



Glasgow Rec Center YMCA Summer Camp Parent Handbook

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

The Y Summer Camp program is designed for the children of working parents and those that want their children involved in fun-filled, recreational day camp with educational enrichment to help bridge the summer learning gap. It provides a safe, wholesome environment for students going into k-5th.

The program will offer a wide selection of weekly themes, team & character building, a variety of sports exposure, swimming, field trips, nutrition education & activities, hands-on science experiments & activities, as well as, a variety of other reading & math enrichment and physical fitness programs.

Times and Hours of Operation:

7:00am-6:00pm

Dates of Camp Operation:

Camp is reserved and paid for in weekly segments. Beginning dates coordinate with Boonville School district. There will be no camp for your child until Boonville School's are out for the school year.

Glasgow Summer Camp will be closed on the following dates:

July 4th

Daily Schedule:

7:00-8:00	Check In: Kids Choice Activities or Centers
8:00-8:45	Breakfast
9:00-9:15	Spilt into groups: Camper/Counselor morning meeting
9:15-11:00	Varies Activities: Team building, Sports, Educational, etc...
12:30-3:30	Pool, Field Trips, Guest Speakers, etc...
3:30-4:00	Snack
4:00-6:00	Campers Choice: Indoor/Outdoor Play

Sign In/Out Procedure:

It is mandatory that you or an adult approved on your child's enrollment form sign your child/children in and out daily. If there is any person you need to pick your child/children that is not on his or hers pick up list, we will need written permission or phone call from the parent or guardian prior to pick up. Please let the Program Director's know of any personal information changes, examples: phone numbers, address, emergency contacts, approved people on pick up list, etc. Only individuals 16 years of age or older may pick up a child from the Summer Camp program. There will be no exceptions. Valid identification is necessary for anyone picking up

Cost & Weekly Deadlines to pay:

Non-Refundable Registration Fee:	\$ 15.00
Full Week Rate (4-5 days per week):	\$65/ week Members \$85/ week Non-Members
Partial Week Rate (3 days per week or less):	\$42/ week Member \$54/ week Non-Member

There will be no invoices. It is solely the responsibility of the parent(s) or guardian to ensure all payments are made promptly and on time. Payments can be made via cash, card, or checks made payable to Boonslick Heartland YMCA at the front desk on or before Wednesday of the prior week. Anyone registering after Wednesday will be based on availability: enrollment is not guaranteed as spots are limited.

In order to pre-register your child for weeks they will be attending, we require that you set up scheduled automatic payments via EFT or credit card. This can be done at the Front Desk at the time of registration. If you do not wish to set up auto pay, you may either pre-pay for any week(s) you wish to at the time of registration, or register and pay for weeks as the summer progresses.

Scholarships:

Your family may apply for scholarships through the office of the YMCA. Please be aware this takes minimum of 5-7 business days to process. Do not wait for the last minute to get this application process going.

Anyone applying for scholarship must first apply for Childcare Assistance through the Department of Social Services. Applications will be available at front desk. We will not stack state assistance and scholarships.

Children not picked up by 6:00 p.m.:

Children must be picked up by 6:00 p.m., if not, you will be charged a late fee per child as follows that will need to be paid in full upon pick up:

6:01 – 6:14 p.m. = \$10.00 late fee

6:15 –6:29 p.m. = \$15.00 late fee

6:30 – 6:44 p.m. = \$20.00 late fee

6:45 or later = \$30.00 late fee

After all attempts to contact parents and emergency contacts have failed, a child who is not picked up by 7:00 PM will be considered abandoned. The police department and Division of Family Services will then be called. Child may be removed from the program if payment is not made.

Child Custody Cases:

You must present legal documents if for some reason your child cannot be picked up by one parent or the other (i.e. Divorce papers, Ex Parte). You are required to complete all parents' information on the enrollment form in blue or black ink. We cannot refuse a parent if they want to pick their child up if they are on the enrollment form. Our staff will stay neutral to the best of their ability in all cases involving child custody. During these difficult times please remember, we can only do what is best for all children concerned.

