



Arlington-Mansfield Area YMCA Parents Guide

#SummerHappensHere



Central YMCA Family Center (817) 274-9622
Cooper YMCA Family Center (817) 419-9629
North YMCA Family Center (817) 548-9622

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Welcome to the Arlington-Mansfield Area YMCA Summer Camp Program!

Summer is a special time for children to enjoy the outdoors, to learn, to have fun and to build new relationships. It is also a time when working parents are concerned about the care and security of their children.

Arlington-Mansfield Area YMCA Summer Day Camp can provide special memories for your children and for you as parents. We feel that the time your child spends away from home each day is very important and we want to make it special. Please be a good listener when your child comes home each day eager to share the day's events.

Children are involved in a wide range of activities that make camp more than a day care program. Some different types of activities which take place at camp include:

- | | |
|------------------------|------------------|
| Leadership development | Problem solving |
| Outdoor education | Values education |
| Team building | Swimming |
| Unique field trips | Service learning |
| | And much more |

Our YMCA Character Development program teaches CARING, FAITH HONESTY, RESPECT, and RESPONSIBILITY. We will be emphasizing these five values in all that we do during the summer. We hope you'll be delighted with our program and we look forward to working with you and your family.

The leaders and counselors are carefully chosen for their maturity, enjoyment of physical activities and for the character traits that make them positive role models for youth. Though we cannot be parents, we can be a positive influence that is necessary for youth today.

Please read over the following information carefully so that you are familiar with our policies and procedures. Our staff is available to answer questions and help solve any problems.

Have a great summer!

Jessica Puebla
Program Director

Emilie Marez
Program Director

Brian Reber
Program Director

CONTACTS

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Central Family Center
817-274-9622, x 2401

Emilie Marez
Cooper Street Family Center
817-419-9629, x 4700

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817-548-9622, x 3501

CAMPS

Pioneer—Central Y
2200 S. Davis Dr.
Arlington, TX 76013
817-807-1347

Southwest—Miller Elem.
3001 Quail Ln.
Arlington, TX 76016
817-501-4749

Lonestar—McNutt Elem.
3609 S. Center Street
Arlington, TX 76014

Sunrise—North Location
To Be Determined

Yahoo—Sheppard Elem.
1701 FM 1187
Mansfield, TX 76063
817-501-4753

Round Up—Moore Elem.
5500 Park Springs
Arlington, TX 76017
817-501-4750

More to come!

CHILD ABUSE HOTLINE

1-800-252-5400

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

5 CORE VALUES OF CHARACTER DEVELOPMENT

Building Character in young people to help them form positive values has always been the focus of the YMCA Mission. Through YMCA programs, we strive to develop the following character traits in our campers:



CARING: The importance of putting others before yourself; of building more responsive communities.



HONESTY: The importance of integrity; of telling the truth and keeping promises to yourself and others.



RESPECT: The importance of treating others as you would want them to treat you; of acknowledging and accepting others regardless of differences.



RESPONSIBILITY: The importance of doing what you should; of accepting accountability, pursuing excellence and following through on personal commitments.



FAITH: Confident belief in the truth, value, idea or trustworthiness of an idea person or thing. A set of principles or beliefs. The Bible says: "Without faith it is impossible to please God, because anyone who comes to him must believe that he exists and that he rewards those who earnestly seek him." Hebrews 11:6

The YMCA believes the development of these character traits is more important than ever. It is no secret that it is tough growing up today. Children are faced with many negative forces and must make difficult decisions every day.

The familiar African proverb states, "It takes a whole village to raise a child." We at the YMCA work hand-in-hand with families, churches, schools and other organizations to help young people acquire the kind of values they need to make positive choices.

It is our hope that, through camp, children can develop self-confidence, self-respect, and an appreciation of their own worth as individuals so that they can grow to recognize the worth of all people.

EXAMPLE OF GENERAL WEEKLY ACTIVITY PLAN FOR CAMPS (varies depending on camp)

