



# YDAY CAMP™

We build strong kids, strong families, strong communities.

YMCA Camp Creekwood  
Blue Ash YMCA  
5000 YMCA Drive  
Cincinnati, OH 45242

(513) 791-5000  
Fax: (513) 792-5309  
[www.YMCACampCreekwood.org](http://www.YMCACampCreekwood.org)

## PARENT INFORMATION HANDBOOK 2010





Blue Ash YMCA, YMCA Camp Creekwood  
5000 YMCA Drive. Cincinnati, OH 45242  
Main Branch: 513-791-5000  
Summer Camp Office: 513-984-6999  
Fax: 513-792-5309  
Day camp: M-F 9-4  
Pre/Post-camp childcare: M-F 6:30-9am, 4-6:00pm  
[jstover@cincinnatiymca.org](mailto:jstover@cincinnatiymca.org)

## **YMCA of Greater Cincinnati Mission Statement**

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## **PROGRAM PHILOSOPHY**

The purpose of the YMCA youth programs is to meet the developmental needs of children and to serve family needs for quality care whatever their needs may be. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, and creating an environment conducive to positive peer interaction, encouraging initiative, and supporting growth and self-direction and free choice under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. Through all of our programs, we work in cooperation with educational efforts through parents and communities. This is to ensure strong character development in caring, respect, honesty and responsibility is built for children's futures and that they have positive self-esteem.

## **PROGRAM GOALS**

Our program provides:

- ❖ Safe environment
- ❖ Emotional support and warmth
- ❖ Responsive adults who serve as good adult role models and especially good listeners
- ❖ Opportunities to work with real tools for play and/or for purposeful real world work as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- ❖ Freedom of choice in a facility full of age appropriate materials
- ❖ Freedom to work and play individually or with peers
- ❖ Encouragement to be creative and imaginative
- ❖ Time and space to engage in reading, computing and problem –solving through self-selected tasks
- ❖ Time and appropriate space for rest or quiet time
- ❖ Opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly
- ❖ Learning to accept one's own personal abilities
- ❖ Opportunities to learn about diversity and inclusion
- ❖ Opportunities to learn about nutrition and other components of a healthy, safe life



## DAILY SCHEDULES

**Day Camp:** The Day Camp program is open Monday – Friday during the 11 weeks of summer; the hours are as follows: 9:00 A.M. - 4:00 P.M.

### *Sample Schedule*

9:00 – 9:30	Sign In and Welcome at Back Main Parking Lot
9:30 – 10:30	Opening Ceremony
10:30 – 11:30	Activity Period 1
11:30 – 11:45	Lunch Ceremony (grace)
11:45 – 12:30	Lunch, small group time
12:30 – 1:00	Change for swimming
1:00 – 2:00	Swim
2:00 – 2:30	Change from swimming
2:30 – 3:30	Activity Period 2
3:30 – 4:00	Closing Ceremony
4:00	Goodbyes and Pick up at Ferris Field

**Summer School Age Child Care:** Hours of Operation of Summer Child Care: 6:30 a.m.- 9:00 am, 4:00 - 6:00 p.m.

### *Sample Schedule*

A.M. (Snack served from 6:30-8:30)	
6:30 - 9:00	Arrive, Free Play Snack Available Organized activities will vary from arts and crafts to games, etc.
P.M. (Afternoon snack served between 4:00 – 4:30)	
4:00 – 4:30	Snack
4:30 - 5:30	Planned Activity Rotation
5:30 - 6:00	Free Choice/Center Time

In all School Age Programs, children will have an opportunity to partake in various activities, some of which are organized group time and some are individualized.

Activities that may be included are:

- Sports and Gross Motor (Gym, Outside, etc)
- Arts and Crafts
- Science and Nature Activities
- Drama, Reading/Library, Quiet Time, etc.
- Music and Movement
- Blocks, Lego's, etc.
- Homework, Tutoring
- Cool Club and Swimming

**Weather permitting, outdoor play will be provided everyday. We may also limit the amount of outdoor play due to weather conditions or safety issues.**



## FAMILY INVOLVEMENT

(The term “parent” means to include parents or legal guardians in all cases).

