



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



BEST
SUMMER
EVER™

PARENT HANDBOOK

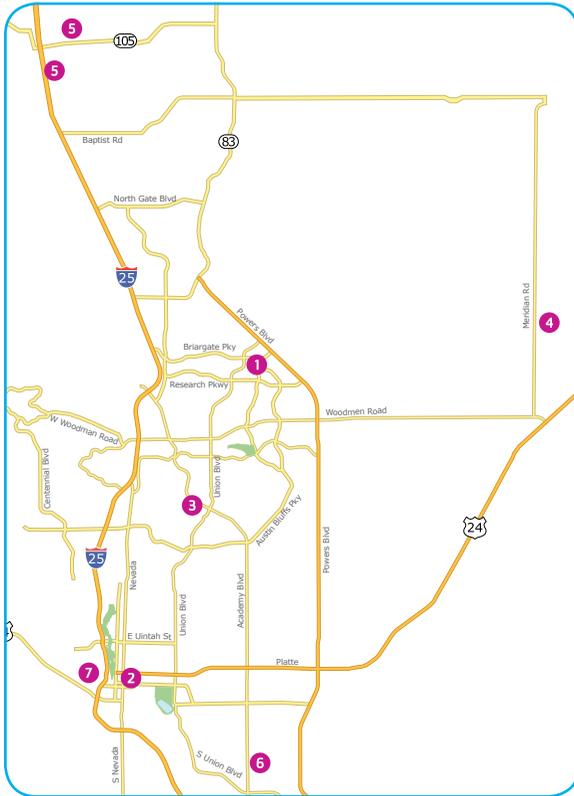
Summer Day Camp 2018
Ages 5-12

YMCA of the Pikes Peak Region
ppymca.org/day-camp

ADVENTURE LEARN DISCOVER

YMCA SUMMER DAY CAMP 2018

REGISTER ONLINE OR AT YOUR LOCAL Y



- 1. Briargate Family Center**
4025 Family Place
Colorado Springs, CO 80920
- 2. Downtown Family Center**
207 North Nevada Avenue
Colorado Springs, CO 80903
- 3. Garden Ranch Family Center**
2380 Montebello Drive West
Colorado Springs, CO 80918
- 4. Meridian Ranch Recreation Center**
10301 Angeles Road
Falcon, CO 80831
- 5. Monument Locations**
Weeks of May 29- August 3
Lewis Palmer Elementary
1315 Lake Woodmoor
Monument, CO 80132
Weeks of May 21, August 6,
and August 13
Tri-Lakes Y
17250 Jackson Creek Parkway
Monument, CO 80132
- 6. Southeast Family Center**
2190 Jet Wing Drive
Colorado Springs, CO 80916
- 7. Westside Community Center**
1628 Bijou Street
Colorado Springs, CO 80904

For registration and program questions
please contact the childcare office at
childcare@ppymca.org.

OTHER YMCA PROGRAMS The YMCA offers a wide variety of programs and services to children and families. Please visit your local YMCA or ppymca.org for information. We encourage you to participate in other YMCA programs such as preschool, sports, aquatics, military outreach, camping, health and wellness, volunteering and more.

OUR MISSION To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA of the Pikes Peak Region
Association Child Care Services Office
316 North Tejon Street
Colorado Springs, CO 80903
childcare@ppymca.org



In partnership with
Children's Hospital Colorado
Colorado Springs

YMCA of the Pikes Peak Region

Our Mission To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PROGRAM PROCEDURES

HOURS OF OPERATION

Summer Day Camp: 9:00 a.m. – 4:00 p.m.

Before Camp: 6:30 a.m. – 9:00 a.m.

After Camp: 4:00 p.m. – 6:00 p.m.

Westside Community Center Day Camp: 9:00 a.m. – 4:00 p.m.

Before Camp: 7:00 a.m. – 9:00 a.m.

After Camp: 4:00 p.m. – 6:00 p.m.

Days when care will not be provided

- May 28 (Memorial Day) and July 4 (Independence Day)

RATIOS The Colorado Department of Human Services Guidelines, and the YMCA, require a staff to child ratio for day camp of 1:15. We strive for 1:12.

PARTICIPATION IN ACTIVITIES

Opportunities for exercise and fitness are available daily. Our staff will never force children to participate; however, we ask that parents encourage their child to participate in all programs. Should you or your child have any questions in this regard, please contact the Association Child Care Services Office.

PERSONAL BELONGINGS The YMCA is not responsible for lost, misplaced or stolen items. Please do not send your child to day camp with electronics, expensive/sentimental items or money. Mark all personal belongings with your child's name. Lost and found items will be kept for one month and then donated to charity.

ELECTRONICS Cell phones and electronics (including game players, iPods and e-readers) are not allowed at day camp. We strive to create an opportunity for your child to unplug and take a break from the electronics.

SNACKS One healthy snack is provided daily. If your child has special dietary or allergy considerations, please make sure this is noted on their health forms. It is also very helpful to update site staff of any dietary restrictions or changes to your child's diet.