Arlington Mansfield Area YMCA Spring Break Vacation Club (Mary Moore Elementary)						
		MARCH 13th-17th, 2017	THEME Pump Up the Jam		Phone 817- 501-4750	
		Monday	Tuesday	Wednesday	Thursday	Friday
event → time	March 13th	March 14th	March 15th	March 16th	FIELD TRIP	← event time
6:30	Centers	Centers	Centers	Centers	Centers	6:30
8:00	Structured play	Structured play	Structured play	Structured play	Structured play	8:00
8:30	SNACK	SNACK	SNACK	SNACK	SNACK	8:30
9:00	Rotations	Rotations	Rotations	Bathroom Break	Rotations	9:00
9:45	IRISH HARP CRAFT	ART MICROPHONES	TAMBOURINE MUSIC MAKER	PUMP IT UP 10am-12pm Return to Moore by 12:30PM	ART HANDMADE CAMERAS	9:45
10:30	GROUP GAME FREEZE DANCE	FOXTROT	MUSICAL NUMBERS		MUSICAL MATRIX	10:30
11:00	Wash Hands	Wash Hands	Wash Hands		Wash Hands	11:00
11:30	Lunch	Lunch	Lunch		Lunch	11:30
12:30	Outside PLAY	Outside PLAY	Outside PLAY	Wash Hands	Outside PLAY	12:30
1:15	Rotations	Rotations	Rotations	Lunch	Rotations	1:15
1:30	MUSIC SPIN DRUM	MUSIC & SCIENCE SINGING STRAWS	MUSIC POPSICLE STICK KAZOO	Rotations	MUSIC PASTA WIND CHIMES	1:30
2:30	GROUP GAME BOX STEP	SCIENCE DANCING OOBLECK	SCIENCE SALT VIBRATIONS	BUTTON MUSIC NOTE ART	TALENT SHOW "THE JAM"	2:30
3:00				SCIENCE SOUND REFLECTION		3:00
3:30						3:30
4:00	Snack	Snack	FOOD & FUN APPLE CARS	Snack	Snack	4:00
4:30						4:30
5:00	Group Game	Group Game	Group Game	Group Game	Group Game	5:00
5:30	Centers	Centers	Centers	Centers	Centers	5:30
6:30	Clean-up Closed	Clean-up Closed	Clean-up Closed	Clean-up Closed	Clean-up Closed	6:30

Schedule is subject to change when necessary. The need to do so will be determined by staff.

This plan is just an example of a weekly schedule for your camper. The swim times and field trip days will vary for each camp. Please keep in mind at drop off and pick up times we may be transitioning from one area to the next. A picture ID must be provided in order to pick up a camper (until staff become familiar with you). Also, no child(ren) will be released to walk home. Please understand this is for your child's safety.

WEEKLY ACTIVITIES

Meals and Snacks

Campers must bring their own lunch and snacks. There are no refrigerators or access to a stove/microwave to heat food for children. We encourage parents to pack a nutritional lunch in a sturdy container or cooler **with ice or ice pack if needed**, with your child's name on it. The Y **WILL NOT** provide afternoon lunches, except at approved sites.

Guest Speakers and Visitors

We do collaborate with many organizations to provide the campers with exciting and educational programs. Our guests get the campers involved and introduce them to new ideas.

Swimming

Staff members, as well as lifeguards, are on duty while the kids are swimming. While in the pool, we maintain a 1:10 staff-to-child ratio. Staff will swim with the campers and will also supervise from the edge of the pool. Kids need to bring a **swimsuit, sunscreen, towel and a bag to put their wet swimsuit in** after swimming. At times we ask kids to wear their swimsuits to camp for water field trips and early swim times. Parents are encouraged to provide swimming shoes for children to protect their feet from the hot concrete around the pool decks, as well as the bottoms of the pool. Some sites may not return from swimming until 5:30 pm; please check your camp schedules for swim times each week. There will be a limited number of lifejackets available during camp swim time, you are welcome to provide a coast guard approved life jacket for your child. All Camp Staff, who are in ratio, have passed the swim test. **All children will be required to take, and pass, a swim test each time they come to the pool.** If the child does not pass the swim test, they will be required to use a vest during the swimming time. We offer some great swimming lessons. Stop by the welcome center to find out more information.

Water Activities

Some field trips will be in or around water. In addition to our regular field trip procedures, we will take the following precautions to ensure your child's safety:

- We only visit facilities that have trained and certified lifeguards on duty.
- We maintain a 1:10 staff to child ratio during the field trip.
- We have children take consistent breaks throughout the field trip so that they can re-apply sunscreen. This also allows us to do extra face counts.
- Each child will be required to pass a YMCA swim test before they are allowed in the deep end of any pool that we may visit.

Sunscreen

Each year we ask children to bring a bottle of SPF45 sunscreen. The Y also purchases a large amount of sunscreen. If you are able to donate one bottle as well, we will take care of the rest. You are required to complete a Sunscreen Authorization Form regardless of whether or not you want your child to wear sunscreen.

Heat

All of our camps will spend some time outside, therefore **EACH CHILD MUST BRING A WATER BOTTLE EACH DAY**. Precautions will be taken to combat the heat and sun. Water will always be available and frequent water breaks will be given. Water bottles can be filled with water at night and frozen for the following day in order to help keep the kids hydrated. The Health Department requires that all water bottles have the child's name on it. Please make sure to label your child's water bottle.

