



FOR YOUTH DEVELOPMENT\*  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# DAY CAMPS

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YMCA OF GREATER GRAND RAPIDS  
PARENT HANDBOOK



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## WELCOME TO THE YMCA OF GREATER GRAND RAPIDS DAY CAMP PROGRAMS

Dear Parents,

We are committed to providing your child with a safe, enriching camp experience that incorporates the YMCA Core Values of Caring, Honesty, Respect, Responsibility, and Inclusion.

Camp is a fun place for your child to meet friends and learn new skills. Furthermore, at our Y you can also expect that your child will benefit by learning lifelong skills and building a stronger character. Through the week, campers will participate in a plethora of activities that teach our character values while being encouraged and recognized for demonstrating these values throughout their camp experience. Y character counts!

At the Y, it is vital that children are engaged in activities in which they are continuously learning and provided experiences that build self-esteem. Our camps include programs where children learn by hands on experiences, social/emotional learning and are physically active.

We know that the quality of your child's camp experience hinges on the excellence of our staff members. Because our staff team means so much to each of our campers, we focus on selecting, retaining and training the best Camp Leaders. Our staff members are engaging, energetic, fun and excited to spend each day of camp teaching your child.

You have made a great investment in your child's future!

YMCA Day Camp Leadership



This Parent Handbook provides valuable information about your camper's activities, the program's philosophy, policies, and general information about our program. You may refer any questions regarding this handbook to the Program Director at your chosen location.

## YMCA MISSION STATEMENT

Guided by our Christian principles, we strengthen the spirit, mind, and body of all individuals.

The YMCA opens its doors to anyone, regardless of race, gender and religion or socioeconomic background, and we are committed to serving everyone who comes in. As a result, we look to meet each person where they are, including providing opportunities for financial assistance.

### Our Cause At the Y

Strengthening community is our cause. We believe that positive, lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That is why we focus our work on three areas of focus, known as Pillars:

- Youth Development: Empowering young people to reach their full potential
- Healthy Living: Improving individual and community well-being
- Social Responsibility: Providing support and inspiring action in our communities

### Our Purpose At the Y

Our purpose is to be the most impactful convener of community resources focused on helping all youth and adults succeed and be their best selves.



## CORE AREA OF FOCUS

**Youth Development: Empowering young people to reach their full potential**

The objective of the YMCA of Greater Grand Rapids Youth Development Programs is to substantially increase our capacity to prepare children for school and to support their year-round success. We are developing evidence-based Early Learning, Out-of-School Time Learning and Summer Learning Loss Prevention curriculums to improve the academic outcomes of every child and teen in our care. Our new programming aligns the Y's strengths with key educational milestones: being ready to learn for kindergarten, reading at grade level and being academically on track in elementary school, middle school and high school.

**Healthy Living: Improving individual and community well-being**

The objective of the YMCA of Greater Grand Rapids Healthy Living Pillar is to improve lifestyle health and health outcomes in West Michigan. The Y will help lead the transformation of health from a system largely focused on treatment of illnesses to a collaborative community approach that elevates well-being, prevention, and health maintenance. Our programming aligns with Y's strengths with key health and wellness milestones: achieving personal health and well-being goals, emphasizing prevention for all people including those at-risk or reclaiming health, and healthy choices are easy, accessible and affordable for all.

**Social Responsibility: Providing support and inspiring action in our communities**

The objective of the YMCA of Greater Grand Rapids Social Responsibility Pillar is to foster connectedness, strengthen support networks, and encourage investment in our communities. The Y will activate resources and engage people from diverse populations and perspectives for individual and collective action. Our programming aligns with the Y's strengths and seeks to address critical social issues affecting our communities. We seek to ensure diverse, underserved and isolated communities feel supported by the Y, people give their time, talent and treasure in support of community needs, and our Y convenes and collaborates to develop local, state and national solutions that address key issues facing our communities.

### Core Values

The YMCA partners with families to instill our mission and values in every person. Therefore, it is important for every staff member to know the mission of the YMCA, as well as the 5 core values, Honesty – Respect – Caring – Responsibility – Inclusion.



## PHILOSOPHY

YMCA day camp programs foster each child's cognitive, social-emotional and physical development through opportunities and experiences which focus on achievement, relationships and belonging.

It is our belief that each camper is a unique individual with his or her own rate of development. Our goal is to introduce the campers to as many positive experiences as possible that will assist in the development of individuality in each camper and encourage an awareness of themselves and others.

The planning of each activity is offered in a physically and emotionally safe environment consistent with evidence-based principles of youth development. Each child is encouraged to develop at his or her own unique rate by encouraging skill development and leadership opportunities.

