



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

SUMMER DAY CAMP

**2023 Parent Handbook
YMCA of the Inland Northwest**

Register

Online: ymcainw.org

Phone: 509 777 YMCA (9622)

Email: YMCA.SAC@ymcainw.org

In Person: 1126 N Monroe, or at any YMCA Facility.

Contact Information

Central and North Locations: Program Director - Valerie Bocher

Vbocher@ymcainw.org 509 777 9622 ext 3150

South and Valley Locations: Program Director- Abby Woodward

awoodward@ymcainw.org 509 777 9622 ext 2080

Sr. Program Director: Maddy Strait mstrait@ymcainw.org 509-777-9622 ext 4280

Executive Director: Heather Buhl Hbuhl@ymcainw.org 509-777-9622 ext 4090

Dear YMCA Summer Program Parent or Guardian:
Welcome!

We are pleased you are a part of our Summer Day Camp Program. We offer a wide variety of exciting and enriching activities for your child to enjoy this summer. Our hope is that the camp you choose will fit the needs of your child's interests. Our goal is to provide an environment in which your child will grow, build

Along the way, our goal is for your child to:

- Gain self-confidence and independence
- Learn about and explore their environment
- Feel safe with caring and nurturing staff

Sincerely,

Your YMCA Summer Day Camp Staff

Camp Locations

Central YMCA Camp 930 N Monroe
Located in the main entrance of Central in the
Comstock room.
Traditional -indoor/outdoor day camp

North YMCA Camp 10727 Newport Hwy
Sign In is located next to the pavilion on north side of
building.
Traditional -outdoor day camp

South YMCA Camp 3220 S Grand Blvd
Located in Manito United Methodist Church
Traditional -indoor/outdoor day camp

Valley YMCA Camp 2421 N Discovery Pl
Sign In is located next to the parking area by
the pavilion
Traditional -outdoor day camp

Hours and Dates of Operation

6:30am-6:00pm
North & Central: Mon June 19 – Wed August 30
Valley & South: Mon June 19 – Fri August 25
**all locations closed Mon & Tue July 3rd & 4th

Sample Daily Schedule

This schedule and exact times may vary by location.

- 6:30-9:00am Free time & games
- 8:00-8:30am Breakfast snack
(depending on location)
- 9:00-9:30 Daily Programming starts
- 9:30-11:30 Scheduled Activities
- 11:30-12:30 Lunch & Social Time
- 12:30-1:30 Scheduled Activities and
Reading Time (depending on location)
- 1:00-3:30 Swim Time
- 3:30-4:00 Snack-upon return from
field trip
- 4:00-4:30 Quiet Activities & Reading
- 4:30-6:00pm Group Games, Art and
Free Time

Children must be dropped off prior to 9am, busses
return from field trips at/after 4pm.

Children's Records

Due upon registration, children are not considered fully registered until all paperwork is complete and received by the school age team. An email will be sent once fully registered, please keep email for your records of completed registration. Children's records are required to be updated annually to be kept current. The following completed forms are required prior to attending.

- Completed Child Information Packet
- Immunization Form-included in packet
- Statement of Understanding-included in packet
- Medication Form-if needed
- Allergy Action Plan-if needed

All required forms must be filled out and turned in prior to attending camp. Please keep a copy for your records.

YMCA School Age Program Child Development

Philosophy

The YMCA offers a wide variety of exciting and enriching activities for your child to engage over the summer and school breaks. We strive to provide an environment where your child will build strong social skills, increase their knowledge by participating in hands on activities, and of course to have fun in a safe environment.

Access to Children during Day Camp Hours

Parents/guardians are required to sign-in their children upon arrival and sign-out their children upon departure. Parents/guardians may have access to their children during operating hours and are welcome to observe and/or participate in any games or activities during the day. Any person who is not a parent/guardian, staff member, or is not approved to sign the child in or out will not be allowed access to the children in the center unless authorized by the Program Director.

Please Note: Due to safety and staff/child ratios children cannot be dropped off after we leave for fieldtrips or at a field trip, unless arranged and approved with the Program Director of the location.

Screen Time Policy

Screen time is limited to 60 minutes per child per week; this includes personal music devices, computers and television. Exceptions are for educational purposes and the occasional movie day or field trip activity. Our goal is to have our children learning and excelling through program activities.

