



Lancaster Family YMCA **Summer Camp 2017** *Parent Manual*



For Youth Development
For Healthy Living
For Social Responsibility

City Center Branch
265 Harrisburg Avenue
Lancaster, PA 17603
Phone: 717-393-9622
Fax: 717-397-7815

Lampeter-Strasburg Branch
800 Village Road
Lancaster, PA 17602
Phone: 717-464-4000
Fax: 717-464-4666

YMCA at New Holland
123 North Shirk Road
New Holland, PA 17557
Phone: 717-354-4747
Fax: 717-355-99433

www.lancasterymca.org

Summer Camp 2017

General Information

Lampeter Strasburg Camp
Begins: Monday, June 5, 2017
Ends: Friday, August 18, 2017
New Holland and City Camps
Begins: Monday, June 12, 2017
Ends: Friday, August 25, 2017

Hours: 7AM-6PM

Locations:

City Center Branch

265 Harrisburg Avenue
Lancaster, PA 17603

Melissa Adams: 717-393-9622 ext 1124 or
madams@lancasterymca.org

Lampeter-Strasburg Branch

800 Village Road
Lancaster, PA 17602

Melissa Adams: 717-393-9622 ext 1124 or
madams@lancasterymca.org

YMCA at New Holland

123 North Shirk Road
New Holland, PA 17557

Melissa Adams: 717-393-9622 ext 1124 or
madams@lancasterymca.org

YMCA Summer Camp Parent/Guardian Handbook

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* Indicates forms that MUST be returned to the YMCA at least 7 days before your child's first day of care.



Welcome

Thank you for choosing the YMCA Summer Day Camp! We look forward to serving you and your family.

Mission

To be a leader in developing and providing those programs and services that enhance the spiritual, mental and physical well-being of our community.

YMCA Core Values

Honesty
Caring
Respect
Responsibility

Our programs are committed to our Core Values; we will always refer to our Core Values as we give guidance to your child.

YMCA Summer Day Camp Overview

The Lancaster Family YMCA offers the Summer Camp at the City Center, Lampeter-Strasburg, and YMCA at New Holland branches. This program is open to all children who have completed Kindergarten through age twelve.

Our program is convenient and flexible! Summer Camp operates from 9 AM to 4 PM. Drop off is 7am-9am, pick up begins at 4pm-6pm.

Programming

Our staff creates a safe, fun and enriching environment for the children. Children will have the opportunity to participate in arts, crafts, sports, science experiments, creative dramatics, music, games and much more. In addition we will take field trips as well as have scheduled visitors. All field trips will be scheduled and communicated to you at least one week in advance.

Staff Requirements

Our staff are experienced, trained and are a positive role model for the children.

All staff are required to have the following training and experience:

- First Aid and CPR Training/Certification
- Child Abuse Training
- Child Abuse, Criminal History and FBI Fingerprint Clearances
- A Minimum of 1 year experience with children
- 3-Day YMCA Camp Training

Enrollment Policy

Enrollment is on a first come, first served basis. If you do not register for all weeks of camp and pay or set up automatic withdraw, we cannot guarantee space will be available. **You must have a youth membership or family membership at the time of registration to receive the membership pricing for camp. No discounts will be taken after registration.** By enrolling in Summer Camp programs you are agreeing to the terms in our manual. The program is open to children who have completed Kindergarten through age twelve. A completed registration form, \$60.00 registration fee and first week's camp payment are required to hold a space for your child. Participation in the

Summer Day Camp program is permitted regardless of race, color, religion, sex, national origin, or physical or mental disability.

The following are the forms that are due 7 days prior to your child's first week to the Welcome Desk:

- Parent Statement of Understanding (Pg. 12)
- Medication Log (if applicable, Pg. 13)
- Behavior Agreement Policy (Pg. 14)
- Emergency Contact Form (Pg. 15)
- Child Health Assessment (Pg. 16)
- Summer Camp Payment & Policy Contract (Pg. 17)
- YMCA Waiver / Release Form (Pg. 18)
- Summer Camp Agreement (Pg. 19)

All forms must be received 7 days **prior** to your child's first day of camp.

