

Hopkins County Family YMCA Kid Center



Summer Camp Parent Handbook *(revised March 2021)*

****PLEASE READ. ****
MULTIPLE POLICIES HAVE CHANGED.

Welcome To Our Tiny Jungle



Monkeys & Hippos Preschool Camp

The YMCA Summer Camp for preschool age children is a 2-for-1 opportunity that includes a preschool curriculum and all-day care. The program involves a variety of recommended practices for young children that incorporate their style of learning. We strive to create an environment that promotes educational, spiritual, and physical challenges. Care is available 6:00 a.m. - 6:00 p.m. and includes breakfast and lunch.

The preschool portion of the program is held M-F, 8:30a.m.-11:00a.m. The remainder of the day will include physical activities, free choice play, and special events. All parts of our afternoon care program are structured to reinforce the concepts and skills that your child will be introduced to in preschool. Some daily learning activities include: circle time, small group activities, center time, literacy activities, writing and story time. The establishment of a solid routine is vital in a child's development.

Special Notes concerning Preschool...

- Breakfast is served from 8:00a - 8:30a. If your child will be arriving after 8:30am they will need to eat **before** coming to the center.
- Lunch is served from 11:00a - 11:30a and snack are from 2:00p-2:30p. If you choose to send a snack with your child instead of taking the one we provide please only send healthy and appropriate snack food items to preschool. If there is an allergy or dietary need; please consult with the Director or Front Desk staff. Doctor's note is required for food allergies.
- **Please do not send toys to the center.** They cause many distractions and are at risk of becoming lost or broken. A *soft and small* stuffed animal to sleep with at naptime is permitted and will stay in your child's cubby.

- **ALL CHILDREN MUST BE COMPLETELY POTTY TRAINED.** We understand that at nap time and in special situations, accidents happen. **An extra change of clothes needs to accompany your child every day** in case of accidents or becoming soiled. This prevents us from having to contact you at work to bring a change of clothes. Please remember to update this change of clothing as the seasons change as well.
 - Your child needs to wear closed-toe and closed-heel schools to preschool daily. We do not allow any flip-flops or sandals. **You will be asked to come back to the Y to bring your child appropriate shoes, if needed.**
- Quiet time is from 11:30a -2:00p. Children cannot be dropped off after 9am. We provide cots for nap, but you will need to provide a crib size sheet, small blanket and pillow small enough to fit in your child's cubby. (please, no comforters or sleeping bags). We will send sheets, pillows and blankets home every Friday, please launder them and return on Monday. **The YMCA is not responsible for lost or forgotten items.**



Zebras, Leopards, & Rhinos

The summer program provides a variety of activities for all ages. These activities are based on a weekly theme throughout the summer. Each week will also have an "emphasis" to go along with the theme. This emphasis will be an important character quality or concept that we will learn about and learn to use. We will also occasionally have special events and guest speakers (if Covid-19 regulations allow). There will be ample time for your child to run and play in an atmosphere that promotes a healthy spirit, mind and body. We also provide experiences in character development, team work, and community involvement all while having a lot of fun!

Activities may include outdoor recreational activities, indoor physical activities, board games, arts & crafts, service learning projects, science & nature projects, occasional special movie days and more! Your child could get dirty any day. Please be prepared and do not send your child in clothes that you don't want to get dirty.

Camp kicks off at 6:00a and will be open until 6:00p.

Special Notes and Center Requests:

- Please **do not** send toys, headphones, iPods, iPads, Game Boys, Nintendo DS, cell phones, collector cards, money, or games to camp. This is to ensure that personal items will not become lost, damaged, broken, or stolen. If your child brings these items, they will be confiscated. **YMCA IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN ITEMS.**

Camp items needed daily:

- Change of clothes
- Swim suit, sunscreen, towel, and life jacket (if needed)
- Water bottle
- Tennis shoes

Fees & Holidays

1. **Supply Fee:** There is a supply fee of \$20 for individual children and \$35 for families during camp. **This fee is non-refundable regardless of attendance at camp.** State assistance recipients or scholarship recipients **are responsible** for paying this fee, as State or Scholarship does not cover this fee.
2. **Payments:** All payments will be drafted from your bank account on Mondays for the week we are currently in.
3. **Rates:** Please refer to the attached rate sheet.

