



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



Family Guide For Parents

YMCA of Indiana County
60 N. Ben Franklin Road
Indiana, PA 15701
724.463.9622
www.icymca.org





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BUILD
RUN
CAMP 
DESIGN
SWIM
 **JUMPKICK**
CLIMB
EXPLORE
LEARN
CREATE



Dear Parents,

At the Y, our cause is you!

You can feel good about how and where your child spends time during summer vacation. Our experienced staff offers campers a variety of activities that promote YOUTH DEVELOPMENT, HEALTHY LIVING, AND SOCIAL RESPONSIBILITY.

At Y day camp, we are here to make your kids feel welcome. We are here to help them quickly realize this is a place where they belong, can be themselves, try new things, make new friends, and be a part of something great. We are here to help your kids grow in every way. We meet them where they are, and give them opportunities to reach levels they never imagined, learn new skills and have new experiences.

We're here to surround every child with support, guidance and fantastic chances to discover and learn--a chance to try until they succeed. A chance to explore new talents and interests. We are here to foster their curiosity--to encourage them to expand their comfort zones in what they do, who they know and what they believe. To help each child discover what they are passionate about.

We're here to show kids all they can accomplish when they believe in themselves. They thrive knowing they can relax in a safe, nurturing, and inclusive environment. We are here to create experiences that immerse them in an atmosphere that inspires, and guides them to live healthy lives, help others, work together, and make strong friendships that often last a lifetime.

Thank you for trusting and sharing your campers with us. We hope you have a safe and enjoyable summer.

Sincerely,

Your YMCA Camp Staff

The Y.™ For a better us.™



ABOUT THE Y

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to **LEARN, GROW, AND THRIVE**

OUR PARTNERSHIP WITH YOU

A great program requires a partnership between staff and parents. As our partner in your child's success in our program, we invite you to become familiar with the staff and encourage you to visit at events such as talent shows, scrimmages, and skits.

We also encourage you to stay connected through ClassDojo. Information for ClassDojo will come in an email prior to the start of camp.



OUR FOCUS

We infuse evidence-based activities proven to build dimensions of well-being including:

YMCA CORE VALUES

ACHIEVEMENT

To help children accomplish their passions, talents and potential.

BUILD SKILLS

RELATIONSHIPS

To determine the role positive relationships play in the well-being of a child.

GROW FRIENDSHIPS

BELONGING

Where children feel safe, respected and can express their individuality.

CREATE A SENSE OF BELONGING

Honesty:

Be truthful in what you say and do. Be genuine and consistent in your behavior. Be accountable for tough conversations accepting feedback graciously. Do what you say you will do and lead by example.

Respect:

Follow the Golden Rule. Enter each relationship with a spirit to understand. Treat others with dignity and compassion. Manage your time and resolve to find answers.

Responsibility:

Be accountable for your promises and actions. Be proactive owning your role in the Y. With due diligence perform at a level of excellence. Be a steward of resources.

Caring:

Show a sincere concern for others. Greet everyone with a smile exhibiting positive body language. Form relationships through purposeful engagement with meaningful conversations and open-minded questions.

Teamwork:

Work in harmony with others to support and serve. Offer your strengths to help others win. Ask for help to deliver better programs and services. Provide and accept constructive feedback.

PHILOSOPHY AND PURPOSE

At the YMCA, we're for Youth Development, Healthy Living and Social Responsibility. YMCA Day Camp programs stimulate a child's physical, social, intellectual, and emotional development. Using small group experiences that are developmentally appropriate, campers will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging experiences
- Expand awareness and appreciation for the natural world
- Learn and display the five core values of the YMCA: Honesty, Respect, Responsibility, Caring, and Teamwork
- Increase appreciation for their own family, friends and surrounding community



FOR YOUTH DEVELOPMENT

The YMCA Day Camp is geared to involve age appropriate activities in both large and small group settings. Planned task-oriented activities challenge their present abilities and teach new skills.

- Campers choose activities for fun and learning.
- Older, more mature campers accept positions of responsibility and leadership in planning activities and establishing rules.
- Younger campers are encouraged to accept responsibility and develop self-reliance.

FOR HEALTHY LIVING

With the right building blocks for healthy development, campers gain the skills they need to be active, thriving, and contributing members of society.