Any court order that impacts your child's participation must be supplied at the time of registration, i.e. a protection from abuse for you or your child, a visitation agreement or custody agreement must be supplied at the time of enrollment or at the time the document is effective.

Dismissal Policy

The YMCA may terminate care at any time without notice if you or your child violates any policy outlined in this manual.

Payment Policy

Payment for registered weeks must be either paid in full or set up with auto draft at the Welcome Desk at your child's summer camp site. If you choose to register weekly you are not guaranteed to have a reserved space each week.

Once payment is made or scheduled, no refunds or credits are given unless there is a two week written notice of cancellation to the Family Services Director (verbal to Camp Counselors, Welcome Desk Associates or voicemail will not meet this requirement.) There is a limit of one schedule change per summer. Any schedule change after that will incur a \$20 schedule change fee.

Financial Scholarship

The YMCA offers financial scholarship to those who qualify. An application can be requested by calling any of our three branches or the Family Services Director.

Health and Illness Policy

Children must be immunized. Children enrolled in YMCA Child Care Programs are required to have a physical examination that is within 1 year by a doctor of the parents choosing turned in to the Camp Coordinator within (1) month of enrolling. A new examination will be required annually. *The parent shall cover all costs related to the medical care of the child.*

As a parent, you should discuss any information regarding your child's health with the Summer Camp Coordinator within the first few minutes of drop off. The YMCA takes measures to prevent illness whenever possible; however, places where children play closely, such as summer camp, are especially vulnerable. A child exhibiting signs of illness will not be admitted to the summer camp. This is at the discretion of the Summer Camp Coordinator.

In the event that your child becomes sick at camp, you will be notified and your child will need to be picked up from the summer camp within the hour. It is extremely important that you have a responsible emergency contact person. An ill child shall be kept at home for twenty-four (24) hours or until recuperated (whichever is longer) before returning to summer camp. **A doctor's note will not be accepted until the twenty-four (24) hour policy is satisfied.**

Medication will not be administered at summer camp unless the medication is in its original container, instructions are provided, and a Medication Log Form is filled out and signed by a parent or guardian. Please arrange to administer your child's medication at home if possible. Summer Camp staff will keep a log of every time the medication is administered. Please fill out a medication log form at the end of this packet.

At the discretion of YMCA Summer Camp Staff, in the case of an emergency, paramedics will be called and your child will be taken to the nearest medical facility. Parent and/or guardian will be called immediately. A YMCA Summer Camp staff will accompany your child to the hospital and will remain with your child until a parent/guardian or an emergency contact person arrives. An injury report will be completed and a copy can be given to the parent at the time of pick up.

In the case of minor injury, staff certified in first aid procedures will administer first aid. A courtesy call may be made to the parent. An injury report will be completed and a copy can be given to the parent at the time of pick up.

Camper Inclusion

The Lancaster Family YMCA believes that a diversified population adds beauty and value to life. Acting on this belief we seek to serve and to provide programs to children and families of all abilities and backgrounds knowing that doing so enriches that camp experience for all.

We recognize the each camper has unique needs and that we may not be the best camp for every child. We are not a therapeutic camp and our staff is not trained to provide intense therapeutic support. **If a child receives one to one therapeutic support during the school year they will need to have that same support to be successful at camp.** We welcome the presence of individual support staff (TSS, etc...) throughout the summer and will gladly work with them to give each child their best chance to succeed.

Sign-In/Out Procedures

Children must be **escorted all the way** into the program area and signed in. Children may not be left at a site unless a YMCA Summer Camp Staff is there to supervise. All children must be picked up by 6:00pm and signed out by a person that is designated on the emergency contact form that is at least the age of 18.

If your child is to be picked up by another person advance notice must be given to the Camp Coordinator. For safety purposes, children will NOT be released to anyone (except pre-arranged designated persons) unless prior written notification is given. Children will not be released to persons under the age of 18. **Picture identification will be required.**

Y staff will encourage any adult who appears to be mentally impaired, or under the influence of drugs, alcohol, or other substances to call an emergency contact or a taxi to transport the adult and child home. If the adult chooses to leave, the Y staff will document the license plate number and the Police will be contacted.

