



**ALBERT LEA FAMILY  
YMCA'S  
SUMMER DAY CAMP  
PROGRAM  
PARENT HANDBOOK**

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

Updated: 2/1/2021

# Mission Statement and Goals

The mission of the Albert Lea Family YMCA's Summer Day Camp is to provide memorable experiences that incorporate fun learning, friendships, and Christian principles into practice through programs that build healthy spirit, mind, and body. This will be accomplished by providing a safe environment within the YMCA for the children to develop strong emotional, physical, social, cognitive and recreational skills. Children will be encouraged to be responsible for their actions and to respect the rights of others. We believe that treating children with respect and dignity encourages their sense of self-worth. The YMCA's Summer Day Camp Program offers school-age children a successful and positive developmental experience. Youth participating in the program build character and self-esteem—learning how to be good leaders and thoughtful supporters. Children have the opportunity to enjoy a nurturing and active environment where they will develop an appreciation for themselves and others. By participating in the fun and age-appropriate activities, children learn the YMCA's four core values: caring, respect, honesty and responsibility.

## Goals:

- Foster youth development, preparing a child for the responsibilities faced in adolescence and adulthood.
- Develop a lifestyle of healthy living
- Encourage an understanding of and desire to take on social responsibility
- Use personal creative expression through imagination and yearning for an adventure
- Further a child's understanding and respect of those with different backgrounds, experiences, and abilities
- Develop an ability to become and keep friendships
- Provide fun, educational, and memorable experiences

# 1. Admission & Operation Policies

## **A. Program**

The Albert Lea Family YMCA's Summer Day Camp Program is an all-day child care program for children that have finished grades K-5. The program does not discriminate in relation to admissions or demission on the basis of race, creed, color, national origin, religion, disability, sex, or ability to pay. All children will be considered for admission, even in the event of no current vacancy; the child's name will be placed on a waiting list and admitted as vacancies occur.

## **B. Pre-Admission**

All registration paperwork (enrollment form, immunization record, dental/health history, medication form [if applicable], parent contract, and camper information) MUST be turned in before a child can start attending Summer Day Camp. We are required to obtain this information each year, regardless of a child's past attendance. All information is kept confidential and is shared with Summer Day Camp staff only on a need-to-know basis. A registration fee of \$40.00 is required; any additional children from the same family will have a registration fee of \$5.00. There is no late registration penalty for additional children.

## **C. Hours & Days**

The YMCA's Summer Day Camp Program resides at the Albert Lea Family YMCA and is open from 7:00am–6:00pm Monday through Friday with programmed activities running from 9:00am-5:00pm. Please have your child at the YMCA by 9:00am as this is when opening camp activities start including when children load the bus for field trips. Newsletters will be provided each week with field trip information.

## **D. Sign In/ Out**

A parent or legal guardian MUST come into the YMCA every morning and afternoon to sign their child in and out of Summer Day Camp. Children cannot be released without a parent/guardian's signature. Minor siblings (under 18) cannot sign a child in and out of camp. Also, children cannot sign themselves in and out. An adult that is listed on the child's documentation MUST be the one to sign them in and out. If an adult who is not listed on the child's documentation will be picking them up, the Childcare Coordinator should be notified of the change as soon as possible. In an effort to be sure of who is picking up a child, camp staff may ask for a photo ID to compare with the child's list of those who are approved to pick them up. The help and cooperation of parents in this matter is greatly appreciated.

## **E. Transportation/Busing**

Camp participants will be riding the bus to various field trip sites approximately two to three days a week. On trip days we will depart at 9:00am. If a child misses the bus, camp staff CANNOT transport them in personal vehicles. It will be the parent's responsibility to transport the child if the group has already left the YMCA. Newsletters are provided each week with bus trip information including departure and return times.

Transportation is provided by the Albert Lea Bus Company. Passengers are required to follow all posted rules at all times while on the bus. Camp staff will ride the bus with campers to ensure safety and supervision. Additional staff may be provided on the bus for field trips out of town based on the total number of participants on that day.

Camp staff will keep parents up to date on any planned arrival and departure time changes. If there is an unplanned change of arrival time, camp staff will call the YMCA to report the reason and the new ETA.

## **F. Absenteeism & Illness**

If your child is going to be absent from Summer Day Camp, please call the YMCA to let the staff know. If your child is registered for day and no phone call has been received, a staff member will contact you to notify you of your child's absence. Long term absence for reason of illness should be discussed with the Childcare Coordinator.