- Healthy food served and nutrition activities develop good eating habits.
- Physical activities develop good coordination and skill development through physical fitness.
- Opportunities for outdoor and recreational activities are planned every day.

FOR SOCIAL RESPONSIBILITY

Campers learn appropriate social behavior and gain a sense of belonging through group discussions, projects, and positive adult-modeling.

The YMCA Day Camp provides ways for campers to:

- Build self-esteem
- Make new friends and build meaningful relationships with others
- Discover who they are
- Help and serve others
- Demonstrate a helpful and cooperative attitude



DAY CAMP STAFF

Recruiting, selecting, training, and supporting the staff are essential to day camp success. The YMCA leaders have experience in working with children, knowledge of recreation activities, and must model the Y's core values. Most camp staff are going to school for, or have already graduated with, an Early Education Degree or similar focus.

Camp Staff:

- go through background and reference checks
- complete an extensive multi-team interview process
- are 1st Aid/CPR/AED certified
- are caring and compassionate
- are energetic, with a love of working with children
- are Positive Coaching Alliance Double Goal Coach Certified
- go through camp specific training for safety and prevention

Prior to the start of camp, bios and pictures of camp staff will be available on our website and an email will be sent reminding you to check them out.

The senior camp staff:

- Bryant Pinder, Director of Youth and Family Services BryantPinder@icymca.org
- Kaitlin McCausland, Camp Director Summercampdir@icymca.org

STAFF RELATIONSHIPS OUTSIDE OF Y PROGRAM

For the safety and protection of your child and our staff, Y employees are not permitted, under any circumstances, to provide individual transportation for any child or to bring or take a child home. Y staff and personnel are not allowed to babysit for program participants, spend time outside of program with our families or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to compromise these YMCA staff policies.

COMMUNICATION

At the Y we strive to provide you with timely and relevant information on our programs, engaging you as a partner in your child's success. This includes surveys, monthly newsletters, daily informal communication, camp/home alerts and program learning activities. Anticipate daily communication at drop off or pick up times. We keep you informed with ClassDoJo. We are happy to meet with you. Contact the director or send a note to schedule a meeting.

More information will be sent to in an email to sign up for ClassDoJo. We encourage you to let us know about the changes in your child's life, comments he or she has made about the day or anything that helps us make your child more comfortable and ready to play and learn. We will also share information in ClassDoJo both to the group and privately as necessary.



CRITERIA AND QUALIFICATIONS

ADMISSIONS CRITERIA

At the time of registration, parents must complete, in its entirety, the YMCA of Indiana County's enrollment packet. A physician's shot record and wallet sized photo **CLEARLY MARKED WITH CAMPER NAME** must be turned in 1 week prior to camp. No camper may enter the program without the completed enrollment packet.

EQUAL ACCESS

The YMCA of Indiana County, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Day Camp Programs. We serve children in groups regardless of gender, race, color, nationality, religion, or ethnicity. We strive to hold our day camp ratio to:

- FUN BUNCH* (Ages 3-5) 1:6
- DISCOVERER (Entering Kindergarten) 1:8
- ADVENTURER (Entering Grade 1-2) 1:10
- EXPLORER (Entering Grade 3-4) 1:10
- NAVIGATORS (Entering Grade 5-6) 1:15
- LIT (Entering Grades 7-8) 1:15
- CIT (Entering Grades 9 and up) 1:15



*Must be potty trained and able to use the restroom independently

SUPERVISION

Campers are supervised with appropriate child/staff ratios during camp hours (Ratios in before and after care may vary). Campers are assigned to a YMCA staff member. Camp staff regularly count campers. With appropriate adult supervision and written approval by a parent/guardian, children are permitted to leave the YMCA camp to participate in other activities outside of the YMCA camp program or off the premises. The YMCA is not responsible for the child during the off premises activity or to/from the Y camp/other activity.

SPECIAL NEEDS

At the Y, we aim to promote an inclusive atmosphere where children can learn and develop in a happy, caring, and educational environment. At Y camp, campers participate in highly active games, runs and other physical activities. Generally the Y is unable to meet the needs of a child who requires a greater ratio than listed above. These needs include social, emotional, cognitive, language, and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional wraparound support, a TSS, or other support, then your child may not be ready for the outdoor day camp. In addition, the high levels of activity, camper and nature's noises, varying schedule of activities and routines with different campers each week may be indicators to consider that your child is not ready for camp. For further questions please schedule a time to consult with a YMCA professional and to take a tour of camp site **BEFORE** registration and enrollment.

