A SUMMER OF DISCOVERY

SLO County YMCA 2023 Summer Parent Handbook
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MISSION STATEMENT

OUR MISSION:
To develop the total person, spirit, mind and body through values-based programs, that build strong kids, strong families and strong communities.

GOALS

FRIENDSHIPS
We’re here to inspire kids to work together, play together, and create friendships that can last a lifetime!

ACCOMPLISHMENT
We’re here to surround your kids with opportunities to try new things and to show them all they can do when they believe in themselves.

BELONGING
We’re here to make kids feel welcome, and to help them quickly realize that this is a place where they belong and can be themselves.

YMCA Summer Camps bring a unique opportunity for kids and staff to come together for exciting and safe adventures! This year Y Summer Camp will be full of on-site experiences, weekly expeditions, and everlasting memories.

Campers will be placed into groups each week based on grade level. Join us for a summer of adventure with new friends, designed to promote healthy choices, physical activity, and positive self esteem!
STAFF
We have the best staff around! Most of our staff are college students or college graduates in the fields of Education, Child Development, or Recreation. Our camp directors are highly experienced, trained, and skilled in the field of Youth Development. Each site consists of a camp director and an assistant director. A camp director or assistant director is always on site during operating hours.

All Y staff must pass a Live Scan background check and are certified in basic and pediatric CPR and First Aid. Additionally, three references are checked for each staff. Most of all, our staff are people who love kids! They want to spend their summer teaching and helping your children grow. They are good people with good hearts who are silly enough to sing “The Y Song” at the top of their lungs, while also being competent and responsible enough to handle any difficult situations that may arise.

SAFETY
Your child’s safety is our number one priority. The SLO County Y is committed to providing the safest and most positive summer experience possible for your children. At the Y, we create a welcoming and encouraging environment where campers are physically and emotionally safe at all times. The Y has several procedures during camp to ensure the safety of every camper at all times.

TRAINING
All camp staff are required to complete extensive trainings prior to the first day of camp. The camp directors receive additional individualized training. Additionally, three camp specific trainings will be held for staff throughout the summer. Our camp trainings cover the following (Included but not limited to):

· COVID-19 Precautions and Procedures
· Child Abuse Prevention
· Positive Discipline Techniques & Re-Direction
· Bully Prevention & Character Development
· Safety & Supervision
· Aquatics Policies & Procedures
· 6 Pillars of Character

Our camp staff become experts in policies and procedures, sunscreen application, pick-up and drop-off operations, songs, games, arts & crafts, and the best techniques for interacting with children. They are silly enough to sing “The Y Song” at the top of their lungs, while also being competent and responsible enough to handle any difficult situations that may arise.
POLICIES AND PROCEDURES

Absences

If your child is going to be absent from camp, please notify your camp director. There will be no credits or refunds for any missed days of camp. Absences due to unusual circumstances will be handled on a case by case basis. If you are receiving CCRC subsidy, the reason for the absence must be filled out in detail, or you will be billed for the days missed.

Administering Medication

It is our policy not to administer any medications unless it is in an unaltered original container with the child’s name clearly written. A completed Medication Authorization Form must be submitted by the parent/guardian for each medication distributed at camp and will be provided to you by your Site Director. We reserve the right to require the parent/guardian to administer medication that can be deemed outside of our normal responsibilities.

Babysitting

Although our camp staff work well with children, our policy states that our staff are not permitted to privately babysit for families involved in any of our Y programs.

Camper’s Daily Checklist

- Active attire that allow campers to (possibly) get dirty
- Athletic (closed-toe) shoes and socks
- Backpack
- Change of clothes
- Healthy non-perishable lunch (refrigeration and/or heating will not be available)***A healthy snack will be provided in the morning and in the afternoon. We encourage parents to pack extra snacks for their child daily if desired.
- Sunscreen
- Swimsuit and towel (on water days)
- Water bottle (no sugary drinks/sodas, please)
- Smiles and a positive attitude

CCRC Subsidy

CCRC subsidy does not pay for Registration Fees or deposit fees. These fees are all due at the time of enrollment. Families are responsible for any portion of fees not paid by CCRC. It is the parent/guardian’s responsibility to sign in and out on the attendance record (AR) on a daily basis. If a CCRC subsidized family cancels a week of camp, they will incur a $25 cancellation fee. Our Y will not remove unpaid fees due to incomplete or incorrect ARs. CCRC families are responsible for all charges and fees not paid by CCRC.
POLICIES AND PROCEDURES (continued)

