



2023 YMCA SUMMER DAY CAMP PARENT HANDBOOK

WELCOME TO THE Y!

We are excited you chose our program to meet your child care needs. With the values of respect, responsibility, caring, and honesty as our guide we work everyday to help your child realize their full potential in a safe and fun environment.

At the YMCA, kids have the opportunity to make friends, have fun, be active, and discover who they are and what they can achieve. Our activities, which range from leadership development to STEAM (Science, Technology, Engineering, Arts, and Math), sports and active play, give youth the opportunity to become confident, well-rounded kids today and healthier, happier grown-ups tomorrow. This summer is going to be the best yet!!

-YMCA Staff

Our Mission

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

Purpose

YMCA summer camps seek to provide a safe, fun-filled, creative, educational day camp experience utilizing Christian leadership to help children achieve a higher physical well-being, social growth and the development of values. Our program reflects four core values, which are Caring, Honesty, Respect and Responsibility.

YMCA Summer Day Camp Hours

Start Date: June 5, 2023 End Date: July 28, 2023

Regular Hours: 8am - 4pm Before Care: 7-8am
After Care: 4-6pm

Age Exceptions

Campers must meet the age requirements by the 1st day the child begins camp. Campers must be 4 years old, completely toilet-trained and be able to change in/out of clothing on their own. There will be no age exceptions.

Payment Information

A one-time Registration Fee of \$25 is due at the time of registration. A registration form must be filled out completely before your child may participate in the Summer Day Camp Program.

Weekly Fees for camp are as follows per child:	Members: \$80 Non-Members: \$140
Before / After Care fee weekly	Members: \$5 per hour Non-Members :\$10 per hour

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. Applications 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 households. Acceptable proof of income will be the latest Tax 1049, last 3 paystubs, WIC letters, FAFSA, etc.

Benefits of a Family Membership

By becoming a member of the YMCA you can save money on your child's camp tuition and receive discounts on other YMCA programs. Understand that should your family membership draft not be honored by your bank or credit card for any reason, you are responsible for the monthly payment. Failure to make arrangements within three business days may result in your child losing their spot at camp.

Insurance

The YMCA does not carry or provide accident or medical insurance for the children participating in Summer Day Camp programs. Your health insurance is the primary coverage for your child.

Camper Information

It is the responsibility of parents to inform the YMCA Office regarding any programs that their child is registered for that take place during Day Camp Hours (ex. Swim lessons. *Missed swim lessons due to field trip days unfortunately cannot be made up.*) Additionally, 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.

Arrival/Check-in/Departure

Parents and guardians are required to sign your child in and out with the correct time and full signature. You will be asked for a federally issued photo ID (Driver's license or military ID) before we release your child.

Only the names listed on the registration form are permitted to remove your child from our care. Children will not be allowed to leave the facility to walk and siblings must be at least 18 years old to sign out their younger siblings no exceptions.

Late Pick-up

A \$15 late fee will be enforced for any child picked up after 10 minutes. Parents will sign the late pick-up form, which indicated time of arrival and charges due. Parents need to pay the Front Desk Staff. If your child has not been picked up by 7pm and the Summer Staff has had no contact with parents/guardians the El Paso Police Department will be notified.

Refunds

Non-attendance without proper notification does not entitle the parent to a refund. The Camp Director must approve of all refunds requested via email. If applicable, the parent will be issued a refund worth 50% of the original cost.

Absence Policy

If your child is absent from the Summer Day Camp Program, days cannot be transferred to subsequent weeks. The weekly payment covers the whole week, regardless of days missed.

Custody

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the YMCA Summer Day Camp, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration for is responsible for paying the fees. Occasionally we are asked to provide attendance records. Please know that in order to obtain any records from the YMCA, we must be subpoenaed for them.

Babysitting Policy

Current YMCA staff are prohibited from babysitting while under employ of the Y. The YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities. After they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures.

The YMCA cannot and does not endorse or recommend its former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with former staff of the YMCA are separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian.

Emergency Procedures

All emergency procedures including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne pathogen control and hazardous materials control are available upon request.

Personal Property

The YMCA is not responsible for lost, stolen or damaged items. Toys, Personal gaming devices, Smartwatches, Cell Phones are not allowed at camp.

A Lost and found will be kept at camp and cleared out weekly. Please check the lost and found every day for any belonging your child/children may have misplaced. The YMCA assumes no responsibility for the loss of personal property.

Proper Camp Attire

- Campers should wear comfortable, cool clothing that is able to get dirty and worn out.
- Campers may not have bare feet, sandals, open-toed shoes or flip-flops. Closed-toed shoes must be worn. Only non-marking shoes will be allowed on the gym floor.
- Clothes, swimsuits, towels, bags and all other belongings should have the camper's name on them.
- Appropriate clothing is a must. No strapless shirts, spaghetti strap shirts, halter-tops, or midriff shirts. Bikini bathing suits will not be allowed.
- Apply sunscreen prior to camp. *Staff members are not allowed to apply sunscreen to campers.*
- Parents, please monitor your child's clothing to ensure it's appropriate for YMCA summer camp including swimsuits.