Transportation

Children may be transported in YMCA vehicles, in contracted AISD buses or in private charter buses. All vehicles are inspected and maintained at a safe level. All drivers must pass a Motor Vehicle Record check with the Department of Public Safety before driving a YMCA vehicle. Appropriate licenses are obtained for all bus drivers. YMCA/AISD/charter buses and drivers are used to transport all school-age children.

Closing/Camp Clean Up

Garbage, equipment and supplies will be picked up and placed back in the area where it will be stored. To emphasize responsibility, each group of campers will assist their counselor in completing a checklist that is turned in daily to our Camp Directors. Checklists will include supply inventories, equipment/facility/grounds repairs and sanitary conditions. All Closing/Clean Up activities will be led by our camp staff and will incorporate all five character values of Faith, Caring, Honesty, Respect and Responsibility.

MEMBERSHIP

Participation in Arlington-Mansfield Area YMCA Summer Day Camp and/or programs requires a Full Family Membership or a Program Membership. Cost for Day Camp is at a reduced price for Full Family Members. In addition, families can enjoy the Free Value-Added programs that come with a Full Family Membership, including free sports programs (plus a \$21 supply fee). Program Memberships are available for those who wish to participate in Arlington-Mansfield Area YMCA programs ONLY. Individual program memberships are \$35 per year or \$50 per year for a family, PLUS the non-member fee for each program. Contact the Welcome Center at any Family Center for more information. Financial assistance is available.



If your child does not know how to swim, please review the swim lesson offerings during the summer

PAYMENT POLICIES

- Due to the increased demand, we strongly recommend placing deposits on all weeks that you will need summer childcare. It is highly likely that the camps will fill up.
- All summer day camp weekly payments must be set up on draft via credit card or bank account. We have several flexible draft options for parents:
 - **Weekly Option:** Draft payments can be made weekly. Parents can choose to be drafted on Thursday or Friday, but it needs to be continuous throughout the school year.
 - **Bi-Weekly Option:** Drafted bi-weekly the 5th and 20th of each month.
 - **Monthly Option:** Drafted monthly on the 5th or 20th of each month.
- **Deposits are non-refundable and non-transferable.**
- **The week a deposit is designated for is the only week for which it can be used. Deposits will not be moved from week to week. Deposits will not be accepted at the camp sites.**
- Any returned payment will result in a loss of your child's spot, deposit money for that week and will result in a \$25.00 returned payment fee. A thirty-day (30) written notice is required to stop a draft.
- The YMCA recruits, trains staff, purchases supplies, food etc. in advance, based on enrollment, not attendance. There is no discount, refund or credit for sick days or days that your child does not attend.

FINANCIAL AID

- Financial assistance may be available to those who qualify. Applications are available at the Welcome Center Desk of any Arlington-Mansfield Area YMCA Family Center. It is important that all of the information on the application is correct and complete. For more information speak to the Welcome Center staff.

SUMMER CAMP POLICIES AND PROCEDURES

HOURS, DAYS AND MONTHS OF OPERATION

The Arlington–Mansfield Area YMCA Summer Day Camp will open beginning Monday, June 5 and will run thru Friday, August 18. We will be open Monday through Friday from 6:30am until 6:30pm.

STAFFING

As a provider of childcare, the YMCA strives to effectively screen and train all staff and volunteers. YMCA summer programs are licensed by the Texas Department of Family and Protective Services and the Arlington Health Department. We screen each of our staff with two criminal history checks through two separate agencies, as well as being fingerprinted. We strive to maintain a 1:15 staff-to-child ratio. All staff are trained in YMCA policies and procedures as well as Basic First Aid and CPR/AED, TB (tuberculosis) and BBP (blood born pathogen) test.

CAMP TIMES

Drop-off: Campers may be dropped off at camp locations between 6:30am and 8am. Supervised and structured activities will be provided during this time. Children must arrive before 8am to ensure prompt departure for various events (field trips). **Our camps leave for activities on time and will be unable to wait for children arriving after the posted departure time. For safety reasons, children cannot be dropped off or picked up during off-site trips.**

Program Time: Camp activities will take place from 8:30am until 4:30pm.

Pick-up: Campers may be picked up at the camps between 4:30 and 6:30pm.

CHECK-IN, CHECK-OUT AND RELEASE OF CHILDREN

For safety, all children must be signed in to camp and signed out of camp at the camp location by a parent or authorized person (as indicated on the enrollment form). Please inform staff that you have arrived. A child will not be released to anyone not specified on the enrollment form unless previous arrangements have been made. A picture ID must be provided in order to pick up a camper (until staff become familiar with you). Also, no child(ren) will be released to walk home. Please understand this is for your child's safety.