Family involvement and input is essential to our program. Parents will be notified of events through notes, flyers, emails, newsletters, and other oral or written communications. We appreciate any suggestions or criticisms that families may have. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by the center staff. Parents are especially welcome on field trips. Any family member with a special interest or skill to share should notify the Camp Staff. Parents are welcome to volunteer time & talents.

Any parent or employee needing assistance of any kind may contact Joy Stover, Family Life Director at 513-791-5000 or email to [jstover@cincinnatiymca.org](mailto:jstover@cincinnatiymca.org). Conferences are available upon request. It is the policy of our center to have an “Open Door Policy”. Any concerns of parents or guardians or employees will be met with concern and care from our staff. If a parent or guardian would like to meet with center staff, they can schedule with the appropriate staff member. We will also have opportunities throughout the program for parents to meet on a more casual basis with the program staff that is working with their child. The YMCA will provide opportunity for parent evaluations throughout the program period.

The YMCA of Greater Cincinnati is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising and special events. Contact the YMCA for more volunteer information.

## CODE OF CONDUCT

The YMCA of Greater Cincinnati has a clear responsibility to protect the children in the programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind, and body. We therefore teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any adult while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

- ❖ Profanity
- ❖ Threats, intimidation, or harassment
- ❖ Mental or bodily harm
- ❖ Disruption or obstruction
- ❖ Disturbing the peace
- ❖ Dishonesty or misrepresentation
- ❖ Violation of criminal law
- ❖ Possession of weapons
- ❖ Dressing Inappropriately
- ❖ Possessing Illegal Substances (including alcohol, tobacco and other drugs)
- ❖ Engaging in Sexual Activity, Harassment or other display or conduct
- ❖ Misusing photographic devices

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, or criminal charges.



## **SENSITIVE ISSUES**

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

## **DISCIPLINE**

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits or guidelines. When that set boundary becomes broken, it is also essential to provide some form of understanding. The YMCA policy follows these steps:

1. Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, and appropriate to the situation and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
2. No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
3. No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
4. In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved but no form of physical punishment or physical restraint is ever used.
5. Discipline is never imposed for failure to eat or toileting accidents nor is food, rest, or toilet use ever withheld as a means of discipline.
6. No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the center.
7. No child is ever shamed, humiliated, or frightened by any form of discipline.
8. No discipline technique is ever delegated to another child.
9. "No" is used only if followed by an explanation.
10. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.

## **ADDITIONAL DISCIPLINE POLICY**

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens YMCA supervisors can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems may include:

- ❖ Verbal or physical aggression toward staff or other adults
- ❖ Repeated incidents of physical and verbal aggression toward other children
- ❖ Exhibiting behavior that endangers the safety of the children
- ❖ Attempting to leave the program or premises without staff permission
- ❖ Consistently disregarding the rules and authority of the staff
- ❖ Possession or pretending to possess weapons
- ❖ Racism

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others". We strive to help each child reach his or her full potential as a productive, responsible human



being. All employees of our programs are held accountable to the Child Guidance and Management specifications of Rule 5101:2-12-22 of the State of Ohio Child Care licensing rules.

**ADDITIONAL RULES**

- Keep Your Hands to Yourself.
- Rocks and sticks belong on the Ground.
- Use Appropriate Language.
- Respect All Campers & Staff.
- Games & Money belong at Home.
- Please Follow Directions.
- Stay With Your Group.
- Wear Appropriate Footwear.
- Balls belong outside or in the gym.

**OUTDOOR ACTIVITIES**

The program shall provide outdoor play each day in suitable weather for preschool and school children in attendance for four or more consecutive daylight hours. Day Camp programs are primarily based outdoors.

In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperature, and we cannot remain outdoors; the program will provide alternative indoor activities. This may be in the gymnasium, classrooms, and racquetball courts and will include but not be limited to organized games such as kickball, basketball, tag, and developmentally appropriate group games.

The staff maintains daily contact with local weather services and monitors for storm watch and weather signals. At the YMCA staff's discretion the program participants will be moved to their alternate weather site.

