



# **Parent Handbook Summer 2023**

**Stevens Point Area YMCA**

1000 Division Street  
Stevens Point, WI 54481

715-347-2252

# SUMMMER VACATION AT THE Y INFORMATION

## MISSION

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

## PROGRAM GOALS

- To provide children with an array of varied experiences, broadening their horizons and improving their understanding of the world in which they live.
- To provide opportunities for children to practice good health, become physically fit, and share in maintaining safety standards.
- To provide an opportunity to accept responsibility, practice leadership, and serve others.
- To deliver the program in a positive YMCA environment allowing children frequent chances to succeed.
- To increase awareness of the diversity of people's personalities, backgrounds, and orientations.
- To give children a safe, supervised, and enjoyable experience as they learn and grow.
- To promote the YMCA's character development values: Caring, Honesty, Respect, & Responsibility.

## PARTICIPATION

- Ages 5 to 7 years are welcome!
- The Stevens Point Area YMCA will not discriminate by race, color, sex, gender, sexual orientation, origin, or creed.
- To ensure that each child's individual needs can be met within the scope of our program, all children who register for Summer Vacation at the Y do so with the understanding that throughout their session each child will be assessed to determine if they can successfully function within the parameters of our program.
- If this assessment questions the likelihood that the child's individual needs can be met in our program, a conference will be set with parent/guardian to further assess the situation.
- Every effort will be made to provide "reasonable accommodations" for each child as long as the child's participation in the program does not require one-on-one staff time that would not allow for the safety and quality care of the other children in the group. At any time thereafter, if the staff have reason to question the compatibility of a child's continued participation in our program, a conference will be set with the parent/guardian to further assess the situation.
- Children are encouraged to participate in all Summer at the Y activities. If your child cannot participate for medical reasons, a note from a doctor is required.

## ENROLLMENT

- The entire registration packet: registration form, health history form, and immunizations must be completed when registering for Summer Vacation at the Y.
- Updating all information, including additional immunizations, changes in address, telephone numbers, or family situation is the responsibility of the parent.
- Enrollment is on a first come, first served basis.

## TERMINATION

- **Parent Termination:** A two week notice in writing is required if a parent decides to withdraw their child from the program. The YMCA will return all but the deposit. After two weeks, refunds will not be available and parents will be held responsible for payment.
- **Mutual Termination:** When parents and staff agree that placement of a child into the program has been inappropriate and is not in the child's best interest, the child may be withdrawn with loss of deposit.
- **Summer Vacation at the Y Termination:** A parent may be asked to withdraw their child when:
  - It is evident the child cannot adjust to the program's environment.
  - A child's behavior becomes detrimental to the other children or staff.
  - A parent fails to complete and submit required forms.
  - A parent fails to pay the fees.
  - A parent fails to observe the program's regulations including but not limited to arrival and departure rules.
- **Summer Vacation at the Y termination must be approved by the School Age Director or Child Care Director.** Withdrawal will be made without current weeks refund and all deposits.

## CANCELLATION

- Given the current situation with COVID-19, the Stevens Point Area YMCA will continue to follow recommendations given by the ACA, CDC, local, state and federal authorities. We will do our best to notify you when and if anything changes.
- If our program offerings change, or your ability to attend camp changes, as a result of health and medical circumstances, our cancellation options are:
  - Donate: Instead of a refund, consider turning your registration fees into a tax-free donation, to support the continued work of YMCA camps.
  - Credit: Turn your refund into a credit on your Stevens Point Area YMCA account for a future program; credit expires in 12 months.
  - Donate and Credit: Do both! Consider taking a partial refund and making a partial donation.
- Medical documentation and approval by the School Age Director or Child Care Director, will be required should you need to withdraw your camper due to a medical circumstance.

## PAYMENTS

- Non-refundable deposit and registration fee must be accompanied with registration packet.
- Payment of balance must be made at least two weeks prior to attendance and will automatically be drafted to the card you provided at time of registration.
- Your child will not be allowed to attend if payment or registration packet is not complete.
- All payments are processed through the Child Development Office.

## FINANCIAL ASSISTANCE

- The YMCA is a non-profit organization open to men, women and children of all ages, races, religions, income and abilities. Anyone requiring special accommodations or financial assistance to participate in a YMCA program or activity should call us at 715-342-2999. Financial Assistance is made possible through contributions to our Annual Campaign and support from the United Way.

## **SCHEDULE CHANGES**

- All cancellations must be received in writing 2 weeks prior to the weekly session registered, with loss of deposit.
- All additions to your schedule will be made based on availability and requires prior approval from the Child Development Office.
- Payments are due at least 2 weeks prior to week of schedule change or at time of scheduling if less than 2 weeks prior.
- Absences should be reported to the Summer Vacation at the Staff or Child Development Office. A message may be left on our voice mail.

## **GENERAL INFORMATION**

### Dates and Hours of Operation

- Please see the Summer Vacation at the Y Program Guide
- Camp hours are from 7:00AM to 5:00PM

## **DROPPING OFF/PICKING UP**

- Parent/Guardian or authorized person must sign their child in and out of Summer Vacation at the Y each day.
- Camp hours run from 7:00AM to 5:00PM.
- Have picture identification ready.

## **WEATHER**

- Summer Vacation at the Y runs rain or shine. At the YMCA, the tornado shelter is located in the lower level, in the adult locker rooms.