LATE PICK-UP FEES

Parents who arrive after 6:30pm will be charged a late parent pick-up fee. The late fee policy is as follows:

The first charge begins/starts at 6:31pm, \$1 per minute.

All late fees will need to be paid at one of the three YMCA branches. **Late fees must be paid the night they are incurred. Proof of payment will be required in order for the staff to check your child in the next day.** Repeated tardiness may result in termination of care.

WHAT CHILDREN SHOULD BRING EACH DAY

Children should be dressed appropriately for active camp activities and for weather. Light t-shirts and shorts are best. Campers will possibly come home dirty.

Athletic shoes are required (**sandals, flip-flops, or crocs may cause injuries and do not work for active games and hikes.**) Socks should always be worn with shoes in order to maintain healthy feet. Campers who are inappropriately dressed may be limited in their activities, and parents may be contacted to address the situation.



A nutritional lunch in a sturdy container or cooler **with ice or ice pack if needed**, with your child's name on it.

Swimsuit, sunscreen (spray on is highly suggested), water shoes and towel on swim days. Swimsuits should be worn to camp only on Big Event Trip days. A plastic bag should be sent for wet clothes. When in doubt, always pack these things.



A bag or backpack must be brought each day in order to help keep campers belongings secure. **Please put your child's name on each article sent to camp.**



Water bottle (filled with water and frozen the night before). The Health Department requires the **child's name** to be on the water bottle.



Toys from home may be brought on days specified by the Camp Director. Otherwise, all toys and electronic devices must be left at home. The YMCA cannot be responsible for lost or stolen toys.



Most of all, the children need to bring an open mind and a willingness to have a fun summer!

NOTE: Please mark ALL belongings with the child's full name. Check for all belongings when you pickup up your child. All lost-and-found items will be donated to charities frequently. The YMCA will not be responsible for lost items.

FIELD TRIPS

As part of our service to you and your family, the YMCA will be taking many field trips during the summer. All field trip admissions and transportation are included in your fees. If your camper will not be attending the weekly field trip, you must find other arrangements for the day. There will be no supervision at the Y on field trip days if your child comes late or does not want to attend the trip. We do not authorize parents to drop off or pick up children from field trip locations. This disrupts our count and tracking of children. **Parents will need to provide sack lunches for all field trips.**

In an effort to ensure your child's safety, we will take the following precautions:

- In order to maintain reasonable group sizes and proper group control, our staff-to-child ratio will be lowered to 1 staff person for every 12 children in care.
- There will be a minimum of two staff assigned to each group of children to ensure the highest level of supervision.
- The staff are required to do face counts on a regular basis to make certain that all children are accounted for.
- Under no circumstances will a child be allowed to use any public restroom until a YMCA staff person has secured the restroom. This ensures the restrooms are always safe.
- All transportation to and from field trips will be provided by Arlington Independent School District (AISD) drivers on AISD buses or a charter bus that has been screened through the Y.

Field trips may be cancelled due to weather and may not be rescheduled due to timing constraints.



BIG EVENT TRIPS

One Big Event trip will be taken each week in addition to swimming. Impromptu trips may be taken on rainy days. Parents will be notified of any changes in the field trip schedule. Campers will return from Big Event trips by 5:30pm. Campers may bring extra money in a wallet, but it is recommended that it is not more than \$5. It is up to the Camp Director's discretion to allow the children to purchase items on a field trip. At no time will the children be allowed to purchase items from gift shops while on field trips. Campers are responsible for their own money and belongings. Parents may attend Big Event Trips but must have an approved volunteer form and criminal background check on file at the Arlington-Mansfield Area YMCA at least three weeks in advance. The YMCA will approve all volunteer forms.

PARENTAL VISITATION AT CAMP

Parents are welcome to visit the summer camp program at any time. We welcome parents who wish to spend time playing with their children, or those that wish to view the daily activities of the program. The YMCA does not require parents to get approval before visiting. When you visit please seek out the Camp Site Director and let him/her know that you are there so he/she is aware of your presence. While visiting you will be asked to interact with only your child and no other children in the program.

PARENTAL INVOLVEMENT AT CAMP

Parents are encouraged to participate in all day camp activities with their child. In order to do so, each parent that wishes to participate must have a current criminal background check on file with the Arlington-Mansfield Area YMCA as well as a volunteer application. This process can take up to two weeks so any parent wishing to participate should begin this process early. The Arlington-Mansfield Area YMCA reserves the right to deny participation to any parent wishing to participate in our program based on the results of their criminal background check.