Cell Phone Policy for Children

With the high usage of cell phones and our inability to monitor when our children use their browsers and what they are texting we have decided to implement a policy to be **UNPLUGGED** during camp. In recent times there seems to be a higher degree of inappropriate use of texting, browsing and now Snap Chat and we would like to protect our children from inappropriate usage. Please refer to the parent communication plan for more information.

Parent Communication Plan

Parents/guardians may contact the site with any concerns at the number provided via email during normal operating hours. Program Directors can be contacted at the phone numbers or email addresses listed in the Parent Handbook with any comments or concerns. YMCA staff will communicate how the child is doing in the program in person or in writing a minimum of twice annually and will verbally communicate with parents on a daily basis. Program staff will work with parents to do our best to be supportive of the child's individual needs. If a child has specific needs a written plan will be developed by the parent and the program staff.

Non-Discrimination Statement

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex, or religious beliefs. In order to participate successfully in YMCA Summer Day Camps, a child must be able to function in a group setting, stay with their group at all times, and follow directions given by staff.

Special Needs Accommodations

If a child requires accommodations due to special needs any of the following can provide supporting signed documentation.

- Licensed or certified physician or physician's assistant
- Mental health professional
- School professional
- Social worker with a bachelor's degree with a specialization in the child's needs
- Registered nurse or advanced nurse practitioner

The documentation must be in the form of any of the following:

- Individual Education Plan (IEP)
- Individual Health Plan (IHP)
- 504 Plan
- Individualized Family Service Plan (IFSP)

A written plan to meet the needs of an individual child will be implemented by the site staff with the approval of the Program Director.

Please Note: We are unable to provide toileting or feeding assistance. Our Staff/child ratio is 1/15 as required by DCYF.

Reporting of Child Abuse

The YMCA complies with Washington State laws which require childcare providers to report suspected child abuse, neglect, or exploitation to Child Intake Line and/or local law enforcement agencies. All YMCA staff members are trained in child abuse identification.

Behavior Policy

Our goal is to help our children cultivate the YMCA 4 core values: Caring, Honesty, Respect, and Responsibility.

We strive to provide a supportive, nurturing environment with caring adults which is the first step in the development of inner control and appropriate behavior. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others.

Methods we use:

- Positive reinforcement/reasonable expectations
- Logical/Natural consequences
- Redirection and choices

The following may result in immediate suspension/removal:

- Bodily harm to others/staff
- Leaving the YMCA group
- Unsafe environment for self or others

Our positive, guidance-focused approach helps children develop positive self-esteem, independence, pride in their work, and builds trust in our program and staff. The YMCA does not use corporal punishment in any way.

Parent Responsibility

If a parent is disrespectful towards staff or other families the parent may not be able to drop off or pick up their child on the premises. This includes inappropriate language and threatening actions.

Cultural Awareness Activities

Our Summer Camp & Club Programs will incorporate activities to encompass many different cultures. Multi-cultural activities will be a part of our summer activities and may include games, books, or art & crafts. Parents are welcome to share ideas they may have to increase our cultural diversity.

Religious Activities

The YMCA is a Christian Organization, and we may do prayers before snack as well as incorporate some Christian-themed arts and crafts activities into our programs. Children are not required to participate in any religious activities. Families are welcome to share religious preferences with YMCA staff.

Holiday Celebrations and Traditions

Often holiday games and arts & crafts are incorporated into our monthly activities. We strive to celebrate holidays being respectful of our many different and diverse cultures.

Parents are welcome to share traditions and specific activities with program staff to see if they may be incorporated into programming.

Food Service Practices

Please see specific location for free lunch days of service and availability. Meal/snack times are approximate depending on location.

- Breakfast 8- 8:30am (arrive by 8:15)
- Lunch 11:15- 12:30
- Snack 3:30-4pm

Please note:

- Notify staff if your child has food allergies
- All locations are NUT FREE
- Campers may bring their own meals and/or snacks from home
- Free lunches are provided by East Valley and Spokane School Districts and the YMCA.
- Free lunch service ends when the school district stops providing meals, usually the final week or 2 of camp.

Off Site Field Trips

If the program is on a field trip the following policies will be followed.