Through the Y's day camp program, campers participate in fun and educational activities that help them with:

- **ACHIEVEMENT**—Learn and master skills that help them realize their passion, talents and potential.
- **RELATIONSHIP**— Build friendships with new friends and staff adding to their well-being.
- **BELONGING**— Help them feel like they belong so they feel safe, welcome and free to express their individuality.

We are partners in your child's development. We aim to provide opportunities to strengthen the family unit and give the family and the YMCA the opportunity to work, play, learn and thrive together.

Finally, the YMCA collaborates with other organizations which are committed to serving the needs of all children and families. It is through these collaborations, a strong youth development focus and intentional program assessment that the Y delivers consistent quality programs



## ADMISSION

We are committed to providing quality program experiences for all our participants. Once your child has been registered through our online system. Parents may enroll their children in either a full-time or part-time basis, depending on the availability of the program. Children will be enrolled on a first come first serve basis, regardless of nationality, race, gender or creed. Full-time enrollment will be considered first, over part-time.

Before a child can begin attending the program, it is mandatory that the program have the following items:

- Online registration
- Online enrollment packet

These online registration and enrollment packets contain pertinent information related to the needs and interest of your child. These details help us ensure that we have all necessary information to best support your child, that we are the right fit and in alignment with your families' program experience goals. We want our participants to get the most out of their time with us!

Enrollment packets are a requirement of the program. Should the enrollment packet not be completed at least three business days prior to the intended start date, your child will be unable to attend the program. Should you have any questions about the enrollment packet please contact the Program Director for your chosen location.

### Hours of Operation/Holidays/Unforeseen Circumstances

The YMCA day camps are offered in the winter, spring and summer. Depending on the holiday schedule, they are typically offered Monday- Friday.

### THE DAY CAMP PROGRAMS WILL BE CLOSED ON THE FOLLOWING DAYS:

- New Year's Eve
- New Year's Day
- Independence Day
- Christmas Eve Day
- Christmas Day

The program will make every attempt to remain open. However, it reserves the right to close based on licensing recommendations and the safety of the children in our program. In the event of severe weather, closings will be posted via TV broadcastings, media websites and the YMCA website ([www.grymca.org](http://www.grymca.org)). Tuition remains the same, regardless if the program closes for any unforeseen circumstances (severe weather, power outage, as examples).



## PAYMENT SCHEDULES AND FEES

Parents will be informed of their tuition payments, and payment due dates upon enrollment. Billing will occur according to the payment schedule you received at the time of enrollment. All funds are expected to be available on the designated draft date. If for any reason they are not available, the account will be charged a \$10 late payment fee. Three consecutive weeks of nonpayment may result in termination of enrollment. We will make every effort to work with our families in the case of challenge/hardship; families should communicate with their Directors as early as possible to explore possible solutions. Failure to keep your account current is grounds for disenrollment of your child

Program participation requires all YMCA accounts be in good standing with all balances current. Non-payment of program fees and/or membership dues will result in your child not being allowed to attend the program and could result further collection activities, until the balance is paid and current. We do not deduct absences or holidays from your fee. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not. Please review the details below for information on the payment schedule:

- Program tuition payments are non-refundable.
- The YMCA requires 14 days' notice for any schedule changes.
- If you are choosing to dis-enroll your child, the YMCA requires 14 days' notice.  
\*Cancellation fee may apply.
- The enrollment packet is a requirement in completing the registration process; if the enrollment is not completed and submitted three business days prior to the start of the program your child will be unable to attend camp and will therefore be dis-enrolled.
- Payment is due in full 10 days prior to the start of each week.

The YMCA of Greater Grand Rapids Child Care Financial Agreement is a continuous payment plan. It is understood that this payment plan will remain in effect for as long as the child is enrolled in the YMCA Day Camp Program, or until the ACH/ credit card is cancelled or the authorization granted to the YMCA has been revoked.



### Financial Assistance

We know that providing the best quality care for your child represents a financial commitment. Just as our community is full of diversity, this program has a rich diversity of families including economic diversity. The Y has scholarships available through its annual campaign to help reduce tuition. If interested in applying for assistance, please see your day camp director for the application. Parents are responsible for all co-pays that they may incur for their child's tuition. Parents are also responsible for completing all necessary paperwork.

### Summer Day Camp Only

The YMCA Summer Day Camp program operates using a different model and therefore, for ease of registration experience and to ensure efficiency in program logistics, this program type does not offer sibling discounts. Instead, the program offers early bird registration discounts from January- April (Ending on Healthy Kids Day) in the months leading up to Summer Day Camp.