If you need to apply for wrap around support, TSS, for summer camp please contact Family Behavioral Resources at 724.463.3600. Please note the application process in receiving TSS Assistance can take several weeks.

WHAT TO BRING TO CAMP

HOW DO CAMPERS DRESS FOR CAMP?

Please have campers dress appropriately for the weather. Keep in mind that campers are active and may get dirty. Campers must wear closed-toe shoes to camp. Campers wear their camp shirt on field trip days and bring their swimsuits on swim days. Swim days may or may not be rescheduled, if cancelled due to weather, pool closures or staff ratios.

LABEL ALL PERSONAL BELONGINGS

Please ensure that all camper's possessions are labeled, preferably on the tag at the neck or waist with permanent marker.

SUN SCREEN

Please apply a lotion sunscreen to your camper prior to arriving at camp. You will also need to send sun screen SPF 15+ to camp. Per our child abuse prevention policy, camp staff and other campers are not permitted to touch campers in the application of sunscreen. If your child needs help from a counselor applying sunscreen please send an aerosol Sun Screen SPF 15+. Everyone in each age group will apply sunscreen together so that all campers know that it is time to apply.

PERSONAL BELONGINGS

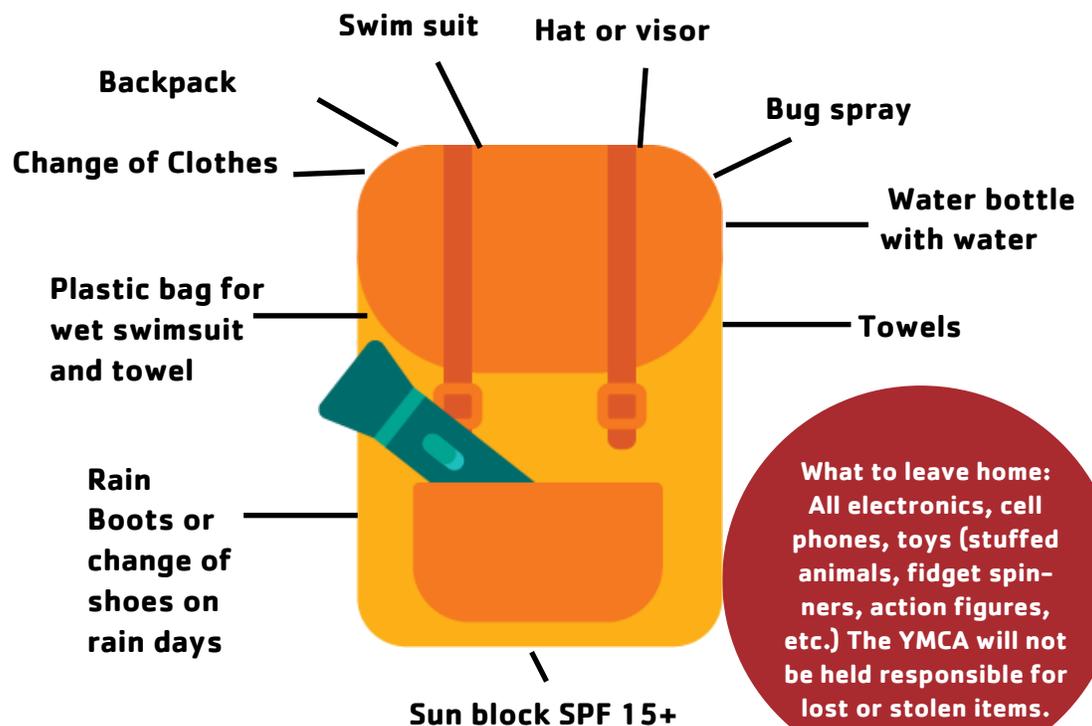
Campers are responsible for their own belongings including backpacks, library books, clothing, and other personal items. We discourage campers from bringing their own electronic devices, phones, other special toys, books or money. If these items are brought, the YMCA staff collect them and return them when the child is picked up at the end of the day. The YMCA is not responsible for lost items.

LOST AND FOUND

Campers are responsible for personal belongings. If items are missing, check the lost and found area. Items are returned to their owners as soon as possible.

The YMCA does not take responsibility for, or replace any items lost, broken or misplaced. Unclaimed items are held for two weeks then discarded or donated to charity.

