



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

#SummerDoneRight 2019 Summer Day Camp Parent Handbook



YMCA of Metropolitan Dallas

School Age Services

1621 W. Walnut Hill Lane

Irving, TX 75038

469-348-YMCA (9622)

<http://www.ymcaDallas.org/summer>

FINANCIAL ASSISTANCE & INCOME-BASED MEMBERSHIPS AVAILABLE

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

Welcome!

Dear Summer Day Camp Family,

The YMCA of Metropolitan Dallas has a tradition of providing summer camps spanning over 100 years. We are both excited and honored to serve your family this summer and look forward to adding your child to the vast legacy of YMCA campers.

YMCA of Metropolitan Dallas Summer Day Camps are offered at over 21 locations around the Metroplex area. Themes and weekly fieldtrips or events are provided at each location. Families can choose to attend one week or multiple weeks, and even attend at a different location that best fit their needs and schedules.

Summer Day Camp curriculum is designed by our in-house Curriculum Director and/or purchased from industry experts who are the leaders in their respective fields. We take pride in the quality programming that we offer our families.

Our caring staff are hired by seasoned YMCA Directors. Each staff person is thoroughly screened and receives over 30 hours of training. In addition, all staff are CPR/First Aid certified and trained in Child Abuse Awareness.

Our Administration is made up of highly skilled and experienced professionals who believe in the power of the YMCA to strengthen the foundation of community and inspire generations of children every summer.

Please read through our handbook and take notes where needed. If you should have additional questions please contact us anytime at our School Age Services Office: 469.348.9622

Happy Camping,

Suzana Delgado-Gray
VP of Operations

Jodi Newman
Executive Director

YMCA Metropolitan Dallas
School Age Services Office
1621 W Walnut Hill Lane
Irving, TX 75038
P: 469-348-9622

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* Information is subject to change

Register online at:

<http://www.ymcadallas.org/summer>

TYPES OF CAMPS

All our camps specialize in themed activities each week. Opening and Closing Ceremonies along with Huddles allow staff and campers to build positive relationships. Activities include weekly field trips, swimming, STEM projects, arts and crafts, water play, global awareness, group games, and other physical activities. Each week campers become a “master” of an activity during Mastery time. Camps focus on building character by nurturing the potential of each child.

All participants who attend the YMCA afterschool program and summer camp programs must be fully potty-trained. We do not have the proper facilities to change participants and do not train staff how to change diapers, pull-ups, or rubber pants. Please make sure your child has an extra change of clothing in his/her backpack in case of an accident

Fun in the Sun Outdoor Camps spend at least 90% of the day engaging in activities outside.

Made in the Shade Indoor Camps spend at least 50% of the day engaging in activities outside.

Preschool Camp:

Preschool camp is available for 3 to 5 year olds who have not attended kindergarten. This camp includes hands-on learning activities, splash time, opportunities to sing, tell stories, story time, group games, crafts, and tons of fun! Preschool Campers participate in themed weeks with special guests and events planned throughout the summer. Campers spend at least 30 minutes daily engaging in outdoor activities.

Register online at:

<http://www.ymcadallas.org/summer>

CAMP LOCATIONS

See YMCA website for camp address: <http://www.ymcadallas.org/summer>

• Fun in the Sun Outdoor Camps, Ages 5 to 12

- Camp Mission at Coppell Family YMCA
- Camp Yipiyuk at Cross Timbers Family YMCA
- Camp Tatanka at Grand Prairie Family YMCA
- Camp Ohana at Irving Family YMCA
- Camp Maranatha at Lake Highlands Family YMCA
- Camp On The Ridge at McKinney Family YMCA
- Camp Natayo at Moorland Family YMCA
- Camp Wickiup at Oak Cliff Family YMCA
- Camp Sa-Que-Sippi at Richardson Family YMCA
- Camp Dakotah at J.E.R. Chilton YMCA at Rockwall
- Camp Chippewa at Plano Family YMCA
- Camp Urban Adventure at T. Boone Pickens YMCA
- Camp Buffalo Creek at Waxahachie Family YMCA
- Camp Lobos at Town of Little Elm Recreation Center

