the YMCA

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FUN HAPPENS HERE

YMCA DAY CAMP

GUARDIAN HANDBOOK



REGISTRATION INFORMATION

All children registered for YMCA Day Camp must complete a Youth Health History form and Sunscreen/Insect Repellent Release and Medication Permission Form through Apricot prior to their arrival at camp.

A non-refundable deposit of $25 per week is due at the time of registration for each week of camp the camper is scheduled to attend.

The remaining balance of the camp fees must be scheduled at the time of registration using the credit or debit card of your choice. Payments will be deducted from the account of your choice the Wednesday before each session begins. You may change your payment method at any time before the balance due date for each week by visiting the Welcome Center of the Y or accessing your online YMCA account. (To access your online account, visit ymcamidtn.org and select "Manage Account" in the upper-right corner.) A valid method of payment must remain on your account for the duration of camp.

Failure to pay for the week's session by the Wednesday before the session begins may result in the loss of your spot or a late payment fee assessed, depending on space availability. This late payment fee would be in addition to the $20 fee assessed for all returned payments.

For campers attending after-care, a $1 per-minute late fee will be assessed for anyone picked-up late.

CANCELLATION POLICY

Our cancellation policy has expanded to include that participants will be responsible for the following charges:

- Two weeks or more notice before the session: $25 non-refundable deposit
- 7-13 days notice before the session: 50% of the remaining balance plus the $25 non-refundable deposit
- Less than 7 days notice before the session: 100% of the remaining balance plus the $25 non-refundable deposit
- The $25 deposit is also non-transferable at any time

ACCOUNT BALANCE POLICY

Prior to dropping off your child at camp, all balances on your account must be paid in full. No child will be admitted to camp unless the account balance is zero. This policy applies to all camp sessions and is non-negotiable. Failure to comply with this policy will result in the child being denied entry to the camp until the account balance is settled.

PROGRAM REFUND POLICY

Refunds will only be issued prior to the balance due date for a given week of camp and requests must be given in writing to the Camp Director. Once payment has been made, a system credit may be issued at the Executive Director's discretion for unavoidable circumstances that require a camper to miss camp. If the parent or participant is dissatisfied with the program, it will be at the Executive Director's discretion whether to issue a refund. If the participant moves out of the service area in the middle of the program, a refund may be issued.

FINANCIAL ASSISTANCE:

Thanks to generous contributions to the YMCA's Annual Giving campaign, financial assistance is available to campers who qualify. Applications for scholarships are available at your local YMCA facility. Applications take a minimum of 10 days to be returned and are processed in the order in which they are received. You will receive a follow-up letter following submission of your application. A current copy of your tax return or 30 days of most recent income is required with your financial assistance application. If applications for financial assistance are received during the summer, assistance will only be applied to future sessions. It will not be applied retroactively to past sessions.

PAYMENT RETURN POLICY

- All returned payments (checks, electronic funds transfers and credit card payments) will result in a $20 charge. Outstanding balances resulting from uncollected returned payments must be cleared up before the child can enroll in or attend any YMCA program.
- Returned checks and declined drafts due to NSFs (Non-Sufficient Funds) will be collected by eCashflow, an agency licensed by the Collection Service Board. You can contact the YMCA billing department at 615-742-7327. Failure to clear a returned check or electronic funds transfer (EFT) could affect your check-writing ability at other establishments. Once a check or EFT has been returned for NSF, the bank account associated with the return will be drafted for the amount of the check or EFT plus the returned payment fee. This redraft can occur up to 2 times if the first attempt is unsuccessful. If your check or EFT has been declined for reasons other than NSFs, you can make a payment with the Camp Director or the YMCA billing department. However, if your payment is in active collections with eCashFlow, DO NOT give a replacement payment to the Camp Director or make a payment online to cover a returned check or EFT.

ARRIVAL AND DEPARTURE FROM CAMP

AGES: Although camp groups will be divided by age, some activities may involve the entire group. Personal responsibility and group cooperation are essential parts of every camper's experience.