Red light conditions (altered outdoor play):

Heat emergency	Severe storm and/or wind
Air Pollution alert	

During red light conditions, staff will plan alternative outdoor activities, and require that parents provide appropriate weather protection:

- \* Staff will limit time outdoors as appropriate to weather, condition of children, and activity.
- \* Children may go to a sheltered or wooded area rather than to the exposed areas
- \* For heat, hats, sunscreen and water bottles are needed.
- \* Staff will provide generous water for play, drinking, and shade.

Green light conditions: Outdoor activities as scheduled.

**SAFETY / SUPERVISION**

1. All efforts to ensure safety are made at all times.
2. Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by the approved first aid trained staff member. If a child is injured at the program or in the event of the transportation of a child to the source of an emergency medical/dental care, the staff will complete an incident/accident report. One copy will be given to the parent and one copy will be retained in the child's file.



3. All children will be supervised at all times by staff.
4. Children who wish to participate in activities outside of the center, but held during regular center hours, may do so only with written permission from the parent or guardian. The Site Administrator will provide the necessary permission form. Notes from parents are not an acceptable form of permission.
5. Programs have a telephone available for emergencies as well as for communication with parents. The phone number for this program is located in the "Medical and Dental Emergency Plan" section and on the cover of this handbook.
6. Fire, tornado, and lockdown drills are held monthly. The staff will follow the plan by the YMCA of Greater Cincinnati Association for the action to be taken in case of fire emergency, weather alerts, lockdown, and other emergency situations.
7. The program will protect the children from abuse or neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect.
8. Spray aerosols and pesticides are prohibited when children are in attendance at the program.

## **INSURANCE**

The YMCA of Greater Cincinnati has secured and maintains on file a Certificate of Insurance.

## **FOOD INFORMATION**

A nutritious snack is provided each morning and afternoon to all children registered for Pre/Post Camp. Each snack served will contain at least one food from two of the four food groups. A weekly menu is posted. At this time staff and children spend quality group time together in a relaxed atmosphere. Center staff will develop a plan with the parents of those children who have special dietary needs.

In full day programs, each child should bring a sealed container with nutritious lunch with foods from all food groups. These foods should fulfill one-third of the child's recommended daily dietary allowances. If parent's need assistance in determining what these allowances are the center can provide this information. All lunches should be ready to eat, with no need for refrigeration or a microwave. Recommendation is to pack in insulated containers with a freezer pack.

If a parent provided meal does not include the required supplement from the recommended food groups, the center shall provide appropriate substitutes and make them available to children as an option. However, if parent provided food habitually lacks required food groups the Site Administrator reserves the right to counsel with that parent and help them to make appropriate choices.

If a lunch is not provided you will be charged a \$5.00 lunch fee, which will be added to your YMCA account.

## **PROCEDURES FOR EMERGENCIES OR ACCIDENTS**

**General Information:** The First Aid Kit is located in the program area's primary space. Phone Numbers for all emergency services are posted above the phone located in the primary area. Children's medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative areas.

In the case of an emergency and/or illness the Site Administrator or a staff person in charge will attend to the emergency and/or illness. All other staff shall clear the area and supervise the other children. The Site Administrator will immediately contact the appropriate emergency number. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified. If necessary, the child will be transported by the emergency life squad to the hospital. YMCA personnel will NOT transport children in emergency situations.



Dental emergencies will be cared for as prescribed by the Dental First Aid Chart posted in the program's primary area.

**General Emergency:** Center staff will follow posted procedures in regards to general emergencies. General emergencies include: Threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc., and loss of power, heat or water. If the center has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will implement a phone tree to alert parents of their whereabouts and the emergency situation at hand. For a detailed copy of the general emergency plans you may request that from the Site Administrator. All procedures are clearly posted in the center.