Meals

The YMCA will provide breakfast, lunch, and an afternoon snack daily. Parents may pack an alternative/extra meal.

Lunches will be kept in an air-conditioned building but will not be refrigerated. Please pack lunches with an ice pack. Do not bring food that needs to be heated or refrigerated. Water will be available throughout the day.

Although nutrition is considered, the YMCA is not responsible for the nutritional value of the food provided.

Parents must tell site staff of a child's allergies or negative reactions to food.

If your child does have a food allergy, a physician's note must be provided for an alternative food to be provided.

Field Trips

Our camps are divided into their groups by age. Groups may have blended ages but we strive to keep them within 1 year of each other. We will make our best effort at keeping your child with his /her friend within the same age group but we cannot guarantee this.

All staff will be required to wear staff shirts, staff IDs and face coverings. Camp staff will provide direct supervision of campers and only staff and campers are permitted in program areas.

For safety reasons, Camp shirts must be worn on field trip days. Failure to bring your child in their camp shirt will result in child not attending the field trip.

Swimming

Swimming is part of our regular schedule and we encourage your child to swim every day it is scheduled. A bathing suit, towel, sunscreen and change of clothes are required daily. If suits are worn to camp please do not forget to pack undergarments to allow for a dry, comfortable rest of the day. Goggles will be allowed during swim time.

Every child participating in swimming must wear a Coast Guard approved life jacket/ puddle jumper unless they have passed the YMCA Swim Test. Children are swim-tested upon their first visit to the pool and every Monday of camp.

If you would like your child to learn more advance swim skills, we offer swim lessons at our local Y branches. Please ask the front desk for more information.

POOL RULES

1. Running, shoving and horseplay is not permitted on the pool deck, in the water or in the changing rooms / restrooms.
2. Do not hang on staff or fellow campers.
3. Obey lifeguards and staff at all times.

Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. During periods of extreme heat, the camp staff will scale down the physical camp activities.

Campers will not be able to be outside for more than 30 minutes at a time. Indoor facilities will be utilized for more hands on and low-activity events and programming. All precautions will be taken to prevent heat related injuries during these times.

The YMCA will monitor the weather conditions and plan our camp day accordingly. On Code Red days, we will limit

outdoor play. Additionally, here are some ways you can keep your camper COOL:

1. Provide at least two drinks in his/her lunch.
2. Drinking water is encouraged at camp.
3. Provide them with a hat to wear and dress them in light colors.

Lightning/ Thunder

At the first sight of lightning or thunder, children will be brought indoors. The pool will be cleared. Activities may resume 30 minutes after the last observed thunder/lighting.

Reporting Suspected Child Abuse

In order to ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Texas statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Special Circumstances

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Upon being informed of such circumstances, the Program Director may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

Child Illness or Emergency

We ask that if your child is showing any symptoms of illness that he or she be kept at home for the protection of self, other children and staff. Parents will be notified and asked to remove the child from camp if symptoms develop while in our care. Parent may be asked to show proof that the contagious condition no longer exists prior to a child returning.

We ask that children who have vomited, had diarrhea, fever, runny nose, etc. within 24 hours of beginning of the camp day be kept home until they are symptom-free for at least 24 hours. We thank you for being sensitive to the health and safety of all our campers.

If your child becomes seriously ill or sustains an injury, all efforts will be made to contact a parent, guardian or emergency contact immediately. As in any severe emergency, 911 will be called. PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE IN CASE OF EMERGENCY.

Medication

All medication must be turned in to the Camp Director with a completed medicine form. The time, dosage and name of medication must be listed. A parent must sign this medication form. Medication must be in the original container with the original label. Medications will be distributed by the Camp Director only and will be documented. Children **CANNOT** carry any medicine with them including over the counter items such as cough drops, etc..

Parent Expectations

Going off to summer camp is a very exciting experience for campers and parents. It is natural for everyone to be anxious about the first day of camp and meeting new friends. We encourage all parents and campers to attend our open house/parent orientation to meet camp staff and fellow campers. In addition, the following information will hopefully minimize first-day anxiety.

Parent Statement of Understanding

- I am not to leave any child at the YMCA site without signing in or unless a YMCA staff member is present.
- My child will not be allowed to leave the program with an unauthorized person or staff.
- I may request a meeting with the YMCA Program Director to ask question 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.
- 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 YMCA Summer Camp Director or Assistant.

- 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 judgement.

