



# #BestSummerEver



## **Good Fun, In Good Hands...**

When kids experience YMCA Day Camp, they experience something new every day. .. Like the power of a positive mentor, the confidence that comes from trying... & succeeding and the importance of healthy, long lasting friendships. Of course they don't realize this...they just think they're having a whole lot of fun!

## **2023 Day Camp**

# **PARENT HANDBOOK**

## **Of Policies & Procedures**

Summer 2023

**Dear Parents,**

Thank you for choosing the YMCA of Corsicana as your child's Summer Camp Provider. We are pleased to be able to serve you and your family this summer. We are committed to quality and safety. We will strive to ensure that you & your child will have a positive experience this summer. YMCA Day Camp provides youth with activities that allow them to experience a variety of different adventures, teach core values, conflict resolution and leadership skills. Participants attend weekly field-trips and camp includes daily swim time. This camp is perfect for kids that love the great outdoors. Campers spend at least 75% of the day engaging in outdoor activities.

The key to our success has been well-trained, quality staff who love to work with children. In an effort to ensure that only high-quality staff are hired to work with your child, the YMCA requires the following of all its Day Camp Employees.

- Criminal Background check
- Drug Screening
- Previous work and personal references
- CPR/First Aid Certification
- Minimum 16 hours of training

You are encouraged to take time to get to know the staff, many of whom have worked Day Camp for several years. Strong communication between parents & counselors is essential to making sure that your child is successful in our program. The more you & your caregivers communicate, the higher the quality of your child's care will be.

Please read through this guide with your child. It will help familiarize you both with our policies & procedures; as well as, payment info, activities & more.

Again, thank you for choosing the YMCA! We look forward to sharing a safe, fun-filled summer with you & your child. If you have any questions, please feel free to call us at 903-872-2412 & we will be happy to help!

Sincerely,

Thomas Burns  
CEO

## CAMP PHONE NUMBERS

YMCA of Corsicana	903-872-2412
Kimberly Hidalgo Childcare Director	903-467-8304

## CAMP SESSIONS

SESSION 1	MAY 30 – JUNE 2 (4-DAY WEEK)
SESSION 2	JUNE 5 – 9
SESSION 3	JUNE 12 – 16
SESSION 4	JUNE 19 – 23
SESSION 5	JUNE 26 – 30***
SESSION 6	JULY 3 – 7 (4 DAY WEEK)
SESSION 7	JULY 10 – 14
SESSION 8	JULY 17 – 21
SESSION 9	JULY 24 – 28
SESSION 10	JULY 31 – AUG. 4

Sessions will be held at Camp Wanica except for WEEK 5\*.  
That week we will be at the YMCA of Corsicana and NOT at Camp Wanica.

## YMCA of Corsicana Day Camp Procedures & Policies

### FINANCIAL ASSISTANCE

The YMCA provides discounts and scholarships to all youth and families that qualify for membership and programs. Applications are available at the YMCA front desk. It is important that all the information on the application is correct and complete. Financial assistance forms need to be processed at least **2 weeks** before your child starts camp. Please ask for help at the front desk.

### REGISTRATION AND ADMISSION

All registration forms and financial assistance forms must be completed and returned before your child may begin the program. Registrations are only taken at the front desk.

**Immunization records must be turned in at time of registration. You will not be allowed to enroll your child without this document.**

No child will be admitted into a program until all forms are complete, and have been approved by the program director. No child will be refused admittance to the program due to race, religion, or gender. The YMCA makes every attempt to register a family regardless of economic hardships.

As a parent it is your responsibility to keep all records on your child up to date. This includes immunization records and any information that has been given to the YMCA. Failure to keep records up to date can result in removal from the program.

### **SIGN IN/SIGN OUT & RELEASE OF CHILDREN**

For safety of all children:

- All children must be signed in to camp & signed out of camp by a parent or authorized person (as indicated on the child's enrollment form).
- Please inform staff that you have arrived.
- A child will not be released to anyone not specified on the enrollment form unless previous arrangements have been made.
- A picture ID must be provided in order to pick up a camper.
- No child will be released to anyone under the age of 18.
- No children will be released to walk home.