ILLNESS AND INJURY

Children with signs of illness should not be sent to camp. The child must be fever free (100.4 degrees or less) for (24) twenty-four hours before returning to camp. Campers who become ill or are injured at camp will be made as comfortable as possible until parent can pick up. Camp staff will administer basic first aid and use good judgment. Parents will be notified when deemed necessary by the staff. Parents should pick up ill or injured child(ren) within a reasonable amount of time and consult a doctor if necessary. In an emergency, the camper will be taken to the nearest hospital or emergency medical clinic. Emergency personnel will be called if necessary. Parents will be notified as soon as possible. Certain risks of injury are inherent during participation in these programs and activities. The participant's insurance is the primary coverage in any accident.

MEDICATION AND HEALTH CONCERNS

A medication authorization form must be on file before staff will be allowed to administer prescription or over the counter medication. This form must be signed by the child's doctor in order to administer any over the counter medication. All medication must be in its original container with directions on the container or clearly written on the medication form. All medication must be returned in to staff. Any medical needs must be reported to the Site Director verbally and in writing. All medications will be stored in a locked first aid kit at all times. Any time a staff administers medication it will be documented and kept on file at the site. All medicine should be picked up at the end of the summer program.

The AMA YMCA does not require employees to be vaccinated at this time; therefore, there are no exemptions given due to medical, conscience or religious belief, nor procedures requiring that the employee be vaccinated. There is no retaliation, disciplinary actions or discrimination against employees that are not vaccinated. Each of our first aid kits have gloves so that our staff can care for direct exposure to children. This will serve as a written document of the policy.

IMMUNIZATION, HEARING AND VISION REQUIREMENTS

The Texas Department of Family and Protective Services requires all childcare facilities to have on file proof of each child's immunization as well as proof of hearing and vision testing. As you are aware, the YMCA provides care at elementary schools. As long as each child has these items on file at the elementary school that he/she attends the YMCA meets this requirement. TB tests are not required for children in our program.

PARENT GUIDE/MINIMUM STANDARDS/EMERGENCY PLAN

A copy of the Arlington-Mansfield Area YMCA's Parent Guide is available online. A copy of the Parent Guide will also be on file at each summer camp for parents to review. A copy of the Minimum Standard Rules from Childcare Licensing will also be on file at each summer camp for parents to review. In addition, emergency plans are available for parents and guardians at each childcare site at which we operate as per licensing standards. If a parent has any questions about the parent guide, the minimum standards or the emergency plans, he/she is encouraged to ask the Camp Director or call a Childcare Program Director (Jessica Moore at the Central Family Center 817-274-9622, ext. 2400; Emilie Marez at the Cooper Family Center 817-419-9629, ext. 4700 or Brian Reber at the North Family Center at 817-548-9622, ext. 3501). Any parent wishing to contact Childcare Licensing directly can do so at 817-321-8600. The Texas Department of Family and Protective Services may also be contacted at <http://www.dfps.state.tx.us/default.asp>.

TDFPS Phone Number: 817-321-8600

Child Abuse Hotline Number: 1-800-252-5400.

Each camp site has an Emergency Preparedness Plan available on-site specific to its school and program. This plan is available for review by YMCA staff, licensing representatives and parents.

PARENTAL NOTIFICATION OF POLICY CHANGES

If for any reason there are changes to the Arlington-Mansfield Area YMCA's policies and procedures each parent will be notified in writing as soon as possible.

EXPECTATIONS AND EVALUATIONS

Campers, staff and parents all have personal expectations about summer camp. Every attempt will be made to make summer camp an enjoyable experience for everyone. The kids will be getting hot, tired and, yes, even dirty. Staff and campers will be doing fun and crazy things such as getting dirty and performing goofy skits. Please understand that this is a summer camp and these things will occur. Throughout the summer, the kids will be asked to bring or wear things that will enhance the imagination of their camping experience. It is important that you as a parent, allow, encourage and help your child to fully participate in these activities. Parents and campers will be given an opportunity to evaluate the camp throughout the summer. If you have any questions or suggestions, please communicate them to the Camp Director. Open communication between parents and staff is necessary for a successful camp experience.

Please mark all of your child's belongings and do not allow him/her to bring toys, electronic devices or radios to the program. **The YMCA will not be responsible for lost or stolen items.**

GANG FREE ZONE

All YMCA childcare programs operate in a Gang Free Zone, within 1000 feet of the site. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas Law.

