



KIDZ TAYLORED  
SUMMER DAY CAMP  
HANDBOOK

at  
Hayes-Taylor Memorial  
YMCA

Day Camp  
Survival Guide

YMCA Mission:

“To Put Christian Principles into practice through programs that  
build Healthy Spirit, Mind, and Body for all.”

Dear Parent/Guardian,

Thank you for choosing Summer Day Camp at Hayes-Taylor Memorial YMCA as your child's summer day camp program. We are delighted to bring you into the Hayes-Taylor Family.

Our day camp is a program designed to provide children and families with a summer full of adventure and learning. Our summer camp program will include some "traditional" camp activities such as hiking, swimming, sports, crafts, nature study, field trips, camping trips, and large outdoor games. Our summer our program caters to your child's individual skills and interests. This year our program will offer dance/step, drama, cooking, engineering, sports programs, digital animation, photography, art, entrepreneurship, chess, survivor skills and much more.

Children who attend Summer Day Camp at Hayes-Taylor YMCA will grow and learn and will go back to school with new skills and a wonderful outlook on life. We hope that every family has a summer that will help to build positive memories that will last a lifetime.

Sincerely,

Hayes-Taylor Staff

\*Hayes-Taylor is dedicated to providing you and your family with a quality day camp experience. To do this we need you to communicate frequently with staff. We want to get to know you, so that we can better serve your family. Please be aware of any handouts and information shared with you by the staff and your children.

You are responsible for reading this parent handbook and agree to abide by all policies within.

## ***Admission Criteria***

Children must be between the ages of 5 and 14 and must have completed kindergarten to be accepted into our summer camp. Parents must complete in its entirety the Hayes Taylor YMCA enrollment form and current immunization records prior to the start of the program. All parents/guardians must attend parent orientation before their child can attend.

## ***Enrollment***

A fee of \$25.00 non refundable registration fee per family and the first week fee or monthly DSS fee is required to enroll in the summer camp program. No staff person will hold spaces. Enrollment is according to who has made payment and completed all documentation. Enrollment forms are to be completed in their entirety and updated whenever information on the form changes.

## ***Immunization Requirements***

Immunization Records are required for children before they are able to start in the summer camp program.

## ***Tuition Information***

All payments are due the week before your child attends. Parents who receive DSS vouchers must submit the monthly full day rate on their voucher before the child can attend summer camp. Summer Camp fees for members are 100.00 per week and 95.00 for each additional child. Fees for non-members are 105.00 per week and 100.00 for each additional child. All payments for each week are due on the Friday before the session the child will attend. Payments that have not been made will result in the child not attending day camp. If making monthly payments, fees are due by the 1<sup>st</sup> of each month.

## ***Financial Aid***

If you are experiencing financial difficulties, please contact our family services coordinator or the associate director. Hayes Taylor YMCA offers scholarships on a first come first serve basis. To receive a scholarship you must submit a complete scholarship application with additional documents attached. All financial aid is reevaluated in February of each year.

Applications must be resubmitted at this time.

## ***Procedures for Parental Notification***

Parents will be notified in person, over the phone, or in writing of any special discipline problems with my child, as well as any communicable diseases, or accidents at the Summer camp Program

## ***Children's Rules***

It is our intent that each child enjoys the planned activities by understanding that he or she is responsible for his or her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self discipline [and to understand] that we are here to assist him or her and that we expect them to succeed. YMCA house rules and conflict resolution signs are posted at every YMCA program location. A copy of the general house rules is provided in the appendix section of this handbook. Additionally, we strive to make character development a very important part of our program and we greatly emphasize them through our discipline and in our teachings.

## ***Dress Code***

Campers should be appropriately dressed to play, get messy and have fun. We will be painting, digging, creating, running and playing. Sneakers **must** be worn daily. A child will not be able to participate in any activities if they do not have on the appropriate shoes. No open toed or backless shoes. Campers can wear flip-flops during swim times only. Shorts or

t-shirts are recommended for play and active activities. Swimsuits or swim trunks are REQUIRED for children to swim. T- Shirts and shorts are not acceptable.

### **Financial Assistance**

Financial Assistance is available through Hayes-Taylor YMCA. You must complete an open doors application and provide all of the necessary attachments. Although assistance is available to everyone, not everyone who applies is qualified. We would appreciate all documentation be provided two weeks prior to your child's start date for processing. We do accept Department of Social Services Vouchers and we encourage you to seek assistance through the Department of Social Services first.

