



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**The Greater Marinette-Menominee**

**YMCA**

**Y-Kids Summer Camp**

# **Parent Handbook**

Summer, 2020

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## Y-Kids Summer Camp Program

### Parent Handbook

Thank you for choosing the Greater Marinette- Menominee YMCA as your child(ren)'s summer destination. Camp at the YMCA focuses on nurturing child development by providing a safe and healthy place to learn foundational skill and develop healthy, trusting relationships.

#### AGE REQUIREMENTS AND FEES IN EACH AREA:

Our Camp will operate from 6:30 am until 5:30 pm, Monday through Friday for our members.

Fees for Y-Kids are based on days of attendance and family rates are available. Family rates apply to children living within one household.

Individual Weekly	\$80
Family Weekly	\$136
Individual Short Week	\$59
Family Short Week	\$116

Short weeks are two days or less, and must be designated the week prior to participation, prior to the weekly rate being applied to the payment method on file at the YMCA. All payments will be processed by 5:00 pm the Friday before participation.

Families with children participating in summer learning opportunities at area school districts may still participate in Y-Kids Summer Camp, but transportation is the responsibility of the parent or guardian. Individual weekly rates during this time for is \$44. Family weekly rates for summer learning are \$84.

**Y-Kids Jr.** participants are fully toilet trained and range in age from 4 years to 5 years. Pull-ups or diapers are not allowed. Children must be four years of age at the start of the program.

**Y-Kids** participants are six years to seven years old.

**Adventure Camp** participants are ages eight through twelve.

We will consider requests by parents for children to participate with another age group, but requests are not guaranteed. The age group that a child qualifies for at the beginning of the camp season is the group they will remain with for the summer unless it is deemed necessary by staff that children be moved from one area to another for staffing and COVID-19 spacing guidelines.

## **ITEMS PROVIDED BY PARENTS**

Items to be provided by parents and labeled with your child's name include:

- a change of clothes
- Closed-toes shoes, every day. (We can't run or play in flip flops!)
- a swimsuit and towel
- weather appropriate outdoor clothing (jacket, sun hat etc.)
- Sunscreen
- Insect repellent
- Safety scissors, school glue, box crayons, pencil(s)
- Face mask, to be worn daily during any indoor activities (except swimming) or as deemed by the State of Michigan and local authorities.

## **ITEMS THAT SHOULD NOT BE BROUGHT TO SUMMER CAMP**

- Toys from home.
- Blankets, stuffed animals.
- Electronics.

## **ABSENT CHILD & ATTENDANCE METHODS**

**Unless notified by parents, the YMCA will assume your child will be at camp for each of the days you selected during online registration. Please notify us:**

- of any scheduled day your child will not in attendance
- If your child is unexpectedly absent due to illness or emergency, please contact your child's site at the number listed below. If you cannot reach anyone, please leave a message with the following info:
  - o child(ren)'s name(s)
  - o area your child(ren) attends
  - o date your child will not be in attendance
- Please assist us by following the call-in procedures to prevent staff from making an unnecessary search for an absent child.
- There is no reduction in rate for an absent child.

You will need to sign your child in each morning at drop-off at the rear of the building, and present a picture ID and sign out at the end of each day. Drop-off is between 6:30 and 8 am each day, and pick-up is between 4:00 and 5:30 pm. Other drop-off and pick-up times need to be arranged in advance with lead staff. Please have a pen with you to sign in and out so that we do not need to disinfect writing utensils between uses.

## **ARRIVAL AND RELEASE PROCEDURES:**

**Arrival:** To reduce the number of people inside the YMCA facility on a daily basis, we will be utilizing a drop-off system. This is done through curbside drop-off at the beginning of each day. You will need to sign your child in each morning at drop-off at the rear of the building, and wait while your child's temperature is read and approved before leaving them in our care. Under no circumstances will a child be left at the YMCA with a temperature of 100.4 or above. Drop-off is between 6:30 and 8 am each day. Other drop-off times need to be arranged in advance with lead staff. Please have a pen with you to sign in and out so that we do not need to disinfect writing utensils between uses.