SAFETY OF CHILD

Speak to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you. Explain to your child that he/she has a basic right to privacy, and that no one should touch them inappropriately or compel them to touch someone else inappropriately. Instruct your child to always remain a part of a group. Stress safety in numbers. Be concerned if your child suddenly becomes withdrawn, balks at attending certain activities or being around a particular person and seek, gently, to find out why. Report any actions by YMCA staff or volunteers which you deem to be inappropriate to a Childcare Program Director. If these actions involve suspected child abuse, contact the Texas Department of Family and Protective Services immediately or call your local police department.

DISCIPLINE POLICY

YMCA camp staff will provide clear, reasonable limits for the campers' behavior. Positive behavior will be reinforced and negative behavior identified and redirected. Staff members will intercede if a child's behavior is harmful to him/herself or others. Below are our basic guidelines for discipline. These guidelines may be adjusted to meet an individual child's needs.

When a child chooses not to follow a staff's instructions or misbehaves:

We will talk to the child first about what they did and try to redirect (when possible).

If the child continues to misbehave, he/she will be given a "time-out" where a child is separated from the group/activity in order to think about his/her behavior choice.

If a child continues to misbehave additional "time-outs" will be given and a "Character Development Assistance" may be written. Character Development Assistance are letters that inform the parents of their child's behavior.

If a child continues to misbehave then a parent may be called and asked to speak to their child and/or arrange for their child to be picked up in a timely manner. This applies during field trips as well as the camp site.

Any child who continues to have difficulty behaving may be subject to the following procedures:

- Parent/Camp Director/Program Director meeting
- Suspension from the program

The YMCA reserves the right to ask any child to leave the program for his/her betterment or the welfare of the group.

If a child exhibits what the Arlington-Mansfield Area YMCA considers to be aggressive or inappropriate behavior (ex: inappropriate touching or conversation), that behavior will lead to an automatic Character Development Assistance. Continued aggressive or inappropriate behavior will lead to a suspension from the program.

Any time a child is sent home for the day because of behavior problems that child will be expected to be picked up within one hour of being notified.

SUSPENSIONS

If a child is suspended from camp and your child attends for three days or more within a camp week, there will be no refund or credit given.

BABYSITTING POLICY

It is the YMCA's policy that no staff member of the YMCA may babysit, transport or have additional contact with children in the program outside of the Program times. Violation of this policy will result immediate dismissal of the staff member.

PLAYGROUND STATEMENT

According to licensing requirement I746.4609:

(If my childcare center is located in a public school facility, must I meet the same safety requirements for outdoor play equipment? *If you are licensed to provide only after-school care in a public school facility, you must inform parents in writing at the time they enroll their child if the outdoor play equipment you plan to use at the public school facility does not meet licensing standards specified in this subchapter. Otherwise, children must not be allowed to use equipment that does not meet Licensing standards.*)

We must notify you that the playground at our program does not meet some of the high standards set by our licensing agency. This does not mean the equipment is unsafe. We feel confident that our staff will be able to appropriately care for the children on the playground despite these small concerns. Please contact the childcare department if you have any questions or concerns.

CHILDREN WITH SPECIAL NEEDS

The Childcare Department must be informed before a child with special needs, disabilities, chronic illnesses and/or any medically fragile conditions participates on the first day. If your child falls into one of the above categories, please contact a Childcare Program Director before the first day of participation.

NONDISCRIMINATORY POLICY

The Arlington-Mansfield Area YMCA will not discriminate against persons with disabilities in all YMCA programs, including but not limited to childcare, camps, before and after-school programs, classes and recreational programs. If the program participant has a disability, impairment, or condition that requires medication or other reasonable modifications, please inform the YMCA of the participant's needs before the program begins to ensure that the YMCA is prepared to address the participant's needs. Once a modification request is submitted, the Arlington-Mansfield Area YMCA will consider that request on a case-by-case basis and will attempt to accommodate the participant within a reasonable amount of time. The request will only be denied if it amounts to a fundamental alteration of our program, undue hardship, or poses a direct threat to the health and safety of self or others. The Arlington-Mansfield Area YMCA will make individualized determinations based on the specific facts of each request. If, at any time, the Arlington-Mansfield Area YMCA feels that a participant has special needs that require more individualized or specialized care than we are able to offer, a meeting will be scheduled with the participant or the participant's parent or guardian to discuss the situation and may consider alternate options to meet that participant's needs.

DIABETES MODIFICATION

Arlington-Mansfield Area YMCA will make reasonable accommodations for children with diabetes, upon request from the child's parent or guardian, unless such a request amounts to a fundamental alteration of the program. Arlington-Mansfield Area YMCA will make individualized determinations based on the specific facts of each request.