**Serious Incident and Accidents:** Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by staff members trained in First Aid. If a child is injured at the center and requires transportation to a hospital or practitioner indicated on the medical/dental care form, our staff will call 911 and an emergency squad will transport the injured child to the appropriate facility. In any case of emergency transport a staff member will accompany the child until a parent or guardian arrives to be with the child. The staff member will take with them a copy of the child's emergency transportation form as well as any other vital medical information in the child's file. A copy of the child's emergency transportation form is kept on all vehicles that transport children as well as their central file. The center has a telephone available for emergencies, as well as for communication with parents. The phone number is **791-5000 x2618**. If no one can be reached at this number, please press 0 to be returned to the Front Desk. The staff will locate the next available manager and assist in the communication process.

**Fire and Tornado:** Fire and tornado drills are held monthly. A plan is posted which explains the responsibilities of the staff and actions taken in care of fire emergency and weather alerts.

**Child Abuse or Neglect:** The Program Director and all employees of the program are required by law to report any suspicion of child abuse or neglect, 241-KIDS. Staff will protect all children from abuse and neglect while in the care of the center.

**Incident/Injury Report:** The center will fill out incident/injury reports on any suspicious or negligible incident or injury. Incidents or injuries that require an incident/injury report include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff. In the event that an incident/injury report is filled out, parent(s) of all children involved will receive a report to sign and will also receive a copy of the report. All incident/injury reports are filed in the center's administrative office as well as copied to Greater Cincinnati YMCA Human Resources.

**Lockdown Drills:** A headcount will be taken of all children, and children will be immediately moved into the main building utilizing the lower level and gym.

## **MANGEMENT OF ILLNESS**

All staff persons are trained to recognize the signs of communicable disease and other illnesses, hand washing and disinfecting procedures, through first aid and "childhood disease" training by the Red Cross, a registered nurse or a licensed physician. A trained staff person will observe each child as he or she enters the program. The Communicable Disease Chart furnished by the Ohio Department of Health is posted in the cafeteria or multi-purpose room that is utilized by the Center.

Any child who develops the following symptoms while in our program will be isolated immediately on a cot in a portion of the room not being used for the childcare and discharged to his/her parent or guardian. They may return with a doctor's note stating that the child's condition is not contagious. These symptoms are:



1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Redness of the eye or eyelid, thick and purulent (puss) discharge, matted eyelashes, burning, itching, or eye pain.
6. Unusually dark urine and/or gray or white stool.
7. Stiff neck with elevated temperature.
8. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours. Those symptoms include:

1. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
2. Evidence of untreated lice, scabies or other parasitic infestations.
3. Untreated infected skin patches, unusual spots or rashes.
4. Sore throat or difficulty in swallowing.

*Isolation Precautions:* A child isolated due to suspected communicable disease (or symptoms listed above) shall be:

1. Within sight and hearing of an adult at all times.
2. Cared for in another room or portion of a room away from other children.
3. Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood. Feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

YMCA programs cannot allow "mildly ill" children in the program. Mildly ill is defined as a child who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. We do not give credits or refunds for individual days missed.

A child who becomes ill during the day shall be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to come to the program center, the staff will discharge the ill child to the person who has been designated by the parent.

Employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any of the symptoms that are listed above.

In the case of exposure to a communicable disease, parents will be notified by word of mouth and written signage.

**Medication:** Administration of medication or special diets will be undertaken by the program, after receipt of a completed, Request for the Administration of Medication by the Child Care Personnel form, signed by a parent/guardian and doctor if applicable. This form can be obtained from the Site Administrator, Camp Director, or Front Desk. *The Camp Director or Site Administrator must receive this form before any prescribed medicine can be given to a child.* The Director in a confidential log will note all administrations of medications.

If the child is attending a half-day specialty camp only, we ask that you administer required medications before or after coming to camp.



Over-the-counter medicines and topical lotions (bug spray, suntan lotion, alcohol/antiseptic wipes) cannot be administered, given to, or applied to children. Bug spray and suntan lotion, however, are very welcome at camp.

**Inhalers and other emergency medication:** All inhalers and other emergency medications are readily accessible to program staff members who are working with children that may need such items. Participants with asthma that require an inhaler must have this indicated on their health form and inform the staff. A child who is in need of an inhaler may be allowed to carry the inhaler if there is a doctor's form filled out and a parent permission signed. Parents will be notified of use of emergency medications. Please send an extra inhaler for the Director to keep in the med box.