Discipline
All children and parents are expected to follow the directions of our Y staff. This includes not using negative, abusive, and/or vulgar words/deeds; not physically or verbally abusing (such as hitting, pushing, kicking, name calling, etc.) another child, parent, or staff member; and follow all other established rules. Our staff are trained and expected to resolve behavior problems in a positive manner through redirection and positive conflict resolution techniques. Our staff speak with the child, allow them to take time to think about the conflict and discuss the problem and solution with the child before the child returns to the activity. In more severe cases, the child will be kept out of activities and a parent will be asked to pick the child up. Repeated misbehaviors will lead to parent meeting, suspension, and/or expulsion.

Donations
We are often in need of supplies for various arts and crafts projects. If you have any supplies or other materials that you think we could use to help make day camp an exciting experience for your child, we would greatly appreciate it. If you would like to make a monetary donation to support our Financial Assistance program and help kids go to our summer day camps, you can send a donation to 1020 Southwood Dr., San Luis Obispo, CA 93401 or donate online at sloymca.org/donate.

Early Pick Up
We would rather you not pick up your child during a field trip, but if you must, please let the camp director know ahead of time and make arrangements with our camp staff. Make sure you sign out your child when picking up.

Electronics
Electronics are not allowed at camp unless specified by the camp director. We are not responsible for any lost, stolen, or broken electronic items.

Emergencies/Accidents
If there is an emergency situation at any of our summer day camp locations, staff will contact you immediately providing phone services are in operation. If you or any other parent/guardian are not available, we will begin contacting the persons listed as emergency contacts in your child’s enrollment packet. If an accident occurs to a child during our program which requires immediate medical attention, they are taken by ambulance to the nearest hospital.
POLICIES AND PROCEDURES (continued)

Enrollment/Payment & Fees/Refunds/Cancellations
In order for your child to attend camp, an enrollment form must be completed and payment (less the weekly deposit) made by 5:00pm on the Wednesday prior to the camp week. Late enrollments (pending space availability) will be accepted by 3:00pm on the Friday prior to the camp week, with a $25 late fee applied. Any enrollments received after the late enrollment period are subject to a 1 business day processing period, you will be contacted when your child can start program.

You can enroll at any of our child care sites, our YMCA offices (1020 Southwood Dr. in San Luis Obispo), or online at www.sloymca.org. Families on CCRC subsidy can now register online.

Camp fees include one camp t-shirt, plus morning & afternoon snacks for each enrolled child. Registration fees are $25 per child, due at time of enrollment. There will be a $25 deposit per child, per week, due at time of enrollment. All registration fees and deposits are non-refundable and non-transferable. Families who receive subsidies from CCRC are responsible for all registration fees.

In order to change your enrollment, you will need to email our Program Enrollment Staff at childcare.registration@sloymca.org. All changes must be made by 5:00pm on the Wednesday prior to the camp week. Late Change of Enrollments (pending space availability) will be accepted by 3:00pm on the Friday prior to the Camp week, with a $25 late fee applied (including CCRC families.) Any Change Of Enrollment requests received after the late enrollment period are subject to a 1 business day processing period, you will be contacted when your child can start program.

In order to cancel, an email must be submitted to our Program Enrollment staff. Cancellations must be received 30 days prior to the start of a program. If notification is given within 30 days of a program starting, a full payment will be assessed. Our Y reserves the right to cancel any program. If a program is cancelled by our Y, any money paid for the program will be refunded, unless transferred to another program as requested. Any refund requests for absences due to illness must be accompanied by a doctor’s note to be considered. Camp cancellations are subject to processing fees, which include the weekly camp deposit. If you do not notify our Y about a cancellation, you will still be responsible for all incurred fees.

Field Trips/Traveling Procedures
We will be participating in field trips this summer! Please talk to you site director for updated information on field trips that have been planned for each week.

Financial Assistance
At the Y, no one is turned away for inability to pay. Volunteers and staff have raised funds to help families in need. Financial assistance awards are based on the review of your application and required documentation.