Diabetes Medical Management Plan for Participants with Diabetes:

Arlington-Mansfield Area YMCA Authorization for Care of Children with Insulin-Dependent Diabetes and Diabetes Medical Management Plan (DMMP)

This plan should be completed by the participant's personal diabetes health care team, including the parents/guardian. It should be reviewed with relevant Arlington-Mansfield Area YMCA staff and copies should be kept in a place that can be accessed easily by the authorized YMCA personnel.

Parent(s)/guardian(s) must provide the following:

A signed copy of the DMMP form or similar. This form must be filled out completely by the child's doctor and parent(s)/guardian(s), and must be updated each time the child enrolls in a YMCA program. The form is designed to provide YMCA with information necessary to ensure proper management of the child's diabetes and quick and effective response to emergencies.

All equipment and specialty foods needed for testing or treatment. The parent(s)/guardian(s) is responsible for the maintenance of materials and equipment, including ensuring that the blood glucose meter is in good working order. The YMCA is not responsible for damage or loss of equipment or specialty foods.

A signed copy of the YMCA's "Release and Waiver of Liability for Testing of Children with Diabetes." This form releases the YMCA and its employees from liability for exercising the actions outlined in this plan, provided the YMCA exercises reasonable care in following the doctor's and parent(s)/guardian(s) instructions.

Date of Plan: _____ This plan is valid for the following dates: _____ - _____

Participant's Name: _____ Date of Birth: _____

Date of Diabetes Diagnosis: _____ 1 type 1 1 type 2 1 Other _____

YMCA Location: _____ YMCA Phone Number: _____

Age of Participant: _____ School Grade of Participant: _____

CONTACT INFORMATION

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Email Address: _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Email Address: _____

Participant's Physician/Health Care Provider: _____

Address: _____

Telephone: _____

Email Address: _____ Emergency Number _____

Other Emergency Contacts:

Name: _____ Relationship: _____

Telephone: Home _____ Work _____ Cell _____

MEAL/SNACK CONSIDERATIONS

1 Meals and snacks shall be provided by the parent/guardian

1 Child may have standard meals and snacks provided by the YMCA

PHYSICAL ACTIVITY AND SPORTS

1 A quick-acting source of glucose must be available at the site of recreational activities and sports

1 Child should eat 1 before activity 1 every 30 minutes during activity

1 after vigorous physical activity 1 Other _____

Avoid physical activity if: _____

CHECKING BLOOD GLUCOSE

Target range of blood glucose: 1 70-130 mg/dL 1 70-180 mg/dL

1 Other: _____

Check blood glucose level: 1 Before lunch

1 Other _____

1 As needed for signs/symptoms of low or high blood glucose

1 As needed for signs/symptoms of illness

Preferred site of testing: 1 Fingertip 1 Forearm 1 Thigh 1 Other: _____

Brand/Model of blood glucose meter: _____

Participant's self-care blood glucose checking skills:

1 Independently checks own blood glucose

1 May check blood glucose with supervision

Continuous Glucose Monitor (CGM): 1 Yes 1 No

Brand/Model: _____ Alarms set for: 1 (low) and 1 (high)

*Note: Confirm CGM results with blood glucose meter check before taking action on sensor blood glucose level. If participant has symptoms or signs of hypoglycemia, check fingertip blood glucose level regardless of CGM.

HYPOGLYCEMIA TREATMENT

Participant's usual symptoms of hypoglycemia (list below):

If exhibiting symptoms of hypoglycemia the following treatment should be followed:

If the participant is unable to eat or drink, is unconscious or unresponsive, or is having seizure activity or convulsions (jerking movements) the following should be followed:

Glucagon: 1 1 mg 1 ½ mg Route: 1 SC 1 IM

Site for Glucagon injection: 1 arm 1 thigh 1 Other: _____

Call 911 (Emergency Medical Services) and the participant's parents/guardian.

Contact participant's health care provider if participant's parent/guardian is unavailable.

HYPERGLYCEMIA TREATMENT

Participant's usual symptoms of hyperglycemia (list below):

If exhibiting symptoms of hyperglycemia the following treatment should be followed:

If the participant has symptoms of a hyperglycemia emergency, including dry mouth, extreme thirst, nausea and vomiting, severe abdominal pain, heavy breathing or shortness of breath, chest pain, increasing sleepiness or lethargy or depressed level of consciousness: Call 911 (Emergency Medical Services) and the participant's parents/guardian. Contact participant's health care provider if participant's parent/guardian is unavailable.