YMCA DAY CAMP: Available at select centers—ages 5-12 who have completed kindergarten

CAMP DAY: Camp begins at 9 a.m. and will end at 4 p.m. Before- and after-care is available at no additional charge. Please check with your location for specific times.

A successful program includes daily schedules that provide structure for the campers. Several different components, including small group time, activity periods, and all-camp activities, help create balance so that there is a good mix between low- and high-energy activities, small and large group assemblies, and quiet and not-so-quiet time. A good schedule can keep campers interested, enthused, and energized while providing plenty of opportunity for them to focus on the four core character values—honesty, respect, caring and responsibility.

A TYPICAL CAMP DAY

7–9 A.M.
Before-care (check with your camp for their specific opening time)

9–9:15 A.M.
Opening Ceremonies

9:15–9:30 A.M.
Small Group Time 1

9:30–10:30 A.M.
Activity Period 1

10:30 A.M.– 11:30 A.M.
Activity Period 2

11:30 A.M.-12:30 P.M.
Lunch

12:30-1:30 P.M.
Activity Period 3

1:30–3:30 P.M.
Swim Time

3:30–3:50 P.M.
Small Group Time

3:50-4 P.M.
Closing

4-6 P.M.
After care (check with your camp for their specific closing time)

SIGN IN:

All campers must be signed into the camp program by an adult 18 years or older. If your child will arrive after the time the center camp begins, please call prior to their arrival. This will ensure staff is available to greet the child. A parent may be asked to escort their child to their group so staff may uphold the YMCA's staff-to-child safety ratios. A parent may not leave the area until the camper is signed in with a YMCA staff member.

SIGN OUT:

All campers must be signed out of the camp program by an adult 18 years or older. Only adults listed on the registration form under the pick-up information will be able to pick-up a child. The adult must show a photo ID at the time of pick-up. If your child will be picked up before the center camp ends, please notify the camp staff at the time of drop-off. All items including medications must be taken home with the camper at the end of each week.

WHAT WILL MY CAMPER NEED?

Each day, a camper will need to bring a backpack with the following items: swimsuit, towel, reusable water bottle, sunscreen and lunch. Tennis shoes and insect repellent are also recommended.
PLEASE MARK ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.

CAMP ATTIRE

Campers should be dressed appropriately for camp. Please have them wear comfortable, flexible clothing. Keep in mind that we do spend up to 80% of our time outdoors so dressing appropriately for the temperature is important. It's also wise to dress your camper in clothes you do not mind getting dirty.

Please remember that Mother Nature may not always cooperate with our camp schedule. In the event of rain, some camp activities may continue as scheduled. Campers may come home a little wet or muddy. In the event of thunder and lightning, all campers will be moved to a covered area. Some camp activities may be cancelled or suspended.

SPECIAL NEEDS

The YMCA makes every attempt to serve campers with special physical or emotional needs. However, our physical setting makes it difficult to accommodate campers with certain limitations.

Parents/guardians of campers with special needs should contact the center camp director prior to enrolling their child in camp. This will allow the director to better understand and discuss your camper's specific needs and requirements.

MEDICATION, ILLNESS AND INJURY

The YMCA prefers that all medication is dispensed at home. However, we realize it may be necessary to administer some prescriptions at camp. Parents/guardians should follow these guidelines for medication at camp:

- Medication must be brought to camp by the guardian on a weekly basis, and any excess medication will need to go home with the child at the end of every week.
- All medication must be in its original packaging identifying the prescribing physician, name of the prescription, proper dosage and frequency of administration.
- All medications must be turned in and dispensed by camp staff.
- All medications must have a "Sunscreen/Insect Repellent Release and Medication Permission" form completed before we can dispense any medication.

The YMCA Day Camp is a well-child program and cannot provide care for sick campers. A child who is sick should be kept at home. Any camper showing signs of illness including but not limited to fever, vomiting, diarrhea, or rashes should not participate in camp. Parents/guardians may be asked to provide documentation from a physician to confirm a questionable condition. All cases, or suspected cases, of head lice or rash will require a physician's statement before the child may return.

