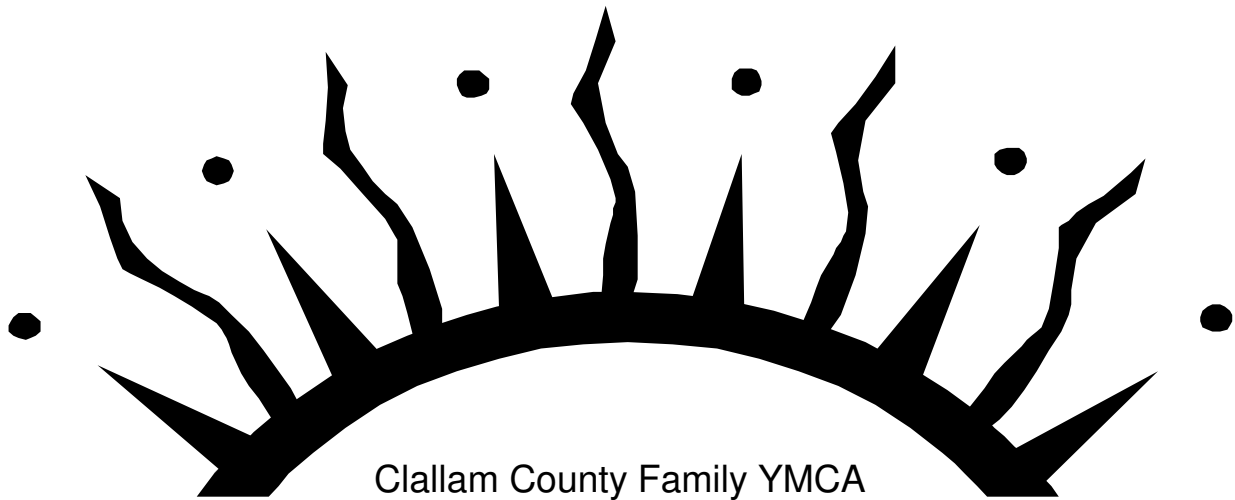


# SUMMER DAY CAMP



Clallam County Family YMCA  
302 South Francis Street  
Port Angeles, WA  
Phone: 452-9244 Fax: 452-7140  
[www.ccfymca.org](http://www.ccfymca.org)

The Power of Community

**Two locations to serve you!**  
**Jefferson School Gym ~ 565-1927**  
**Hamilton School Music Room ~ 565-1712**  
**Monday – Friday**  
**7:30 am- 5:30 PM**

**Enrollment and Admission**

Our school age program serves children ages 5-12 years of age. The hours of operation are 7:30 a.m.-5:30 p.m., Monday through Friday. We accept children whose care is subsidized by the City of Port Angeles; Clallam County, Washington State Department of Social and Health Services and other child care programs. In addition, limited financial assistance and payment plans are available through the YMCA. These funds are made possible through our annual sustaining campaign, the United Way, and the City of Port Angeles Human Service Fund. Contact the Child Care Director for a center visit or more information on the subsidized programs or financial assistance. If applying or receiving assistance we must receive an authorization letter for financial assistance before children start our program. To enroll your child, please complete the following information and return to the YMCA.

**1. Registration Form**

This form includes date of your child's last physical exam, current medication/restrictions and allergies. A Medication Release form must be signed by parent/guardian before we can administer.

**2. Immunization Record**

Parents must fill out form provided in packet.

**3. Authorized Check-out List**

Your child will only be released to the adults you identify.

**4. All New Families will need to ATTEND a New Family Orientation.**

**5. Handbook signature**

**6. Fee and payment agreement**

### **Fees and Payment Schedule**

Registration Fee: \$20 includes T-shirt

#### **Regular Hours: 9:00am to 4:00**

Member: \$160

Non-member: \$181

#### **Extended Hours: 7:30am to 5:30**

Member: \$181

Non-member: \$207

\*\*Prices are listed per session. Each session lasts 2 weeks. All fees listed are EFT (discounted) rates; an \$8 bookkeeping surcharge will be added to families not using EFT.

#### **All fees must be paid the Wednesday before the new session.**

A **\$25 late fee** will be added to fees not paid by the Wednesday before session starts. After 5:30 PM each day, a late fee of \$1.00 per minute will be applied. This charge will need to be paid at the time of pick up.

### **Mission statement of the Clallam County Family YMCA**

*"We are open to people of all ages, beliefs, income, races, genders and abilities. We put Christian principles into practice through programs that build healthy body, mind, and spirit."*

### **Purpose of Summer Day Camp**

- ☆ To support and strengthen the family unit.
- ☆ To help children develop to their fullest potential.
- ☆ To deliver the program in a positive YMCA environment of safety, support & caring
- ☆ To provide quality care for children regardless of socioeconomic background.

### **Philosophy of the Y's Kids Program**

The YMCA believes that childcare should provide opportunities and experiences which stimulate a child's physical, social, intellectual and emotional development.

