



2017
YMCA Summer Camp
Parent Handbook

***Traveling the USA Summer
Camp:***

Week 1: Camping 101/Leaving Home

Week 2: Desert Southwest

Week 3: The South

Week 4: US Territories

Week 5: Appalachian Trail

Week 6: New England

Week 7: Great Lakes

Week 8: Midwest

Week 9: Northwest

Week 10: Hawaii/Alaska

Week 11: Returning Home

The mission of the YMCA of El Paso is to put Christian Principles into practice through programs that build healthy spirit, mind, and body for all. We do this by incorporating the values of Honesty, Caring, Respect, Responsibility and Faith into all our programs.

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El Paso, TX 79924
(915) 755-YMCA (9622)

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El Paso, TX 79935
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7145 N. Mesa
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Web address: www.elpasoymca.org

Dear Parents,

Welcome to the YMCA of El Paso's Summer Camp Program! We are looking forward to an exciting, fun, and safe Summer Day Camp season this year; a season full of new themes, new ideas and new adventures designed to challenge your children in spirit, mind

and body.

In addition to the fun and excitement, YMCA Summer Camp also provides opportunities for kids to develop self-esteem, learn to work and play together, develop an appreciation for the environment, learn new skills and develop the values of honesty, caring, respect, responsibility and Faith that will last a lifetime

This is going to be a great Summer!

-YMCA of El Paso

Financial Assistance

Our YMCA Programs are designed to benefit persons of all backgrounds. While participants are expected to pay their fair share, the YMCA will assist any individual who wants to participate but cannot afford the fee. Contact our YMCA Office for more information. Application and prior participation is not a guarantee of award.

Due to limited enrollments, an application for financial assistance must be made with the YMCA Branch in advance of enrollment. In addition to the Financial Assistance Application, you must complete the Winter Camp Enrollment forms. Proof of income and expenses for the entire household must be provided with the financial assistance application. Acceptable proof of income will be the latest Tax 1040, last 3 paystubs, WIC letters, FAFSA, etc.

Payment Information

Camp fees may be paid weekly by credit card charge/debit, cash or check.

ALL PAYMENTS MADE AFTER 4PM ON SUNDAY OF THE INTENDED WEEK WILL INCLUDE A \$10 LATE FEE PER CHILD.

Children's Code of Conduct

The YMCA of El Paso takes seriously the importance of the protection and safety of the children enrolled in programs. As a participant in the YMCA Summer Day Camp Program, I agree to:

1. Remain seated and quiet during roll call and announcements and answer only for myself.
2. Follow all Childcare Program rules during snack time, activity time, and emergency drills.
3. Follow all instructions given by the Day Camp Childcare Program staff.
4. Tell the Winter Camp Program staff counselors if I am sick or hurt.
5. Respect all other children, supplies, equipment, property and the Winter Camp Program Counselors at all times.
6. Never leave the YMCA Winter Camp site without proper permission.

Termination Policy

Participants will be withdrawn from the program for the following reasons:
Inappropriate behavior of child or parent that endangers the child, other children or YMCA staff; foul language; failure to pay program fees; consistently late in picking-up child.

Child Abuse Hotline

Child abuse can occur in any setting. The YMCA provides extensive training in child abuse prevention skills and understanding how children can be abused. Texas law requires the suspicion of child abuse be reported immediately. The following Hot Line phone number is available 24 hours a day for anyone to report a suspicion of child abuse. Hot Line: 1-800-252-5400

Your report will be documented by staff from the Texas Department of Family and Protective Services. When people make a report of suspected child abuse in good faith, they are immune from any liability. When the department investigates a complaint, the identity of the complainant is not revealed. Please report any concerns to the YMCA Staff immediately.

Parent Statement of Understanding

- 1. I understand that I am not to leave my child at the YMCA site unless a YMCA staff member is present.**
- 2. I understand that my child will not be allowed to leave the program with an unauthorized person or staff.**
- 3. Should I, or another authorized person, appear to be under the influence of drugs or alcohol and seek to sign out my child, staff are empowered to contact local law enforcement authorities and place your child in their custody. Please do not place staff in a position to make this judgment.**
- 4. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The Child Abuse Hotline is 1-800-252-5400.**
- 5. I understand that YMCA staff is not allowed to baby-sit or transport children outside of program hours.**
- 6. I understand that a student Behavior Contract is the first formal step to help resolve repeated rule violations on the part of a child. A behavior contract involves parents, child, and staff. Failure to correct specified inappropriate behavior may result in suspension or dismissal from the Summer Camp program.**
- 7. You may request a meeting with the YMCA Program Director to ask questions about day camp policies and procedures. You are encouraged to contact the YMCA Office any time you have a concern or comment about the operation of this site.**
- 8. Parents are encouraged to participate in the activities and special events at the child care center. Please feel free to come to the site at any time. Be certain to check in with the YMCA Summer Camp Director or Asst.**

YMCA Summer Camp Program Hours

Summer Camp will begin at 7:00 a.m. and end at 6:00 p.m.