• Made in the Shade Indoor Camps, Ages 5 to 12

Coppell ISD

- Camp Kookaburra - TBD
- Camp at the Ranch - TBD
- Camp KannaWanna - TBD

Frisco ISD

- Camp Caddo - TBD

Dallas ISD

- Camp Estrella - Mockingbird Elementary
- Camp Broken Arrow - TBD

Sulphur Springs ISD

- Camp Bright Star - Sulphur Springs Elementary

• Preschool Camp Ages 3 to 5

Coppell ISD

- PeeWee-TBD

Summer Day Camp

OPERATIONAL PROCEDURES

Sign In Procedures

- Morning Drop off begins at 7:00am.
- YMCA uses the KidKiosk app (on tablet or cellular device) to sign children in and out of the program. All parents and authorized persons will be assigned a 4 digit pin # for drop off and pick-up. (The primary parent will receive an email with their 4 digit Pin # and all other authorized pick-ups will receive it from camp staff at the time of pick-up)
- On Mondays Responsible Party or Parent/Guardian must walk children in to camp and sign child in using issued 4 digit Pin # so staff can meet and visually identify the Responsible Party or Parent/guardian.
- Tuesdays through Fridays Express Drop off is available at select camp locations. A group leader will meet parents at drop off area at their vehicle and sign children in from 7:00am to 8:30am.
- Drop-off is by 8:30; any family needing to drop off later than 8:30 must make prior arrangements with the Camp Director. (NOTE: no arrangements will be made on trip day)
- Sports Combo camps may have alternate sign in procedures

Sign Out Procedures

- Camp pick up is between 4:30pm – 6:30pm. Parents must come to the camp area to sign out their camper using issued 4 digit Pin # if express pick up is not available.
- Any parent wishing to pick their child up before 4:30pm must call the camp phone to locate their camper.
- A driver's license must be presented to the staff before the child can be released. Staff will become familiar with the Responsible Party or Parent/Guardian on the pick up list and may not ask for I.D after the first week of camp. Please be ready to present picture I.D. when ever asked. If express drop-off is not available, parents must come inside to sign their child in.
- We will only release children to persons listed on the enrollment form or persons authorized by the individual who enrolled the child.

- Only the person who signed the enrollment form can change information on the form and must do so in writing.
- In the event of an emergency, if you wish for someone to pick up your child who is not on the enrollment form you must provide the person's name and driver's license number, and written notice.
- Persons age 14 to 17 can only pick up with a signed affidavit on file.

Attendance Policy

When you enroll your child in day camp you are reserving your place in the day camp from 7am – 6:30pm for the entire week. We are unable to refund or prorate fees based on individual attendance, inclement weather, illness or in the case that a child is removed from the program by a parent or by the YMCAs Administration.

We do not refund or prorate fees for cancellations/changes in activities and trips. We will do our best to reschedule an equivalent alternative activity to the one that was cancelled or changed.

Because we know that emergencies can happen, we are willing and open to discuss options for families experiencing personal or financial hardships. The following situations are examples of, but not limited to events that could be considered when reviewing eligibility for a partial or full refund:

- A doctor's note stating child's health will prohibit him/her from participating in the program for five or more days.
- A child moves out of the area or to another state.
- A family emergency requiring five or more days away from home (in a given week).

Any absence or late arrival should be reported no later than 8:30am to the Camp Director.

Thursday, July 4 and Friday, August 9th

All camps will be closed Thursday, July 4th . All camps will be closed on Friday, August 9th. Fees will not be prorated on the July 4th or August 9th weeks.

Administration of Medication

The YMCA of Metropolitan Dallas Summer Camp Programs will accept prescription and over-the-counter medications under the following conditions:

- It is medically necessary for the medication to be given during program hours
- Parent(s) has completed a Medication Form for parental authorization and instruction. Medical forms turned in prior to camp startup either by email or online. Also please print and bring the 1st day of camp.
- The medication is a prescription medication or if an over-the-counter medication it is accompanied by a doctor's note
- The medication is in its original container with prescription label and dosage instructions, label is legible and the medication is not expired
- The medication is labeled for the correct child

Specialty Medications and Treatments – At the YMCA we strive to accommodate the needs of every child. Proactive communication is needed to ensure we can safely accommodate children requiring special or unique medical care. Requests for staff to assist with Diabetes care, breathing treatments other than inhalers, or any medication required to be given via injection (other than Epi-Pen) or suppository must first be evaluated by our administration.

Please submit requests for specialty medications/treatments to our AVP of School Age Services at 972-679-5955 or by emailing sdelgadogray@ymcadallas.org*. **It may take up to two weeks to evaluate the request and ensure proper training has taken place prior to accepting some forms of medication***.

Illness and Injury

If a child becomes ill or is injured at camp our staff will provide first aid or emergency care consistent with their training. An attempt will be made to notify the parents or legal guardian. If parent or legal guardian can not be reached, the staff will call the emergency pick up person listed.

For those injuries and illnesses requiring medical attention, 911 will be called immediately. Parents will be notified of our course of action immediately after we have stabilized the child or environment and/or called 911.

In cases of illness, children must be fever-free or symptom free for 24 hours without the use of fever reducing aids in order to return to camp.