## **G. Visitation**

Please feel free to visit at any time to observe what the children are involved in. Staff will be happy to speak with guests and answer any questions, but guests are asked to understand that camp staff still have a responsibility to care for the children and may not be able to take much time away from their group. Advanced notice will be needed so camp staff know when to expect guests and so guests will know where to find the group at that time of the day. Please contact the Childcare Coordinator to set up a visit.

## **H. Communication**

Families will receive a weekly newsletter and schedule informing them of upcoming activities, events, and any special craft requirements for the next week. The schedules will be placed in the child's folder so parents should check the folder daily. Folders are at the Communication Table in the front entryway of the YMCA.

## **I. Fees**

Fees are determined based on the child's attendance. If a camper attends four or five days of camp during a week, the standard weekly fee will apply. If a child attends three days or less, you will be charged a daily fee. See

attached price list. If a child is attending summer school, a half-day price of 50% of the normal daily fee will apply. Scholarships and a sliding fee scale are available to those who qualify. Please contact the YMCA business office for questions concerning scholarships at (507) 373-8228.

Field trips and activities may come with an additional fee. Please note that financial assistance may not cover these fees.

Lastly, children having a balance due from other YMCA programs (School's Out, Youth Sports, membership) will not be admitted to camp until arrangements have been made to bring any past due amounts current.

### **J. Late Charge**

The YMCA's Summer Day Camp Program closes at 6:00 pm. Please be prompt when picking up your child. **A \$5.00 fee will be charged for every 15 minutes after 6:00 pm.**

### **K. Payment**

The YMCA's Summer Day Camp Program statement will be available each Monday at the YMCA in your child's file folder. Payment for the prior week must be paid by Friday, unless a different payment plan is worked out with the director. **If a child's account becomes more than three weeks past due during camp, the child will not be allowed to attend until the account has been paid in full.** Past due accounts and NSF checks will be handled according to the protocols contained in this handbook.

### **L. Past Due Payment Protocol**

30 days past due: 3% interest added to amount owed

45 days past due: additional 3% interest will be added and total will be turned over to collections. Fees double when turned over to the Credit Bureau.

### **M. NSF Protocol**

Immediately upon notification from bank: NSF letter sent with \$30 dollar penalty fee and 3% interest added.

6 days past notification: additional 3% interest will be added.

30 days past notification: additional 3% interest will be added.

45 days past notification: additional 3% will be added and total will be turned over to collections. Fees double when turned over to the Credit Bureau.

## **2. Health and Emergency Procedures**

### **A. Accident & Emergency**

All YMCA camp staff members hold current certifications in basic First Aid and CPR. In case of an accident requiring more medical attention than routine First Aid, but not resulting in a life-threatening injury, the parent will be contacted to pick up the child. In the case of a life threatening condition, 911 will be summoned, the parent or alternate emergency contact will be notified, and the child will be transported, if necessary, to the appropriate emergency center. Parents will be notified by camp or YMCA staff as soon as possible; the safety of the child will be the primary concern.

Camp staff members are trained to do frequent head counts to make sure their group stays together as they move from one activity to another. If a camper is discovered to be missing during the program, the counselor will retrace their steps. If the child is still not found, the other children will be gathered together and left in the supervision of a minimum number of counselors so all available staff can search for the missing child. If the child is still not found, proper authorities will be called.

### **B. Illness**

An ill child should be kept home. This will protect the other children, as well as the ill child. Guidelines for keeping a child at home are as follows:

1. If the child has had a fever during the previous 12 hours.
2. If the child has vomited in the previous 12 hours.
3. If the child has skin sores which are open and draining.
4. If the child has Streptococcal Group A throat infection (commonly known as strep throat), and has been receiving antibiotic treatment for less than 24 hours.
5. If the child has had diarrhea more than once during the previous 12 hours.

Parents or the emergency contact will be informed if the child becomes ill and will be asked to pick up the child within a reasonable period of time. If necessary, the child will be isolated from the other children but within sight of a staff person until the parent or guardian arrives.

If your child has a communicable disease (lice, strep throat, chicken pox, etc.), please notify the Childcare Coordinator. Parents will be notified by means of individual notices of any communicable disease. These notices will not indicate any specific information about the child who presented the illness other than the fact that a child with the noted condition has been in attendance at The YMCA's Summer Day Camp Program. Information will also be included about the illness, such as signs, symptoms, and instructions for treatment and care.

### **C. Medication**

Except in case of emergency, written instructions from a doctor or dentist must be provided for each prescription or over the counter medication to be given during The YMCA's Summer Day Camp Program. Medication must be brought in the original pharmacy container with a current, legible label containing the child's name, doctor's name, directions including dosage, and expiration date (if applicable). All of this MUST be accompanied by written parental authorization. The physician's orders must match the instructions as listed on the pharmacy bottle. Medication not in the original pharmacy container and accompanied by a completed medication form CANNOT be administered by camp or YMCA staff.