**Release:** Pick-up is between 4:00 and 5:30 pm. You will be asked to present a picture ID at the end of each day. Please remain in your vehicle while a staff member directs your child to the pick-up point. Other pick-up times need to be arranged in advance with lead staff. Please have a pen with you to sign in and out so that we do not need to disinfect writing utensils between uses. If a court order is in place regarding contact by non-custodial parent(s) or other adults, you will need to provide a copy of the order(s). Children will not be released to anyone who is not authorized on the registration form.

## **CHILDREN'S RECORDS & CONFIDENTIALITY:**

Children's records required for enrollment are kept confidential. Children's records are available to parents upon request. The staff will have access to the children's records (excluding volunteers). This information will not be discussed or disclosed with regard to the children and the facts learned about the children and their relatives. This does not apply to:

- The parents or persons authorized in writing by the parent/guardian to receive such information.
- An agency assisting in the planning for the child(ren) when informed, written consent has been given.

## **DISCHARGE OF ENROLLED CHILDREN POLICY:**

### **Communication:**

Communication between the program and parents/guardians about a child's progress or behavior will be shared in person. Other means of communication used may include email, parent newsletters, notes, and through information on the parent communication board. Program rules and policies are available at the parent communication board or by contacting the program director.

### **Serious Guidance Problems:**

- A. A serious guidance problem is defined as one in which a child is continually disrupting the smooth flow of the program in one of the following manners:
  - a. Requiring excessive one-on-one attention.
  - b. Inflicting physical or emotional harm on other children/staff.
  - c. Using inappropriate language and gestures.
  - d. Inability to conform to the guidelines of the program.
- B. Behavior difficulties usually become manageable with cooperative efforts between staff, parent and the child. The staff will work with the parent through:

- a. Observation and documentation.
  - b. Parent/staff conferences.
  - c. Referrals and outside resources.
- C. Every effort will be made by the staff to enlist the cooperation of the child, parents and any outside agencies to solve each problem. In the event of continued problems, the following procedure will be followed:
- a. Staff will inform parents/guardians of specific situations. Staff will seek advice from parents and work with the family to resolve problems.
  - b. A conference with parents and staff will be set to establish a mutually agreeable solution for the child's behavior.
  - c. Child dismissed from the program for a period between one day and one week. No refund given.
  - d. Child is terminated from the program.

### **Parent Withdrawal/Change to Days Needed:**

- No terminations of care will be accepted verbally.
- It is the responsibility of the parent/guardian to notify the Y of the date of withdrawal. Payment will be due through the end of the current week following the written notice.
- Registration fees are non-refundable.

### **Mutual Decision Withdrawal:**

In the event that the Y and the parent/guardian agree that the placement of a child is inappropriate, the written notification of two (2) weeks will be waived and the withdrawal date can be set. Any fees paid will be refunded on a pro-rated basis.

### **Y Initiated Withdrawal:**

In the event that the parent/guardian and the staff are unable to come to a mutually satisfying course of action after identifying and processing a concern, the Director/Coordinator reserves the right to cancel the enrollment of the child. Written notification prior to withdrawal is not required if the withdrawal is requested by Y staff.

The Director/Coordinator reserves the right to cancel the enrollment of a child for one or more of the following reasons:

- The program is not contributing to the child's emotional or physical development.
- A parent/guardian fails to observe the policies set forth by the Y, including but not limited to, the following reasons:
  - Non-payment or persistent late payment of childcare fees.
  - Failure to submit all enrollment forms.
  - Failure to comply with the procedures for arrival and departure of the child.
  - Physical or verbal abuse of children or staff by the parent/guardian.