Children who are identified as having lice will not be allowed to return until they are 100% nit (unhatched eggs) free. Our staff will be required to do a head check at drop off the first day the child returns to the program.

Field Trips and Transportation

- Children will be transported to and from field trips by either a professional transportation fleet bus or a YMCA bus. All drivers must meet our Risk Management standards, and are licensed and trained to operate a 66-passenger bus. Buses are equipped with air conditioning and driver speed is monitored.
- **A camp T-shirt is included in your camp registration and must be worn on all field trips.** If a camper does not wear their t-shirt on a field trip day then they will be issued a new t-shirt and your account will be charged \$10.00.
- All campers will be provided a wristband on fieldtrip days. Wristbands include the contact information of their camp location.
- Field trip times vary per camp and trip. Please be sure to check camp calendars and newsletters for times campers need to be at camp.

If you choose not to have your camper join the fieldtrip we do not refund or prorate fees

Children cannot buy their lunch or bring money on field trips.

If you would like to attend a field trip please follow procedures listed on Page 23

Sunscreen

We ask that parents apply a maximum SPF (minimum SPF 15), waterproof sunscreen to their child prior to drop-off at the YMCA and send sunscreen labeled with their child's name. Parents are encouraged to send spray (as opposed to lotion) sunscreen for easier self-application by their child. Camps will have designated times for re-application and children will be reminded to reapply their sunscreen and not to forget their ears and neck.

If your child needs assistance with sunscreen application we require a permission form to be completed. Please ask your camp director for this form. If your child will require assistance, please note staff are only allowed to assist with the application of spray sunscreen (not lotion), staff may not apply sunscreen to areas covered by clothing

and staff must assist your child within the view of other staff. We appreciate proactive communication from parents if application help may be required. For more information, please contact your Program Director or Camp Director.

Emergency or Inclement Weather during camp day

Each YMCA camp location has a disaster/emergency plan.

In the event of a disaster/or emergency the YMCA will move to a pre-designated secure location. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our camp location for more than 60 minutes we will contact each parent to pick up their children as soon as possible. In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days we will take extra precaution to keep children in shaded areas and well hydrated. When possible indoor space will be utilized. Activities will be modified to give campers plenty of rest time in extreme heat.

*It is imperative to keep emergency contact information current so we can reach you in an emergency.

Immunization Requirements

The YMCA must obtain a copy of your child's immunization records during the 1st day of enrollment. Please submit Immunization record to your camp director on or before the first day of camp. We need new copies of these each year. Any pertinent information regarding your child will be added to his/her file throughout the summer. Records are shredded after each summer session.

Hearing and Vision screening required for pre-school only.

Your Child's Files

We cannot release internal YMCA records or documents to any individual. If you are in need of copies, please contact your camp's Program Director for the appropriate process for a review of rosters, enrollment, incident, accident or other internal documents.

Children with Special Needs, Medications or Therapies

The YMCA strives to include all children in our programs. In some cases it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. Our programs are not designed for therapeutic or one-on-one care. We operate under the provisions of the American's with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on camp medication policies and requirements.

Please disclose all severe/life-threatening allergies including but not excluding food, environment or other allergies which are severe, life threatening, or require emergency medication on your enrollment form. An Administrator may contact you for more information and to assess if we can make the appropriate accommodations for participation, or to schedule a meeting. If you wish to speak to someone before completing the required forms, you may contact Suzana Delgado Gray, VP of Operations, at 972-679-5955 or by emailing sdelgadogray@ymcadallas.org.

Parent Conferences

Parent conferences are available if needed and strongly encouraged for children with special needs before camp begins. Conferences may also be required to problem solve and share strategies for dealing with spirited behaviors. Please contact the Camp Director or Program Director to arrange for a conference if needed.

Food Allergies

Our programs are nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut byproducts, to be present in our program areas. The YMCA of Metropolitan Dallas makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies.

Though we make these efforts to educate our staff and families of possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change

the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff when possible to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms and treatments their children requires and if necessary, provide alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child, they may not contain nuts or nut byproducts.

Healthy Snacks

We are committed to offering healthy options at each of our locations. This includes whole grain, fruits and vegetable selections weekly. We strive to select options that are trans-fat free and include no hydrogenized oils. We serve primarily water and 100% fruit juices. We make every effort to work with our summer food sponsors to ensure we are offering the healthiest option available to our campers.

Summer Food

In collaboration with local non-profits, the USDA Summer Food Program offers summer meals at no additional cost to parents at some locations. These meals are an option, but not a feature of camp. We make every effort to serve nutritional meals campers will enjoy. If you do not want to participate in the summer food program, please send your child to camp with a sack lunch and drink.