- Child Information Forms will be sent with staff accompanying children on field trips.
- Sign in/out form or tablet will be sent with staff.
- Drop off or Pick up: for safety purposes, if a parent wants to drop off or pick up their child from a field trip location prior approval from the Program Director must be received.
- Medications will be kept with a designated staff person to be given as prescribed and will be noted on the medication log.
- A minimum 1/15 staff to child ratio (as required by licensing) will be maintained and does not include the bus driver.
- If swimming, a minimum 1/10 staff to child ratio will be followed.
- Children will be transported by bus drivers with current CDL licenses in the YMCA bus or a leased vehicle.
- A first aid kit will be kept with the group.
- Some off-site field trips may require an additional fee to pay for the trip. Parents/guardians will be notified of any additional fees in advance. Please notify the Site Director if the additional fees create a financial burden.
- Field trip schedules will be sent out weekly to registered participants.

Transportation Policy & Guidelines

- Leave for field trips by 9am
- Return from field trips by 4pm
- Children cannot be transported in personal vehicles

Staffing Plan, Training and Development

Consistency is important, our goal is to have the same staff with their groups throughout the summer. However, we do have subs and may have to move staff as needed.

Staff have the following certifications/trainings

- 10 hours state approved training per year
- Pediatric CPR and 1st Aid training
- TB Test
- Washington State Background Clearance.
- DCYF Background Clearance
- Child Abuse Prevention training
- Blood Borne Pathogens training
- Food Handlers card if required
- Registered in Department of Children and Youth and Families MERIT system
- Staff/Child Ratio maximum is 1:15, we try to stay at 1:10.

Please note: Families often request staff babysit for them during non-camp days/times. The YMCA as a policy that staff may not babysit for program participants.

Payment Policy

Space is limited, pay early to reserve your spot. Fees are due Monday, prior to the week of attendance. Drop/change forms accepted with written notice no later than the Monday prior to the session of change or cancellation. \$20 transaction fee will be assessed

Late Pick Up Fees

A fee of \$10 per child may be charged for every 10 minutes your child is picked up after 6:00pm. No prorating.

Non-Sufficient Funds

All payments returned for Non-Sufficient Funds are subject to a \$20 NSF fee.

Changes or Cancellations or Billing Information

Changes or cancellations to a child's enrollment accepted with written notice using the Change/Cancellation Form no later than the Monday prior to the session of change or cancellation.

\$20 transaction fee may be assessed

Email: childcare-schoolageprograms@ymcainw.org

Mail: YMCA Summer Day Camps, 1126 N Monroe, 99201

DCYF and other 3rd Party Assistance

State assistance is accepted once State Approval is received by the YMCA at select locations. The parent/guardian will need to contact their assigned caseworker or 3rd Party Agency and submit all required forms and information. Please notify your caseworker in advance with the site your child will be attending. Please see the following chart for the provider numbers. If you would like your child to attend before we receive notification from the state, you can pay the full rate and receive a refund or credit to your account upon approval.

- Central: 276487
- North: 500457
- Valley: 507986

DCYF and other 3rd Party Assistance Payment Parent Responsibility

DCYF pays for participation after co-payment is made (if applicable). Co-payments are due with initial registration and on the 1st of each month. Program cancellations must be received by the 27th of the month prior in order to inactivate monthly billing. DCYF and other 3rd Party do not cover late fees or fees accrued due to inaccurate registration on the part of the parent. This is the parent's/guardian's responsibility. Failure to pay will result in loss of care and accounts may be sent to collections

Financial Assistance

YMCA financial assistance is available to qualifying families and is sponsored by the YMCA Annual Campaign and Spokane County United Way. Applications are available online, at a Y facility, or at the Corporate Office. Financial assistance will not apply until after your application is approved. Applications can take up to two (2) weeks to process.

Financial Assistance

Katy Zemke 509 777 9622 x 4470

Kzemke@ymcainw.org

Business Office 509 777 9622 ask for the business office ymca@ymcainw.org

Tax Information

For tax information visit our website. The YMCA Childcare Division does not automatically send out tax statements to participants. If you would like a statement for the current tax year please complete the form website.

<http://www.ymcainw.org/programs/child-care/tax-information> Or contact the Customer Information

Center at 509-777-9622. Statements are mailed out every Friday starting at the end of January.

Statements can take up to two weeks to process. Our Tax ID Number is 91-0827958

The Mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind & body for all.

NOTES:

Thank you for choosing the YMCA for the summer!