BRING TO CAMP



What to leave home: All electronics, cell phones, toys (stuffed animals, fidget spinners, action figures, etc.) The YMCA will not be held responsible for lost or stolen items.

DO NOT BRING TO CAMP

DANGEROUS ITEMS & CONTROLLED SUBSTANCES NOT ALLOWED AT CAMP

- **Controlled Substances:** Illegal Drugs, controlled substances and alcohol, cigarettes or vaping devices are not permitted on the property where a YMCA program is operated or visits.
- **Tobacco Free YMCA camp and facilities.** No tobacco products permitted. Family cooperation is necessary to protect our “outdoor classroom” too for everyone to enjoy. Thank you for keeping YMCA Day Camp space and buildings tobacco free.
- **Pets:** Pets or other animals are not allowed and are not to be brought to YMCA programs.
- **Weapons:** children, staff, parents or visitors are not permitted to bring or possess weapons on any YMCA premises.
- **Soda, sugary or any carbonated drinks** are NOT permitted at camp.

DO NOT BRING ELECTRONICS TO CAMP

SCREEN TIME POLICY

This Y Camp is “unplugging” to make summer a **SCREEN-FREE ENVIRONMENT FOR OUR CAMPERS.** Please note: pre-k and kindergarten may watch an age appropriate pre-screened movie during quiet time at camp. The campers at Mack may watch a movie in the event of an exceptionally rainy week.

Why are we doing this?

- To promote healthy socialization amongst campers
- To help teach and enhance communication skills
- To enable children to make meaningful bonds with people face to face

In short, we are doing this because we believe that unplugging over the summer enhances our connections: to each other and to our surroundings.

What is the Policy for campers?

Campers are not permitted to bring any devices to camp that are capable of playing games, watching movies, downloading data or being used as a telephone. This includes: cell/smart phones/watches, iPods, iPads, laptops, any gaming device, E-books of any kind.

If these devices are found in camp, whether they are powered on or off, they will be confiscated and returned to a parent or guardian upon the campers pick up.

For camps, technology is a quandary. It is integral part of our lives, yet it can also be pervasive and all-consuming. At camp, where we aim to strengthen interpersonal connection, growth, and independence, technology simply gets in the way. Each day, we want to protect our campers’ ability to play and engage unencumbered by a device. Thank you in advance for your help in supporting and implementing this policy.



FOR HEALTHY LIVING

DAILY SCHEDULE

Daily hours for each YMCA camp meets the needs of many families in the communities served. Each camp group is closed July 4, a national holiday. Each camp group has a daily schedule to meet the needs of the children. Camp splits time inside and outside. Outside time is in the sun, rain, shade or shelters.

SAMPLE DAILY SCHEDULE:

Camp activities run from 9:00am-4:00pm. Free before/after care is available from 7:30 to 9:00 AM and 4:00 – 5:30 PM. Supervised activities engage campers with board games, reading, arts, relationship building conversations and other inside activities.

Morning

- Opening ceremony
- Huddle by groups
- Variety of traditional camp activities, all camp group game then small group by age game
- Camper choice & play options in small, mixed- aged activities

Lunch Afternoon

- Camp reading
- Mastery skill building activity
- Enriching camp activity stations (arts & humanities – music, dance, drama; STEAM)

Learning, global awareness, healthy eating, physical activity

- Camper choice & play
- Closing ceremony & reflections for the day



PHYSICAL ACTIVITY AND PROGRAM ELEMENTS

The YMCA follows the Healthy Eating and Physical Activity (HEPA) standards in our summer program as part of the Y's national commitment to combat childhood obesity and ensure that participants live a healthier balanced life. To encourage and increase parent knowledge related to healthy eating and physical activity, staff will communicate information.

CAMP WELLNESS

Designed to simultaneously teach wellness and nutrition, and to promote each campers' pursuit of their personal best. Camp Wellness staff meet with campers each day and lead them through various fun fitness activities. This program supporting lifelong wellness and obesity prevention, is supported by the United Way. Exercises will focus on muscular strength, muscular endurance, cardiovascular/respiratory endurance, flexibility, and body composition.

HYDRATION AND REST

In the early part of summer many campers and staff are not adjusted to being outdoors or in the heat for long periods. Camp staff will remind campers to drink regularly throughout the day.

