMCA must have a current, up-to-date copy of your child's immunization record on file during the child's time at camp. These records can be dropped off to member services.

## **Daily Requirements**

Campers are REQUIRED to bring the following daily:

- Bug Spray
- Gym shoes (no flip flops or open toe shoes)
- Water bottle (refillable is required and eco friendly!)
- Sunscreen daily check (Child must be able to rub sunscreen on themselves.)
- Full-size backpacks
- Swimsuit (Adventure Daily Swimming and Water Fridays at No Bummer.)

Additional items may be requested throughout the summer. These requests will be sent via email to the address we have on file.

## **Behavior Management Procedures**

To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Camp activities. We expect children to behave in a mature and responsible way and to respect the rights and dignity of others. 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 foul words.
- 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 Camp staff while they give me directions.
- I will line up in the correct bus line.
- I will participate in a cool down if asked.
- I will use my walking feet while inside the cafeteria.
- I will report inappropriate behavior to our YMCA Camp 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 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.

## **Process**

Y-Care will not permit language or actions that can hurt or frighten another child or that fall below a generally accepted standard of conduct. Specifically, this includes:

- Angry or vulgar language including swearing, name calling and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to, or results in, the theft or destruction of property
- Carrying or concealing any weapons or devices that may be used as weapons

## **Behavior Management**

When a child chooses not to follow the behavior guidelines of the Summer Camp Program, 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 "cool down" 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.

## **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 Camp site without permission
- Continuing to disrupt the program



- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

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

### **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 Y-Care 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.

### **\*Additional Medical Needs Communication**

To provide the best service possible, we must have all information pertinent to your child's additional care requirements. We try our best to accommodate and work with parents in giving their child the same chance at summer camp; to provide that, we require that you supply your child's IEP or documentation providing insight to understanding your child's special needs. For the safety of all students, our behavior policies apply to all Summer Camp registrants.

**Please review the following pages.**

**Forms A, B & C are signed for  
digitally with your child's  
completed registration.**

# YMCA SUMMER CAMP

## STATE DISCIPLINE / GUIDANCE POLICY

Provider Name: Portage Township YMCA

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical Punishment, even if requested by parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Additional techniques to be used with my child:



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### Summer Camp Rules to keep me safe:

- I will keep my hands and feet to myself.
- I will not fight or play fight with my friends.
- I will not use foul words.
- 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 Camp Counselors 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 YMCA Camp staff.
- I will not throw wood chips while on at the playground.
- I will use the playground equipment appropriately.
- I will keep my electronics/video gaming devices in my backpack at all times.

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.

If my age is 10 and older I will sit out for a time out plus write sentences. I will write sentences the amount of years I am old plus 10 more sentences. One discipline form will be written informing my parents of my bad choice.

#### Time Out

- Child's Age + 1 minute= Time out time
- For example, child's age 5 years old + 1 minute= 6 minutes total
- 12 years old 10 sentences + 10 more= 22 sentences total

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

## 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 Camp site before 6:30 am.
2. Children are released from Summer Camp 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 Y-Care 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.

Child's Name: \_\_\_\_\_

Camp location:      No Bummer Summer      Adventure Camp

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

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Parent or Guardian Signature

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Date