INSULIN THERAPY

Insulin delivery device: 1 syringe 1 insulin pen 1 insulin pump

Provide details of insulin therapy and schedule: _____

Participant's self-care insulin administration skills:

1 Yes 1 No Independently calculates and gives own injections

1 Yes 1 No May calculate/give own injections with supervision

1 Other _____

ADDITIONAL INFORMATION FOR PARTICIPANT WITH INSULIN PUMP

Brand/Model of pump: _____ Type of Insulin in pump: _____

Other information regarding pump usage: _____

SUMMER CAMP CHARACTER DEVELOPMENT ASSISTANCE FORMS



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Character Development Assistance

Date: _____ Child's Name: _____

Your YMCA Afterschool Program places a strong emphasis on character development and strives to provide a safe environment for all children. As children make inappropriate choices that conflict with our character values of caring, honesty, respect, and responsibility, or are unsafe to themselves or others, we work to enhance their skills.

Today we worked with your child on the following character value(s):

Caring	Honesty	Respect	Responsibility
<input type="checkbox"/> Themselves	<input type="checkbox"/> Themselves	<input type="checkbox"/> Themselves	<input type="checkbox"/> Themselves
<input type="checkbox"/> Staff	<input type="checkbox"/> Staff	<input type="checkbox"/> Staff	<input type="checkbox"/> Staff
<input type="checkbox"/> Peers	<input type="checkbox"/> Peers	<input type="checkbox"/> Peers	<input type="checkbox"/> Peers
<input type="checkbox"/> Facility	<input type="checkbox"/> Facility	<input type="checkbox"/> Facility	<input type="checkbox"/> Facility
<input type="checkbox"/> Equipment	<input type="checkbox"/> Equipment	<input type="checkbox"/> Equipment	<input type="checkbox"/> Equipment

Comments/Description of Behavior:

Inappropriate choices that continue to compromise the safety and well-being of your child, other children in the program, and/or staff may result in termination of YMCA services at the discretion of the director.

Action to be taken if the behavior continues:

Warning _____ 1 Day Suspension _____ 3 Day Suspension _____
Parent Conference before returning _____ Expulsion from program _____

Please feel free to contact your Site Coordinator or the Director for further discussion.

Form Completed By Date

Site Director Date

Parent/Guardian Date

YMCA Mission: To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. To make sure your child remains safe outside the YMCA's supervision and to protect our staff members and volunteers, the Arlington-Mansfield Area YMCA encourages your cooperation in the following areas:

- It is the YMCA's policy that no staff member of the YMCA may babysit, transport or have additional contact with children in the program outside of the program times. Violation of this policy will result in immediate dismissal of the staff member.
- Please understand that you are not to leave your child at a YMCA facility, school site or playing field unless you have properly checked-in your child with a YMCA staff member.
- Please understand that, for your child's safety, should a person arrive to pick up your child who appears to be under the influence of drugs or alcohol, our staff will have no recourse but to contact the police.
- Please understand that the YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- Please understand that your child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up your child must either be listed with the YMCA (on the enrollment form) or other arrangements must be made by calling the YMCA to inform them of a change. Anyone picking up your child will need to provide a picture ID (until staff become familiar with you).

Arlington-Mansfield Area YMCA STAFF CODE OF CONDUCT

If a parent ever feels that one of our employees is not living up to the Staff Code of Conduct, please notify your childcare director.

1. In order to protect YMCA staff, volunteers and program participants, at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in threes, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs (diapering, putting on bathing suits, taking showers, etc.) When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - Physical abuse—strike, spank, shake, slap
 - Sexual abuse—inappropriate touch or verbal exchange
 - Mental abuse—shaming, withholding love, cruelty
 - Verbal abuse—humiliate, degrade and/or threaten
 - Neglect—withholding food, water, basic careAny type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff are not to transport children in their own vehicles.
7. Staff may not date program participants under the age of 18. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
8. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint, used only in pre-determined situations (necessary to protect the child or other children from harm) is only administered in a prescribed manner and must be documented in writing.
9. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion or culture.

Arlington-Mansfield Area YMCA
STAFF CODE OF CONDUCT (continued)

10. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
11. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
12. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
13. Staff must appear clean, neat and appropriately attired.
14. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
15. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
17. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
18. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
19. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
20. Staff may not photograph program participants for personal use. This includes still photos and video recordings. Recording program participant voices is also prohibited. All photos/recordings of program participants will remain the property of the Arlington-Mansfield Area YMCA.
21. Under no circumstances should staff release children to anyone other than the authorized parent guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.
23. Staff are not to initiate contact or allow children to contact them outside of YMCA programs.



**MARK YOUR
CALENDAR!**

**Save your spot
for BEFORE and
AFTER school
Childcare!**

**Enrollment
Begins:**

July 1, 2018

