



SUMMER DAY CAMP

2020 Parent Handbook
YMCA of the Inland Northwest

Register

Online: ymcainw.org

Phone: 509 777 YMCA (9622)

Email: Schoolageprograms@ymcainw.org

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

Contact Information

Central and North Locations: Wwoodard@ymcainw.org 509 777 9622 x 308

South and Valley Locations: Hirmer@ymcainw.org 509 777 9622 x 208

Dear YMCA Summer Program Parent or Guardian:

Welcome!

We are pleased you are a part of our YMCA 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 our camp will fit the needs of your child's interests. Our goal is to provide an environment in which your child will grow, build new friendships, and of course, have fun.

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 1116 E Alice

Swim lesson campers - please drop off at our Central YMCA at 930 N Monroe by 7:45 am.

North YMCA Camp 10727 Newport Hwy
Sign-in is located next to the pavilion

South YMCA Club 3220 S Grand Blvd
Located in Manito United Methodist Church

Valley YMCA Camp 2421 N Discovery Pl
Sign-in is located next to the parking area by the pavilion

Hours of Operation

6:30am - 6pm

Monday, June 15 - Friday, August 28

Closed on Friday July 3

for Independence Day Holiday.

Payment Policy

Space is limited, pay early to reserve your spot.

Fees are due Monday, prior to the week of attendance.

YMCA School Age Care and Day Camps

Late Pick Up Policy

The YMCA School Age and Day Camp Programs close at 6pm. Beginning at 6:01pm you will be charged \$10 per child for every 10 minutes late.

Changes or Cancellations or Billing

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

\$20 transaction fee will be assessed

Email: Schoolageprograms@ymcainw.org

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

Silverwood Fieldtrip Information

Valley Location Grades 6 & 7 Triangle Club Only

Silverwood is offered for camper's grades 6-8 on Week 7. More information will be sent out prior to the week.

\$40 fee due by July 13.

This fee is not covered by DSHS.

Children's Records - Due on or before June 1st

Children's records will 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.

Typical Daily Schedule and Sample Curriculum

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

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. 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.

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, always stay with their group, and follow directions given by staff.

Parent Communication Plan

Parents/guardians may contact the site with any concerns at the number listed in the parent handbook 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.

Confidentiality Policy

Child information forms containing phone numbers and addresses will remain confidential and will not

be shared with other parents or any persons not employed by the YMCA. Information regarding specific children may be shared with the school staff with the parent's permission. DEL licensors may have access to child information, immunization, and medication forms, as well as sign in sheets, which are requirements from Washington State Department of Early Learning.

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.

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 diversion

The following may result in immediate suspension:

- Bodily harm to others
- 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 deemed disrespectful, threatening or inappropriate towards staff or other families the parent may be refused access to drop off or pick up their child on the premises.

Cultural Awareness Activities

Our Summer Camp & Club Programs will incorporate activities to encompass many different cultures. Multi-cultural activities will be part of our summer activities and may include games, books or arts & 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.

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 Protective Services and/or local law enforcement agencies. All YMCA staff members are trained in child abuse prevention.

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 - 9am (arrive by 8:45)
- Lunch 11:15am - 12:30pm
- Snack 3:30 - 4pm

Please note the following:

- Notify staff if your child has food allergies
- Some locations may be 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 two of camp.

Off Site Field Trip Policies

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 book 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 fieldtrip location prior approval from the director will be requested.
- 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 notices will be posted prior to the field trip.

Transition Procedures

When transitioning between locations children will be accompanied by at least one staff member, always maintaining a 1:15 staff ration. Children will walk single file with a staff person at the front and when necessary a staff person at the back. When transitioning, staff will track the children and make sure all children are present and accounted for.

Staffing Plan, Training and Development

We try to have consistent staff at each site. However, at times a substitute staff member will be on site. Each staff person is required to have a minimum of 10 hours of training per year. Volunteers are never left unattended with a group of children. Parents may ask to see staff training records and current certification records. Staff members undergo background checks and are required to have current certifications in Pediatric First Aid, CPR, Child Abuse Prevention and Bloodborne Pathogens. Staff members are also required to take a TB test and possess a Food Handler's Card if serving meals or snack. All staff must also be registered in the Department of Youth and Family 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 has a

policy that staff may not babysit for program participants.

