



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GROWING STRONGER TOGETHER

**PARENT HANDBOOK
SUMMER DAY CAMP
MAGIC VALLEY YMCA
Updated March 2019**



FINANCIAL ASSISTANCE

YMCA programs are designed to benefit persons of all backgrounds. While participants are expected to pay their fair share, the YMCA will assist any individual who wants to participate but cannot afford the full fee. Financial assistance forms are available at the YMCA Front Desk. Due to limited enrollments, an application for financial assistance must be made with the YMCA in advance of enrollment. In addition to the Financial Assistance Application, you must complete the Camp Enrollment Packet. Proof of income and expenses for the entire household must be provided with the financial assistance application. Acceptable proof of income will be the latest IRS 1040 form, last three pay stubs, WIC letters, FAFSA, etc.

ICCP ASSISTANCE

The Idaho Child Care Program (ICCP) provides child care assistance to low-income, working families by paying for a portion of child care. This program is for parents who work, attend school, or participate in approved activities to help prevent children from being placed in foster care. For more information go to <https://healthandwelfare.idaho.gov/>.

PAYMENT INFORMATION

Camp fees may be paid weekly by credit/debit card, cash or check.

Payment is due by the Thursday before the week of care. If payment is not made by Thursday before the week of care, there will be a late fee of \$10.00 per child. Availability to the camp program is first come, first served. There are no guaranteed placements held once camp is in session.

CHILDREN'S CODE OF CONDUCT

The Magic Valley YMCA takes seriously the importance of the protection and safety of the children enrolled in our programs. As a participant in the YMCA Summer Day Camp Program, I agree to:

1. Remain seated and quiet during roll call and announcements and answer only for myself.
2. Follow all Day Camp Program rules during snack/meal time, activity time and emergency drills.
3. Follow all instructions given by the Day Camp staff.
4. Tell the staff counselors if I am sick or hurt.
5. Respect all other children, supplies, equipment, property and the camp counselors at all times.
6. Never leave the YMCA camp site without proper permission.

TERMINATION POLICY

Participants will be withdrawn from the program for the following reasons: inappropriate behavior of child or parent that endangers the child, other children or YMCA staff; foul language; failure to pay program fees; consistently late in picking up child.

CHILD ABUSE HOTLINE

Child abuse can occur in any setting. The YMCA provides extensive training in child abuse prevention skills and understanding how children can be abused. Idaho law requires the suspicion of child abuse be reported immediately. The following phone number is available 24 hours a day for anyone to report a suspicion of child abuse: (208) 734-4000. Please report any concerns to the YMCA staff immediately.

PARENT STATEMENT OF UNDERSTANDING

1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member is present.
2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff.
3. Should I or another authorized person, appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place your child in their custody. Please do not place staff in a position to make this judgement.
4. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
5. I understand that YMCA staff is not allowed to babysit or transport children outside of program hours.
6. I understand that a Camper Behavior contract is the first formal step to help resolve repeated rule violations on the part of a child. A behavior contract involves parents, child and staff. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the camp program.
7. You may request a meeting with the YMCA Program Coordinator to ask questions about day camp policies and procedures. You are encouraged to contact the YMCA Office any time you have a concern or comment about the operation of this site.
8. Parents are encouraged to participate in the summer camp activities and special events. Please feel free to come to the site at any time. Be certain to check in with the YMCA Camp Coordinator or Lead counselor.

YMCA SUMMER CAMP PROGRAM HOURS

Summer Camp will begin at 8:00 am and end at 6:00 pm. If you need to drop off earlier than 8:00 am please contact Leslie Flores at 208-733-4384, ext102 or by email at leslie@ymcatf.com.

SIGN IN/SIGN OUT PROCEDURES

SIGN IN: After drop off, please find your child's **Safe Kids Card** and hand it to the counselor. Attendance will be taken by YMCA staff and checked with YMCA Summer Camp office.

SIGN OUT: Parents or authorized pick-ups are required to sign their child out daily. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out. Your child's **Safe Kids Card** will be handed back to you for you to return to the box. Children will not be allowed to leave the facility to walk or ride their bike home. Siblings must be at least 18 years old to sign out a younger brother or sister. No exceptions.

LATE PICK-UP FEES

We will enforce a late fee for children picked up after 6:00 pm.

- \$1.00 pre minute late fee. Parents will sign the late pick-up form, which indicates time of arrival and charges due. YMCA office staff will charge credit/debit accounts. If your child has not been picked up by 6:30 pm and the Y has had no contact with the parents/guardians, the police department will be called.

BREAKFAST/LUNCH/AFTERNOON SNACK

At this time please make sure you pack a healthy lunch and snacks each day for your camper. We will notify all who are registered in the day camp if this changes.

ORGANIZED INDOOR/OUTDOOR ACTIVITIES

Activities will include non-competitive and competitive team sports, games, arts & crafts and other projects that encourage children to use team skills, be creative and challenge themselves.

PERSONAL BELONGINGS

Jackets, book bags, lunch boxes and other items left at the end of the afternoon will be placed in the YMCA Lost and Found Box. Parents are encouraged to frequently check Lost & Found. As stated, children are asked not to bring personal items to camp.

What Not to Bring to Summer Camp

- Scooters/bikes and other personal items, cell phones or toys
- Toy guns or weapons of any kind
- Money

What to Bring to Summer Camp

- | | | |
|---------------|-------------|-------|
| Tennis shoes | Lunch | Towel |
| Jacket | Snack | |
| Bottled water | Swim Attire | |

Before the first day of camp, please supply the following items for your child: 1 can insect repellent, 1 bottle of hand sanitizer, 5 cans of aerosol sunscreen (at least SPF 15 and UVA and UVB "broad" spectrum protection).

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME. THE YMCA IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

MEDICATION

Any medication to be administered to your child by our YMCA staff must:

- Be brought directly to the YMCA Camp Director.
- Be in the original container, with physicians name and phone number on the container.
- Have a Child Medication Form signed by the parent with clear written instructions regarding dosage and time that medication is to be given (form available from the YMCA Camp Director)

All medications will be kept in a locked box. It is the parent's responsibility to pick up all medications at the end of each day or week.

ILLNESS/INJURY

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In all cases or serious illness or injury, the YMCA Camp Director will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all "emergency contacts." The YMCA will contact emergency services at any time we believe it's necessary for the safety of the child. This could involve EMS and/or transportation to an emergency medical facility.

If your child is sick, please keep them home from the camp program. Children with a fever over 100.4° or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until fully recovered. Please follow this policy.

PLEASE NOTE: The YMCA does not provide health or accident insurance.

ABSENCE POLICY

If your child is absent from the Camp Program it is the responsibility of the parent to contact the Y and leave a message. Parents are not reimbursed for days missed.

UPDATING INFORMATION

It is the responsibility of the parents to inform the YMCA office regarding any changes to your child's record. This information includes phone numbers, addresses, emergency and authorized pick-ups, billing, and changed to other pertinent information.

All changes must be made in person or mailed.

WEEKLY THEMES

May 28	Move & Groove	July 8	Construction
June 3	Safety All Around	July 15	Amazing Race
June 10	Pedal into Summer	July 22	What Do You Know?
June 17	Fear Factor	July 29	Mad Science
June 24	Challenge Week	August 5	Germ Smart
July 1	Imagination	August 12	Fiesta