- Campers should have a refillable water bottle that they can easily carry with them from activity to activity. If your child prefers cold water, an insulated bottle may be needed.
- Parents, please be sure your children are getting enough sleep. Campers are vigorously active at camp several hours per day in addition to being outdoors most of the day.

FOR HEALTHY LIVING CONTINUED...

SWIMMING

At our summer camp, all campers participate in at least 40 minutes of swimming daily (weather dependent at Mack), except for field trip days. Please be sure to send a one-piece swimming suit, towel, and plastic grocery bag for the wet items with your camper.

While swimming, lifeguards will be on duty at all times. A swimming instructor and counselors will also be in the swimming pool with the campers to ensure everyone's safety.

SWIMMING LESSONS

Swimming lessons or structured swim activities are provided to all campers as a part of camp during their 40 minutes of swim time. A swimming instructor will work with small groups of children to develop skills based on their current needs. Counselors will be in the pool during this time to assist swim instructors and monitor behavior. All campers receive swimming lessons or structured swim activities regardless of skill level for twenty-five minutes and then are given free-swim for the remaining fifteen.

DEEP WATER TESTING

On your child's first day of camp, he or she has the opportunity to attempt our deep-water test. Campers who pass the deep-water test will receive a wristband at the beginning of their swimming time to indicate that they are permitted to swim in the deep end. Campers who do not pass the deep-water test may swim in the shallow water. Campers may attempt their deep-water test at anytime throughout the summer.

SUMMER LEARNING LOSS PREVENTION

Throughout the summer your camper will participate in our summer reading program and STEM (Science, Technology, Engineering, Math) activities. We will encourage campers to read, listen, problem solve, and use their imagination. If your child brings home a book, please take care of it and make a point of returning this book by the end of the week. We borrow books from IUP Libraries, Lifesteps Mobile Library, and IASD Jr. High each summer. **Counselors will be slimed when campers reach specific reading milestones. Please encourage them to read and record their books!**

HEALTHY MEALS AND BEVERAGES

Nutrition is very important to healthy physical and mental development. This means that healthy meals are served in the camp through our Summer Food Service Program. To find out more about this program please visit: www.pittsburghfoodbank.org/foodpartnership/summer-food-service-program/

- Each meal includes at least 1/2 cup of a fruit or vegetable and at least 1/2 cup of grain (crackers, whole wheat bread, etc.)
- Water offered daily. Low or nonfat milk is provided with the summer food program and 100% juice may be provided.

If campers bring lunches, make sure to mark the container with camper name. Please keep in mind we do not have a refrigerator or microwave for campers to use. Please avoid sending fried foods or foods high in sugars and saturated fats, such as candy, chips, cookies, carbonated drinks, gummies, and chicken nuggets. Sodas, carbonated, sweet juices or energy drinks are not allowed.

ALLERGIES

To help the YMCA create a safe environment for children with life-threatening allergies, please speak with the Program Director to determine what accommodations would be best for your camper. Campers on special diets must have written directions and verification from their pediatrician.

SAFETY AND PROCEDURES

DROP OFF/PICK UP

Please drive slowly and watch for children. Accompany your child(ren) to and from the designated location. All campers must be accompanied by a parent or designated adult. While campers are walking to or from their cars their care and safety is the responsibility of the parent/guardian. The campers are released to the person authorized by the parent(s). A photo I.D. is required when picking a child up from camp. This minor inconvenience protects your child.

Parents should:

- Park their vehicle, turn ignition off, remove keys and lock your vehicle
- Leave no child unattended in vehicle
- Walk your child to and from the car and buckle up

SIGN IN/OUT INFORMATION

When a child arrives she/he will be checked-in by a parent/guardian and a staff member. At the end of the day a parent or other authorized adult **MUST** sign their child out. A photo ID is required by anyone checking a child out of camp. Please check ClassDoJo daily for any updates.



CAMP NOTIFICATION

Please send a ClassDojo message for early pick up, tell us if you are going to be later than usual for pick up time or other change in the child's day or routine or traumatic experience at home (ex. Pet's death, divorce, fight with sibling). This way the counselors know of any changes and provide appropriate understanding and care.