Sign In/Sign Out Procedures

SIGN IN: After drop off, attendance will be taken by YMCA staff and checked with YMCA Summer Camp office.

SIGN OUT: Parents or authorized pick-ups are required to sign their child out daily. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out. Children will not be allowed to leave the facility to walk or ride their bike home. Siblings must be at least 18 years old to sign out a younger brother or sister. No exceptions.

Late Pick-Up Fees

We will enforce a late fee for children picked up after 6:00 PM.

*** One to 15 minutes late: \$ 10.00 per child**

*** 15 to 30 minutes late: \$ 15.00 per child**

*** 30 minutes late or more: \$ 25.00 PLUS \$ 2.00 per minute until child is picked up. Parents will sign the late pick-up form, which indicates time of arrival and charges due. YMCA office staff will charge debit/credit card accounts. Checks are to be made payable to: YMCA of El Paso. If your child has not been picked up by 7 p.m. and the Summer Camp site has had no contact with parents/guardians, the Sheriff's Department will be notified.**

Breakfast/ Lunch/Afternoon Snack

The YMCA will provide a breakfast, lunch and afternoon snack daily. Parents may pack a drink or alternative breakfast, lunch or snack. Parents must tell site staff of a child's allergies or negative reactions to food. Although nutrition is considered, the YMCA is not responsible for the nutritional value of food provided.

Organized Indoor/Outdoor Activities

Includes non-competitive and competitive team sports, games, arts & crafts, and other projects that encourage children to use team skills, be creative, and challenge themselves.

Personal Belongings
Jackets, book bags, lunchboxes and other items left at the end of the afternoon will be placed in the YMCA Lost & Found Box. Parents are encouraged to frequently check lost and found. As stated, children are asked not to bring personal items to the Winter Camp Program.

What Not to Bring to Winter Camp

-Game-boys, MP3 or CD players, scooters/bikes and other personal items, cell phones, tables
-Toy guns or weapons of any kind.
-Money

The YMCA is not responsible for lost or stolen items!

What to Bring to Summer Camp

-Tennis Shoes
-Jacket
-Bottled Water

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME

Medication

Any medication to be administered to your child by our YMCA staff must:

- Be brought directly to the YMCA Winter Camp Director;

- Be in the original container, with physicians name and phone number on the container.

- A Child Medication Form must be signed by the parent with clear written instructions regarding dosage and time that medication is to be given (Forms available from YMCA Winter Camp Director).

All medication will be kept in a locked box. It is parents' responsibility to pick up all medication at the end of each day or week.

Illness/Injury

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In all cases of serious illness or injury, the YMCA Summer Camp Director will contact the parent immediately. In the event that the parent cannot be reached, we will contact any or all "emergency contacts". The YMCA will contact emergency services at any time it believes is necessary for the safety of a child. This could involve EMS and/or transportation to an emergency medical facility.

If your child is sick, please keep them home from the Summer Camp Program. Children with fever over 100.4 degrees or experiencing vomiting, diarrhea or other infirmities are not allowed to attend until fully recovered. Please follow this policy.
**Please Note: The YMCA does not provide health or accident insurance.

Absence Policy

If your child is absent from the Summer Camp Program, it is the responsibility of the parent to contact the Summer Camp site and leave a message. Parents are not reimbursed for days missed.

Updating Information

It is the responsibility of parents to inform the YMCA Office regarding any changes to your child's record. This information includes phone numbers, addresses, emergency and authorized pickups, billing, and changes to other pertinent information. All changes must be made in person or emailed.

Theme and Character Development:

Our theme this summer is Traveling the USA. These activities take place daily and help children understand the importance of valuing themselves, family, and others. The YMCA emphasizes five character values: responsibility, honesty, caring, faith, and respect.