### Late Pickup Fees

Please call the program if an emergency will cause you to be late picking up your child. There is a \$1.00 fee, per minute, per child, for children not picked up by the program's closing time. If a child has not been picked up within 60 minutes of the stated closing time, Y staff members will call Children's Protective Services. If a child is repeatedly left past the closing hour, the Y reserves the right to terminate the child's enrollment from the program.



## RELEASE AND AUTHORIZED PICK UP PROCEDURES

Children will only be released to the parties whose information was included in the enrollment packet. If there is an immediate need to authorize a different pick up, this notification should come in the form of written communication (if the information cannot be provided in writing a call to the Program Director or Site Coordinator will serve as notification). A child shall be released to either parent unless a court order prohibits release to a parent. A copy of the order specified is to be kept on file at the program. The YMCA staff are trained and required to address the following circumstances in the manner detailed below:

### Intoxicated Parent

If a parent arrives at the day camp site or branch to pick up a child, and appears to be intoxicated, the staff member will write down the parent's name, date and time of the incident, and give the information to the Program Director. Staff may offer to call someone else to pick up the child but are not allowed to stop the parent from leaving. The Director will follow up with the family.

### Separated Parent

If parents are separated, but not legally divorced, the YMCA has no right to deny access to a child from either parent. If one parent is concerned about the safety of the child when the child is with the "other" parent, action should be taken through the court system.

However, without a restraining order, the YMCA childcare staff will not prevent access to the child by either parent.

### Emergency Release

If a parent is unable to pick up their child, they should decide for another adult, already listed on the emergency card, to pick the child up. If this is not possible, and an adult that is not on the emergency card must pick the child up, the parent should notify the staff either in writing or over the phone. Any adult, that staff do not recognize, must show proof of photo ID.

### Release to an Older Sibling

If a parent wishes YMCA staff to release their child to an older sibling, they need to be at least 16 years of age and on the emergency card, or the parent must have given written prior notice.



## GRIEVANCES

We believe that communication is key for a strong teacher/family relationship. If a concern arises while your child is enrolled, we recommend the following suggestions:

Talk with the child's teacher or the program director. Try to not "drop in" to talk. Schedule a time that is convenient for both of you so you can give your undivided attention. Be clear on what your question is about. State the nature of the concern and what you would like to see happen. Be sure that when you are finished, you both are clear about what you have discussed and the desired outcomes, including time frames.

### Disenrollment Policy:

Due to the nature of our programming cycles, children who are removed from a YMCA program because of noncompliance with our outlined Behavior Management Policy will not be eligible to enroll in future programs (i.e. *Winter Break Day Camp, Spring Break Day Camp, Summer Day Camp, Before and After School Programming*) for a minimum of 6 months from date of disenrollment. After that timeframe has past, a redetermination will be made at the discretion of the Program Director. When a family wishes to re-register, a meeting with the Program Director must take place prior to program starting to discuss expectations and a trial period.



## PROGRAM EXPERIENCE

### YMCA Membership/Program Opportunities

Each YMCA offers a variety of programs for family members, as well as individual and family memberships. We encourage families to plan healthy and fun activities for the entire family. The YMCA of Greater Grand Rapids provides a wonderful atmosphere where families can grow as a unit and improve their health by engaging in fitness/wellness activities. Please inquire about YMCA membership opportunities with your day camp director.

### How to Dress for Camp

Please dress your child appropriately for the weather. Keep in mind that the children will be active and may get dirty, so dress your child in clothes that are for play. Children must wear closed-toe shoes daily to camp. Remember to send a swim bag with appropriate swim gear on the days your child goes swimming. Please, clearly label your child's belongings.

### What to Bring to Camp

Please bring the following labeled items each day to camp:

- Labeled Backpack to carry belongings
- Change of clothes
- Swimsuit
- Plastic bag for wet swimsuit
- Bug Spray
- Sunscreen SPF 30+ and waterproof \* Recommended Spray On
- Labeled water bottle
- Labeled lunch in insulated bag (no foods that require a microwave please).
  - \*David D. Hunting participants are provided with a lunch
- Weather appropriate attire (Winter Day Camp participants)

### What to Leave at Home

- All electronics including cell phones
- Toys: stuffed animals, action figures, etc.
- Food: candy, soda, etc.
- Money

The YMCA will not be held responsible for lost items. A day camp lost and found box will be made available during programming. Please check with staff if you need assistance. Unclaimed lost and found property will be kept for one week and then donated to local charities.