LUNCHES Please provide a non-perishable, nutritional lunch daily unless otherwise notified by the day camp site director. Please note we cannot refrigerate or microwave any lunches.

FIELD TRIPS All children participate in field trips unless otherwise notified by parents. Attendance is taken before departure, at the destination and continuously during the field trip.

- **Transportation** Signed permission slips authorizing transportation are kept on file at the Association Child Care Services Office and camp site. Transportation is provided by school district busses with qualified district staff drivers. Emergency evacuation drills are performed periodically.

- **Late Arrival** If a child arrives late at a site and the remainder of the group is away, we will work with you individually as needed.

LOCATION OF CHILDREN Children's whereabouts are monitored at all times. A note will be posted to notify parents of where the program is located in or outside the center. In the event that a child's whereabouts is unknown, a thorough search of the area will be conducted by YMCA staff. Parents and police will be notified within 30 minutes if the child is not located. At the end of each day all rooms are checked for children.

SIGN IN/SIGN OUT Only persons listed on the registration form or authorized in writing by the child's parents may pick up or visit a child. For safety reasons, we will not release your child to anyone without authorization. All persons picking up a child will be asked for identification.

VISITORS All visitors must sign in on the designated visitor log before entering any child care room. Staff members are required to verify the identity of individuals by checking identification.

LATE PICK UP If you are more than 30 minutes late and the staff has not been able to reach you or anyone authorized to pick up your child, a YMCA staff member will contact the Operations Director for Association Child Care Services Office. We will then notify the Department of Human Services and the local police.

INTOXICATED PARENT PICK UP For the safety of the children, the YMCA has established a procedure in the event of anyone attempting to pick up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else pick up the child. If the individual insists on leaving with the child, the staff will immediately contact law enforcement and advise them of the situation.



PARENT COMMUNICATION

ABSENCES Please notify the day camp location or Association Child Care Office regarding illness or absences. This will help staff make sure all children are accounted for. We will not credit your account for short-term absences.

MEDICATIONS Please note that Colorado State law requires that we have written permission from the child's physician to dispense over-the-counter, as well as prescription medications. All medications must be turned in to the staff person on duty by the parent or guardian. Exact directions for administering the medicine, along with the time that it needs to be taken, should be given to the staff on a medication release form. All medications must be sent in their original container with the original pharmacy label. Medications considered controlled substances will be stored in a locked container. If any portion of this policy is not followed, we will not be able to administer the medication. This may result in a call to a parent to come and administer the medication or pick up the child. Due to licensing requirements, staff must be medication administration trained to administer medication.

ILLNESS If a child becomes ill, parents will be contacted to pick up their child. If necessary, children will rest in an isolated area until pick up. Fever, diarrhea and vomiting are indicators that your child should not come to the Summer Day Camp Program and may need to see a physician.

Children with communicable diseases will not be allowed to attend the Summer Day Camp Program until they are free of disease or until they are no longer contagious, as determined by a doctor's note. Parents should use discretion when deciding whether to send their child to day camp when they are not well. Parents will be notified when their children have been exposed to a communicable disease.

IMMUNIZATION There may be campers enrolled in day camp that are not immunized.

NEWSLETTER A newsletter detailing program activities is published weekly for Summer Day Camp. This newsletter is emailed the week prior and is available for pick up at the parent table. Please retain a copy to refer to so that your child will be prepared to participate.

CHILD ABUSE An important factor in providing quality care to young children is ensuring their health and safety by protecting them from abuse and neglect. We take an active effort to prevent child abuse. Some examples may include, but are not limited to:

- A thorough background check of potential employees, including, but not limited to, references of past employers, personal references, military, educational institutions, volunteer organizations, personal character and activities, CBI, FBI, and local police checks and the Central Registry.
- Programs are structured so that no staff member is ever left alone with a child.
- Staff will not fraternize with children outside the program, including baby-sitting or inviting children home.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the state for investigation. All caregivers must report to the proper authorities any suspected physical abuse, sexual abuse, emotional abuse or neglect.

To report suspected child abuse or neglect, parents may contact the County Department of Human Services at: Human Services Department, 105 N. Spruce, Colorado Springs, CO 80905, Day: 719.444.5700 or Night: 719.475.9593.

DISCIPLINE AND GUIDANCE PROCEDURES

PHILOSOPHY Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. We use positive guidance methods including reminders, distraction, logical consequences and redirection.

CAMPER SAFETY is the most important concern of the program; therefore, campers whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the camper's parent and will result in loss of privileges or activities, suspension or termination from the program.