Parent Information Areas

As a parent, it is your responsibility to ensure that you have all the information you need regarding the YMCA, the Summer Camp and your child's group. Take the time to ask questions and talk with your child's camp counselor. Summer Camp has a Parent Information bulletin board that you need to check daily for notices and other requests. A newsletter will be published and distributed weekly. Please take the time to read it as it contains valuable information related to what is happening in camp.

Late Pick Up Policy

A late pick-up fee of \$10.00 will be charged for every 15 minutes (or any part thereof) a child is in attendance past 6PM. Late charges will be added to your account and are due the following day of service. Excessive lateness, more than 3 per summer, may result in dismissal from the program.

Media Policy

There will be times when we photograph and or video the summer camp and children in summer camp. The YMCA reserves the right to use this media for marketing purposes. There will be no form of compensation made to a family for the use of a photograph or video clip of their child.

Meals Provided

City Center Branch: Lunch and afternoon snack will be provided daily. Lunch is provided from a summer meal grant due to our City location. In the case of a field trip where we will not be able to provide lunch, you will be notified at least one week prior. **Lunch will need to be brought from home the first and last weeks of camp.**

Lampeter-Strasburg and YMCA at New Holland: Afternoon snack provided. Lunch will need to be brought from home. Please bring nonperishable items as we are not able to refrigerate items. **We are not able to heat lunches.**

Clothing and Footwear Policy

We will do our best to help your child develop a sense of responsibility for their belongings. However, the YMCA can not be responsible for any item that your child brings from home. The YMCA will not be held responsible for any lost, stolen, or damaged clothing, jewelry, or other personal items. Items will not be replaced; there will be no reduction in fee or other form of compensation. **Electronic games, cell phones, iPods, etc. are not permitted. If these items are found they will be confiscated and returned to parent/guardian at time of pick up.**

It is *strongly* recommended that children be dressed in washable, inexpensive, comfortable play clothing and footwear. We believe that sneakers or other closed toed shoes are the safest and most practical. **Flip flops, sandals and other open-toed/exposed heeled shoes are not permitted.** Clothing should cover the children's stomachs and upper thighs. Hats, sunglasses and/or visors are encouraged for outdoor activities. Swimwear and pool shoes are an exception. It is very important that all clothing, jackets, backpacks, etc., be clearly labeled with your child's name.

Items to Bring Daily

- Water bottle
- Sun block
- Bathing suit/swim trunks and towel
- ENERGY AND A WILLINGNESS TO TRY NEW THINGS

*All items must be kept in a bag or backpack and be labeled with the child's first and last name.

Behavior Policy

Behavior is based on the Golden Rule "Treat others as you would want them to treat you." Redirection is intervening before an unwanted behavior occurs. Some forms of redirection are offering alternative choices to behavior and positive reinforcement for wanted behavior. When behavior is unacceptable, staff will explain clearly what is expected to the camper. Children will be reminded that we are working towards a RESPECTFUL, RESPONSIBLE, CARING and HONEST atmosphere. The child's self-esteem is the primary concern when a child needs to be redirected.

"Stop Signs" are written for negative behaviors only after staff have attempted to redirect and discuss the situation with the child 3 times, or if a behavior is extreme (such as physical aggression towards another child or staff, running out of the building, etc). In the case of a pattern of unacceptable behaviors (3 "Stop Signs" in a period of 5 weeks) parents and child will be required to meet with the Summer Camp Staff to work together on a plan of action to improve behaviors. Children may be excused from the YMCA Summer Camp program due to excessive inappropriate behaviors.

Children will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities. Aggressive and unsafe behaviors will not be tolerated and will result in dismissal from the program. Children shall demonstrate self-control and shall follow all directions given by the Summer Camp Staff regarding safety procedures and shall stay with the group for all scheduled activities. Children shall respect private property and understand that stealing or vandalizing will not be tolerated.

Please understand that suspension and termination are steps we hope to not have to take, however, the safety of all the children and staff is our priority.