**The YMCA will not get involved in custody disputes and will recognize biological parents as authorized unless court documentation is provided.**

**Note: As a parent, guardian or authorized adult it is your responsibility to physically sign the child in when dropping the child off for a YMCA program. It is also your responsibility to sign the child out every day from the YMCA program. Dropping the child off and failing to sign the child in is considered abandoning the child and putting the child at risk. Help us keep your child's safety a first priority and sign your child in and out each day.**

### **LATE PICK UP**

Parents who arrive after 6:00pm will be charged a late fee. The late fee policy is: \$1 for every minute that the parent is late. (Ex: \$12 if the parent is 12 minutes late) **Late fees must be paid the night they are incurred. Proof of payment will be required in order for the staff to check in your child the next day.** Repeated tardiness may result in termination of care.

### **TRANSPORTATION**

On field trip days, children are transported by YMCA bus and an approved school bus. Drivers of YMCA vehicles are authorized according to acceptable driving record and a drug screen. Each YMCA driver is at least 21 years of age, has a valid Texas driver's license, current CPR /first Aid and has completed a Defensive Driving course.

### **IN CASE OF ACCIDENT**

A member of the YMCA staff will carry out immediate first aid and/or CPR and you will be contacted. If immediate medical attention is required, a YMCA staff person will contact a parent or guardian to make arrangements to pick up the child. In case the parents or designated emergency contacts cannot be reached, an authorized YMCA driver will transport the child to the hospital designated on the Medical Release form. If medical attention is urgent, 911 will be called.

### **IN CASE OF ILLNESS**

If your child feels ill and cannot participate in the program, he/she will be given a quiet place to rest and you will be notified. Children who have a fever or have a contagious, transferable illness will not be allowed to remain at the site. Children must be fever free without fever reducing medications for 48 hours before returning to a YMCA program. Other reasons for a parent to be notified to pick up their child include:

Excessive diarrhea

Unknown severe rash/skin infection

Child cannot deal with symptoms

Excessive vomiting

Heat exhaustion

Head Lice

Note: Children who have contracted head lice cannot return to the program until all the eggs and nits have been removed from the hair. Staff will check children prior to admitting them to the program.

### **ADMINISTRATION OF MEDICATION**

State Licensing requirements do not permit Child Care Facilities to administer medication without written permission from the parent or guardian. Any medication brought to the program must be in its original container, clearly labeled with prescription label with first and last name and include dosage and directions for administering the medication. Any over the counter medicine must be accompanied with a written note & instructions from a physician. All medication must be given to camp director. All medication must be current. We will not administer or accept any expired medication.

### **LEADERSHIP**

We believe in our staff. They are the key ingredients for an enriching, enjoyable experience for your child. They are enthusiastic and positive role models, living and teaching by example. A staff to child ratio should not exceed the state-required ratios, to assure proper supervision. Each staff member has several hours of Child Development training, Child Abuse Awareness, first aid, Day Camp & Field Trip Safety training & CPR. They are thoroughly screened and evaluated on a regular basis.

## **PARENT PARTICIPATION**

We invite you to visit any of our child development programs. If you would like to share a particular talent, volunteer on field trips or just come spend some quality fun time with your child, please do so. Contact the YMCA Child Care Director prior to volunteering or guest speaking.

## **HOME PROBLEMS**

Any problems your child may have at home will probably affect his or her behavior during the YMCA program. Please keep us informed of such problems or changes in your child's life so that we can be sensitive to your child's needs. We would like to work as a team with your family. This will enable us to provide the best environment for your child's growth and development.

## **PERSONAL BELONGINGS**

Please mark all belongings with your child's name. Do not send money, valuables or toys with your children. A list of specific Day Camp items will be given to all parents prior to the first day of Camp. The YMCA cannot be responsible for lost or stolen items. Please remind your child to take everything home each day.

## **SNACKS and LUNCHEs**

An afternoon healthy snack is provided (Mon-Thurs) as an option for our families at no additional cost. You will need to send a lunch every day. (Mon-Friday) Unless told otherwise by the director. You may also pack your child their own snack if you'd like.

**It is preferred that the lunches be stored in a small cooler with an ice pack to ensure freshness. Avoid foods that spoil such as mayonnaise and milk, if possible.**

We highly encourage water drinking all day. There is drinking water available at all Day Camp stations.

## **INFORMATION SPECIFIC TO DAY CAMP**

YMCA Day Camps are fun and active. We want you and your child's experience at the YMCA to be a fun and exciting one. Here are some items to remember when sending your child to Day Camp.