- If the Y should have to close its services, the Y would:
  - Notify parents of closing with as much advance notice as possible.
  - Any unused fees paid would be refunded.

## **FEE PAYMENT AND REFUND POLICY**

### **Fees & Payment Methods**

Fees are listed above. Monthly fees are deducted from a debit/credit card or savings/checking account automatically no later than 5 pm on Friday before the week of care needed.

### **Late Pick Up Fees**

A fee of \$5 per 15 minutes for late pick up will be added if the child is not picked up by Y-Kids closing time of 5:30 pm. Repeated late pick-ups are grounds for dismissal from the program.

### **Contracted Days Needed**

Each program participant is required to fill out all enrollment forms. Participation fees will be withdrawn weekly. If the parent/guardian decides to withdraw from the program, they must provide and notify the program director with a written notice. Acceptance into the program will be on a first come, first serve basis. Waitlists will be utilized if camp fills.

### **Registration Fees**

There is a required annual registration fee per child, per program, and it must be paid in full before the child begins camp.

### **Refund Circumstances**

Refund are determined on a case by case situation and must be approved by the director of the program.

### **Financial Assistance**

Financial assistance is available. Scholarships are available through The Greater Marinette Menominee YMCA Annual Campaign. Forms are available at The Greater Marinette Menominee YMCA. Assistance is based on family size, family income, and the ability to pay for the services.

## **NUTRITION POLICIES**

### **Schedule of Snacks & Meals:**

Children should plan to eat breakfast prior to arrival at the YMCA, and should bring a snack for morning and afternoon breaks. Snacks should include items as outlined here:

Each snack will include one item from two of the following food groups:

- Milk, or milk product, cheese
- Fruit, 100% fruit juice, or a vegetable

- Peanut butter, meat product, or protein
- Whole grain, or enriched bread or cereal

Snacks should not include soda, candy, or other items without nutritional value.

Lunch is provided by the Menominee School District. If your child chooses not to participate in the free lunch program, please provide a lunch that adheres to the healthy snack outlined above.

### **Special Diet Needs:**

- Children’s specific needs and allergies must be listed on the enrollment forms and posted in the program area.
- A substitute food will be provided for any child who has an allergy to the foods on the scheduled menu.
- Parents must inform the program if a child requires an additional snack during program hours. In such cases, the parents/guardians will be expected to provide the additional snack. If an emergency or special situation arises, the program will provide the necessary snack.

### **Special Treats**

When special treats are provided, emphasis will be given to healthy food choices. Please send snacks that are **Peanut & Tree Nut Free** items as a snack the group.

## **HEALTH & WELLNESS**

### **Medication Policy**

Regular and ongoing medication will not be administered on-site. Arrangements should be made with a parent or guardian for the child to receive medicine. For emergency medication, please complete an “Authorization to Administer Medication” form which can be provided by Y-Kids staff. This form requires the listing of specific dosage your child is to be given and it must accompany all medications. Medications must also be in the original container with your child’s name and all labels intact. If over-the-counter medication must be administered, it must also be accompanied by signed “Authorization to Administer Medication” form, in its original container, labeled with your child’s name, with all labels intact and have a signed doctor’s order outlining when the medication should be administered and in what dosage.

### **Child Abuse Prevention:**

The Child Abuse Prevention Code of Conduct details behavior expectations in support of the prevention and detection of child abuse. The Code of Conduct is provided and reviewed with each employee during their initial meeting with the Director or Supervisor along with how to report suspected child abuse or neglect. The employee must sign and abide by the provisions of the Code of Conduct.

### **Observation:**

All children, upon arrival will be observed for signs or symptoms of illness. Any evidence of unusual bruises, contusions, lacerations, or burns must be noted in the medical logbook and reported immediately to the director/coordinator. Food allergies and other special health needs of a child in the program shall be known by all staff having contact with the enrolled children. Allergies and special need are listed on the enrollment information and allergies are posted for the staff to access.