Parent Code of Conduct

As a parent please conduct yourself in a manner that is consistent with YMCA policies while you are at our summer camp. Please refrain from inappropriate conduct; using harsh, demeaning, threatening or

abusive language; speaking in a level that is not appropriate; physical violence towards staff, a child (your own or another), another parent, member or volunteer, materials or property. If inappropriate behavior is displayed on YMCA premises your summer camp services may be terminated. We also require that you come to summer camp dressed appropriately. ***The entire Lancaster Family YMCA's Member and Employee Code of Conduct can be found on the Member Information board located by the branch Welcome Desk.***

Grievances

If you have a comment or question about your child's care please bring this to our attention in a timely manner. You may speak to your child's Camp Coordinator or Melissa Adams, Family Services Director for City Center Branch and Lampeter-Strasburg. For the YMCA at New Holland you may speak to Alyson Naranjo.

Child Records

Copies of relevant information will be transferred or shared upon your written request only to those people whom you specify in writing.

Prevention of Child Abuse

Child Abuse is a serious concern for the YMCA and will not be tolerated in any form from staff, parents/guardians, family, friends, or another child. **Allegations will be taken seriously and will be reported to the proper authorities.** Reports of suspected abuse are confidential and the YMCA will not confirm nor deny that a report was made. YMCA and Summer Camp Staff are mandated child abuse/neglect reporters as required by Federal and State law. Please be aware that the YMCA, its staff, members, and volunteers have the best interest of the child at heart.

All YMCA staff are expected to read, sign and follow a written Code of Conduct. Staff are not permitted to visit a child outside of the YMCA, take their photograph without your written consent, make contact with children via the internet or transport children in personal vehicles. Staff may not baby sit children in YMCA Summer Camp. You may request a copy of the Staff Code of Conduct for your reference.

POLICY

The Y advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

Y staff members need to be sensitive to each person's need for personal space. The Y encourages age appropriate touch that helps children develop feelings of trust, security and self-esteem; however, at the same time it prohibits inappropriate touch that exploits a child or touch initiated by an adult for the adult's gratification or other means of sexually exploiting children.

In the event that there is an accusation of child abuse, the Y, as a mandatory reporter under Federal guidelines, will take prompt and immediate action. If the alleged abuser is a Y staff member or volunteer, he or she will be immediately suspended from the Y until further investigation.

TYPES of abuse:

Physical Abuse - Injury or pattern of injuries that are not accidental (bruises, burns, bites, welts, etc.).

Neglect - Adults responsible for the well-being of a child fail to provide for the child. May be intentional or due to ignorance of proper child care.

Emotional Abuse - An act (or persistent acts) that endangers mental health or emotional development, such as lack of supervision, withholding food, clothing, medical care, failing to keep children clean. This includes verbal abuse (insults, criticism, etc.).

Sexual Abuse Indirect - Observing a child undress, bathe, urinate; forcing a child to view sexual activity.

Sexual Abuse Direct - Fondling, molestation, rape, etc.

PROTECTING & PREVENTING allegations of abuse:

Staff members should never leave children unsupervised. Staff members must always use the "rule of threes" - 3 children together, 1 adult with 2 children, or 2 adults with 1 child (preferably 1 adult is same gender as child).

Child Abuse Prevention Awareness and Procedures

Staff members should never be alone with a child or where they cannot be observed by others while with a child.

Staff members may not be alone with children they meet in Y programs outside the Y. This includes babysitting, sleepovers, riding in cars, and inviting children to their homes unless one of the following conditions exists:

1. Staff member has a relationship with the child's family or guardians that predates employment at the Y
2. Staff member has a relationship with the child's family or guardians that predates the child's enrollment in a Y program
3. Staff member is related to the child or the child's family or guardian

In all of these cases, the Y must hold a release signed by the child's parent or guardian.

Staff members must always be alert and watching for red flag behaviors potentially exhibited by members and guests of the Y.

RECOGNIZING red flag behaviors:

Red flag behaviors are warning signs that could indicate potential abuse. Recognizing them can stop abuse before it happens. Here are 5 of the most commonly ignored red flag behaviors:

Favoring a child – giving gifts, following, lurking, and/or taking special interest in a child.