Aquatics and Swimming

Swimming is conducted at local YMCA pools and The Colony Pool.

In addition to swim day, lessons may be provided at some YMCA locations for an additional fee.

Swim times and lessons are monitored and taught by trained YMCA Staff Lifeguards or vendor certified lifeguards.

Staff attend mandatory pre-service training to ensure appropriate supervision during swim times at the YMCA and at off site locations.

Preschoolers engage in water play a minimum of two days a week.

All participants are swim tested prior to swimming. Even if your child is attending camp on multiple weeks, they will be tested every week.

Children wear wristbands that indicate the level of efficiency they demonstrated during this test. Those levels are identified as follows:

Red bands: Weak swimmers that are restricted to the shallow end of the pool and required to wear life jackets.

Yellow bands: Intermediate level swimmers that will be allowed only in the shallow ends but not have to wear life jackets.

Green bands: Indicates proficiency & participant can swim the length of the pool.

*Offsite pools (such as The Colony and Hawaiian Falls) do not utilize the yellow band. They use red and green bands only.

Children who do not wish to swim will be allowed to sit on the pool deck. These children can bring books and activities (**NO TOYS**) to the pool during swim time.

Please bring your child to camp on swim days with their bathing suits on under their clothes and with underpants in their bags. Packing a plastic bag for wet items is strongly encouraged. Label all clothing. Campers are responsible for keeping track of their own items.

Playgrounds

When operating at school campuses or other non-YMCA owned and operated facilities, we do not maintain playgrounds and they may or may not meet the requirements of State Licensing. Our staff monitor and check the safety of grounds and equipment daily. We work closely with school and building administrators to ensure playgrounds meet all requirements of the YMCA as well as any standards of the organizations or schools that own and maintain them.

Potty Trained

All participants who attend the YMCA afterschool program and summer camp programs must be fully potty-trained. We do not have the proper facilities to change participants and do not train staff how to change diapers, pull-ups, or rubber pants. Please make sure your child has an extra change of clothing in his/her backpack in case of an accident

Register online at:

<http://www.ymcdallas.org/summer>

Behavior Policies

Discipline

The YMCA teaches all children the values of caring, honesty, respect and responsibility. We encourage and recognize positive behavior, and redirect misbehavior. Although every attempt is made to teach behavior consistent with our values and Love & Logic nationally known strategies, the following behaviors will result in the automatic evaluation of a child's ability to return to the program:

- Fighting or exhibiting aggressive behaviors
- Running from staff and/or hiding from adults
- Any action that requires our staff to physically move or restrain a child
- Acting in a way that requires a counselor to spend an inordinate amount of time with only them, neglecting the needs of other children in their group.
- Any other disruptive behaviors that a Director may deem inappropriate

YMCA House Rules

Caring

I show caring by using kind words and helping others.

Honesty

I show honesty by telling the truth and talking to my counselors about how I am feeling.

Respect

I show respect by keeping my hands and feet to myself, walking inside, using an inside voice, and listening to my counselors.

Responsibility

I show respect by picking up messes and taking care of my environment.

Love & Logic

All children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

The Y's Position on Child Abuse Prevention

We make an active effort to prevent child abuse.

Parents have the right to discipline their children, however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all camp staff, every person employed in or by our branches and programs

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

Staff are required to report all incidents and/or the disclosure of abuse.

Babysitting and contact with YMCA staff outside of the programs

Staff are not to fraternize, babysit or have contact with children outside of the programs hours . Staff of the YMCA must notify Administration and Human Resources of any and all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

Register online at:

<http://www.ymcdallas.org/summer>

ENROLLMENT

Registration

We accept children from Pre-K, Kindergarten through 6th grade enrolled in school*. Enrollment is taken on a first come, first serve basis and is not "rolled over" from the previous summer.

*Grades served vary by camp.

ONLINE REGISTRATION

Register online at www.ymcadallas.org/summer

Preferred method of registration is online

Online registrations must be completed by **Sunday for a Monday start**. This is to ensure proper processing of paperwork for your child's start of camp on Monday. Space is not guaranteed.

Or-

IN PERSON REGISTRATION

To register please submit completed registration forms the Wednesday before the week that your child will begin camp, to ensure space and proper communication with the Summer Day Camp site. Space is not guaranteed.

An incomplete registration form will delay the registration process.

- Please read YMCA Summer Day Camp Parent Handbook and sign off on the Admission Agreement online form. A copy of this Parent Handbook can be downloaded online.
- Complete registration forms including Admission Agreement, Payment Agreement, and Draft Payment Information.
- Sign and initial all waivers and acknowledgments on the enrollment form.