**Allergies and Bee Stings:** If you know your child is allergic to bee stings, please provide an emergency bee sting kit and indicate this on their health form. If your child is allergic to peanuts or any food items, please note the severity of a possible reaction on the health form. Your child will not be exposed to peanuts at any point during the day.

## **EMERGENCY TRANSPORTATION AUTHORIZATION FORM**

We are unable to accept enrollment for families who refuse to grant permission for their child (ren) to be transported for emergency medical or dental treatment. (Part II of the Emergency Transportation Authorization Form).

In the event of an emergency where a child needs to be transported to an emergency facility, the Life Squad will transport the injured child after a call to 911. Staff will never transport a child in their personal vehicles.

## **FIELD TRIPS/TRANSPORTATION OF CHILDREN**

For routine field trips, attendance is recorded regularly upon arrival and departure of the participants. Attendance is kept with the childcare staff member at all times. All childcare and camp staff members have radio communication with each other at all times for routine and special field trips. **WRITTEN PARENT/GUARDIAN PERMISSION IS REQUIRED FOR ALL TRIPS.**

For routine trips, a second adult will be present for every ten children in the group. A staff trained in First Aid, CPR, and management of communicable disease will accompany the group. Children will have identification regarding the program's name, address, and phone number and a complete first aid kit will be taken as well as complete emergency information for each child. Written parent permission will be obtained for routine trips. Parents will be required to sign permission forms that will state the specific destination, date and approximate time frame of the trip. Rental school buses will be used and a second adult will be present for every 10 children in attendance. Attendance will be taken at the beginning of each trip, during and again at the destination. All participants will adhere to safety guidelines, including use of safety belts, locked doors, etc.

The YMCA shall only use the YMCA vans or a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to insure our participants' safety. The YMCA or their staff does not transport children in personal vehicles under any situation.

## **SWIMMING POLICY**

The program participants must have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission slip shall be signed, dated, and shall include the following:

- Child's Name
- Birth date



- Statement indicating whether the child is a swimmer or non-swimmer
- Parent or guardian grants permission for the child to participate in water activities
- Location of Swimming Site
- A statement of whether or not the center is providing additional adults or child care staff above the licensing ratio requirements for this activity

Staff members shall always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will ensure that the "buddy system" is in place at all times during swimming activities and will take head counts on a regular basis. We will only use the pools that are staffed public providers and licensed through the Ohio Department of Health. During all recreational swimming activities, a certified lifeguard will be present.

Program participants must complete a swim test on the first day of camp, and will be classified as "non-swimmer" (coast guard approved floatation device), "beginner," or "swimmer." Certified lifeguards will be on duty at all times. Some camp counselors will swim with their groups and provide additional supervision. If you do not want child to swim for any reason, please notify staff in writing.

## ARRIVAL AND DEPARTURE

1. As the children arrive for the program, the staff takes attendance immediately and parent signs in the child on appropriate form. When leaving the program, parents must notify staff that they are removing their child from the program and sign their child out on the appropriate form. Any parent who arrives after end of the program time will be charged a late fee. See section on arrival/departure times and late fees.
  2. The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file at the center, which may include a custody agreement.
  3. If the closing staff have not heard from the parent or has not been able to reach the parent or an emergency contact and has waited a reasonable amount of time after closing, he/she will call 241-KIDS (Hamilton County Department of Job and Family Services) to care for the child until the parents can be contacted.
  4. No child will be released from the center to anyone other than the parents, legal guardians, or other persons specifically indicated on the Enrollment Applications. WE REQUIRE THAT YOU GIVE ADVANCE, WRITTEN NOTIFICATION TO THE PROGRAM WHEN CHANGES OCCUR. **STAFF CAN AND WILL ASK FOR VERIFICATION OF IDENTITY BEFORE RELEASING A CHILD.**
  5. When your child will be absent from the program, please notify the Site Administrator, Director, or staff. Parents are encouraged to notify the YMCA by calling the Site Administrator or Director on duty that day. If we do not receive notification, staff must verify absences by telephone
- **Pre Camp drop-off is located in the lower level of the main building. Post Camp pick-up will be posted in the Main Lobby. This takes place at any point during the program, between 6:30-9am, and 4-6:00pm.**
  - **Day camp drop-off is located at the back parking lot between 8:45 and 9am. Children will not be accepted into the program before this time. After 9am and before 4 pm, please notify camp of your arrival and a staff member will meet the parent and child at the back parking lot. Pick-up is on the Ferris Field between 4-4:15pm.**



## STAFF

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hire each staff complete a personal interview session, background check and reference check. We plan age appropriate activities for children in a structured and safe environment. Each program has a Director who is responsible for program plans and staff supervision.