Enrollment Procedure

Enrollment is open to all potty-trained children ages 3-12 without regard to sex, race, religion, or political beliefs.

PRIOR TO CHILD'S START DATE:

- 1) **Pay the supply fee.** (The supply fee is non-refundable)
- 2) Fill out the enrollment packet for each child.
- 3) Bring a current copy of your child's immunization records.
- 4) Be sure your child has all the needed materials for camp.
- 5) Go over the YMCA summer camp rules with your child.

Withdrawal Procedure

We must have a written notice two weeks before withdrawal if you do not provide this you will be responsible for payment for the remaining weeks whether your child attends or not. This will allow time for others to enroll and be ready to enjoy the benefits of the YMCA Child Care Program. Full tuition fees for the week will be charged if the child attends for part of the week and withdraws prior to Friday.



Arrival and Departure

Hours of Operation

- The YMCA Kid Center hours are 6:00a to 6:00p

Arrival

- Upon arrival a staff member will come to get your child from your vehicle under the awning. We will also perform a temperature and mask check on all children before they are permitted to enter the building. They will not be allowed to enter the building if they don't have a mask or if they have temperature 100.4 or over.
- Please **do not** bring toys, candy, gum, or money from home to the program.

Separation

- Please try to make this separation process as simple as possible.
- Our responsibilities once you are gone are to put your child's fears at ease, comfort them, and gain their trust.
- If you are still concerned after leaving your child, please don't hesitate to call us or return after 5-10 minutes.

Departure

- Please call the front desk at (270) 825-1254 and let us know that you are here to pick up your child. We will gather their belongings and bring them out to your vehicle under the awning.
- For the safety of our child the only people permitted to pick up your children must be on the authorized pickup list. We will ask for a photo ID before releasing your child.

Parents

Parental support, involvement, and communication are recognized as important aspects of each child's development and are essential for the successful operation of our program.

We want to work closely with parents to make sure we understand the children's needs and what we can do together to provide an enriching environment for their childhood journey.

Parent's can be involved by:

- Sharing a talent with the children
- Helping with field trips
- Becoming a resource for classroom supplies (i.e. egg cartons, shoe boxes, cardboard tubes, cotton balls, construction paper, markers, etc...)

Donations of books, toys, games, craft supplies, Kleenex, baby wipes, extra socks, and underwear are appreciation at any time during the year.

Staffing

Nothing is more important to our Summer Camp than a dedicated experienced staff that cares about children. Staff are carefully selected and screened for experience, training, and personal commitment to the needs of young children.

A thorough background check completed for each new staff member. Staff evaluations and observations will be conducted regularly to assure our expectations and standards are met. Classrooms have observation windows installed for staff training and observation purposes.

The Director will supervise, guide, and support the staff in planning and making sure that all procedures and policies are followed and that every child has a great experience at camp.

All staff members are required to attend training for the month prior to Summer Camp starting. Also, staff receives First Aid/CPR/AED Certification as well as in-house training for policies and procedures.

Discipline

Guiding the behavior of children, helping them develop a core of values, and building healthy personalities are important tasks that adults must take seriously. We believe children learn self-control for behaving appropriately and responsibly when adults treat them with dignity and use positive discipline techniques such as:

- Setting clear, consistent, fair limits for behavior.
- Valuing mistakes as learning opportunities.
- Redirecting children to a more acceptable behavior or activity.
- Making eye to eye contact and listening when children talk about how they feel.
- Promoting conflict resolution through modeling the skills.
- Patiently reminding children of the rules and their rationale as needed.
- Using effective praise that is immediate, sincere, and specific.
- Stating directions in a positive way.
- Not using corporal punishment or abusive language of any kind.
- Setting limits and boundaries that allow each child to safely explore and experience their world.