LATE PICK-UP PROCEDURE

All children must be picked up at the YMCA Day Camp Program location by 5:30. If a child remains in our care longer than 5:30 there will be a \$15 fee for the first 5 minutes and a \$1 a minute there after. If a child remains in our care for more than 30 minutes after the program ends and we have not heard from a parent or guardian, staff members have been instructed to:

- Contact the parent / guardian by phone numbers provided on the emergency contact list
- Call persons listed as emergency contacts
- After one hour, the authorities may be called to ensure the safety of your child
- Note: Staff persons are not permitted, under any circumstances, to provide transportation for any child, or to bring or take a child home

Any violation of our posted hours of operation requires a late pick-up charge per child. Parents are held accountable for these additional fees. Late fees are assessed within 24 hours to your account. Habitual lateness could result in removal from the program.

INCLEMENT WEATHER

The YMCA of Indiana County will provide care on days of inclement weather. On rainy days, campers will still need to wear clothing suitable for running and playing. Campers at Mack will complete the same activities that they normally would outdoors; please plan accordingly. You may want to send rain boots or a change of tennis shoes. Sandals or flip flops are never appropriate for camp.

FEES AND FEE POLICY SCHEDULE

It is recommended that an Electronic Funds Transfer (EFT), from an individual's bank account, debit or credit card is on file and your weekly payments are drafted on the Thursday prior to the start of camp week enrolled. Any week paid past the Thursday of the week before will incur a \$30 late fee.

TUITION PAYMENTS

Parents pay camp fees of reserved weeks regardless of your child's attendance or absences. Parents have the responsibility to ensure that funds are available for selected payment method. Parents DO NOT receive an invoice for payments due.

THIRD PARTY PAYMENTS

The YMCA accepts third party tuition subsidy payments from CCIS or CYF if applicable. Pre-arrangement is required. Weekly co-payments must be paid at the beginning of each week. Families unable to qualify for tuition subsidy through the typical third party systems may apply for Y Financial Assistance.

FINANCIAL ASSISTANCE

The YMCA offers a financial assistance program funded through our Annual Campaign for families who may need additional assistance paying for camp, membership and programs. Approximately 1/3 of our campers receive some level of financial assistance and no one is turned away for the inability to pay, provided they qualify for the assistance. Pick up a financial assistance application at the Welcome Center or download one at www.icymca.org. Please apply early as we typically require a minimum of two weeks to process the application.

TAX CREDIT

Day Camp fees may be eligible for child care tax credit. Year-end tax statements are available on the YMCA website with your membership information or we can email to you with your request.
YMCA FEDERAL TAX ID# 25-1191545

REFUNDS & CANCELLATIONS

Cancel your camp registration at least 14 days in advance of the camp start date, you will receive a refund of camp fees, less the \$25 deposit that initially secured your place in camp. No refunds or credits will be given or processed for the non-refundable deposits for camp weeks enrolled, membership, registration deposits/fees, unused scheduled days, absences, withdrawals, disciplinary suspensions or removal.

CANCELLATIONS made fewer than 14 days in advance may not receive a refund. Scheduled weeks may be changed if space is available.

WITHDRAWAL PROCEDURE

A 14 day written notice for withdrawal from Day Camp is needed. Written notices may be emailed to SummerCampDir@icymca.org or mailed to:

YMCA of Indiana County
60 N. Ben Franklin Road
Indiana, PA 15701
724.463.9622



SICK CHILD PROCEDURES

The YMCA cannot accept children for camp when they are ill. Staff observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, Y staff asks that other arrangements be made for his/her care. If your child develops these symptoms after drop-off, parents are contacted and expected to pick-up their child. We separate your child from other children until you can pick them up if they are experiencing the following:

- Too tired or sick to participate in daily activities
- Fever of 101°F or higher
- Vomiting on 2 or more occasions within the past 24 hours
- Draining rashes
- Eye discharge or pink eye
- Diarrhea
- Lice or Nits- If your child had lice or nits, he/she must be free of lice and nits to be able to return to the camp

The Y reports communicable diseases to the local health department and notifies other parents so they can take appropriate action to protect their families.

MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign- in your child. Parent needs to complete, sign and date the "Medication Permission Log," obtained from the Camp Director. The written parental consent is required for us to administer any medication. Medications are stored out of the reach of children. We maintain a record of administration on the medication log.

The Program Supervisor or designee will be responsible for administering the medication per a doctor's instructions. All prescription medications:

- Must be in its original container and properly labeled to identify the name of the child for whom the medication is intended.
- Medication shall be administered to only the child whose name appears on the container.
- Must include your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label.
- Will be returned at the end of each day.