Transportation Policy & Guidelines

Children will leave for field trips as early as 9am and return to camp by 4pm. For safety and staff/child ratios children cannot be dropped off at a field-trip location. If you need to pick up your child at a field trip location, please notify your child's group leader in advance.

Transportation may include the YMCA bus, public transportation, or a leased vehicle. All bus drivers have current CDL licenses. Children may not be transported by YMCA staff in their personal vehicles. In order to facilitate safety during drop-off and pick-up times, staff will follow the following procedures: have current CDL licenses. Children may not be transported by YMCA staff in their personal vehicles. In order to facilitate safety during drop off and pick up times, staff will follow the following procedures:

- A designated staff person will monitor traffic in front of and behind the bus.
- Staff will do a roll call and a head count when leaving for field trips.
- Campers will remain seated at all times when the bus is in motion.
- Staff will ride on the bus with children.
- The YMCA will follow guidelines for maximum occupancy.
- Staff will monitor their small groups taking head counts and roll calls throughout the group's time at the field trip destination and prior to returning to the YMCA.

Rainy Days

Our program is designed to be an outdoors camp. During inclement weather, participants will either stay at the YMCA facility or proceed with the scheduled field trip. If there is a change of schedule, it will be posted at the sign-in/sign-out location. Please send campers in weather appropriate clothing.

Smoky Day(s) Policy

Smoky days during our summer day camp season have often occurred during certain days in August.

We will follow the listed practices when there is a smoke alert for our area.

- We track the smoke danger on the spokanecleanair.org website.
- If it is safe (0-150) to remain outdoors, we will follow our posted schedule.
- If is unhealthy (151-200) for some we will be indoors as much as possible.
- If it is very unhealthy (201-500) level we will close for the day for safety.

Evacuation of Children in any emergency

In the event of an emergency, children will be evacuated through the main exit of the building. If a child is non-ambulatory a designated staff person will be responsible for making sure the child is able to be evacuated in a timely manner either by pushing the child's wheelchair or if needed to carry the child.

- A whistle will be available at each location as an additional method to sound an emergency alarm.
- Child information forms including medical release forms and any needed medication will be taken to the evacuation point by the Site Supervisor or a designated person.
- An emergency/evacuation first aid kit will also be taken to the evacuation point.
- The sign-in and out book will be taken by the Site Supervisor and roll call will be conducted.
- Parents/guardians may pick up their children at the program location following an emergency if the program location is determined to be safe.

Designated Emergency Evacuation Shelters

In the event the YMCA program needs to seek shelter the children will be evacuated to the nearest YMCA facility or the nearest designated shelter area as directed by local authority (often schools are the shelters).

Parents will be notified where to pick up their children following an emergency through:

- Telephone calls/messages
- Cell phone text messages
- YMCA Website
- Social Media
- Local news if applicable

Earthquake Requiring Shelter

Staff and children will be directed to go to the safest earthquake location, which will be determined and posted in the emergency book and determined per each program site. The Site Supervisor along with the Program Director will determine if the licensed space is safe following an earthquake after discussing it with school staff and/or local authorities.

Lockdowns

In the event of a lockdown the following procedures will be followed:

- Children will be directed to hide under or behind tables and/or in closets.
- Doors will be locked.
- Windows will be locked and covered.
- Children will remain at the site under lockdown until it is determined to be safe by school officials or local authorities.
- Parents will be notified where and when they may pick up their children by following the same procedures outlined above under Emergency Evacuations.

Medication, Food and Water

YMCA day camps will follow the following guidelines during the summer camp season.

- Camp staff will have access to 3 days' worth of prescribed medication.
- Camp staff will have access to 3 days' worth of food.
- Camp staff will have access to 3 days or of water.

Emergency Procedures

Staff will be trained on emergency procedures on an annual basis and will be given a copy of the Emergency Plan.

Staff will be trained in the following areas:

- How to operate a fire extinguisher.
- How to test smoke detectors and carbon monoxide detectors and change batteries if needed or notify the school to fix.
- Responsibilities will be established for each site.
- Fire drills will be done monthly.
- Emergency and lock-down procedures will be conducted every three months during the school year and will be conducted at different times of the day.