### Staff to Participant Ratios

School Age staff to child ratio will never be higher than 1:18 and Preschool age children will be no higher than 1:12, according to Ohio Licensing requirements. However, the YMCA practices a 1:12 ratio under normal circumstances. School Age group size will never exceed 36 and Preschool group size will never exceed 24.

YMCA maintains the following staff to camper ratios, according to the American Camping Association (ACA) under normal circumstances:

<u>Age</u>	<u>staff to camper ratio</u>
3- 5 years	1:6
6 – 8years	1:8
9-14 years	1:10

At no time does the YMCA exceed the State of Ohio Licensing or ACA regulations.

Rule 5101:2-12-22 regarding child guidance and management applies to all employees of the program.

## PARENT / STAFF COMMUNICATION

The YMCA believes that activities to involve parents in their child’s development should be included in a summer program. Activities and weekly lesson plans will be posted on the parent table and/or bulletin board for everyone’s information. Newsletters will be provided to keep you informed of special events and informing you of what the children are doing at the program. There is also a parent notebook kept on the parent table for notes from parents to the staff.

Any problems your child may be having at home may affect the child’s behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child’s needs. We would like to work as a team with the school and family to provide the best environment for your child’s growth and development. It is very important that parents’ talk with the staff and the staff will keep parents informed as well.

Any parent/guardian must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child that is listed on the authorization form.

## SPECIAL NEEDS CHILDREN

Children who have a physical or mental impairment such as asthma, allergies, ADD/ADHD, autism, seizures, etc. will need to have a completed *Care of Children With Special Needs or Conditions form* on file. The site administrator and parent must review the plan upon registration.



## EMERGENCY CLOSING

In the event of an emergency, the YMCA of Greater Cincinnati may deem it necessary to close the YMCA program. If at anytime the YMCA is closed, all childcare programs will not be in operation. This information is available on local radio and television stations and parents will be notified by a staff member of the closure.

## ENROLLMENT POLICY AND INFORMATION

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA Camp and School Age programs are not **drop in programs** and **enrollment must be consistent & in advance.**

Before attending the YMCA program, all children must be registered. Program sessions have a limited enrollment and registration is on a first come, first served basis. Families may reserve a spot in camp weeks by submitting a \$10 deposit for each week of camp. This deposit is deducted from the weekly fee.

During the time of registration, you will receive many enrollment papers including a personal history form, and an emergency transportation form. Pertinent information regarding any special medical issues, special needs and food allergies must be clearly noted.

Please keep the Camp Director informed about medical history changes, change of address and new phone numbers during the year so that we can keep the records updated. All of the information must be returned before the child is permitted to begin the YMCA Summer Program:

- YMCA Summer Enrollment form
- ODJFS Child Enrollment & Health Information form
- Swimming Permission form
- Routine & Fieldtrip Permission form
- Parent Statement of Understanding
- Verification of Parent/Guardian Review of Policy & Procedures
- Payment form

### *Forms Available Upon Request*

- Administration of Medication
- Child Health Care Plan
- Activity Transfer Form
- Self Sign In/Sign Out Permission Form

## REGISTRATION AND FEES

### WEEKLY FEES

	Member	Program Participant
Preschool Camps (9:00 am –12 noon.)	\$85.00	\$115.00
Day Camp (9:00 am-4:00 pm)	\$135.00	\$175.00
Teen Camp (9:00 am-4:00 pm)	\$140.00	\$180.00
Sports & Specialty Camp (half-day)	\$85.00	\$115.00
CIT (9:00 am-4:00 pm)	\$40.00	\$70.00
Pre Camp (6:30-9:00 am)	\$25.00	\$35.00
Post Camp (4:00-6:00 pm)	\$25.00	\$35.00
Late Fee (Per min. late)	\$1.00	\$1.00



## PAYMENT PROCEDURES

**Program tuition fees are due no later than 6:00 pm one week prior to the start of the weekly program session. If payments are not received by the Monday before the week of camp you are attending, balances will be applied to the credit card provide on the enrollment packet.** Fees are to be paid every week. There is no refund for absences.