### Program Components

The YMCA believes that a successful day camp program will provide a safe environment for youth to participate in. Programs will include weekly-themed activities in which campers will create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature and better understand many cultures. Campers will build self-confidence, appreciate teamwork and sportsmanship while gaining independence as they challenge their mind and strengthen their bodies. We do this with trained staff that have a clear understanding of their role in fulfilling our mission and youth development core competencies. Staff have backgrounds working with children and are trained in child abuse prevention, safety and emergency procedures for all program areas and sites that adhere to all YMCA policies and state licensing standards.

We build our experience by focusing on important life skills such as, character development, wellness, reading and family engagement. You will see these skills show up in activities throughout the day

A typical day camp experience will include a combination of the following components:

COMPONENTS	PURPOSE/EXPERIENCE
BACKGROUND ACTIVITIES	Experiences made available to the children upon arrival and during pick up as the day is winding down. Examples: Board Games, Arts and Crafts, Puzzles, Building Materials, Manipulatives.
OPENING CEREMONY	Large group gathering, children have the chance to learn camp songs and skits. This time may also be used for program highlights and shout outs.
HUDDLES	Group connection and review time.
VARIETY ACTIVITIES (ROTATIONS)	A mixed of various activities ranging from STEM- Physical Activity. This time will include theme-based activities and may incorporate language and literacy time as well.
*MASTERY ACTIVITIES	*Time for project-based learning experience. (Focused delivery in Summer Day Camp). Staff facilitate through questions and reminders.
CLOSING CEREMONY	Large group connection to share favorite moments and experiences from the day/week.

\*Summer Day Camp also integrates project-based learning experiences to provide fun, engaging challenges which promote learning through play.



### Outdoor Time

Outdoor time is considered an integral part of our program. Physical activity helps children obtain fine and gross motor skill development and coordination, which are necessary to reach developmental milestones. Daily moderate to vigorous activity will be provided outdoors whenever possible, which helps increase your child's heart rate. In addition, activities and games that build bone and muscle will be incorporated into the daily schedule. Campers will be required to dress appropriately for the weather. Extreme temperatures may determine limited outdoor playtime. It is assumed that if the child is well enough to attend the program, he/she is well enough to go outside. All Day Camp programs are required to be outside 51% of the time – weather dependent.

### Screen Time

The Y is committed to the well-being of the children in our communities. We are part of a national initiative led by YMCA of the USA, and adhere to the Healthy Eating, Physical Activity Standards. Screen time is permitted in limited dosage, short videos or movies (rated G only) content must be related to weekly theme or special event(s) and must include program director approval and parent notification. Parent notification can be met by including the details/activity on the curriculum calendar, if the information has not been made available on the calendar a notification must be sent.

### Swimming

All campers that want to swim in the deep end are required to take a swim test before swimming in a YMCA pool. The swim test consists of jumping in deep water, returning to the surface, swimming the length of the pool (20-26 yards depending on branch), and treading water for 60 seconds. If a camper is unable to pass this test or if a camper chooses not to take the swim test and cannot stand comfortably in the water (water no higher than armpits), he or she will be required to wear a life jacket in the pool and will stay in the closely supervised shallow end of the pool. In order to keep your camper safe, they may be required to take the swim test frequently. Staff are also expected to supervise the groups swimming by engaging with the campers in the pool, as well as monitoring the pool area with children that are not swimming.



## Field Trips

Field trips are an excellent opportunity to enhance learning and to introduce a new and different location or experience to the campers. The field trips may be walking trips or involve transportation which will be arranged by the YMCA. Parents will receive prior notice of all field trips. In addition, parents are welcome to join us on any of the field trips. When we are on field trips, we take health information and medication with us. While on the trip, attendance is taken frequently with a "name-to-face-check" process, which means staff are not just calling names and waiting for an acknowledgement. They are looking for the child who is saying it. This process is used many times throughout the day, as well as during loading and unloading the busses. Please pay close attention to weekly schedules to ensure you do not miss the departure of a field trip.

Parents will be responsible for transporting their child to the field trip location if the child arrives after the bus has departed.

## Transportation

YMCA day camp programs will utilize YMCA busses or contract transportation services from an outside vendor (Dean, school district or other bussing). All busses are inspected by the Michigan State Police, have appropriate driver background checks and carry first aid kits for emergencies. All campers will be informed of expectations when traveling to and from field trips.

These will include but are not limited to:

- Loading and unloading in an orderly manner
- Remain seated while the bus is in motion
- Keep head, hands, arms, feet inside the bus always
- Conversations will be kept at an appropriate noise level and offensive language will not be tolerated
- Damage to seats or other bus equipment will be paid for by camper's parent/guardian
- Hold all possessions to avoid items rolling on the floor or being lost
- Fighting or horseplay is not permitted • WEAPONS OF ANY KIND ARE NOT TOLERATED

The Y reserves the right to suspend or dis-enroll a child if safety policies are not followed.