MEDICATION, ILLNESS AND INJURY (CONTINUED)

If a child becomes ill at camp, a parent/guardian will be contacted to pick up their camper by camp staff. All sick campers must be picked up within one hour from the time the parent/guardian is notified.

The steps include but are not limited to:
Campers who suffer routine scrapes, cuts and bee stings will be treated by camp staff and an Ouch Report will be completed. In the case of serious injury, the Camp Director will take whatever steps are necessary to obtain emergency medical care.

- Attempt to call parent/guardian
- Attempt to contact those designated on the emergency form
- Call an ambulance or paramedic

Please note: In the event of a serious emergency, 911 will be called first.

The YMCA of Middle Tennessee provides liability insurance for all of its programs. It is the parent/guardian's responsibility to provide their own health and accident insurance for their camper. Parent/guardian should include their personal health insurance information in the space provided on the Youth Health History form.

Parent/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child should this be required during their camp attendance. The Sunscreen/Insect Repellent Release and Medication Permission form must be filled out by the parent/guardian prior to attending camp.

Parents/guardians are responsible for providing sunscreen and insect repellent for their child to use at camp. Parents/guardians are expected to apply the first coat of sunscreen/insect repellent in the morning before bringing their child to camp. Day Camp staff will stop activities for all children to apply sunscreen/insect repellent at two additional times throughout the day. The Sunscreen and Insect Repellent release form must be filled out by the parent/guardian prior to attending day camp.

Please understand that while the use of sunscreen will aid in protecting against harmful sunrays, it may not prevent your child from getting sunburnt. Likewise, the use of insect repellent may not prevent all insect bites or stings, but will aid in protecting against insect bites and stings.

PRECAUTIONS DURING HIGH TEMPERATURES

Since 80% of our activities are outdoors, we take extra precaution with high temperatures. Here are a few things you can do during those high temperatures along with the steps we take to keep your camper safe.

- Dress your camper in loose, lightweight, light-colored clothing, a well-fitting hat, and sunglasses.
- Bring a water bottle. In addition to a water bottle, staff will have a water cooler on hand at camp site.
- Apply sunscreen. (The recommendation is SPF 30+ before your camper arrives to camp.)
- Shaded areas have been identified for your camper to take breaks throughout the day.
- A schedule has been created for water and sunscreen breaks.
- When the heat index reaches 100, unless the campers are swimming or participating in water activities, all activities will be moved indoors.

BEHAVIOR POLICY

We intend to help every child enjoy their camp experience while also making them aware that they are responsible for their actions. With prior knowledge of our basic rules of safety and good conduct, each camper will be taught how to exercise self-discipline and to know we are here to help them and want them to succeed.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each camper. Depending on the severity of the behavior and the number of times the behavior occurs, a child may:

1. Lose the privilege of participation in a specific activity.
2. Be suspended from the program for a specified amount of time.
3. Be terminated from the program.

INAPPROPRIATE BEHAVIOR INCLUDES BUT IS NOT LIMITED TO:

1. Intentionally and repeatedly going to unauthorized areas of the facility without permission.
2. Using foul language and being rude and discourteous to staff and peers.
3. Defacing camp property (including while on off-site field trips).
4. Refusing to follow basic rules of safety while at the program site or on field trips. (This includes fighting or striking another camper or staff.)
5. The possession, use or sale of drugs or alcohol.
6. Possession of weapons.
7. Any other behavior that is deemed inappropriate, dangerous or contrary to the best interest of the participants and staff.
8. Inappropriate behavior shown by parents/guardians, including but not limited to excessive late pick-ups, foul language, displays of violence and suspicion of intoxication.

Suspension up to termination can occur immediately if the following inappropriate behavior is used:

1. Harming another child or staff member
2. Fighting
3. Stealing
4. Disrespect for property of the Y or others
5. Use of abusive/foul language
6. Conduct or actions of sexual nature

We want every child to enjoy his/her experience at the YMCA Day Camp. For this reason, we have initiated policies we feel are fair, easily complied with and benefit everyone involved. If a discipline problem arises, the parent will be notified in writing the day of the incident. The second incident will result in the parent/guardian being notified in writing and called to set up a meeting with the counselor, camper and Camp Director to set up a behavioral contract. The third incident will result in program suspension for a time period specified by the Camp Director and Executive Director. **In the circumstance of extreme behavior, the parent/guardian may be called to remove the camper on the first incident.**

If a parent/guardian arrives to pick up a child and staff suspects that they are under the influence, the camper will not be released until another authorized person can arrive to pick up the camper. In the event that another authorized person cannot be reached, we will have no choice but to call local authorities.