Information is available at: www.sloymca.org/financial-assistance.

Illness
Children may not attend if they show any signs of COVID-19 or other illness. This includes but isn’t limited to fever of 100.4°F or higher, lice, diarrhea, undetermined rashes or spots, severe headaches, upset stomach, or symptoms of extreme fatigue. All children will be health screened upon arrival before entering the camp. This includes a visual wellness check. Children arriving with any suspected illnesses will not be allowed to stay at the site. Parents will be notified if the child develops symptoms of illness at any time. All symptoms must be gone for 24 hours without
medication for the child to return.

If the child has had a communicable disease, a doctor’s written statement is required before the child will be permitted to return to the program. Refunds can be given due to illness with a 2 day or more absence and a doctor’s note.

**Late Pick Up**

If a child is picked up late, the parent/guardian will be charged a late fee of $1 per child for every minute past the program end-time. If you anticipate being late, please call our camp staff immediately. If our camp staff are not notified, they will begin to call each Emergency Contact listed in the child’s registration packet. If no one is able to pick up your child, or if staff are unable to reach anyone, the police will be called after 30 minutes of program end time & will be treated as an “abandoned child.” Repeated late pick ups will affect your eligibility to participate in our programs.

**Lost & Found**

Please write you child’s name on belongings brought to camp. We will make every effort to keep your child’s belongings with them at all times. However, a Lost & Found box will be available at the program sites for all misplaced items. We will keep found items on site for a period of 2 weeks, after which items will be donated to a local charity. Help us teach responsibility to your child by being accountable for their belongings.

**Pick Up & Drop Off Policy**

Our Y requires a parent/guardian signature on our sign-in sheets at drop off and pick up. In addition, a valid photo identification is required to authorize all pick ups. Our Y will not be held responsible for children dropped off without being signed in to camp. Our camp staff will only release campers to parents/guardians and/or adults listed on the Enrollment Forms as guardians or emergency contacts. If you need an adult (not listed on your Enrollment Form) to pick up your child, a written note or email to camp staff is required to release.

**Special Needs & Inclusion**

Our Y is an all inclusive organization who strives to accommodate all children in our programs. If your child has a special need, please note it on the Registration Form and schedule a meeting with your camp director at the time of enrollment so we can help ensure your child’s safety and success in our programs. Failure to inform our Y at time of enrollment may result in a delayed start date. Our Y programs do not include one-on-one support for campers. Parents or guardians who wish to provide one-on-one support must make arrangements with their camp director. All approved one-on-one support staff must complete a background check and additional Y trainings. If at any time safety is a concern, the parents or guardian will be contacted immediately.

**Staff & Parent Communication**

Our Y Staff will make every effort to communicate with you regarding your child’s day, as much as needed, to ensure your child has a positive Y experience. Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. A weekly newsletter will be provided to families. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises and we are often forced to make changes.
POLICIES AND PROCEDURES (continued)

Staff to Child Ratios

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The weekly newsletter gives you information on what to bring, what our focus of the week is, and other important information around the camp week.

To promote safety, comfort, and overall well being of all, our Y Staff asks all persons to demonstrate positive behavior while communicating with one another. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, alterations in the parent’s relationship, etc. These influence the way in which your child relates to others and can affect their behavior. Our staff members can better provide for a child’s needs if they are aware of the situation. We will treat this information with the utmost confidentiality.

Sunscreen

We count on parents to apply sunscreen in the morning before children come to camp. We help oversee and apply sunscreen at different times throughout the day (if written permission is granted via our Enrollment Form.) If a child requires a specific brand of sunscreen for any reason, they must bring it with them to camp.

Swimming In the Pool

We are excited to bring swimming back to our summer camps! Please check in with your Site Director to learn more about our swim partnerships as well as dates and times.

What Shouldn’t My Child Bring to Camp?

The SLO County Y and Y camp staff are not responsible for camper possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home. Camp is designed to keep all children engaged for the full camp day. If any items brought to camp are causing behavioral issues the director will confiscate them. In addition, campers are not permitted to bring any money to camp unless the calendar suggests it for the day.
SUMMER IS HERE!

If you have any additional questions regarding camp, please contact your camp director or visit www.sloymca.org.

Thank you, and have a GREAT summer!