### **Staff Qualifications**

All staff are screened and trained through the following process:

- Interview by the family services coordinator and Associate Director
- Candidates are selected based on their childcare experience
- Completion of 3 reference checks
- A completed criminal history check through the YMCA and the North Carolina Department of Health and Human Services, Department of Child Development
- Extensive 2 hour orientation that goes over policies and procedures of the YMCA child care
- Successful completion of 8 hour pre-service training.
- Completion of CPR, First Aid, Blood Borne Pathogen Training, and
- Receive Basic School Age Care training through Guilford Child Development within 3 months of hire date.

### **Telephone Numbers**

<b>Name</b>	<b>Position</b>	<b>Phone Number</b>
Larry Burnett	Executive Director	(336) 272-2131 x 20
Andrea Wright	Associate Director	(336) 272-2131 x11
Ebony Burnett	Family Services Coordinator	(336) 272-2131 x 31
Amber Thornton	Program Coordinator	(336) 272-2131 x16

### **Hours, Days and Months of Operation**

The Summer Program begins June 14, 2010 and will end August 24, 2010. The YMCA after school program begins August 25, 2010.

Summer Camp Hours of Operation are from 7:30am –6:00pm

Please have your child here by 9:00am. The doors will be locked after 9:00am. Breakfast will be served promptly at 8:45am. We will not serve any breakfast after 9:00am

### **Late Fee Policy**

If you are late picking up your child, a late fee of \$1.00 per child per minute after 6:05pm will be charged; this amount will be due upon pick up.

Parents and guardians are responsible for making arrangements for my child to be picked up by another authorized person should I be delayed.

## ***Procedures for the Release of Children***

I understand that I must sign my child in and out daily. All persons authorized to pick up my child must be at least 18 years old, must show ID, and must listed on the registration form or my child will not be released to that person. No child is able to leave the YMCA premises without a parent/guardian or any other authorized individual. No child will be able to walk/or ride a bicycle home without an authorized individual. If your child is leaving with someone other than a parent or guardian please inform staff upon morning drop off.

## ***Illness and Exclusion***

If my child cannot go outside or participate in the program due to illness I understand that I will keep my child at home. My child may not attend the summer camp program if they are not feeling well. If a child vomits for any reason the child must be picked up by a parent/guardian or authorized individual. No child may attend summer camp if they have ringworm, pink eye, flu, etc. A doctor must treat any contagious infection, virus or fever and the child can return 24 hours after a doctor's note has been issued.

## ***Procedures for Dispensing Medication***

The YMCA will not administer any medication unless the parent or guardian completes a medication form and the medication is in its original container. Medication not in its original container will be taken away from the child and will be returned to the parent at the end of the day. The container should include the prescription on the bottle, or if it is an over the counter medication that the doctor has prescribed, a doctor's prescription must accompany it.

### **1. Procedures for Handling Medical Emergencies**

If my child becomes injured or ill (vomiting or a fever over 100 degrees or higher) while in the YMCA care, staff will do the following:

\* In extreme emergencies 911 will be called and first aid and/or CPR will be administered

- a. Contact the parent or guardian
- b. Contact a YMCA Director/Coordinator
- c. If necessary, have a child transported to the nearest medical facility
- d.** Fill out necessary paperwork for YMCA as required by NC childcare licensing and YMCA Policy.

## ***Telephone Use***

Children will not use YMCA telephones. Staff will speak with parents and will relay messages to children. Please be sure to discuss arrangements for pick up, lunch, swimming clothes, etc with your child before they are brought to day camp and please discuss the arrangements with staff. Children cannot have cell phones at camp. If the child must have a cell phone it must be given to the YMCA staff until the child needs to access the phone. If a child has a cell phone and it is seen by staff the cell phone will be taken and placed in a locked cabinet until parents arrive.

## ***Gaming Systems***

Children are not to bring gaming systems to the YMCA unless they have been given permission to do so by the YMCA staff. If permission has not been granted the item will be taken and placed in a locked cabinet until parents arrive. Gaming systems that are brought to the YMCA with or without permission are the sole responsibility of the child and the YMCA is not liable for lost, broken, or stolen items. Permission to bring gaming systems are granted only for special occasions i.e. good behavior, game day, etc.