Note: There will be no refunds given for suspension or expulsion from camp.

LOST AND FOUND

Prohibited items include but not limited to phones, smart watches, music players, toys, trading cards, weapons, lighters, tobacco, drugs, alcohol, and anything resembling a firearm.

HOLIDAY CLOSURES

Center Day Camp will be closed in observance of Memorial Day, Juneteenth, and July 4. If Juneteenth or July 4 falls on a Saturday or Sunday, camp will operate a full five-day schedule during both the week before and the week after the holiday.

WATER SAFETY AND SWIM TEST POLICY

YMCA POOL AGE POLICY/SWIM TEST

All swimmers under age 14 must pass a swim test before they can be in a YMCA pool area without direct adult supervision. The swim test consists of a 25-yard swim, during which youth are asked to achieve the following:

- Jump into the pool, submerge fully, return to the surface and immediately begin swimming without pushing off the wall.
- Swim in a horizontal position on top of the water using a forward crawl or breaststroke. The swimmer's arms must achieve full extension on every stroke, and he or she must maintain one or both of the strokes for the full 25-yard swim. Pausing is only allowed when the swimmer is rotating or turning to breathe.
- Exit the pool without assistance using either the wall or pool ladder.

Swimmers who pass the swim test will have a camp counselor on-site at the pool. Those who do not pass the swim test must wear a Coast Guard-approved personal flotation device.

YMCA staff reserves the right in final determination of a swimmer's ability to successfully demonstrate the swim test requirements—even if the swimmer has previously completed the swim test at an earlier date or another location.

Use of slides and diving boards are limited to swimmers who pass the swim test.

WATER SAFETY IS OUR PRIORITY

The YMCA is a leader in water safety and we are committed to making sure that your child has a safe and enjoyable time with us at our pools (and any other waterfronts you may visit). We require that children under the age of 14 pass a swim test in order to be in a YMCA pool without direct adult supervision or a personal flotation device.

What if my child doesn't pass the swim test?

Never fear. We'll make sure that no one is left out of the fun. We will be providing a complimentary Safety Around Water Course designed to teach basic stroke and water safety skills to any camper who does not pass the swim test. (And in the meantime, we provide coastguard-approved life jackets during open swim time.) Instruction will be offered four times a week during the camp day as long as the child is enrolled in YMCA Day Camp and cannot pass the swim test.

How else do you keep my child safe in the water?

In addition to our swim test policy and free Safety Around Water Course, we ensure that all Day Camp staff have extensive water safety training. Additionally, our pools are manned by lifeguards certified by the American Red Cross and all water safety courses are provided by certified instructors.

STAFF QUALIFICATIONS

All camp counselors employed by the YMCA of Middle Tennessee are 18 or older, have graduated from high school, and have had a minimum of 25 hours of training, which includes CPR, First Aid and Child Abuse Reporting.

STAFF CODE OF CONDUCT

The YMCA of Middle Tennessee is committed to ensuring the safety and well-being of your children. We have high expectations of our staff members and would like to share those expectations with you. Should you see any behavior that is not consistent with the Y's staff code of conduct, please report to YMCA management immediately.

1. To protect YMCA staff, volunteers and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three), and, whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including physical abuse—striking, spanking, shaking, slapping, and so on; verbal abuse—humiliating, degrading, threatening, and so on; sexual abuse—touching or speaking inappropriately; mental abuse—shaming, withholding kindness, being cruel, and so on; neglect—withholding food, water, or basic care. No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
8. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
10. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes baby-sitting, sleep overs, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
11. Staff should not give excessive gifts (e.g. TV, video games, jewelry) to youth.
12. Staff may not date program participants who are under the age of 18.
13. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
14. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.