### Restrooms

Participants attending our day camp programs are expected to be able to use the restrooms independently. This is only adjusted when a further conversation with the program leadership has taken place and other supports/systems have been agreed to and established.

In serving the day camp age group, the YMCA recognizes the importance of the child's privacy and therefore staff are only expected to support the child in very rare occasions for something minimal (possible helping to button pants once the child has made multiple efforts to do this independently).

### Altering Appearance

Childcare staff members doing children's hair, adding nail polish, or other means of altering a child's appearance can be perceived differently from family to family. If a program requires long hair to be in a ponytail for swimming, or may have a hair salon in the dramatic play area etc. parent approval is required prior to engaging in the activity. We need to ensure we have parents' verbal consent to do the child's hair (comb out, braid, ponytails, etc.) or polishing nails, or any other means of altering a child's appearance.

### Birthday Celebrations

In support of our core areas of focus, the YMCA celebrates the milestones of each child in our program. Our locations strive to acknowledge a child's birthday in a way which supports creating equitable experiences and lifelong healthy habits. We serve a diverse community which means every child may have varying access to resources and may also have different personal needs and dietary restrictions. For this we discourage families from bringing in items such as goody bags, homemade sweets and snacks. We ask that families work in coordination with the program leadership to determine what celebratory items are most appropriate for the program. This may mean encouraging families to bring in items which enhance the curriculum and enrichment activities.



## PARENT/GUARDIAN INVOLVMENT AND COMMUNITICATION

The YMCA is committed to maintaining close, positive relationships with the parents of every child enrolled in our program. We strive to include family culture, language, and experiences as part of our curriculum and daily routines. Staff are required to communicate daily with the families and other staff members, in a positive and professional manner.

General information as it relates to the classroom/program experience should be shared during parent interactions discussing things related to the child's overall experience in programming. If a child is admitted to the program requiring special accommodations a daily report describing the following information must be shared with the parent:

- Food intake; time, type of food, and amount eaten.
- Developmental milestones.
- Changes in the child's usual behaviors.

We want to encourage participation and awareness of our program experience. Teams are expected to work collaboratively to send out regular communication. Communication should come in various forms:

- Overall program updates, highlights and needs (typically done in newsletter format) monthly at minimum.
- Program specific curriculum, events, updates, highlights and needs (typically offered by way of program communication areas).
- Memos and notifications for immediate needs and program changes.
- Volunteer opportunities (typically offered in a "Ways to Engage" board/communication area)
- Ouch reports (Parents will be notified the same day an incident or injury has occurred.
- Field Trips
- Changes to program operations such as holidays and closures.

Photos of children taken by the YMCA and/or taken by the family are not to be shared on social media unless we have written consent from the families of all children in the photo. Family members may be reminded by the staff that they will not be able to take the photo if other children in the picture should not be photographed. The program director will have a list of children approved to be photographed.

Hello Cards are posted in each programming site to help families identify their child's caregivers and program staff. Each staff member will have their Picture and Information posted within their first week of work, this is a great way for families, guests and volunteers to meet and learn more about our team.



## MULTICULTURAL AND GENDER FREE ENVIRONMENT

The YMCA encourages diversity within our program. We offer an anti-bias curriculum and encourage families to share their cultures with the children. Books, activities, posters and foods provide the children with a chance to experience a range of culture.

### Inclusion

The YMCA is inclusive and makes every attempt to reasonably accommodate any child based on whatever their needs may be. Whenever possible, YMCA programs will work in partnership with the families to ensure an impactful experience may be provided for any child who needs extra support and attention for developmental and/or physical growth. We are open to working with any additional professional supports which have been secured by the parents. Our goal is to work together to create thoughtful approaches that are in the best interest of the child. At the time of enrollment, families are expected to share additional information about their child's needs with the staff. Program Directors will review all child enrollment information including the Health and Behavioral Notification form and communicate this information to staff.

### Therapy

At times students may be scheduled for behavioral, physical, occupational or speech therapy. YMCA programs will make every effort to accommodate therapists and to make time and space available for treatments. If a child receives therapy, parents must contact the program prior to treatment so they can schedule treatment times that are most appropriate for the student, as well as the other program participants. A visible space must be used. Therapist must sign in and out in volunteer logbook.



## HEALTH AND SAFETY STANDARDS

### Supervision

We understand that safety is the number one objective. The day camp program shall provide appropriate care and supervision, by sight and sound of children, always. The ratio of teachers to children present always shall be based upon the following provisions:

- Following LARA camp licensing requirements of one staff person for every 10 children. For programs that fall under a day camp license, (program is required to be outside 51% of the time)
- Following LARA childcare licensing requirements of one staff person for every 18 children. For programs that fall under a childcare license.