Lap sitting – comforting a child and getting them used to slightly inappropriate touching.

Tickling – allows the abuser to quickly touch areas that would otherwise seem inappropriate

Cell phone contact with kids – abusers may try to contact a child when the abuser feels there is no one to intervene or protect the child's innocence. No outside contact rule is important in all children programming.

Strange behavior – behaviors that seem weird, strange or uncomfortable need to be addressed immediately. If your gut tells you something is wrong, change/address the situation.

RECOGNIZING child abuse:

Indirect - You may hear indirect hints as a child talks to you or others.

Example: "My babysitter wears funny underwear."

Disguised - A child might sound as though he/she is talking about someone else (instead of him/herself).

Example: "This is what my friend and his mom do..., is it ok?"

With Strings – A child may ask for a vow of secrecy from you.

Example: "I'll tell you a secret if you promise not to tell anyone."

Direct - A child may tell you directly and specifically that he/she is being abused.

Visual – You may see bruises or effects of other abuse on a child in behaviors. You may also see "red flags" in member behaviors that should be reported.

CONFIDENTIALITY:

All Y staff must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the director and the child protective services agency.

The Y's responsibility is to keep the names and contact information of those involved confidential.

People may learn the information some other way, such as through other children, but Y staff should not provide it. The Y must protect itself from disclosing information on a minor and in highly confidential situations.

REPORTING child abuse - when and how:

Y Staff members who suspect child abuse involving a program participant are required by state law to immediately report the suspected abuse.

At the first sign of abuse or neglect staff members are required to report the incident to their department director. If their department director is not available, it cannot in any way deter the reporting of the abuse. The staff member must immediately notify the department director's supervisor. The staff member must also complete a Report of Suspected Child Abuse Form.

The decision to report may pose personal and family conflicts. Regardless of the situation, failing to report allows the problem to continue. By reporting suspected child abuse, we not only protect the child but also may make the difference between a lifetime of guilt and one of healthy family relationships.

Staff members who report child abuse should expect to be involved in the follow-up process including a phone call to child protective services when appropriate.

YMCA Members who suspect child abuse at the Y or at a Y program that occurs outside of the YMCA facility, should immediately approach the Welcome Desk Associate, inform him/her that they have suspicions of abuse and ask the Welcome Desk Associate to contact the

1. Branch Executive Director and/or Branch Associate Executive Director.
2. If he/she is not available the Welcome Desk Associate should then contact the Membership Director.
3. If the Membership Director is not available the Welcome Desk Associate should contact the Human Resources Director.

Upon contact, the Y Director will speak privately with the member and collect needed information. The Y Director will then follow the LFY Child Abuse Reporting Procedure, which includes a direct follow-up call to the member within 10 business days of the report.

If the member does not receive a follow-up call, he/she has the right, and is encouraged, to contact Human Resources to report the lack of communication.

Parent Participation

Parents are a vital element to the success of all programs. With your input and involvement we can care for your child in the best possible way. Parents are encouraged to spend some time at the camp.

Nondiscrimination in Services

The provisions of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or gender. Program services shall be made available to persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any client who believes they have been discriminated against may file a complaint of discrimination with the following:

Lancaster Family YMCA
265 Harrisburg Avenue
Lancaster, PA 17603

Department of Public Welfare
Commission
Bureau of Equal Opportunity
Room 521, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

US Dept of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledge Building
Philadelphia, PA 19106-9111

PA Human Relations
Harrisburg Regional Office
Riverfront Office Center
1101 S Front Street, 5th Fl
Harrisburg, PA 17104

Bureau of Equal Opportunity
Central Region Office
Cameron & Maclay Street
Building 56, Patton House
PO Box 61260
Harrisburg, PA 17106

Lancaster Family YMCA Summer Camp 2017 Payment Quick Facts & Important Information

Summer Day Camp Fees:

- Family Members = \$130 per week for 4 Days or More
\$85 per week for 3 days or Less

- Member= \$152 per week for 4 days or More
\$107 Per week for 3 days or Less

- Potential Members = \$167 per week for 4 Days or More
\$122 per week for 3 Days or Less
- Sibling Discount = \$5 per week for each additional sibling **Full Time Enrollment Only**
- \$60 Registration fee and first week's camp payment are due upon registration

