



# 2020 YMCA Summer Camp Parent Handbook

**BEST**

**SUM-**

***MER EVER!***

***2020 YMCA SUMMER DAY CAMP:***

***Week 1: Dinosaurs***

***Week 2: Superhero***

***Week 3: Chemistry***

***Week 4: Physics***

***Week 5: Space***

***Week 6: Ocean***

***Week 7: Engineering***

***Week 8: Comic/Reading***

***Week 9: Hawaii***

***Week 10: Video Games***

***Week 11: Magic***

***Week 12: Plants***



The mission of Paso is to put principles into practice programs that build

the YMCA of El Christian Principles through programs that build a 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.

**Web address: [www.elpasoymca.org](http://www.elpasoymca.org)**

Loya Family YMCA  
2044 Trawood  
El Paso, TX 79935  
(915) 590-YMCA

Bowling Family YMCA  
5509 Will Ruth  
El Paso, TX 79924  
(915) 755-YMCA (9622)

Westside Family YMCA  
7145 N. Mesa  
El Paso, TX 79912  
(915) 584-YMCA

***\* Themes subject to change and start date TBA***

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 the BEST SUMMER EVER!

-YMCA of El Paso

### **Camp and COVID-19**

The safety of your children and our staff is our top priority here at the YMCA. We want to make camp as safe and fun as possible and are doing our best to combat the spread of COVID-19. Here are some of the new rules and regulations we have put into place this summer.

- Children's Temperatures must be taken before being dropped off (if temp read 100.4 or higher child will not be allowed to be dropped off)
- Parents must answer and sign questionnaire for child everyday before dropping off.
- Children must wear a mask throughout the day (except during physical activities and eating)
- Children must follow social distancing activities and eating arrangements.
- Staff will be regularly cleaning throughout the day.
- **Failure to follow these rules and regulations will result in parent being called to come pick up child.**

### **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 Summer 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.

### **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 Day Camp Program rules during snack time, activity time, and emergency drills.
3. Follow all instructions given by the Day Camp Program staff.
4. Tell the Day Camp Program staff counselors if I am sick or hurt.
5. Respect all other children, supplies, equipment, property and the Day Camp Program Counselors at all times.
6. Never leave my group at YMCA Day Camp 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's constant inability to follow rules put into place

All inappropriate behavior will be reported to you in a timely manner.

### **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 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. I understand and agree to the new rules and regulations put into place due to COVID-19
4. 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.
5. 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.
6. I understand that YMCA staff is not allowed to baby-sit or transport children outside of program hours.
7. 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.
8. 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.
9. 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 Assistant.

## Payment Information

Camp fees must be paid by FRIDAY for the following week. It may be paid by credit or debit card, cash or check at the branch or online at [elpasoymca.org](http://elpasoymca.org).

**ALL PAYMENTS MADE AFTER 7PM ON FRIDAY, FOR THE UPCOMING WEEK, WILL INCLUDE A \$20 LATE FEE PER CHILD. NO EXCEPTIONS.**

## 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 Day Camp Program.

### What to Bring to Summer Camp

- Tennis Shoes must be worn at all times
- Appropriate dress for the weather
- Kids will be doing arts and crafts, playing outside, and just being kids, so please dress them in clothing that is okay to get a little lived in!
- Bottled Water ( water fountains will not be operational)
- Face mask and Hand sanitizer
- Any additional items you think your child may need

**PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S FULL NAME**

### What Not to Bring to Day Camp

- Electronics such as cell phones, tablets/iPads, MP3/iPods, video games like Switch, DS, Vita, etc.
- All electronics will be placed on hold if brought till the end of the day
- Scooters/bikes and other personal items like stuffed animals or toys.
- Toy guns or weapons of any kind.
- Money

***The YMCA is not responsible for lost, stolen, or broken items!***

### Medication

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

- Be brought directly to the YMCA Day 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 Day Camp Director).

All medication will be kept by the Day Camp Program Director in a locked area. It is parents' responsibility to pick up all medication at the end of each day, week, or when child finishes Day Camp for the summer.

### **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 listed on the registration form. The YMCA will contact emergency services at any time it believes it 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 allowed to attend until fully recovered. Please notify staff if your child has come into contact with someone with COVID-19 and keep child at home. Please follow this policy.

**\*\*Please Note:** The YMCA does not provide health or accident insurance. If a child comes sick, they will be sent home immediately.

### **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 pick-ups, 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 "Best Summer Ever." 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 .

### **YMCA Summer Camp Program Hours**

Summer Camp will begin at 9:00 a.m. and end at 4:00 p.m.

If needing additional hours in the morning or afternoon hours there will be an additional fee. \$15 per week per child for members and \$20 per week per child for non-members. \$30 per week per child for members and \$40 per week per child for non-members if needing both additional hours for morning and afternoon. Additional Morning hours include 7:00am to 9:00am. Additional Afternoon hours include 4:00pm to 6:00pm \*Subject to change\*

### **Sign In/Sign Out Procedures**

**SIGN IN:** Parents or guardians are required to sign their child in daily.

Children's temperature will need to be taken and questionnaire must be signed everyday. During 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 be asked to pay fee's upon pick up. 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. All within Social Distancing.