Fire Drill Procedures

- Names of staff who were present at the time of the drill.
- Number of children who were present at the time of the drill.
- Length and time of the drill.
- How the drill went, and any improvements or adjustments needed.

Health Care Policy

YMCA staff members will follow the YMCA's School Age Program and Day Camp Health Care Policy.

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or NHS/Lice. In a medical emergency, every effort will be made to contact the child's parents/guardians. In the event the parents/guardians cannot be reached; we will contact the emergency contact person. If we are unable to reach the emergency contact person, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents can be reached. A parental permission form must be filled out before staff can administer medication. A separate form is updated daily as to continuing medical needs and any changes in emergency information. Medication must be in its original bottle or container with a prescription label. A medication permission slip can be obtained from the Site Director.

Nonsmoking Policy

The YMCA school age program staff members are not allowed to smoke or have tobacco on the premises. The YMCA School Age Program is a

Smoke Free/Smell Free program. Staff may not come to work in clothing that smells of tobacco. If a staff person does smoke during their break, they must be a minimum of 25 feet from the YMCA campus.

Drug and Alcohol Policy

Staff and volunteers may not use illegal drugs. Staff may not consume or be under the influence of alcohol during operating hours or be under the influence of drugs that would impair the ability to provide care for the children under our care. Staff and volunteers will follow all YMCA drug free zone policies.

Hand Sanitizers

Hand sanitizers can be used with the parent/guardians written and initialed permission. Hand sanitizers may be used when hand washing facilities are not available or if we are on a field trip, emergencies or disasters. Hand sanitizers will not be used if hand washing facilities are available.

Care for Animals on the Premises

The YMCA does not keep animals on the premises.

Poisons, Chemicals, and Other Substances

Poisons will be stored in a locked container inaccessible to children and where poisons will not contaminate food. Poisons will be kept in their original container whenever possible. However, if poisons are not in the original container, poisons will be clearly labeled with the name of the product and the words "poison" and or "toxic". Pesticides will be stored in their original container. Cleaning and sanitizing chemicals will be stored in their original containers unless they are diluted in which case they will be labeled to indicate the container's contents.

The following poisons, chemicals, and other substances that will be stored inaccessible include:

- Nail polish remover
- Sanitizers and disinfectants
- Household cleaners and detergents
- Toxic plants
- Plant fertilizer

- Ice melt products
- Pool chemicals
- Pesticides or insecticides
- Fuels, oil, lighter fluid, or solvents
- Matches or lighters
- Air freshener or aerosols
- Personal grooming products including, but not limited to lotions, creams, toothpaste, shampoo, conditions, hair gels, hair sprays, make-up and cosmetics
- Dish soap, dishwasher soap or additives
- Tobacco products, including cigarette/cigar butts, and ashtrays
- Alcohol

Pest Control

The YMCA will keep the premises free from rodents, fleas, cockroaches, and other insects and pests using the least poisonous method of pest management or use chemical pesticides for pest management. If chemical pesticides are used, the YMCA will post a notice visible to parents/guardians and staff 48 hours in advance of the application of chemical pesticides and will apply pesticides in compliance with the Washington State Department of Agriculture's guide for Pesticide use at Public Schools (K-12) and Licensed Day Care Centers.

Lead, Asbestos, Arsenic and Other Hazards

The YMCA will take action to prevent exposure if it becomes aware that any of the following are present in the indoor or outdoor licensed space:

- Lead-based paint
- Plumbing containing lead or lead solders
- Asbestos
- Arsenic or lead in the soil or drinking water
- Toxic mold
- Other identified toxins or hazards

Camp Purpose and Objectives

The purpose of the YMCA's Summer Day Camp program is to provide a healthy, structured, and fun environment where children can experience personal growth, improved self-esteem and learn and practice Christian values for the betterment of the family unit and the community.

- To provide fun and recreation;
- To help children grow physically, mentally, socially, and spiritually;

- To encourage children to express themselves creatively and to practice values clarification;
- To develop good sportsmanship through supervised play;
- To help children develop self-awareness, confidence, and feelings of self-worth.

YMCA Mission Statement

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