Payment Policy Reminders:

- **You may register at the Welcome Desk for all needed weeks at once and arrange for auto draft to be deducted from your checking account or credit card the Monday prior to each week of service.(STRONGLY RECOMMENDED)**
- OR**
- **You may register for all weeks and pay for the summer in full at the time of initial registration.**
- OR**
- **You may register for weeks individually no later than the Monday at 10pm prior to each week of service and pay at the time of registration. *Please be advised that we cannot guarantee space for your child if you choose to register on a weekly basis. There are no late registrations due to staffing and supply needs.***

- **Please note: Once a payment is made or scheduled, no refunds or credits are given unless there is a prior two week written notice of cancellation to the Family Services Director (verbal to Camp Counselors, Welcome Desk Associates or voicemail will not meet this requirement.)**

Each family is limited to one schedule change per summer (still following the two week written notice policy). For each additional request, there will be a \$20.00 schedule change fee.

- **For returned checks or credit cards, a fee of \$20.00 will be applied to your account. Payment for the returned check/credit card and fee must be made in cash or money order.**

**Lancaster Family YMCA
PARENT STATEMENT OF UNDERSTANDING**

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the YMCA.

Please keep and refer to your copy of the YMCA Program Policies in your parent handbook. Your signature below indicates that you have received and read them.

I understand that the YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

I understand that I am not to leave my child at the YMCA or program site unless a YMCA summer camp staff or volunteer is there to receive and supervise my child.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick-up my child must either be listed with the YMCA or other arrangements must be made by contacting the YMCA or program site and informing them of the change.

I understand that should a person arrive to pick-up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment.

I understand that the YMCA is mandated, by law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I understand that if my child has an IEP or behavioral support, I need to schedule a meeting with the Family Services Director prior to the start of camp. If this does not occur, my child may be excused from the program until the meeting can take place.

I have received a copy of the YMCA Summer Camp Handbook.

Parent/Guardian Signature

Date

I have read and understand the statements above and the YMCA parent policies and procedures listed in my handbook.

Parent/Guardian Signature

Date

Parent-Child-YMCA Behavior Agreement

Please review the information listed below with your child and sign. Your child must sign or print as well.

While I am at YMCA’s Summer Camp...

I will RESPECT MYSELF by not taking risks or dares that will endanger my health or safety.

I will RESPECT OTHERS by not purposely causing harm or unhappiness to other campers.

I will RESPECT PROPERTY by not damaging any equipment or others belongings.

I will LISTEN TO MY COUNSELORS by following directions without question.

I will be KIND AND POLITE TO EVERYONE, no matter what! There are no excuses. If I have a problem with someone else that I cannot solve, I will tell my counselor.

I will strive to display the YMCA’s Character Development principles of CARING, HONESTY, RESPECT, and RESPONSIBILITY in everything that I do.

Discipline Steps

1. “Personal Time”- removal of child from a situation for up to 5 minutes so they can regain control of their behavior.
 2. Verbal or written communication to parent/guardian regarding a child’s behavior.
 3. Behavior Write-Up.
- A child’s behavior may result in the child being given a behavior write-up(Stop Sign).

Three behavior write-ups(Stop Signs) during the summer may result in the suspension of the child. The parent/guardian is responsible for contacting the Summer Camp Coordinator to set up an appointment to discuss the child’s behavior.

If the child is reinstated and then receives a fourth behavior write-up, the Summer Camp Coordinator will suspend the child immediately and termination may result.

4. Behavior Action Plan/Improvement Plan
5. Suspension- Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately.
6. Termination- Our program cannot serve children who display chronic disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, the following:
 - behavior that requires constant attention from the staff and takes away from the other children.
 - behavior that inflicts physical or emotional harm on other children, staff or self.
 - behavior that abuses the staff and/or ignores or disobeys the rules.

If a child cannot adjust to the program setting and behave appropriately, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program setting.

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We have reviewed this policy together as a family and understand that breaking this policy in any way my result in being suspended or revoked from this program.