CONDUCT POLICIES As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual camper and will be used in determining the camper's eligibility to continue as a participant in the camp program. A camper may be suspended or released from camp, without refund, for the following behaviors while participating in program:

- Leaving the YMCA camp location

without permission or going into unauthorized areas

- Using foul language, fighting, being rude or discourteous to staff and other campers
- Verbal or written threats to staff or other campers
- Defacing Y or school property or field facilities or any property visited such as church, park, or special event location
- Engaging in fighting, intentionally injuring another camper or bullying
- Bringing or using any illegal substances and/or weapons
- Stealing or defacing another campers property
- Refusing to remain with the group while at camp and during outings
- Refusing to participate in daily camp activities

DISCIPLINARY PROCEDURE The severity of the incident may result in immediate suspension or removal from the program

First incident: Parent notified by director

Second incident: Disciplinary write-up

Third incident: The action taken at this point is at the discretion of the director after appropriate consultation with the parent. (Range of discipline: on day suspension to removal from the program.)

EMERGENCY PROCEDURES

ACCIDENTS AND INJURIES In the event that a child has an accident, is injured or receives medical attention, parents will be notified by phone or when the child is picked up. An injury report will be completed by staff and will be kept on file in our Human Resources Department.

EMERGENCIES In case of an emergency, parents will be contacted immediately. Emergency files are kept in vehicles during field trips. When necessary, our staff will access the 911 system. It is the parent's responsibility to keep files up-to-date in regard to all phone numbers, emergency contact names and names of people permitted to pick up your child.

INCLEMENT WEATHER POLICY During inclement weather, campers will be kept inside the building. Alternate activities are planned for these times and include games, crafts, etc. In the event of excessively hot weather, campers will be kept inside the

building in a well-ventilated area or in the shade outside. All campers are required to have a water bottle with them and apply sunscreen regularly. Physical activity will be limited during this time.

FIRE DRILL Fire drills are conducted once a month to familiarize children with all exits and procedures. In the case of fire, children will be evacuated immediately and parents will be contacted.

TORNADO In the event of a tornado or severe storm warnings in the city, the site director will make the determination as to whether staff should assist in directing all children to building hallways. In such a case, the following announcement will be made: "Due to severe weather and tornado warnings, children in the building are to go immediately to the hallway." After the danger has passed, the site director will give permission for an "all clear" announcement to be made.

CHILD CARE LICENSING INFORMATION If any parent would like to express a concern regarding the YMCA Summer Day Camp Program, State Licensing may be contacted at:

**Colorado Department of Human Services
Division of Child Care**
1575 Sherman Street, 1st Floor
Denver, CO 80203-1747
P 303.866.5958

**YMCA of the Pikes Peak Region
Child Care Services Office**
3176 North Tejon Street
Colorado Springs, CO 80903
P 719.329.7289
F 719.329.7258

ABOUT YMCA SUMMER DAY CAMP

YMCA Summer Day Camp is about learning skills, making new friends, and having fun. Day camp, like many Y programs, is about being part of a community and developing character through the Y's four core values: Caring, Honesty, Respect and Responsibility. Our day camp program teaches self-reliance and fosters a love for physical, social and educational activities. Through their participation, campers learn how to be more independent as well as how to contribute to a group.

PURPOSE AND GOALS The purpose of YMCA Summer Day Camp is to support families in our community by providing a quality, safe and enriching experience for their children. We structure our program to help children develop positive self-esteem with an emphasis on a healthy spirit, mind and body.

YMCA GOALS FOR DAY CAMP

- Support and strengthen the family unit.
- Help children develop to their fullest potential.
- Provide a positive YMCA environment of safety, support and care.

PHILOSOPHY To support the growth of children and families, we have designed a fun curriculum that encourages children to explore their world under the supervision of caring, professional staff. To accomplish our program goals, we offer diverse choices for children when they attend day camp. Program diversity means offering activities that meet the needs of different age groups in addition to different personalities. The more choices we provide, the better we are able to engage all children.



REGISTRATION AND ENROLLMENT

REGISTRATION FOR THE PROGRAM

Registrations are accepted pending space availability. YMCA Summer Day Camp programs are open to all school-age children, 5–12 years old, regardless of race, color, national origin, religion, sex or physical ability.

CHILDREN WITH SPECIAL NEEDS

We will work with families to meet the needs of every child on a case-by-case basis. Please contact the Association Child Care Services Office to make an appointment to discuss the specific needs of your child. We are willing to make reasonable accommodations in our program to meet the needs of all children, their families and program employees.

CANCELATION FROM PROGRAM

To cancel your registration for any session, please email the childcare office at childcare@ppymca.org at least five days before the draft date two weeks before the session. Deposits are non-refundable and non-transferable.

For those paying in full at the time of registration, your paid in full amount includes the deposit required for that particular camp. When requesting a refund, the deposit is non-refundable.

FORMS

Parents will receive an email at time of registration with a link to complete their registration forms online. Parents are responsible for completing these forms to complete their camper's registration prior to participation in the YMCA Summer Day Camp Program.

RECEIPTS (TAX) We are happy to supply you with receipts for your payments. Tax letters will be available beginning January 1, 2019 and will be released to the responsible party listed on registration paperwork. Please contact childcare office at childcare@ppymca.org or 719.329.7289 if you would like a copy of these documents.

Our EIN number is 84-0404266.