Any changes to the credit card must be given in writing. There are Camp Change Form's located at the front desk.

If tuition has not been paid as scheduled, your children will be withdrawn from the program until tuition is paid. Payment must be paid by check, money order or credit card at the YMCA. There is a \$25 charge for returned checks. **After one returned check, money orders ONLY accepted, payable to YMCA.**

When a child is absent due to suspension from the program, full tuition payment is expected.

## CREDIT AND REFUNDS

Once a week of camp begins, we will not give credits or refunds for that week. Cancellation forms can be located at the front desk. Requests must be received at least **7 days** prior to the week of camp you are canceling. We must have your cancellation request in writing. Failure to do so will result in you being responsible for that weeks balance. Credits and refunds are subject to approval and will not be issued for missed days of camp. *\$10 deposits are non-refundable and non-transferable.* If you fail to turn in your Camp Cancellation form at least 7 days prior to the specific week of camp you need to cancel, your remaining balance must be paid and is *non-refundable and non-transferable.*

**Overtime/Late Fees** -1.00 per minute will be charged if children are not picked up by end of program. The individual that picks up the child (ren) will be expected to sign the late fee slip and payment is required. If overtime late pick up is more than 10 minutes, contact is attempted with parent or guardian and emergency contact. If late time pick up is more than one hour, **Child Protective Services will be contacted.** Excessive late pick-ups may result in the child's dismissal from the program.

## PERMANENT WITHDRAWALS

The YMCA reserves the right to permanently un-enroll a program participant at anytime. Reasons for permanent un-enrollment may include but are not limited to: Non-Payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Director, Family Life Director and the Executive Director. If your child's schedule changes or you withdraw from the program you must turn in the Cancellation form to the Front Desk with a week's notice to avoid billing.

## FINANCIAL ASSISTANCE

The YMCA welcomes everyone. Financial assistance is available through the Ohio Department of Job and Family Services, Hamilton County or via YMCA Scholarships (you must provided a letter of denial from the Ohio Department of Job and Family Services). Enrollment and financial funds are limited and as a result we encourage you to apply early.



## TAX INFORMATION

The center will provide a payment history upon request and end of the year. All requests should be directed to the YMCA Program Director and should be made with ample time for completion. TAX IDENTIFICATION NUMBER IS 31-0537178.

## MEDICAL AND DENTAL EMERGENCY PLAN

A first aid kit is kept in the following locations:

Front Desk Service Center

Preschool classroom

Pool Guard office

Camp Shed

## IMPORTANT PHONE NUMBERS

Emergency Squad .....	911
Fire Department.....	745-8533
Children's Hospital .....	559-4200
Poison Control Center.....	872-5111
Police Department.....	745-8555
Children's Protective Services.....	241-KIDS

YMCA staff has been trained to administer First Aid and CPR.

The YMCA will take the following action(s) in case of a general emergency that threatens the safety of the children such as an environmental situation or threats of violence, natural disasters, loss of power, heat, or water. If there is a threat due to an environmental situation, we will follow the lockdown procedures for the YMCA. We will be with the children at all times and no one will be left unsupervised. We will remain in the designated safe space.

In any event of a natural disaster, we will relocate the children to a designated space in the building depending upon the disaster, and outside if a fire has occurred. In any event where there would be loss of power, heat, or water, we would contact parents at that time to notify them that their children are to be picked up to be removed from the building.