- Label all of your child's belongings
- Bring (Spray type) or apply sunscreen for your child every day
- We provide water at several different stations at Camp.
- On swim days your child should have a swimsuit and towel
- Insulated lunch cooler (preferably no paper bags)
- **Do not send foods that can spoil**
- Bug repellents and inhalers, like all medicines, must be given to the camp director
- Comfortable clothing is recommended i.e., T-shirt and shorts
- Closed toed shoes without heels (tennis shoes) are mandatory
- Read all Day Camp rules specific to your child's program
- Communicate information with Day Camp Director consistently
- Cell Phones & Electronics not allowed

Remember, Day Camp is not Day Care; we are outdoors a lot and very active

## **INFORMATION, QUESTIONS AND CONCERNS**

The YMCA of Corsicana has an open door policy. Any information, questions or concerns should be directed to your child's program director first. If you feel that speaking to the CEO is necessary, please call the YMCA at 903-872-2412.

## **BEHAVIOR & DISCIPLINE POLICY**

Our child care programs strive to meet the needs of all children without ignoring the demands of any one individual, within the boundaries of set rules and guidelines. Please read the following consequences with your child:

1. KEEP HANDS, FEET, BODY AND OBJECTS TO YOURSELF
2. SHOW RESPECT TO STAFF, SELF AND OTHERS
3. SPEAK FOR YOURSELF, NOT OTHERS
4. DO NOT WILLFULLY DESTROY YMCA OR CAMP PROPERTY
5. DO NOT GO ANYWHERE WITHOUT A YMCA STAFF PERSON
6. ALWAYS CLEAN UP AFTER ACTIVITIES
7. NO CUSSING
8. NO BULLYING
9. HAVE FUN!!

If the child's behavior is not acceptable these are the steps that will be followed:

\*(Due to the seriousness of the behavior any step can be taken at any time)

1. VERBAL WARNING
2. RE-DIRECTION TO ANOTHER ACTIVITY
3. TIME AWAY WITHOUT ACTIVITIES
4. PARENT NOTIFICATION AT PICK UP TIME
5. MEETING WITH PARENT/BEHAVIOR CONTRACT CREATED
6. NOTICE OF SUSPENSION (1 DAY) NEXT DAY OF CARE – **WITHOUT REFUND**
7. NOTICE OF SUSPENSION (3 DAY) NEXT 3 DAYS OF CARE – **WITHOUT REFUND**
8. CONFERENCE WITH PROGRAM DIRECTOR, PARENT AND CHILD
9. REMOVAL FROM PROGRAM

## **CHILD ABUSE PREVENTION**

All YMCA staff are trained in "Child Abuse Prevention". The YMCA of Corsicana takes accusations of child abuse very seriously and reports all suspected child abuse to Child Protective Services and The Texas Department of Protective and Regulatory Services.

## Day Camp Health Protocols

### **Dining Hygiene Plan**

- Clean and disinfect tables, chairs, etc. before and after each use.
- Hand washing or hand sanitizer before and after meals.
- Staggered seating for maximum distancing.

### **Program Activity Hygiene Plan**

- Sanitization of all program areas.
- Sanitization of equipment before and after use.
- Hand washing or hand sanitizer before and after activities.
- Limit shared supplies/equipment.
- Limit group size.

### **Transportation Protocols**

- Staggered seating for maximum distancing.
- Asking staff and bus driver to wear face coverings or masks while in the vehicle.

### **Camp Grounds and Facility Protocols**

- Increased daily sanitation of common surfaces, restrooms, dining halls, recreational activities, and camp facility overall.
- Hand sanitizer and hand washing stations accessible to campers and staff.

### **Drop Off and Pick up Protocols**

- One parent per child.
- If possible, parents and guardians will remain in their vehicles.
- Keep a 6-foot distance between individuals not within the same household.

### **Staff Protocols**

- Staff will be screened each day for the following new or worsening signs or symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle Pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or measured temperatures greater than or equal to 100.4 degrees Fahrenheit.
  - Known close contact with a person who is lab confirmed to have COVID-19



- Staff will be trained on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Staff will follow and supervise the Dining Hygiene Plan, Program Activity Hygiene Plan, Transportation Protocols, and Camp Ground and Facility Protocols.
- Staff present on site 30 minutes prior to drop-off will sanitize all program areas and equipment.
- Closing staff will remain 30 minutes after the last child has left to make sure all spaces are disinfected and ready for the next day.