Prescriptions and non-prescription medications require written parental consent on the "Medication Log" and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child. A note from the doctor before administering medicine is also required.

MEDICAL EMERGENCIES

The "Emergency Contact Form" includes a medical release, giving the Y permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid and CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance (if possible) and stay with him/her until you arrive.

For minor injuries our staff is trained in First Aid and CPR. We administer first aid as needed. A staff member contacts you to come and care for your child if additional care is needed. For minor injuries that do not require us to notify you immediately, a verbal or written report will be given to you that day via ClassDoJo, explaining what happened and how the situation was treated. Accident reports are completed for our records and are recorded.

SAFETY & HYGIENE

Staff members and campers are taught hand washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers and campers to reduce the risk of transmission of infectious diseases to themselves and to others. Hands must be washed after using the toilet, handling body fluids and before meals and snacks

CAMPER BEHAVIOR EXPECTATIONS

Day Camp staff makes every effort to ensure each child has a positive experience. The Y staff strongly believes that day camp is an exciting, safe community for youth to explore, build confidence, develop skills and make lasting friendships and memories so they can grow as individuals and leaders. It's a place kids can discover who they are and what they can achieve.

GENERAL BEHAVIOR EXPECTATIONS

- Keep hands, feet and unkind words to yourself
- Ask permission before leaving the group area for any reason
- Respect yourself, other children, staff, parents and guests/visitors at all times
- Follow directions-- the FIRST time given
- Play safely and be a good sport at all times
- Communicate needs to counselors
- Use the restroom and change clothes unassisted

UNACCEPTABLE BEHAVIOR

- Refusing to follow the behavior guidelines or program rules
- Using profanity, vulgarity or obscenity
- Stealing or damaging property (personal, YMCA, rental and public property)
Note: Damage done by camper to these properties could result in financial responsibility and invoice assessed to the camper's parent
- Refusing to participate in activities , not cooperating with staff or disrupting the program
- Leaving the program without permission
- Endangering the health and safety of children and/or staff
- Engaging in physical violence, bullying/teasing, or sexual misconduct or abuse toward another child or staff will not be tolerated

WHEN CAMP BEHAVIOR RULES ARE BROKEN

The Y staff facilitates the development of self-control in YMCA Day Camp by using positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to a more acceptable activity, or setting clear limits. Occasionally, staff may use positive incentive programs to assist in the development of the desired behavior. Staff respect each camper's developing capabilities.

PROGRESSIVE DISCIPLINE PROCEDURES

When a camper does not follow the behavior guidelines, the Y staff takes the following action steps. Staff redirects the child to more appropriate behavior. If inappropriate behavior continues, the child is reminded of behavior guidelines and camp rules. The Camp Director and the camper decide on action steps to correct his/her behavior. Staff documents the situation, the inappropriate behavior and action taken. Parents are notified. If the situation is not resolved and inappropriate behavior continues, the YMCA reserves the right to suspend the child for an unlimited amount of time or dismiss them.

SUSPENSION

An automatic consequence for behavior such as fist fighting, physical/verbal coercion, sexual misconduct, or destruction of property is suspension. Parents are notified that day about the incident. The Camp Director and/or counselor will meet with the parent(s) to discuss date(s) of suspension. These disciplinary steps and procedures are subject to change based on the severity of the action(s) or incident(s) and within the discretion of YMCA staff. No refunds or credits will be given for time missed due to disciplinary action.

FIELD TRIPS AND TRANSPORTATION

Transportation to the field trip is provided by a PA registered vehicle and a driver with safety practices required by the Department of Transportation. When YMCAs utilize contracted bus service companies, the company is compliant with state regulations to transport children on trips. Staff Child ratios are maintained during bus rides and all activities during the field trip.

CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA of Indiana County follows a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

Individuals are expected to:

- Uphold the YMCA core values of Respect, Responsibility, Honesty, Caring & Teamwork
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation, or any other legally protected statutes
- Be respectful and cooperative with YMCA staff and others

NO TOLERANCE POLICY

We ask for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our Programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind, fireworks, or explosives
- Smoking or vaping
- Damaging or defacing YMCA property
- Possession, sale, use, or being under the influence of alcohol or illegal drugs
- Offensive or unlawful conduct
- Purposely leaving the area of supervision without permission
- Improper exposure or sexual misconduct.