## **HEALTH**

- Please take time in the morning to check your child for the following symptoms:
  - Fever, coughing, diarrhea, rashes, vomiting, and any signs of communicable diseases.
  - If any of these symptoms are present, please keep your child home.
  - If a child develops any of the above symptoms while at Summer Vacation at the Y, he/she will be placed in temporary isolation and parents will be notified to pick up the child.
- Any child at Summer Vacation at the Y shall be considered well enough to participate in all outdoor activities. A written doctor's excuse will be needed if an exception is to be made.
- A notice shall be posted if any child comes down with a communicable disease. Please notify us if your child has been exposed to or develops any communicable disease.
- Medication will only be administered when an "Authorization to Administer Medication" form is on file. This form, along with all other medical documentation will be sent out in the weekly newsletter. All medication (prescription and nonprescription) must be in its original container and must be labeled with the child's name, dosage, time and date.

## **COVID-19**

- The ongoing COVID-19 pandemic presents many unique challenges for this summer. The YMCA is committed to providing a safe environment while maintaining the quality camp experience you expect.
- We will continue to monitor and follow guidelines from local and state health departments and the CDC regarding the best ways to address COVID-19 in the Summer Vacation at the Y setting. These practices are subject to change as more information and recommendations become available

## **INJURY**

- Camp staff will take whatever steps necessary to obtain emergency medical care. These include but are not limited to the following:
  - Attempts to contact the parent/guardian.
  - Attempts to contact the parent/guardian through emergency contacts.
  - Call 911, an ambulance, or paramedic.
  - If your child has any type of injury to the head we will notify you about the nature of the injury.
  - A written Incident/Accident report will be filed at the YMCA and in our Medical Journal. Parents will be notified of the incident/accident upon end of day pick up if not contacted earlier and asked to sign report.

## **NUTRITION**

- Breakfast and Snack are provided at Summer Vacation at the Y. Parents are responsible for providing a cold lunch. Please make sure the lunch does not need to be heated or refrigerated.

Please include:

- Meat or meat alternate (Cheese, yogurt, beans)
- Vegetable and/or fruit (2)
- Grain/Bread
- Water is a requirement at Summer Vacation at the Y. Ensure that a water bottle is provided every day, labeled with your child's name. Milk will be provided as an option for children.
- Mealtime is an opportunity for children and staff to sit and relax together and share experiences of the day.
- Menu is posted on the parent board.

## **SUNSCREEN**

- Parents are responsible for providing sunscreen. Families will need to fill out an Authorization to Administer Medication Form. Completed form will be kept on file.
- Instruct and practice with your child on how to apply sunscreen.
- Our Summer Vacation at the Y staff will remind children to reapply sunscreen throughout the day and make sure they have adequately covered themselves, however, our staff encourage children to apply their own sunscreen.

## **FIELD TRIPS**

- Field trips will be communicated one week prior to the registered session.
- We may take off-site hiking field trips by foot. Please note there may be additional fees for field trips.

## **CONTACTING YOUR CHILD**

- If you have an emergency, and need to relay a message to your child, contact 715-347-2252 or the Child Development Office at 715-342-2999. Children are engaged in activities and programs throughout the entire day, and will not be easily accessible for phone calls.

## **LOST AND FOUND**

- Label all personal belongings.
- Unclaimed items are only stored for two weeks.

## **WHAT TO BRING EVERYDAY**

1. Dress comfortably and appropriately for the weather. We recommend old clothes, as much of the Vacation at the Y experience involves exploring!
2. Tennis shoes/sandals with a back or strap
3. Sweatshirt or jacket
4. A labeled water bottle
5. Sunscreen
6. Backpack is required for campers every day
7. A positive attitude!

We strongly discourage personal belongings brought from home. Personal items not required, may be confiscated and returned to parents upon pick-up. We are not responsible for lost or stolen items.

## **CONDUCT AND BEHAVIOR**

- Children are expected to be courteous and respectful to each other and Vacation at the Y staff.
- Improper language, name-calling, fighting, dangerous behavior, stealing and disrespect to others will not be tolerated. We reserve the right to remove a child from a session for improper behavior without a refund.
- Please remind your child of proper behavior so that all campers may have an enjoyable summer.

## **DISCIPLINE POLICY**

Character Development is at the core of everything we do. The YMCA's core values: Caring, Honesty, Respect and Responsibility reinforce the emotional foundation that you've already established. Our core values are used to acknowledge, guide and thank our campers for their behavior choices.

- Staff will attempt to redirect your camper to behave appropriately.
- If the behavior continues to cause a problem, staff may remove the child from the group for a one-on-one discussion.
- If the behavior is threatening or intimidating to another, you will be required to pick up your camper for the remainder of the day with a possible suspension to follow.
- At any time, a conference may be scheduled by staff to assess the situation and develop a plan to help your camper succeed.
- Every effort will be made to enlist the cooperation of the camper, parents and staff to solve problems.
- If chronic behavior problems occur, it will lead to termination from the program, without reimbursement.

## **PARENT COMMUNICATION**

- You will receive a parent letter approximately one week prior to each registered session. This will give you more information about arrival/departure times, list of things to bring and the fun adventures to come!

## **POINTS OF CONTACT**

- Keri Gorski, Child Care Services Specialist, 715-342-2999, [kgorski@spymca.org](mailto:kgorski@spymca.org)