## ***Discipline and Guidance Practices***

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

- a. I understand that my child must adhere to all YMCA expectations and rules
- b. I understand the following procedures for dealing with unacceptable behavior is as follows.
  - i. Clear Warning, including discussion of the problem that occurred with the child.
  - ii. If problems are reoccurring, age appropriate renewal time will be used as needed.
  - iii. Repeat renewal time
  - iv. Write up form and Student Journal will be completed and Child will meet with Family Services Coordinator. Parent will receive write-up form and will sign and date.
  - v. After two write-ups parent meeting with site Director.
  - vi. Three Write-ups, Persistent problems or situations that endanger the child or others at the program could result in suspension or termination from the program.
- c. I understand that if my child is suspended or terminated from the program, I will not receive a refund.

Children are entitled to a pleasant environment at the YMCA therefore they YMCA cannot serve children who display chronic disruptive behavior. Such behavior is defined at “verbal or physical activity which may involve, but is not limited to behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and /or disobeys the rules that guide behavior.

If a child cannot adjust to the YMCA setting and behave appropriately, the child may be discharged. Reasonable efforts will be made to help children adjust to the YMCA setting.

Hayes-Taylor reserves the right to temporarily or permanently suspend a child for behaviors that cause physical or mental harm to themselves other children or displays extremely disruptive behaviors.

## ***Meals and Food Service***

We will provide Breakfast, Lunch and an after noon snack for all campers. We will provide a menu from our breakfast and lunch provider. We will not be able to make accommodations for specific eating habits. All meals meet the USDA standards for healthy meals for children. Children can bring their own lunch or snacks but the meals must not require a microwave, can opener, etc.

## ***Swimming***

We offer swimming once a week. Please check with your family services coordinator to determine what days your child’s group goes swimming. They must have a bathing suit or swimming trunks. A child cannot swim in shorts, basketball shorts, or t-shirts. Swimming

toys are allowed in the YMCA swimming pool but will not be allowed on outside swimming trips.

### ***Field Trips***

Field trips are a summer camp program. Children will go on at least one field trip a week. Field information and permission forms will be provided to parents at least one week in advance. Children cannot purchase any items (i.e. souvenirs, snacks, etc.) on field trips.

### ***Animals***

Animals other than fish or hamsters are not a regular part of the summer camp program. If there is an occasion for animals to be present at the program, parents will be given written notification at least 48 hours in advance.

### ***Questions or Concerns About the Policies and Procedures of the Child Care Center***

Questions or Concerns about the policies and procedures of the childcare program can be directed to any of the professional childcare program staff at the YMCA. Your questions will be answered in a timely manner.

### ***Parent/Guardian Site Visitation***

Parents and guardians are always welcome to visit our program any time during our hours of operation. Please be sure as to not disturb any programs that are in operation during a visit.

### ***Procedures for Parents to Participate in the Child Care Center's Operations***

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check before they can participate in the child care center's operation. For more information please contact the Family Services Coordinator.

### ***Procedures for Parents to Review Minimum Standards and the Child Care Centers Most Recent Licensing Report***

Minimum standards are available at our entryway bulletin board. The most recent licensing certificate is posted on our site information board at each site.

### ***Parent/Guardian Rights***

Parent's/Guardians, upon presentation of identification, have the right to enter and visit the summer camp facility which their child(ren) is receiving care, without advance notice to the provider. Entry and inspection is limited to normal operation hours while their child(ren) is receiving care.

The law prohibits discrimination of retaliation against any child or parent/guardian exercise their rights to visit.

The law authorizes the person in charge of the childcare facility to deny access to the parent/guardian under the following circumstances:

- The parent/guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

Under no circumstances would a parent/guardian approach another child other than their own. Any parent who behaves in this manner will be asked to leave the facility.

## ***Child's Personal Rights***

Each person receiving services from a child day care facility shall have rights, which include but are not limited to the following:

- To be treated with dignity in his or her personal relationship with staff and other persons
- To be accorded safety, healthful and comfortable accommodations furnishing and equipment to meet his or her needs;
- To be free from corporal or unusual punishment, infliction of pain humiliation, intimidation, ridicule, coercion, threats, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions, such as eating, sleeping, toileting, or withholding of shelter, clothing, food or medication.

# Hayes-Taylor Summer Camp Program Rules

***\*God First, others Second, I am Third.***

Show respect for yourself and others.

Speak for yourself, not for anyone else.

Use up ups, not put-downs.

Listen and others will listen to you.

Play safely and fairly.

## Conflict Resolution

1. When you get angry get away from the situation and take time to cool off

2. Attack the problem not the person, start with a compliment.
3. Talk about your feelings
4. Listen to their feelings
5. Brainstorm about a solution for the problem
6. Come to a conclusion that helps everyone.
7. Thank the person for listening and talking

\*If you need help talk to your counselor