Time out is the method of punishment used at our center. The maximum time-out limit is one minute per each year of your child's age. Time-out is utilized as a "cooling off" period which is followed by a discussion with the staff. If the inappropriate behavior continues, probation and/or dismissal from the program may result. This will be at the discretion of the Director.

****For the safety of all the children in the center, aggressive threatening behavior will not be tolerated. (fighting, hitting, kicking, biting, etc...)**

****Strike System****

Strikes are the regulated system of discipline that is being implemented by the YMCA Kid Center. Strikes are given as disciplinary action at the discretion of the director. The strike system is as follows:

- **1st strike- sent home for the remainder of the day and a 1-day suspension**
- **2nd strike-sent home for the remainder of the day and a 3-day suspension**
- **3rd strike-permanent dismissal from the program.**
- Strikes can be given for any situation that is deemed worthy by the director. Any time that your child receives a strike, they must go home for the remainder of the day. When your child receives a strike, the Director would like to meet with you and your child.

Communication

Parents and staff have many important daily messages to exchange. Our goal is to establish smooth communication between the family and center, linking the child's two worlds. Both parents and staff share responsibilities in building an effective system of communication.

In planning an effective communication system for parents and staff we will:

- Provide each child with a cubby space to store work and daily notes.
- Post daily activities, schedules, and breakfast/lunch menu.
- Establish parent information area in the lobby.
- Have available program information handouts.
- Schedule a conference with the Director if a problem, question, concern, or need arises.

What parents can do:

- Notify the center of any change in enrollment application information such as address, phone numbers, person to call in case of emergency, medical information and the like.
- Write down any daily instructions or information you need to convey to the staff. This important information will be passed onto all staff that is involved in caring for your child.
- Absences: If your child is going to be absent, please contact the Kids Center by 8:00 a.m. This will allow us to plan accordingly.

Health and Safety

To ensure the well being of all of our children and staff:

1. Children will be temperature checked upon arrival and throughout the day for signs of illness. A child showing or developing symptoms of the following will be excluded from the group and **the parent will be contacted to make the arrangements to pick the child up as soon as possible**
 - Fever (100.4)
 - Rash
 - Diarrhea
 - Vomiting
 - Director's Discretion
2. **Contagious Diseases:** If the child has a confirmed case of a contagious disease he/she must be kept at home and the condition reported to the YMCA so that a notice can be posted (Covid-19, strep throat, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, diarrhea, head lice, and impetigo are among those conditions categorized as "highly contagious"). At the discretion of the Director/Assistant Director, parents

may be asked to submit a doctor's statement prior to the child's returning to the Center.

3. **Medication Policy:** State Law requires that any medicine be in its original container with the child's name on it. A medical release form at the Center must be completed and signed by the parent with the following information:
 - a) Child's Name
 - b) Type of medication
 - c) Amount to be given
 - d) Time to be given
 - e) Parental Signature

Parents must sign the medicine sheet each day the child will be receiving medication. Also, by state law we are not permitted to administer fever controlling or reducing medicine. Children taking such medicine will not be permitted to stay at the Center until they are fully recovered and no longer taking medication or running a fever.

4. **Injury Reports:** The health and safety of the children entrusted to our care is our top priority. However, children often test their physical limits, resulting in injury. If this occurs, we will inform parents of the accident that occurred during the day and of the first aid measures taken.
5. **Child Abuse:** State law requires Child Care Centers to report any suspected cases of child abuse, neglect, or dependency to the offices of Social Services.
6. **Medical Emergencies:** In the event of a medical emergency or accident, requiring a doctor's treatment, we shall contact the parent immediately. If we cannot contact a parent immediately, the child will be taken to the emergency room. A signed emergency medical authorization is required from parents to take the emergency medical measures necessary.
7. **First Aid:** A First Aid/CPR/AED trained employee is always scheduled and all employees are required to be certified within the first 90 days of employment.