Camper's Code of Conduct

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

1. Remain seated and quiet during roll call, announcements and answer only for myself.
2. Follow all Day Camp Program rules during meal times, activities, swim time, field trips, 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 stick 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

Discipline & Guidance Policy

- If a participant is unable to comply with the behavior expectations, the child will be given an initial warning and his or her parents/guardians will be notified.
- If a participant's behavior continues to be disruptive, he or she will receive a written reprimand and parents will be notified and consulted concerning the participant's behavior.
- The YMCA reserves the right to suspend or expel a child from the program if his or her behavior places other participants or staff in immediate harm and/or if his or her behavior places him or herself in immediate harm.
- Expulsion from the program is for one calendar year and includes other YMCA programs. There will be no refund of program fees. A child who has been expelled from the program may request to be allowed back into the program after a short assessment period of 90 days



Summer Day Camp Rules

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that we expect and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

Friends Helping Friends! Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week.

We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use.

Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.

Social Inclusion: Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times.

Speak for yourself, not anyone else. Encourage others by avoiding put downs. Show respect. Every person is important.

Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/ staff member in a negative way.

Building a community: Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other campers.

The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support.

Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place.

YMCA staff wish to work with your child and for you to have the best experience possible. It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The YMCA does not condone and will not permit:

- Corporal punishment
- Ridiculing, threatening, using an inappropriate loud voice
- Leaving children unsupervised
- Use of profanity

A child's behavior is expected to be consistent with the following:

- Use appropriate language at all times.
 - Cooperate with staff and follow directions.
 - Respect other children and staff, equipment and facilities, and yourself.
- Maintain a positive attitude.
- Aggressive behavior and hitting is not allowed.
 - Stay in program areas – running away is not acceptable.

The YMCA reserves the right to suspend or expel any child from the program who poses serious or continual behavior problems with no fee reimbursement. Infractions deemed "serious" may result in immediate suspension and/or expulsion regardless of previous disciplinary action.

Behaviors which may result in immediate dismissal include but are not limited to:

- Running away
- Biting
- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
- Fighting or hitting
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Sexual misconduct
- Possession of or use of alcohol or controlled substances unless under the prescription of a doctor

SUMMER CAMP DAILY SCHEDULE*

7 - 8AM	Before Care / Arrival with Kid's Choice (Organized activity stations)
9:00am	ALL CAMP Breakfast
9:30am	Opening Ceremony: Announcements Review Camp Rules Go over daily Schedules
10:00 am	Activity Period 1: Sports Games Activities SWIM TIME GROUP 1 *
10:30 am	Activity Period 2 : Active games Group games Arts & Crafts
11:00 am	Activity Period 3: Sports Games Activities
11:30 am	Activity Period 4: Active games Group games Arts & Crafts
NOON	LUNCH
1:00-3:00pm	SWIM TIME GROUP 2 & 3*
3:00pm	Snack Time
3:30pm	ALL CAMP Closing Ceremony (Program announcements)
4:00pm	Camper Pick Up / Transition to After Care
4 - 6:00pm	After Care: Kids Choice (Organized active games Board Games)

*Schedule varies from day to day and from group to group. All campers participate in each activity at least once each week. The schedule may vary to accommodate special events at camp.

WHAT TO BRING

It is important that your child comes to camp after having received a good night's sleep as well as a healthy breakfast in order to ensure for a fun, safe and energetic day. Our staff wants your child to get the most out of what our camp has to offer.

Campers should be dressed in comfortable clothing, and must be wearing closed toed shoes. Please send the following items with your camper:

- Swimsuit and towel for swim time
- Non Water Proof Sunscreen
- Refillable Water Bottle

FIELD TRIP DAYS:

Westside: Tuesdays

Loya: Wednesdays

Bowling: Thursdays

WEEKLY THEMES

JUNE 5-9

FIND YOUR Y

Summer is full of exploring. What better place to start than with ourselves? Campers will identify their strengths, discover interests, and uncover inspirations.

JUNE 12-16

DISNEY BOUND

Wish Upon a Star with a week packed of Disney themed activities, dress up days, and art projects. Say Hakuna Matata and spend this week with your YMCA Ohana.

JUNE 19-23

ANIMAL PLANET

Hang out with all sorts of furry friends this week as campers explore different species and experience animal themes games and crafts!

JUNE 26-30

OUTER SPACE

Reach for the stars and explore the final frontier! Campers will study everything from rockets to solar systems, going where no Y has gone before.

JULY 3-7

BLAST FROM THE PAST

Travel the back in time this week as we take a trip through the decades. Each day we'll opportunity to learn from different decades including the 50's, 70's, 80's, and 90's.

JULY 10-14

SUPERHEROES

This action packed week will have campers developing super hero skills with the power of their imagination.

JULY 17-21

MOVIE MANIA

A week containing quotes, phrases and activities from the greatest movies of all time. Dress up as your favorite characters from your favorite movies!

JULY 24 - 28

SPLISH SPLASH

Beat the heat and dive into summer camp. This week we will be ending camp with a big splash with water activities galore: water gun challenges, swimming Olympics and a Water Slide Day.