Personal Property:

We recommend that you send your child with a water bottle each day. The YMCA is not responsible for any personal property brought to the YMCA. Please make sure your child's name is on ALL their belongings. If any property is brought to the program site that may cause disruption, you will be asked to remove the property. As a matter of policy, we ask that you do not bring any handheld electronic devices, including cell phones or video games, to the program. We also discourage bringing trading cards or toys. These items can disrupt a program and cause much friction with the children. It is okay to bring backpacks and/or lunch boxes with names on them. If there is an emergency, the Y staff will call you.

T-Shirt & Daily Attire:

Your child should wear comfortable clothes, as we will be in and outside. The gym does not have air conditioning, but we will have the big fans and open windows and doors to keep the air moving. We will be rotating throughout each day into different areas of the YMCA and the outdoors. Your child should wear tennis shoes every day! Along with appropriate clothing, nothing too revealing, no curse words or illegal minor logos or graphics, etc. If inappropriate clothing or shoes are worn, parents will be called to either bring clothing or shoes or pick up the child.

Camp shirt must be worn on Field Trip days!

Curriculum:

Students will be placed in age appropriate groups and rotate among the activities scheduled for each day. Additional daily activities may include, but are not limited to: academic and science enrichment activities, such as educational games; artistic exploration activities, such as various craft related activities; and a variety of recreational activities. The YMCA Summer Camp program is intended to provide both academic and athletic enrichment for the kids during those potentially lazy summer months, and we do our best to keep both their minds and bodies moving.

Meals:

Children will be provided breakfast, lunch, and snack on a daily basis. Accommodations can and will be made for children with food sensitivities/allergies. Please indicate any sensitivities/allergies in the Medical Information section of the Registration paperwork. If your child has specific dietary needs exceeding a few sensitivities/allergies, please speak with the Youth Development or Childcare Coordinator so that the necessary arrangements can be made.

Swim Day:

Each group will get to swim at least two days a week, make sure that you pay attention to their daily schedule. This is a privilege for all campers. Those that do not meet the required behavior parameters according to our discipline policy, may have to miss swim minutes or sit out a day. Please mark your child's name on all items. It is optional, yet recommended, to bring goggles. The YMCA pool has a deep water swim test that every child must pass to be able to go into the deep and/or use the slide. Assigned swim days will be based on numbers of students and week to week basis. If a child does not pass the swim test they will need to get an X on their arm that states, they need to stay in the shallow end.

Field Trips:

The YMCA Summer Camp will offer field trips both locally and in the Columbia area. Field trips are individual for each age group. Examples of field trips include, but are not limited to: skating in Boonville or Columbia; play days at Cosmo Park; Rock Bridge State Park. Once finalized, the schedule of field trips is included in each camp/age groups weekly schedule, and can be obtained at the front desk.

The cost of field trips is included in the weekly fee for Summer Camp attendance. However, some field trips may have additional fees associated with them. As stated earlier, all campers must wear their camp shirt on field trip days. This is a precaution taken due to our large number of participants.

Parents are welcomed, and even encouraged, to attend field trips. As a safety precaution, we ask that parents do not bring siblings under the age of 18 who are not enrolled in the camp with them. Only participants and staff are allowed to ride the bus: parents must drive and pay for themselves. We take pride in promoting the health and well-being of each camper and staff member: as such, all field trips are drug, alcohol, and smoke free environments.

Accidents:

The YMCA is not responsible for any personal injury incurred while the children are at the program. Parents are encouraged to purchase insurance to cover accidents. You will be informed of any accidents that occur while your child is at the YMCA and sign an accident report, letting you know every detail.