You may report any concerns directly to Kaitlin McCausland at 724.463-9622 or SummerCampDir@icymca.org. You may also report anonymously via voicemail or text at 724.427.5553.

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

Failure to follow this code of conduct will result in disciplinary action, which may include a one to three day suspension or dismissal from the program. For disciplinary action that does not result in immediate dismissal, a parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our Program. The YMCA staff reserves the right to suspend or dismiss a child at any time from the program should its staff determine that the child poses a safety risk.



STATEMENT FOR PREVENTION OF ABUSE

A principle endeavor of the Y is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Y.

Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical and behavioral problems. Because of its concern for the welfare of children and youth, the Y has developed policies, standards, guidelines and training to aid in the detection and prevention of child abuse.

YMCA employees are screened and background checked upon hiring or rehiring. Employees who have contact with children and youth, receive training in recognizing, reporting, and preventing child abuse. Recognizing signs that a child is being groomed for abuse is part of the training. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- Not fraternizing with children who participate in YMCA programs outside of approved Y activities. For example, babysitting, transportation, weekend trips, foster care, etc. are not permitted
- Giving personal gifts to program participants or their parents is not allowed
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care
- Verbally, physically, sexually or emotionally abusing or punishing children or youth is not allowed
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety
- Any information regarding abuse or potential abuse should be documented in writing
- At the first reasonable cause to believe that any child abuse exists, it is reported to the Child Abuse Report Hotline 800.932.0313, a supervisor and/or the CEO

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor, Associate Executive and designated members of the YMCA Office.

**You may report any concerns anonymously to the
YMCA via voicemail or text at 724.427.5583**



EMERGENCY PROCEDURES/EVACUATION

EVACUATION PLAN

We create and implement emergency plans to assure the safety and welfare of the children attending all day camp programs. Specific information concerning this policy in your YMCA Day Camp Programs is given to all parents annually. Our emergency plan provides for response to many types of emergencies.

By regulation, fire/emergency drills are conducted at a minimum of every 60 days. Your camper is prepared and reassured during these drills. Staff members receive annual fire safety and emergency evacuation training.

In an emergency, the Program Director, Camp Director or other supervisor may take appropriate action as deemed necessary to ensure your child's safety, health and well-being. This is to assure you of our concern for the safety and welfare of the camper attending the YMCA's Program. Depending on the circumstance of the emergency, protective actions are followed.

IMMEDIATE EVACUATION Campers are evacuated to a safe area on the grounds of the facility in emergencies.

SUDDEN OCCURRENCES Weather or hazardous materials may dictate that taking cover inside the building is the best immediate response.

EVACUATION Total evacuation of the facility may become necessary, if there is a danger in the area. In this case, we escort campers to the emergency location as designated in our Emergency Evacuation Plan

MODIFIED OPERATION May include cancellation/postponement or rescheduling of activities.

These actions are usually taken in case of a summer storm, flooding or building problems (such as utility disruptions) that make it unsafe for campers but may be necessary in a variety of situations.

The Emergency & Evacuation Plan is reviewed at the Counselor trainings and is always available at the program site.

- **DO NOT CALL THE CAMP IN THE EVENT OF AN EMERGENCY.** This will keep our phone line free to make emergency phone calls and relay information. The YMCA is updated with emergency information and parents will be notified via ClassDoJo, the text alert system. Parents may reach out to the Camp Director. However the director's priority is to keep the campers safe and may not be immediately available.
- The persons designated to pick up your child are on the emergency contact form. This form is used every time your child is released. Please ensure that only the persons listed on the form can pick your child up from the program.
- You are urged not to attempt to make different arrangements during an emergency. This may create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your campers and our staff, we ask for your understanding and cooperation. Should you have any questions regarding our emergency operating procedures, please contact your YMCA.



Acknowledgment of Policies and Procedures
for the YMCA of Indiana County Day Camp
as outlined in the Family Guide for Parents

Please review the contents of this handbook with your child prior to their first day of camp. To acknowledge that you understand and agree to the policies and procedures of our summer camp program, complete the form below and bring it to camp on your child's first day. Please note that your camper may not attend camp until this page is completed and turned in to a camp director.

Signature of Parent/Guardian

_____ Date _____

Printed Name of Camper

_____ Date _____

Camper's Group _____