Return all enrollment forms to a local YMCA Branch or scan to: SASBSERVICES@ymcadallas.org

Register online at:

<http://www.ymcadallas.org/summer>

YMCA Branches

- | | |
|-------------------------------------|----------------------------|
| Coppell Family YMCA | The Moody Family YMCA |
| Cross Timbers Family YMCA | at the Park Cities |
| Frisco Family YMCA | Moorland Family YMCA |
| Grand Prairie Family YMCA | Oak Cliff Family YMCA |
| Irving Family YMCA | Park South Family YMCA |
| JER Chilton Family YMCA at Rockwall | Plano Family YMCA |
| Richardson Family YMCA | Lake Highlands Family YMCA |
| T. Boone Pickens YMCA | Lakewest Family YMCA |
| Town North Family YMCA | McKinney Family YMCA |
| Waxahachie Family YMCA | White Rock Family YMCA |

Payment Policies

Fees

One time \$60 registration fee per child is due at registration; this fee is non-refundable or transferable (\$50 registration fee when you register online).

Registration fee is only waived during Promotional Periods. Super Sign-up Weekend will be Friday March 15th, Saturday March 16th, Sunday March 17th, and Monday, March 18th. **Space is limited at our day camps, if you choose not to pre-register or register in the middle of a week for the next week of camp, space is not guaranteed.**

Method of Payment

- Weekly Draft - includes credit cards, debit cards and pre-paid cards. The balance for each week is drafted the Wednesday prior to the week in attendance. Please see the Summer Day Camp Draft Schedule on page 19.
- Update Card online
 1. Visit: www.ymcadallas.org/summer
 2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
 3. Once Logged In, look under the "Purchases & Payments" header in the left menu options. Click on "Manage Payment Accounts"
 4. Lastly, email SASBSERVICES@ymcadallas.org with the last 4 digits of your card, so we can verify the correct card is attached
- Any payment returned due to insufficient funds will be subject to a \$30.00 fee per returned item. The YMCA is not responsible for any bank or credit card fees incurred by the payee in the event of a returned or declined payment.

- A two week notice is required to cancel or transfer any week of camp. An online cancellation must be completed and submitted to Business Services. A \$30 cancellation fee will be charged if the cancellation is not made within the two week time frame.
- If a Wednesday draft returns, the payment must be made by Friday at 12pm to ensure the child(ren) can attend the following Monday. If payment is not made, the child(ren)'s space is forfeited for the following week and re-registration online will be required.

Discounts

YMCA Member Discount

There are a variety of membership options the YMCA of Metropolitan Dallas can offer you and your family. Not only do you get use of the YMCA facilities at your local branch, YMCA members receive discounts on programs such as sports, aquatics, summer camp and after school programs. We welcome you to tour your local YMCA. For more information call your neighborhood YMCA or go to www.ymcadallas.org for branch listings.

If you purchase a Family Membership during the summer, please notify our Business Services office to see if you are eligible for a Member discount.

Financial Assistance

Financial Assistance is available. Contact us at 469-348-9622 or visit our website: www.ymcadallas.org/summer for more information and/or applications.

- Completed Financial Assistance applications and supporting documents may be submitted via:
 - YMCA School Age Services (Attn. Business Services)
1621 W Walnut Hill Lane Irving, Texas 75038
 - Your local YMCA branch
 - YMCA School Age Services Email: SASBSERVICES@ymcadallas.org
- Once School Age Services receives your financial assistance application it takes 1-2 weeks to process.
- Registration is not processed until we receive your signed Award Letter. Once we receive your signed Award Letter, the YMCA will send you a confirmation email to let you know you have been registered.
- **Deadline for Financial Assistance with a start date on Monday,**

June 3rd is Friday, May 10th.

Child Care Services

(Texas Workforce (TWF) & Child Care Group (CCG))

Current location(s) operating under Child Care Services:

- Camp Oso

(Park South Family YMCA) Provider # 1412287

To register for the Summer Day Camp Program under Texas Workforce, CCMS or CCG, please follow these steps:

- Complete the YMCA Summer Day Camp Registration Paperwork
- Contact your Case worker for approval to attend the Summer Program and have them contact 469-348-9622 to speak with a Business Services Coordinator.

Registration is not processed until we receive notification from your case worker. Once notification is received the YMCA will send you a confirmation email to let you know you have been registered.

- Any family that misses more than 2 days of swiping in a row is subject to losing their TWF/CCG approval Status and being removed from the program. It is the parent's responsibility to follow TWF/CCG requirements and properly swiping their CCMS card on a daily basis. TWF/CCG parents will be responsible for the full weekly fee if daily swipes are not made.