### Behavior Management

Self-management skills and positive social interactions among children and adults are encouraged and maximize everyone's enjoyment of the program. The Y programs use positive guidance methods including reminders, distraction, logical consequences and redirection. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within known limits.
- Participants are expected to listen actively and cooperate with peers.
- Participants are expected to listen to their staff leads and be participatory.
- Participants are expected to respect the personal space and feelings of their fellow campers and staff.
- Participants are expected to work with their groups to create environments which are welcoming for all.
- Behavior expected of children is age appropriate and according to their developmental level.

An atmosphere of trust is established for children to know that they will not be hurt nor allowed to hurt others. Staff members strive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feelings and control them responsibly.

Any child exhibiting negative, derogatory, harmful behavior, especially when becoming a pattern of behavior may be asked to leave the program. Staff will ensure the guardian is



informed of any challenging behaviors. Prior to removal from program, staff will make every effort to provide an opportunity for the child to be successful in the program.

Staff will avoid the use of comparative remarks, threats, physical punishment, shaming, or labeling of children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, necessary toilet use, or outdoor play or activity time as a means of punishment, nor will any child be confined in an enclosed area. Disciplinary techniques will be used which are appropriate to the age level of the child and which foster positive self-esteem and encourage the eventual internalization of self-control. When a child acts inappropriately, he/she will be redirected to another activity. A discussion between child and staff will help the child to learn why his/her behavior was inappropriate. Occasionally, a child may be removed from the immediate situation until he/she is able to gain self-control.

#### OUR DISCIPLINE POLICY WILL INCLUDE THE FOLLOWING:

- If a child is unable to comply with the behavioral expectations, a conference will be held between the program director and child. The parents/guardian will be notified in writing and a phone call will be made.
- If after the above conversation the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parents/guardian. A behavior agreement will be established and signed by the child (if appropriate), parents/guardian and the program director.
- If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
- Failure of the parents/guardian to attend a conference and cooperate will subject the child to suspension or dismissal.

#### BEHAVIORS THAT MAY RESULT IN IMMEDIATE DISMISSAL INCLUDE BUT ARE NOT LIMITED TO:

- Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
- Fighting
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Inappropriate conduct
- Swearing or cursing
- Running away



## Meals and Nutrition

Campers are required to bring their own lunch for some locations, at other locations meals will be provided. A light breakfast/morning snack and afternoon snack will be provided by the YMCA. Refrigeration is limited therefore it is necessary to include a freezer pack to keep their food cold until lunch time. Please do not send microwavable food. We ask that campers bring nutrient dense food and avoid fried foods and foods high in sugar and saturated fats. Any food provided by the YMCA will meet licensing requirements. Water will be the primary beverage served. No sugar sweetened beverages will be served. If your child forgets their lunch, staff will call the parents listed on the emergency card until one is reached.

### DAVID D. HUNTING YMCA DAY CAMP ONLY

Meals will be provided by the program. Mealtime allows children the chance to make healthy choices, develop relationships, and practice self-help skills. It is also a time for socializing, using table etiquette and learning about nutrition and new foods. Children participate in helping with meal set-up, as well as serving their own food. Meals are served family style with adults sitting at the table, fostering socialization.

The daily meal program includes breakfast, lunch and snack. The menus and portions will follow nutritional guidelines established by the U. S. Department of Agriculture. Serving sizes for fruit and vegetables is between  $\frac{1}{4}$  and  $\frac{1}{2}$  cup depending on the age of the child. Under these guidelines, we offer children a variety of healthy foods. A current menu will be posted. Children with special dietary needs, such as those with allergies or diet restrictions, will work with the program director to accommodate those needs. All food allergies or restrictions must have a written doctor or family statement of the allergy/restriction on file.

Food served in our program will be primarily low-sugar and low fat in nature. Low fat (1%) or nonfat milk is served. Only 100% juice will be served, and no more than 4ozs will be served daily. The program will ask families to refrain from bringing in sugar sweetened beverages (soda, energy drinks, sports drinks, powdered drinks, etc.) or fried foods for classroom parties and program events. Water will be available to children throughout the day and at every meal and snack. Meal requirements for the childcare food program are available on request.

Child Nutrition Programs are open to all eligible children and adults regardless of race, color, national origin, sex, age or handicap. Any person who believes he/she has been discriminated against, in any USDA-related activity, should write to the Secretary of Agriculture, Washington DC 20250.