### **Religious Activities/YMCA Core Values**

In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. We expect that our camp will reflect and respect diversity in our community. Religious education is **not** part of our program; however the Clallam County Family YMCA is committed to a value-based character development curriculum. The teaching of the following core values will be incorporated into all youth activities: Honesty, Respect, Responsibility and Caring. If you have any concerns about the program or curriculum, please contact the Day Camp Director.

### **Parent/Staff Communication**

We believe that a good camp requires open and ongoing communication between parents and staff in the best interest of each child. We encourage you to become involved in your child's development and camp programs. A newsletter and calendar will be provided to you at the beginning of each 2-week session in order to keep you informed of special events. Parent information will be posted near the sign-in/out counter and will include policies for your review, as well as other information you may find interesting.

### **Staff and Staff Training**

A staff-to-child ratio of 1:12 for school age children is normally maintained to assure individual attention and proper supervision. At no time do we exceed the State Licensing Requirement of 1:15 for school age children.

All of our staff have had previous experience working with children and attend regularly scheduled training events. All staff maintains current certification in CPR and First Aid, and S.T.A.R.S. training. Each site coordinator has a minimum of 30 college credits in early childhood education or a related field for the overall site operation including staff supervision and program development. In addition, all staff is thoroughly screened before employment and evaluated on a regular basis to ensure continued high performance.

To protect our staff members, and respect their personal time we request that you not ask a YMCA employee to baby-sit, host sleepovers or spend time one-on-one with your child outside YMCA programs.

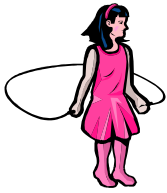
It is the Policy of this Day Camp that no person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Vietnam Era Veteran status, or the presence of any physical, mental, or sensory, handicap.

### **Safety**

For the safety of your child YMCA day camps maintain the following policies:

- ☆ Each day parents/guardians must sign their child in and out with a full signature. Anyone other than the parent/guardian who will be picking up must be on the authorized checkout list and use a full signature when checking out ID will be required.
- ☆ Though the YMCA does not allow individuals not associated with the program access to the site, parents are always welcome to visit the site including all areas used by their child.

- ☆ If your child is ill during childcare hours, he/she will be placed in a quiet area separate from site activities. Parents will be contacted immediately and the child will be monitored frequently until he/she can be taken home.
- ☆ When a child is required to take medication, it should be in its original container and accompanied by a medication release form and or a doctor's note. All meds are kept in a locked box inaccessible to the children. The Site Day Camp Director will administer and document on the Medication Management form.
- ☆ In case of a medical emergency, standard emergency procedures will be followed. Please look in the Medical Emergencies Section of the Parent Handbook.
- ☆ We will be participating in monthly fire drills. The procedures and evacuation plan will be posted.
- ☆ At **NO** time are the Day Campers allowed to use the schools climbing wall.
- ☆ For the safety of the children involved in YMCA programs all staff are mandated reporters. This means that they are required to report any suspected cases of neglect or abuse to the proper authorities.



### **Medical Emergencies**

#### **Major Emergencies:**

If at any time a life-threatening emergency occurs at Summer Day Camp the staff will use knowledge they obtained from the first aid training to assess and handle the situation at hand. While one member of the staff is helping the child another staff member or volunteer will call 911, then the parent/guardian will be notified. If the parent/guardian cannot be reached the emergency contact person provided on the registration form will be contacted. All emergencies will be documented and a copy will be placed in the child's file. An additional copy will be provided to the child's parents. We will also contact the Child Care Licensor to report any injuries that require medical attention outside of what Day Camp Staff provide.

#### **Minor Injuries:**

If at any time a minor emergency is to occur at Summer Day Camp a staff member will assess the situation using knowledge obtained in their first aid training. If at any time there is blood present or, if the wound is on the head the parent/guardian will be contacted by a staff member, if the parent/guardian cannot be contacted the emergency contact person provided will be contacted. All minor injuries will be documented and a copy will be placed in the child's file. An additional copy will be provided to the child's parents.

### **Practices Concerning an Ill Child**

Upon arrival each child will be checked by the staff for any obvious signs of an illness. A child will be excluded from attending camp if any of the following symptoms are present.

- ☆ Fever of 101 degrees or higher
- ☆ Vomiting on two or more occasions within the previous 24 hour period
- ☆ Diarrhea-3 or more watery stools within the previous 24 hours period
- ☆ Draining rash
- ☆ Eye discharge or pink eye
- ☆ Too tired or sick to participate in daily activities
- ☆ Lice or nits
- ☆ For the safety of our staff and other children in the program, the Site Director reserves the right, at his or her own discretion, to ask parents to supply the YMCA with a Doctor's note clearing the child to attend the Y's Day Camp.

### **Medications**

Day Camp staff is permitted to administer medication only when there is a Medication Management slip signed by the child's parent/guardian and physician or dentist. The Medication Management slip must accompany **all** non-prescription and prescription medications to be taken by the child during child care. Medication must be brought to Day Camp in the original container and labeled with the child's name; the date the prescription was filled and when it expires. All refrigerated medications will be kept in a locked box inside the refrigerator. All other medication will be kept in a locked box in the storage room inaccessible to the children. Medication needed for life threatening conditions will be kept in each counselor's backpack that the YMCA provides to ensure that counselor will always have the medication if needed. At the end of a session or the summer each parent will need to pick up their child's medication and initial on the medication management form that it was returned to them.