## Record Keeping

A record of injuries or accidents will be kept in the child's file and in the program's medical logbook with the following information:

- Date and time of the accident/injury.
- Description of the accident/injury and how it occurred.
- Treatment given or emergency procedures used.
- Time the parents/guardians were notified.
- Signature of the staff member(s) who witnessed the accident or injury.

Records of accidents and injuries in the medical logbook will be reviewed twice a year by the coordinator with staff to ensure that all possible preventable measures are being taken. Parent/guardians have access to their child's entries in the medical logbooks. Confidentiality is maintained at all levels.

## When should I not send my child to the program:

- If your child has been advised that they have been in contact with someone with COVID-19.
- If your child is running a fever of 100.4 or higher.
- If your child is vomiting or has diarrhea.
- If your child has a communicable disease (COVID-19, strep throat, pink eye, chicken pox, etc.)
- If your child is too ill to fully participate in the program.

The YMCA **CANNOT** provide childcare for ill children.

## When a child becomes ill:

- ISOLATION:
  - A child who becomes ill while in the care of the program will be isolated from the other children.
  - A child with a sore throat, inflammation of the eyes, fever, lice, rash, or vomiting will be isolated.
  - The child will be provided a mat/cot and a sheet or blanket in the isolation area, with a staff member within sight and sound distance. Isolation shall be used until the child can be picked up by a parent/guardian or other authorized adult.
- PICK-UP OF AN ILL CHILD: The child's parent/guardian (or other authorized person if the parent/guardian cannot be reached) will be contacted immediately following the discovery of the illness. The adult contacted shall plan for the child to be picked up within one hour.
- RE-ADMITTANCE: Children will be re-admitted to the program when they are symptom free or have a note from a physician stating the child is non-contagious and able to participate in the program.

## Communicable Diseases:

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease. Parents will be notified if their child is exposed to a communicable disease through a posting at the site, with respect to the affected child's confidentiality.

Any child who has been exposed to COVID-19, whether symptomatic or asymptomatic, will not participate in the Y-Kids program for a period of no less than 14 days.



A child may be readmitted to the program, without a release from a physician, if the child has been absent for the period designated by the Department of Health and Family Services.

### **Medical Logbook:**

A medical logbook will be kept onsite at each location. A Director/Coordinator will review all medical logs at least two times per year to determine that all possible preventative measures are being taken. Medical logs are confidential. Parents have access to all records and medical entries on their child.

### **Parent/Guardian Notification:**

The program staff will contact the parent/guardians:

- If their child has been exposed to a diagnosed or suspected communicable disease reportable and transmitted through normal contact.
- If the child becomes ill or is injured seriously enough to require professional medical treatment.
- When they pick up the child, if the child sustained a minor injury.

### **Special Needs:**

Staff will be made aware of any individual child's special needs as disclosed by the parents. A 2-way communication waiver, for release of information will be encouraged to be signed between all parties needed to help provide a continued plan within the program.

### **First Aid & Injury Procedures:**

All staff are CPR/AED/First Aid trained and will follow first aid protocols.

### **Emergency Medical Treatment:**

Any child with an injury requiring emergency medical treatment will be transported by ambulance to Aurora Medical Center-Bay Area in Marinette.

### **Emergency Preparedness:**

Staff members are trained in basic emergency procedures. Necessary responses to issues regarding natural disasters (floods, tornados, etc.), hostile situation and fire escape routes are addressed in staff training and posted in each homebase area. Weekly fire and tornado drills are conducted. Evacuation procedures also address the care of children with limited mobility or who otherwise may need assistance in an emergency such as children who have mental, visual or hearing impairments. Head counts and sign in/out sheets will be utilized to account for children and emergency contact information for each child will be taken with by a staff member. At all times, our emphasis will be on keeping children safe. If the weather begins to worsen during the day, we ask that you pick up your child as soon as possible so our staff members may also get home safely.