Medication Policy:

Please list all medications taken regularly on your child's enrollment form. If an accident occurs, it is very important to know what medications are taken at home. A child may not receive medication of any type from the program unless medication is absolutely necessary and required by the doctor to be given during the program. If this is the case, we require parents/guardians to please follow these procedures:

- Fill out medication form (located at the site), advising the Site Director of the amount and frequency of dosage.
- The medication must be in the original container with the pharmacist's label marked with the prescription name, date, child's name and the physician's name. (Your pharmacist will provide an additional container for this purpose).
- At the end of the medication period, parents should take home any unused medication.

Ill Children:

A child MAY NOT enter the Summer Camp program if they are experiencing any of the symptoms below:

- Fever of 100.1 degrees Fahrenheit or higher.
- Rash that may be considered contagious.
- If the child has vomited or experienced diarrhea twice or more on the same day of the program.
- Head lice (including nits or eggs).
- Any other illness that is deemed contagious.

When any contagious disease does occur within the program, each child's parents shall be notified immediately. Please inform the Site Director if your child develops a contagious disease, so we can notify the other parents.

Children who are suspected of having a contagious illness shall not be accepted into care. If a child becomes ill while in the program, parents/guardians are requested to come for their child at once. The ill child shall be isolated from the other children and will be monitored by staff until the parent/guardian can arrive within the hour of being called. They may not return until they are fever free for 24 hours without the assistance of medication. Any neglect of this policy may result in your child being permanently released from the program.

Head Lice:

If your child contracts head lice, they may not stay in the program. If we find evidence of head lice on your child, you will be called to pick your child up immediately. He/she may not return until treated, and upon our staff finding no evidence of eggs or lice. This is highly contagious. We cannot put the other children at risk. If we do find a case of this, we will examine the other children for head lice and notify all parents.

Discipline:

Children count on the wisdom of adults to set reasonable limits for them. Limits are necessary to maintain safety, protect health, and guard the rights of others. Only constructive methods of discipline shall be used to promote a child's self-discipline and good behavior. Humiliating, frightening, or physical punishment of a child is strictly forbidden.

Discipline differs from punishment. Discipline focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior. The attitude of the staff is to instruct, rather than to condemn. Discipline is a process of teaching, learning and positive reinforcement. Group control is necessary, but discipline is addressed on an individual basis. Each child in the Summer Camp is regarded as unique and special. This belief is demonstrated in the way staff treat children and one another. As models for the children, staff will strive to be fair and consistent and will show the children the respect they want for themselves.

Summer Camp Basic Rule:

Respect all staff, campers, and properties belonging to the YMCA or self and others with ones words, actions, and attitude.

The following behaviors are considered inappropriate and will receive negative marks: hitting, biting, kicking, throwing or any other physical action that may cause harm to any other child or adult; use of obscene language, spitting or other forms of verbal abuse or degradation by children directed at other children or program assistants; repeated refusal by a child to comply with the rules and/or failure to listen to an assistant, and any child's behavior that is potentially harmful to himself/herself.

An Incident Report will be used any time a situation has occurred with a child where a certain behavior has disrupted the program, harmed or potentially harmed any child involved, or has caused concern from staff that the behavior could serve to diminish the program. Once an incident report has been written, the following options of discipline will be offered:

- Incident Report Only
- 3 – 5 Day Suspension
- Program Expulsion

IF A SEVERE BEHAVIOR INCIDENT OCCURS, YOUR CHILD MAY BE SUSPENDED OR EXPELLED IMMEDIATELY.

The Glasgow Rec Center, YMCA makes every effort to ensure the safety of all children. That is why we will not tolerate any violent or aggressive behavior. The steps above can and will be surpassed, and we will move to an immediate suspension or expulsion if the behavior displayed by your child is deemed to be severe enough to potentially put themselves or others in harm's way. This includes any threats made to staff or other children or bringing any potentially dangerous objects to the program with them. (Knives, smoke bombs, firecrackers, guns, etc.).

We judge each incident and each consequence by the severity of the actions involved. If at any time you feel that the actions taken were handled in an unfair or unjust manner, please feel free to contact the Program Director, at 660-882-8500 to schedule an appointment to discuss the situation.