Non-Prescription medication can only be given when a medication management slip is signed. We will have to follow the method that manufacturers prescribe for the age and weight of the child needing medication.

### **These Medications shall include:**

- ☆ ANTIHISTAMINES
- ☆ NON-ASPRIN FEVER & PAIN REDUCERS
- ☆ DECONGESTANTS
- ☆ ANTI-ITCH LOTIONS OR OINTMENTS
- ☆ SUNSCREEN
- ☆ NON-NARCOTIC COUGH SUPPRESSANTS
- ☆

A physician's written authorization is required for non-prescription medications that are not included in the above list, if it is to be taken differently than indicated on the manufactures label, or if it lacks labeled instructions.

### **Typical Day's Schedule**

|             |  |
|-------------|--|
| 7:30-8:45   | Arrival-Organized Free Choice Time     |
| 8:45-9:00   | Clean Up                               |
| 9:00-9:30   | AM Assembly- What's Happening Today?   |
| 9:30- 10:15 | Arts and Crafts/Large Motor Games      |
| 10:15-10:30 | Clean Up                               |
| 10:30-11:00 | AM Snack                               |
| 11:00-11:45 | Arts and Crafts/Large Motor Games      |
| 11:45-12:30 | Counselors Choice                      |
| 12:30-1:30  | LUNCH                                  |
| 1:30-2:45   | Discovery Time                         |
| 2:45-3:00   | Clean up                               |
| 3:00-3:30   | PM Snack                               |
| 3:30-4:00   | It Happens Tomorrow Today- PM Assembly |
| 4:00-5:30   | Departure-Organized Free Choice        |

### **Swimming**

Occasionally, the campers will go to William Shore Memorial pool for the afternoon swim session from 1:30-3:00 PM. The swimming pool has lifeguards on duty. We will also have staff in the water with the children. Each child should bring a suit and a towel or these can be rented from the pool for a fee. Non-swimmers will be provided with an alternate activity.

### **Birthdays**

We ask that invitations not be passed out at the site to avoid any hurt feelings.

### Field Trips

Site Directors will provide you with a calendar that lists field trips and special activities. They will also provide you with the departure and return times.

### Field Trip Transportation

Licensed and insured drivers operate all YMCA vehicles. When enrolling your child, you sign the field trip permission section on the registration form. Also at the beginning of each week you must sign the field trip notification roster, located on site. **If your child is under 4 ft 9 in. or 8 years, Parents must provide BOOSTER SEATS. All other children will be seat belted in.**

### Personal Belongings

Please do not send children to Day Camp with knives, matches, and cameras, hand held video games, toys or equipment unless requested. All belongings should be marked with the child's name. The YMCA does not accept responsibility for articles lost or damaged. You may wish to send an extra set of clothes with your child in case they get dirty with the day's activities. At no time should parents or children have firearms or other weapons on the premises. **This includes CELL PHONES they are NOT ALLOWED or permitted at any time for any reason and can and will be confiscated until the end of the field trip only then will the cell phone be returned to the parent.**

### Behavior Management

We strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for the rights of others. If problems arise we generally use the following guidelines:

1. Positive Guidance Methods
2. Positive Redirection
3. Removal from specific area
4. Meeting with Parents & counselor to set up a Behavior Plan
5. Removal from program\*

*\*We will make every attempt to work with a behavior problem before step 5.*

However, in the event of a behavioral issue beyond our control, the YMCA reserves the right to dismiss participants from the program. We do not use or allow any form of corporal punishment by anyone, including staff, parents and children, which includes biting, jerking, shaking, spanking, slapping, hitting, kicking, or any other means of inflicting physical pain. We encourage you to share information with us that may affect your child's behavior at YMCA Day Camp. We are committed to working with you in the best interest of your child and the rest of the children attending camp.

### Transitions Times throughout the Day:

- ☆ When children need to use the restroom they will need to ask a staff member. A staff member will then stand in the doorway of the gym or the outside door. Children are not to leave the outside area, music room or gym unless accompanied by a staff member.
- ☆ When the children are returning from outside, the staff members will have all the children line up in their individual groups to do name to face attendance before entering the gym.
- ☆ Before leaving the school for a field trip, each staff member will review the rules in their individual groups. We will also do name to face attendance before leaving the school, upon arriving the destinations and throughout the field trip. When getting ready to return to the school each staff member will have the children line up in their individual groups and once again do name to face attendance. After arriving to the school, name to face attendance will be taken as they enter the building.



If you have any questions or concerns please contact...

*Cathy Bourm*  
Child Care Director  
452-9244 ext. 307  
cathy@ccfymca.org

# Character Counts

---

**RESPECT**

...Following the golden rule by treating other and yourself with dignity

**HONESTY**

...Being trustworthy and truthful

**CARING**

...Considering the needs and feeling of others

**RESPONSIBILITY**

...Accepting the accountability for your actions and role in the community