Food Program

The YMCA Child Care Program participates in the Summer Feeding Program during the summer months. All Nutrition and Health Services programs and activities are operated in accordance with the U.S. Department of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Any person who believes that he or she has been discriminated against in any USDA-related activity should fill out a form provided by this institution and send it to:

USDA
Director, Office of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(800)795-3272 or (202)720-6382 (TTY)

USDA is an equal opportunity provider and employer.

Meal Times

- Breakfast: 8:00a-8:30a
- If your child arrives after 8:30, they will need to eat Breakfast BEFORE arrival.*
- Lunch - 11:15a - 12:15p
 - Snack – 2:00p-3:00p
- If your child is not here at the beginning of scheduled meal time, they will need to eat **before** coming to Camp.
 - Summer camp includes breakfast, lunch and an afternoon snack.
 - **If your child has allergies to foods, we must have a written statement from your child's doctor on file with the specific allergy, per state requirement. If there are other food concerns due to religious or cultural beliefs, please consult the Director.**
 - **Please do not send candy, chips, cookies and the like as they have very little nutritional value and cause a distraction to the other children.**



Birthdays

From time to time, many parents will want their child to celebrate a birthday with their friends at the Center. We welcome these types of experiences for the children. Cupcakes and cakes are okay for a birthday celebration. We also ask that you please let the Director know in advance if you would like to send anything.

Personal Belongings

Send your child to the Kid Center in comfortable play clothes as we will be playing and participating in messy crafts and active games. **We cannot be responsible for keeping clothes clean. YOUR CHILD WILL GET DIRTY!**

An extra change of clothing should be left at the Kid Center at all times. Please return a set of clean clothes the next day when soiled clothes are sent home.

Children will be taken outdoors daily unless extreme weather conditions prohibit us from doing so. Please dress your child accordingly.

Please do not send toys, money, gum, or candy. Soft security items are permitted for preschoolers at naptime.

Label all belongings with your child's name.

**THE YMCA IS NOT RESPONSIBLE FOR
LOST, STOLEN, BROKEN, FORGOTTEN,
OR OTHERWISE DAMAGED ITEMS OF
ANY KIND.**

Financial Assistance

We accept families who are on State Assistance; this means that you receive financial assistance from state funding.

If you do not qualify for this funding, the Hopkins County Family YMCA has an Open-Door Scholarship program that those needing help may apply for. If you are interested, please pick up an application and carefully fill out all parts. Return it with the appropriate documentation to the YMCA. Once your application has been reviewed, you will receive a letter stating the range of your level of assistance. All child care scholarships are valid for 6 months in which re-assessment will be conducted. Financial assistance is available for other YMCA programs and membership.

Be sure to return scholarship packets before the deadline.

Due to YMCA Sustaining contributors, members like yourself, and the United Way, the Hopkins County Family YMCA is able to provide financial assistance for child care services to those who cannot afford quality care. To learn how you can help with the Open Doors Campaign or United Way please contact us at 821-9622.





Summer Camp 2021 Acknowledgement

Please initial by each section below acknowledging you read and understand them. This page must be returned in order to reserve your spot.

- Enrollment Procedure
- Withdrawal Procedure
- Fees & Holidays
- Arrival and Departure Procedure
- Communication
- Discipline
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- Health & Safety
- Birthdays
- Personal Belongings
- Food Program
- Financial Assistance

Printed Name of Parent/Guardian

Date

Signature of Parent/Guardian



Payment Information

If you are using a checking or savings account fill in this section:

Routing Number

Account Number

Name on the Account

If you are using a credit/debit card fill out this section:

Card Number

Expiration Date

3 Digits on back of card