## Medication

All medication will be administered to the child only after the medication permission form is completed by the parent. ALL MEDICATION:

- Must be in the original container, and labeled with the child's name, locked, and stored according to instructions and out of the reach of children
- Must have the pharmacy label (for prescription) indicating the child's name, physician's name, instructions, and name and strength of the medication and be given in accordance with those instructions
- Must include a proper dispenser provided by the parent (ex: measuring spoon, syringe, etc.)
- Will not be added to a beverage or food by a staff unless indicated on the prescription label

All medications will be checked for expiration upon administration. Expired medications will be returned to the parent for disposal. Any left medications will be destroyed or disposed of. The program will maintain a written record of the time and amount given, who administered the medication, and the child receiving it for all medications.

If your child has a medical condition that requires the use of injection medications (epi-pen, insulin shots, and seizure medications), families will be required to submit an emergency action plan signed by your child's physician.

## Communicable Diseases

To provide a healthy and engaging environment, staff will handle any case of communicable diseases in the following manner:

- Fever 100 by mouth and 99 under arm (one-degree calibration) will require a call to the family for the child to be picked up, this guideline follows the recommendations of the CDC.
- Diarrhea (2) – loose, watery stools (even if no other sign is noted)- call parent for consult, if no explanation remove child from program/encourage pick up
- Any vomiting (exceptions for burp up) will require a call to the family to have the child picked up.
- Rash (any rash) already known to parents do not call parents- unless there is a difference in appearance.
- Bodily drainage (even with no other symptoms) will require a call to the family and for the child to be picked up.



The Program leadership reserves the right to decide whether a child is healthy enough to be in programming; the site leadership works closely with the headquarter office representative to ensure there is thorough consideration in these cases.

We reserve the right to remove a child from programming in the case of concern for disease exposure.

Returning to Program:

- Child must be symptom free for 24 hours to return to program.
- Temperature has been below 100 degrees for 24 hours without Tylenol or aspirin.
- Having taken an antibiotic for at least 24 hours, if prescribed.
- It has been 24 hours since the last episode of vomiting or diarrhea, without medication.
- The nasal discharge is not thick, yellow, and/or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided, or the physician has determined that the rash is not contagious.

#### Lice Procedures

Children are exposed to many things in their environment leaving them vulnerable to many circumstance, one common occurrence is lice. When handling a lice situation our programs follow the steps listed below.

If parent notifies the program after child has attended programming:

- Clean Materials immediate – soft spongy absorbent
- Post notifications of exposure (always include a footnoted date)
- Post at the site on entry and exit doors- classroom specific door parent communication area.

When appropriate (large exposures) an email notification may be sent. Any email communication sent to describe communicable disease and/or lice must be approved by the association licensing representative.

When the child returns to the program the lead program staff will complete a louse check before being permitted to attend program.



## Pest Management

Each program will have a pest management plan when pesticide applications should occur in the building (to be done by the school district). The plan will include the following:

- An annual notification will be provided to the parents, informing them that they will receive advance notice of pesticide applications.
- The notifications shall specify two methods by which the advance notice of pesticide application will be given (e-mail, newsletter, sign, etc.).
- The advance notice shall contain information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center, and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture.

Liquid spray or aerosol insecticide applications may not be performed in a room of a childcare program unless the room will be unoccupied by children for no less than 4 hours or longer, if required by the pesticide label use directions

## Sun Protection

Parents should apply sunscreen before campers arrive to camp in the morning. Staff will remind the children to reapply multiple times throughout the day and assist younger children. Out of respect for the privacy, protection of all and in consideration the number of participants, the staff will only assist in application when necessary, otherwise children will be expected to apply sunscreen independently. Parents are responsible for providing and labeling the sunscreen (minimum of SPF 30 and preferable "All Day" and "Waterproof"). We recommend spray on sunscreen. If sun exposure is ever a problem, please notify your program director so extra precautions and applications can be made. The YMCA has limited reserve supply of sunscreen, please ensure all efforts are made to provide your child with sunscreen. A note or phone call will be made as a reminder to pack sunscreen daily.



## EMERGENCY AND PREPAREDNESS

Staff members are trained in basic emergency procedures. This includes, fire evacuation, tornado, lock down, serious accident or injury, intruders, bomb threats and other natural or man-made disasters (inclement weather, gas leaks, chemical spill, electrical, heat, water, structural failure, etc...). We will adhere to guidelines and recommendations from emergency personnel with regards to other emergencies and proper evacuation and protocols.

### Fire Drills / Tornado Drills

Each room has emergency plans, routes, and procedures posted. The program practices fire drills and tornado drills on a regular basis.