Annual Campaign...an opportunity to give back

Annually each of the local YMCA of Metropolitan Dallas branches conducts an Annual Campaign which raises the much needed funds to support children and families in our community. These generous gifts ensure that financial hardship will never be a barrier to anyone with the desire to participate in YMCA membership and program opportunities here in the Dallas area. If you are interested in making a donation please let your camp director know.

Late Pick Up Fees

The YMCA Summer Day Camp Program is closed at 6:30 pm. Late Pick-up invoices will be completed by the Camp Director and given to Parent and SAS Business Services Office. Your card on file for weekly draft will be processed to pay for your late fee. Late Pick-up Fees are \$1.00 per minute after the time we close.

Please note we reserve the right to cancel a registration with excessive tardiness of pick-up. In the event of excessive tardiness authorities may be notified.

Receipts and Tax Information

Payment history reports and End OF Year tax statements may be requested from the SAS Business Services Office. Please visit our website at www.ymcadallas.org/summer to submit your request.

Please note the request may take 4 business days to process. Receipts will be emailed to address on file. The YMCA Tax ID number is 750800696. End of year tax statements are available by January 31st for the previous year.



Register online at:

<http://www.ymcadallas.org/summer>

2019 Summer Day Camp Weekly Draft Schedule

Camp Weeks	Draft Date: (Wednesdays)	Cancellation Fee (date charged without a 2-week notice)
Week 1 6/3-7	5/29/2019	5/20/2019
Week 2 6/10-14	6/5/2019	5/27/2019
Week 3 6/17-21	6/12/2019	6/3/2019
Week 4 6/24-28	6/19/2019	6/10/2019
Week 5* 7/1-5	6/26/2019	6/17/2019
Week 6 7/8-12	7/3/2019	6/24/2019
Week 7 7/15-19	7/10/2019	7/1/2019
Week 8 7/22-26	7/17/2019	7/8/2019
Week 9** 7/29-8/2	7/24/2019	7/15/2019
Week 10*** 8/5-8	7/31/2019	7/22/2019
Week 11 8/12-16	8/7/2019	7/29/2019

***All YMCA Camps will be closed on Thursday, July 4th**

****Last week of Camp for:** Frisco Camp Caddo, Moorland Camp Natayo, Oak Cliff Camp Wickiup, Sulphur Springs Camp Bright Star

*****Last week of Camp for:** Coppell Camp KannaWanna, Camp Kookaburra, Camp at the Ranch, Pre-School Camp Pee Wee, Cross Timbers Camp Yipiyuk, Irving Camp Ohana, Lake Highlands Camp Marantha, Little Elm Camp Lobos, Park South Camp Oso, Plano Camp Chippewa

All YMCA Camps will be closed on Friday August 9th

Register online at:

<http://www.ymcadallas.org/summer>

Camp program information

What To Bring To Camp

*** Please write your child's name on everything**

- Age and value appropriate reading materials for siesta and bus time.
- Comfortable closed toed shoes. Flip flops may only be sent for swim time
- Change of clothes
- Sunscreen (**spray**)
- Insect repellent
- Hat
- Water bottle
- Beach towel every day

A lunch and snack if it is not provided daily. Our camps are not free facilities. Please do not send any food containing nut or nut by-products.

- Swimsuit and towel on swim or water play days
- Plastic bag for wet clothes on swim day
- On Field trip days all children will need to wear their camp T-shirt
- Preschoolers should bring a change of clothes, sleeping bag or towel and pillow for nap time, as well as a towel for swim time
- Please dress your child in appropriate play clothing and closed toed shoes that can get dusty and/or dirty outdoors

What Not To Bring To Camp

- Electronics/video games/cell phones/inappropriate magazines which depict violence, inappropriate language or content.
- Toys
- Any food including nuts or nut by-products or candy
- Personal items from home
- Money or other valuables

Clothing/Belongings/Lost and Found

Please check Lost & Found at the end of each day for your child's missing belongings. Please note: items will be donated to local charities at the end of each week.

Program Evaluation/Surveys

Parent surveys are conducted every Summer. The surveys will be conducted by email survey and/or phone. We welcome your feedback during these opportunities to help us develop and improve our programs.

Calendars

Weekly calendars with themes, newsletters, special events, and other important information are posted every week and are available upon request. If you have questions about the week's activities, please contact the Camp Director.

A Typical Day At Camp

7:00-9:00 am Early stay/pre-camp activities

9:00-9:15 am Opening Ceremonies

9:00-10:00 Activities

10:00-10:30 Snack & Morning Huddle

10:30-11:30 Mastery

12:00-1:00 Lunch

1:00-3:00 Activities & Swim Time

3:00-3:30 Snack & Afternoon Huddle

3:30-4:15 Activities

4:15-4:30 Closing Ceremony

4:30-6:30 Late stay/post-camp activities

Swim times vary per camp location.