## ACCIDENT POLICY

In case of a serious incident or injury, the Director is to be notified immediately. If the Director is not available the next senior staff member must be notified. A serious incident, injury, or illness includes any situation occurring while a child is in care of the program that requires emergency medical treatment or professional consultation or transportation for emergency treatment. The Director will then immediately notify the parent(s) and make contact with the appropriate emergency number. If necessary, the child will be transported by an emergency vehicle to the hospital of the parent(s) choice. An incident/injury report shall be completed by the child care staff member in charge of the child when the following occurs: an illness, accident, or injury which requires first aid treatment, a bump or blow to the head, emergency transporting, or an unusual of unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the program unattended.

The other children in the program will be removed to another part of the center and will be supervised by the second responsible adult until the emergency situation is concluded.



In the case of illness of a child, he/she will be removed from other children and will be cared for by either the Director or another staff member. He/she will be kept in an area away from the other children while the parent(s) or designated adult is notified and is en route to the program.

In case of dental emergency, the staff will follow the procedures as indicated on the Dental Emergency Chart posted on the program storage cabinet.

## WHAT TO EXPECT AND ADDITIONAL POLICIES

### *Camper Orientation*

Campers will receive an orientation on or prior to their first day of attendance.

### *What to Wear*

**Your Child Will Get Dirty.** It is important that campers dress appropriately for any weather. On rainy days, campers will still go outside, and may need extra clothes. No sandals or dress shoes will be worn.

**Close-toed shoes are highly recommended!**

### *What to Bring*

It is recommended that each child bring a backpack to camp. The backpack should include: nutritious lunch (in a sealed container) with a drink, water bottle, swimsuit, and towel. The YMCA recommends: hat, snack items, freezer packs for lunch, small towel, and any additional items children need to be comfortable at camp. Refrigeration/microwave/cooking of lunches is not available.

**YMCA Staff are not permitted to apply sunscreen or bug repellent. If you would like to send this with your camper, you need to fill out an Administration of Medication form found at the Front Desk.**

### *Lost and Found*

**It is important to label child's possessions.** The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for half of the summer, at which point unclaimed items will be donated to charity.

**UNDER NO CIRCUMSTANCES SHOULD CHILDREN BRING PERSONAL ELECTRONICS, CARD GAMES, ANIMALS, VEHICLES, OR OTHER PERSONAL ITEMS TO CAMP.** If children do so, staff reserves the right to confiscate it and return it to a parent at the end of the day.

### *Babysitting*

YMCA policy prohibits staff from baby-sitting, tutoring or socializing with children met through the program.

### *Early Pick-up, Late Drop-off and "Program Transfer" Policy*

The staff will make every concession possible to insure children meet the obligations of other programs and events. If arriving or departing the program other than the scheduled times, staff must be notified and will be waiting to meet a child/parents at the appointed time and location.

If a child is enrolled in another YMCA program such as swim lessons or specialty program, a "Program Transfer" form is available at the front desk and must be completed and signed by a parent/guardian in order to insure their arrival at the proper place at the proper time.



### *Field Trip T-shirt Policy*

Each child will receive a "Field Trip" shirt. These shirts must be worn for every field trip to aid in supervision of the group. If the child does not wear the shirt and one has already been received, the parent/guardian is required to buy another shirt (\$5.00) to be worn that day. A communication form will be sent home stating the additional charge. If the shirt is forgotten a second time, and the previous debt remains unreconciled, the child will not participate in the next field trip.

### *Self Sign In/Out*

Children who are 9 years old *and a member of the YMCA* have the ability to sign themselves in and out of camp (this does not include pre-/post-camp childcare) with a signed permission slip. Children can only sign in/out during scheduled arrival and departure times. Children may stay at the YMCA without direct supervision for up to 3 hours. Siblings cannot sign each other out from camp. The YMCA reserves the right to revoke this privilege at any time.

### **Staff Structure**

Junior Counselors

Camp Counselors

Site Administrator/Day camp Coordinator/Teen Camp Coordinator/Preschool Coordinators

Family Life Director

YMCA Executive Director



**YMCA programs are smoke-free environments.**

**INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing laws or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

All children will be supervised at all times.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports and evaluation form from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, U.S.C. 12101 et seq.

\*This information must be given in writing to all parents' guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.