### First Aid Kits

First aid kits are in each program space. When leaving the program area, even going out of the school, staff will take along the first aid kit. Our staff is required to wear gloves whenever they are dealing with any bodily fluids. This includes, but is not limited to, blood, vomit, and fecal matter.

### Accident/ Injury

For minor accidents (bump, scrape, etc...), parents will be notified no later than the end of the day. In the event a child is seriously injured (head injury, excessive bleeding, broken limb, seizure, etc.), the parent will be notified immediately. If a child needs to go to the hospital via ambulance before the parent arrives, a staff member will accompany the child to the hospital until the parent arrives.

### Incidents

Families will be verbally notified within one hour if an incident should occur while their child is in care of the program. An incident includes, but is not limited to, the following:

- A child is lost or left unsupervised.
- Alleged sexual contact between children or a child and a staff member or volunteer.
- Physical discipline of a child by a staff member or volunteer.

### Evacuation and Relocation

The program will have a shelter-in-place/lock down plan (example: tornado, intruder) to keep children and staff in place inside the building, an on-site evacuation plan (example: fire, facility issue) and an off-site evacuation that will be directed by a government agency in the event of a threat (natural or man-made). Families will be notified of the relocation and reunification process by their program director. Children that require individual care will be assigned to a caregiver.



## STAFF/ VOLUNTEERS

### Staff

The YMCA of Greater Grand Rapids is confident that our staff team is the very best. Combined with a fun-loving spirit and skill set, our staff team looks forward to making your child's experience magnificent.

Staff members are carefully screened, well trained and fully prepared to help each child create priceless memories. Staff are trained in the following areas (this list is not inclusive of all topics covered):

- Active, Low Active & Transitional Instruction
- Project Based Learning Activities
- Character Development
- Health and Wellness Curriculum
- Literacy
- Age Appropriate Activities
- Child Abuse and Prevention
- Behavior Management and Bully Prevention
- General Risk Management and Prevention

Thorough screening and interviewing procedures will be consistently followed. All staff will be required to submit to a criminal background check prior to offer of employment being made, which includes in and out of state felony and misdemeanor checks, sex offender clearance, and reference checks. Staff will also be required to submit proof of a Child Protective Services Central Registry clearance and or fingerprint clearance if required. In addition, staff will have blood borne pathogen, diversity, and child abuse and neglect prevention training. At a minimum, one person in the program, always, will be certified in CPR and First Aid.

### Volunteers

Volunteers, including parents, are welcome and very much appreciated in YMCA programs. All volunteers are required to submit a criminal background check and have a Michigan State Police Sex Offender Registry clearance. Volunteers that give 4 hours or more of their time, per week, are also required to attend training sessions and show proof of a negative TB test. Volunteers are always supervised by the classroom teacher and/or director. Volunteers are a vital part of the childcare program and their help is greatly appreciated.



### LARA Compliance/Regulation Management/Mandated Reporting

The YMCA provides childcare and camp programs which are regulated by the State of Michigan, and therefore we work in partnership to provide the childcare and camp programs we offer. Our programs are regulated by the Department of Licensing and Regulatory Affairs (LARA), this entails being subject to interim visits which are utilized to check on the day to day operations of the program confirming our commitment to compliance. This also includes renewal visits which confirm our eligibility to maintain our licensing status, when an incident or complaint is received our sites are subject to special investigation visits.

Any time an incident occurs during the program operating hours, we are required to self-report this information in order to maintain our commitment to partnership and transparency with the state licensing office. Types of incidents which may be reported include a child tripping over a shoelace all the way to a more serious injury or occurrence. The state makes the decision on whether to further investigate an incident, this investigation is done to identify the programs role in the occurrence. Investigations may include the state representative contacting the families involved.

Youth development staff are mandated reporters, therefore in alignment with the Child Protection Law, we will and are required to report any suspected child abuse/neglect.

More information on the LARA can be found at [www.michigan.gov/lara](http://www.michigan.gov/lara).

### Staff Relationship with Families Outside of the YMCA Programming

Staff may not be alone, outside the YMCA, with children they meet in the YMCA programs. This includes babysitting, sleepovers, and inviting children to a staff member's home.

### Confidentiality Statement

The YMCA maintains confidentiality, and will respect the family's right to privacy, refraining from disclosure of confidential information (including health and assessment information) and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest. Disclosure of children's records beyond family members, program personnel, and consultants having an obligation of confidentiality, shall require familial consent (except in cases of child abuse and/or neglect).



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### Child Protection Laws

The YMCA is mandated by the Child Protection Law of Michigan to report to the Department of Human Services any “suspected” cases of abuse, neglect, child sexual abuse or sexual exploitation.”