Swim Lessons are available at select locations for an additional cost.

Field trip days vary by camp and week. Please check your individual camp newsletters weekly.

Additional Information and State Licensing Notices

Procedures for parental notification

Parents will be notified in person, over the phone, or in writing of any special discipline problems with their child, as well as any communicable diseases at Camp.

Questions and concerns about the policies and procedures of Summer Camp

Questions and concerns can be directed to any of the professional camp staff at the YMCA.

Parent/Guardian site visitation

Parents/Guardians, upon presentation of identification and listed as an authorized pickup, have the right to enter and visit the day camp facility in which their children are receiving care, without advance notice to the provider. Entry and inspection is limited to normal operation hours while their children are receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian if they are behaving in a way that poses a risk to the children and staff in the facility.

Under no circumstances should a parent /guardian approach another child other than their own. A parent who behaves in this manner will be asked to leave the facility and their ability to be present on the premises in the future will fall under review of Administration.

Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, Minimum Standards for Child Care Centers and the Texas Family Code. All YMCA Staff and volunteers are knowledgeable of these standards, policies and procedures:

- Please communicate with the Camp staff daily if possible.
- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- People whose behavior and/or health status pose an immediate

threat or danger to the health and safety of the children must not be present when children are in care.

- Please do not confront a child or staff in a threatening manner.
- Please do not confront children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report concerns to the Program Director.
- 911 will be called if threatening behavior is displayed to YMCA staff or children.
- Consumption of alcohol or controlled substances without a prescription is prohibited.
- The YMCA is a gun free property and guns will not be present at our program events whether on or offsite.
- Use of tobacco products is prohibited at the Camp site, on campuses, on the playground, in transportation vehicles or during field trips.
- Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds, or program space.

Procedures for parents to participate in the Camp's operation

Parents must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the camp's operation. Applications must be submitted at least 2 weeks prior to volunteering. We are limited to the number of parents which can be accommodated as chaperones on field trips. Parents wishing to accompany their children on a field trip must drive their own vehicle and cover all entry and parking fees. Children are not allowed to be signed out of the program early or leave their assigned group at any time. For more information please contact your Camp Director.

Healthy Environment of Staff

The YMCA of Metropolitan of Dallas does not track or verify if staff are current on adult immunizations where it is not required by a city government. However, all staff are required to complete First Aid and CPR training in which Blood Born Pathogen training is received. We do not permit any staff person to treat a child without the protective equipment and supplies appropriate for the incident or injury.

Furthermore, staff are required to follow the same illness policy we require of participants and not to report to work if they are exhibiting signs of communicable disease or illness.

Gang Free Zone

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. The gang-free zone is within 1000 feet of the licensed site location.

To contact the local licensing office

Parents participating in a THHS childcare school based licensed operation may contact licensing at:

1-800-862-5252

Texas Abuse/Neglect Hotline **1-800-252-5400**

or view the website at **<http://www.dfps.state.tx.us>**

Parents participating in a TDSHS youth camp licensed operations may contact licensing at:

1-512-834-6600

<http://www.dshs.state.tx.us/youthcamp>

Minimum standards and the operations most recent inspection are available at each camp location.



Register online at:

<http://www.ymcadallas.org/summer>

Preschool Camp Addendum

Preschool Camp Philosophy

Our preschool camp is a fun enrichment option for young children in the summer. Our purpose is to be active, use our hands and imaginations, make friends and explore. This camp is designed for children who have not attended kindergarten yet. All summer day camp policies in this handbook apply to Preschool Campers; however, below you will find additional information unique to our preschool camp.

Preschool Campers must:

Be independent and able to verbalize their needs.

All participants who attend the YMCA afterschool program and summer camp programs must be fully potty-trained. We do not have the proper facilities to change participants and do not train staff how to change diapers, pull-ups, or rubber pants. Please make sure your child has an extra change of clothing in his/her backpack in case of an accident.

Able to interact in ratios of 1:10.

Be able to follow the direction of our teachers and interact in a group setting.

A note on separation anxiety

Some preschool campers have difficulty at drop off time. As a parent, it is often easy to think your child dislikes the camp and staff by their reactions at this difficult time. We assure you that minutes after you leave your children are playing and interacting comfortably. The best way to help your child to adjust to camp, especially if this is their first experience, is to spend as little time with your camper at drop off as you can.

Consider talking to and preparing your child before camp by scheduling play dates with trusted friends and family where you may leave them for a period of time and they can experience time away from Mom and Dad.