Parent Signature
Child Signature
Date

EMERGENCY CONTACT / PARENTAL CONSENT FORM

65 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
		TELEPHONE NUMBER WHEN CHILD IS IN CARE
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTION)	
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION, SPECIAL CONDITIONS	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSES/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">VISION (subjective until age 3)</td> <td></td> </tr> <tr> <td>HEARING (subjective until age 4)</td> <td></td> </tr> <tr> <td>LEAD</td> <td></td> </tr> </table>	VISION (subjective until age 3)		HEARING (subjective until age 4)		LEAD	
VISION (subjective until age 3)							
HEARING (subjective until age 4)							
LEAD							

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/D						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER:
	DATE FORM SIGNED:

Summer Camp 2017 Payment & Policy Contract

Child's Name: _____

Provided Care:

Initial The Lancaster Family YMCA agrees to provide care based on individually registered weeks from June 5, 2017 - August, 25, 2017. Camp hours are from 7 AM to 6 PM with a max hour limit of 10 hours.

All children must be signed in and out by a responsible adult, designated on their Emergency Forms.

Payments & Registration:

Initial Payments must be made at the time of initial registration for each week. Registrations can be made until the Monday prior to the following week of camp at 10PM. If payment is not made by the prior Monday at 10pm your child may not attend camp. We cannot guarantee space for your child if you do not register and set up automatic withdraw for all camp weeks by June 1, 2017. You must be a member to receive member rates at time of registration. We will not change rates after registration is complete.

Payments must be made according to this policy whether or not your child is in attendance (ie due to illness or sickness).

Automatic payments can be arranged at the Welcome Desk. Please note that once weeks are registered for, no refunds or credits will be given unless given a two week notice is provided. Only 1 schedule change per summer is accepted. For each additional schedule change request you will incur a \$20.00 schedule change fee. All requests must follow the two week written notice.

For returned checks or credit cards, a fee of \$20.00 will be applied to your account. Payment for the returned check/credit card and fee must be made in cash or money Order.

NO PAYMENTS WILL BE ACCEPTED BY THE STAFF.

Child Scheduling:

Initial Please follow your child's schedule and hours, indicated on registration form. Any variations to your schedule effects our staffing and programming. If you wish to cancel a week of camp, the Family Services Director must be notified in writing 2 weeks prior to week you would like cancelled. Days per week will only be switched if there is available space in that slot to add or subtract days. If your child will be absent, please contact the Summer Camp Coordinator.

A late pick-up fee of \$10.00 per child will be charged for any child who is in attendance past 6:00 PM. This fee accrues every fifteen minutes.

There is no pro-rating or refund for days scheduled, but not attended by your child.

**The Lancaster Family YMCA Release
and Waiver of Liability and Indemnity Agreement**

In consideration of being permitted to utilize the facilities, services and programs of the YMCA for any purpose, including, but not limited to observation or use of facilities or equipment, participation in any off-site program affiliated with the YMCA, the undersigned, and any personal representatives, heirs and the next of kin, hereby acknowledge, agree and represent that he or she has, or immediately upon entering or participating, will inspect and carefully consider such premises and facilities or the facilitates and equipment thereon and such affiliated program have been inspected and the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation. In future consideration of being permitted to enter the YMCA for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned hereby agrees to the following:

1. The undersigned hereby releases, waives, discharges and covenants not to sue the YMCA, its all liability to the undersigned, his personal representative, heirs and the next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by negligence of the YMCA or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

2. The undersigned hereby agrees to indemnify and save and hold harmless the YMCA from any loss, liability, damage or cost they may incur fully considered and that due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the YMCA or otherwise.

3. The undersigned hereby assumes full responsibility for and risk of bodily injury, death or property damage due to the negligence of the YMCA or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

The undersigned further expressly agrees that the forgoing release is intended to be as agreed and inclusive as is permitted by the law of the Commonwealth of Pennsylvania and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding.

Signature: _____ Date: _____

Promotional Release: I give permission for photos or videotapes of myself or my children involved in YMCA activities or programs to be used for promotional purposes.

Child's Name

Parent's Signature