Medications should be given directly to camp staff when the child is signed in for the morning. Staff will only release leftover medication to parents or another designated adult. It cannot be released to the child.

### **D. Insurance**

Camp staff have been trained to take every reasonable precaution in order to ensure the safety and security of the children at all times. However, accidents do happen. The Albert Lea Family Y carries liability insurance but does not carry insurance for participant injury or accident. This is the responsibility of each family. Should an accident occur, appropriate steps will be taken, which may include emergency room treatment or hospitalization. For this reason, we require current health insurance information for each participant to be kept on record in order to guarantee timely treatment for accident or injury should a child need emergency medical treatment.

### **E. Nutrition**

Camp participants need to bring a lunch, two snacks, and drink every day. A large refillable water bottle is highly recommended as the children and staff are outside much of the day and do not always have immediate access to drinking fountains. The YMCA Summer Day Camp is not able to provide refrigeration, so campers should bring non-perishable food items or use ice packs to keep food cold.

An afternoon snack may be provided by The YMCA; the snacks provided may include or may contain milk, fruit, whole grains, nuts, and wheat proteins. If your child has dietary please make the camp staff at the YMCA aware so accommodations can be made. If any medical and/or religious reasons restrict your child/children from what we will be serving, we will accommodate you. If your child/children's restriction are based on an individual and personal parenting choice, you will be required to provide a snack for your child.

Lastly, if a child would like to bring a treat to share because of a special occasion such as a birthday, please inform the Childcare Coordinator in advance.

## 3. General Policies

### A. Discipline

Programs of the Albert Lea Family Y do not use any form of physical or corporal punishment. Staff members are pro-active with discipline meaning we have clear rules and expectations for every game and activity. When a children start displaying inappropriate behavior, staff will attempt to cue and redirect the child. If the child continues in the behavior, a time out will be given. "Time out" is defined as sitting quietly within sight of the other children and staff for a short period of time (based on age) until they are calm and ready to constructively rejoin the group. After the time out, staff will process the incident with the child to ensure understanding before the child returns to the activity. The intent is not to be punitive, but to correct wrong behavior and teach right behavior. If the problem continues, a conference may be arranged with a Counselor and the Childcare Coordinator. The YMCA reserves the right to drop children from the program if conflicts or behaviors cannot be resolved; this decision will be made on a case by case basis by the Youth Program Director.

To prevent such an instance from happening, staff in encouraged to speak to the parent at pick-up to discuss and make them aware of any problems. Input from parents is always appreciated; parents are asked to please let counselors know if there are issues outside of camp that may affect their child's mood or behavior. As every child is different, if a parent has found a technique that works well at home, it may be applicable to the camp environment.

### B. Termination of Attendance

The following steps will be taken if problems occur:

1. The Counselor will talk with the parent(s)/guardian about the problem.
2. Written letter to parents from the Childcare Coordinator notifying them of the situation and next steps to be taken.
3. Suspension for one week
4. Termination of attendance

### C. Personal Belongings

Each child will have a designated area for coats, bags, and personal belongings. Live animals, weapons (including pocketknives), and electronic devices (unless otherwise noted) are not allowed at the YMCA. If you want your child to have a phone on them, it **MUST** remain in their backpack all day. Children are responsible for their own personal belongings so please mark your child's name on these items. The Family Y is not responsible for lost or stolen items.



**\*\*The YMCA Summer Day Camp prohibits the possession or use of alcohol or tobacco during all times of the day\*\***

#### **D. Clothing**

Since a portion of the day may be spent outdoors (weather permitting), it is necessary for each child to be provided with appropriate seasonal clothing (i.e. rain jackets). Layering clothes is suggested as mornings may be cool but will warm up as the day progresses. Please have your child wear or bring tennis shoes every day for activities and in order to prevent injuries. Children will need a swim suit and towel each day as they have an opportunity to swim each afternoon. Children may bring goggles if they choose. Please note that children MAY NOT borrow swim suits from the YMCA's Lost & Found. If they do not have a swim suit and towel, they will not swim.

#### **E. Field Trips**

Occasional educational excursions and field trips will be taken during the course of the summer. These may include both local sites as well as sites further away. Camp will be staffed according to the number of children attending as well as the distance traveling.

Parents will be kept up to date on any planned fields trips through newsletters and information sent home. Please make sure to check your child's folder and the Communication Table in the front entryway of the YMCA for further updates.