Preschool camp schedule

The core of each camp day is offered from 9 am to 4 pm. Daily gathering time is from 7 am to 9 am and closing activities are from 5 pm to 6:30 pm each day. Each camp starts their day with an opening ceremony and ends with a closing ceremony. Parents are strongly

encouraged to drop off students no later than 9 am as all activities for the day have started.

Camp provides snacks. Parents must pack a nutritional healthy lunch for their child. **Our camps are nut free facilities. Please do not send any food containing nuts or nut byproducts.**

Preschool campers are grouped according to age into 3's, 4's and 5's (or appropriate variation) with a counselor.

Activities include circle time, exploration hands-on time, discovery learning time, activity centers, arts and crafts, projects, family events and more.

Children will have splash time a minimum two times per week

Love & Logic

All children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise with the focus on enabling the child to grow and learn from his or her actions.

Behavior Management of Preschool Campers

We use redirection and positive reinforcement in most situations.

We talk to the children at their level, both verbally and physically.

When a child has been told at least three times about a behavior and still refuses to comply, we may use personal reflection time.

Personal Reflection Time: is a time of separation from the activity, but not from the adults. The time is one minute for every year the child is, not to exceed 5 minutes.

Preschool age children will sometimes physically act out or refuse to move. Our staff will redirect and work with children making every effort to ease anxieties.

Though biting and pinching is typical for this age, preschool staff will employ strategies to help children communicate verbally.

If a child does not respond to behavior management strategies we may reevaluate if preschool camp is the right fit for your child.

Any child who aggressively reacts to a staff person will be evaluated and may not be able to continue in our program.

Physical Discipline of any kind will never be used or tolerated.

Things to Bring to Preschool Camp (please label everything)

- Please dress children in play clothes.
- Extra clothing with a plastic bag to put soiled or wet clothes in.
- On water days children should come to camp with swimsuits under their clothing to minimize change time. Please supply clean under clothes in child's bag.
- NO flip flops or other sandals that can be flipped off (except on swim days).
- Water bottles with your child's name on it.
- Please put sunscreen lotion on your camper(s) before camp and leave a bottle of sunscreen in his/her bag for use throughout the day (Must be **spray sunscreen** if you want staff to help).
- Water shoes
- Beach towel every day
- Some Camps offer Swim lessons for pre-school

Please see page 10 & 26 for food guidelines and food allergy precautions.

Preschool Staff

Preschool staff are chosen by their expertise and experience working with young children.

Lead Teachers are over the age of 21 years of age.

Staff attend all required trainings of our Summer Day Camp staff with the addition of specialized training relating to the care of children 3-5 years of age and curriculum delivery.



General Questions

How are the staff trained?

Day Camp staff must go through a thirty hour training and orientation before the summer begins. Staff are trained and certified in CPR and first-aid, child development, Love & Logic behavior strategies, safety and risk management, transportation procedures, aquatics procedures, field trip procedures, games, songs and summer programming.

How do I update my child's emergency contacts?

1. Visit: www.ymcadallas.org/summer
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, look under the "Account Services" header in the left menu options. Click on "Manage My Family"
4. Under "Select Family Member to Manage" click on the box for your child
5. From the "Select an Action" drop down choose: "View/Edit Emergency Contact"; you will then be taken to the page where you can add the information for your additional Emergency Contact. Please make sure you have the driver's license number and mark "YES" for "Can Pick Up"
6. Lastly, when you are complete please email us at sasbservices@ymcadallas.org to let us know you have added the additional Emergency Contact so we can provide the details for the site.

Can parents visit their child during the day?

Definitely. Parents are always welcome at any of our day camp sites and can join our fieldtrips with advanced notice and proper/approval of screenings. We are limited to the number of parents which can be accommodated as chaperones on field trips. Please see page 22 Procedures for parents to participate in the Camp's operation for more details. Due to the mobile nature of our camps during the day, we do not recommend calling to talk to children during the day unless it is an emergency. Parents wishing to volunteer must complete the proper forms and provide their own transportation to trips.

How much time will the children be outside?

Depending on the type of camp a family selects we spend up to 50-90% of the week outside and/or on fieldtrips. During Heat Advisory Days we will move to shaded or indoor areas, where space is provided. We take strict safety measures to ensure children are not overheated or overtired.

Sunscreen is very important. Apply sunscreen before camp daily, even on cloudy days. Staff will remind children to apply sunscreen at various times during the day. Please be advised that even with regular sunscreen application skin can be effected in direct sunlight or while children are in outdoor pools.

Children also need to have plenty of water with them and drink it often during the day. Water coolers are available outside, and children should bring a water bottle with their name clearly marked each day.

Hats are a terrific way to help keep the sun off the children's faces. Be sure to have their name clearly marked on the hat if they decide to wear one.