**2025**

**YMCA of Dodge County**

**Day Camp**

**Parent Handbook**

**Hours of Service**

YMCA Day Camp (Camp Exploration and Camp Waupun) opens at 6:30am and runs until 5:45pm June-August.

Drop off for Day camp will be from 6:30am to 9:00am. If you know you need to drop off later or are running behind, please contact the camp leadership via phone call to the site phone, or message on Class Dojo.

All non-communicated late drop off will not be accepted.

**Mission**

The YMCA of Dodge County is a charitable association founded on Christian principles, open to all, and dedicated to building a healthy spirit, mind and body through diversified programming.

**Purpose**

The purpose of the Day Camp programs is to provide a safe, quality, child centered environment for your child/ren, during the times that you can’t be there yourself. Our program is set to accommodate working parents and offers children the chance to grow and develop in a “semi-structured” setting. Our programs are built to foster a positive, educational, and recreational experience for children from ages 5 to 12 years of age.

**Financial Assistance**

It is the policy of the YMCA of Dodge County that no person be denied membership or program participation due to inability to pay fees. Funds made available for financial assistance are provided through the United Way and the Y’s Annual Campaign. W2 and other 3rd party payments are also accepted but parents are responsible for any remaining balances.

**Philosophy**

We at the Y are committed to serving families. Our programs act as an extension to each family by providing support to children in healthy, caring, and safe environments. All programs attempt to meet the needs of each child’s physical, intellectual, emotional, and social development.

**Non-Discrimination Policy**

The YMCA of Dodge County will not discriminate in its intake services or personal hiring practices based on age, race color, sex, and/or sexual orientation, creed, handicap, political persuasion, national origin, or ancestry. The Y camps are open to children 5 to 12 years of age and will try to make reasonable accommodations when needed for up to 200 participants at Camp Exploration and 75 participants at Camp Waupun. The camp programs are non-sectarian, non-profit programs.

*Last updated February 2024*

**YMCA of Dodge County**

**Goals**

1. Foster development of a good self-image.
2. Encourage children to take responsibility for their actions.
3. Encourage children to develop independence.
4. Encourage children to learn appropriate behaviors in social settings.
5. Encourage children to deepen respect for themselves, others, and their surroundings.
6. Foster positive relationships between children and adults.
7. Encourage curiosity, creativity, and open expression of ideas.
8. Practice healthy lifestyles and encourage physical activity in a variety of areas
9. Offer participation in active learning opportunities according to the children’s developmental level of interest.
10. Reflect the cultural diversity of the families within the program.
11. Encourage family involvement.
12. Encourage children to become leaders.
13. Encourage children to clarify personal values.
14. Have fun!

**Objectives**

A. To help children develop to their fullest potential by focusing on:

1. Creating an atmosphere which provides understanding and positive communication

2. Self-awareness, confidence, and self-esteem

3. Physical skills

4. Health and nutrition

5. Fun and adventure

6. Developmentally appropriate readiness skills and academic achievement

B. To deliver a high-quality program in a YMCA environment of safety, support and caring by:

1. Having all children be safe and happy in the program

2. Broadening the community, national, and world understanding of the children and parents, including experiences that foster exposure to ethnic and cultural diversity

3. Conducting the program in accordance with the YMCA operating principles and goals

**Delegation Of Authority**

The School Age Child Care Director of the Y is responsible for the day-to-day operation of the Day Camp and answers to the Associate Executive Director and the Chief Executive Officer. However, each group’s operations are developed and executed by a group of Counselors. (Individual names of staff members in the above classifications are posted on the parent board.)

The Administrative Structure of the YMCA Day Camp consists of the following: Chief Executive Officer, Associate Executive Director, SACC Director, Camp Coordinator, Lead Counselor, and then Assistant Counselor. Executive Staff (all other Directors) are on-call to be available as an emergency contact person to be on site within 5 minutes to give leadership and make critical decisions.

**Staff**

The Day Camp staff is made up of a group of caring individuals with specialized training. Their guidance and help will provide a relaxed yet engaging experience for your child. All our staff meets the Wisconsin licensing requirements including CPR/AED training, Infant Head Trauma, SIDS and First Aid certifications. Staff members must attend a minimum of 24 hours of pre-camp trainings to enhance their professional knowledge and growth which is documented with the SACC Director. Staff are also required to attend paid monthly meetings. The SACC Director assists Camp Coordinator with curriculum development.

**Outside Staff Child Interaction**

The Y does not allow any of its staff to baby-sit for families in their program. Exceptions to this policy are if the staff member and the family are related, or if the staff member had babysat for the family previously, before the staff member or the family had joined the Y.

**Day Camp Curriculum**

It is not the purpose of this Parent Handbook to provide a complete curriculum guide. Specific information pertaining to principles and standards may be obtained from the staff. In general, however, our core curriculum revolves around the children. There is a focus on hands-on learning to our day and emphasis on the Y’s core values of respect, responsibility, honesty and caring.

**Field Trips**

Field trips are a fun and educational part of our Day Camp programs. Transportation will be provided by a school bus rental or by walking. Parents will receive advance notice of forthcoming field trips and the means of transportation. Permission slips must be signed and returned to the staff if your child is to participate on the field trip. If your child is signed up for a field trip, you are REQUIRED to have your child to the YMCA NO LATER THAN forty-five minutes before the bus is scheduled to pick the children up. If your child(ren)’s counselors do not have notice of your child missing a field trip day, your child(ren) will be considered absent and will not be able to participate on the field trip. Trips are a fun way for the child to spend time with their Counselors and fellow campers. Fees for the bus and admission may be separate from program payments and vary from trip to trip.

**Water Activities**

Water activities are a core component of our daily and weekly routines in our Day Camp programs. Safety is the number one priority for all our participants. Campers will only participate in water activities around which lifeguards are posted. At least 50% of staff will be in the water with the children. In order to swim beyond the 0-depth entry area and to go down the big water slide, Participants must pass a Shallow-Water Swim Test. In order to swim in the deep end, participants must pass a Deep-Water Swim Test. The campers will be able to test weekly. A list of names of participants that have passed the swim tests will be available to all staff. This list will be updated weekly as more campers pass the test.

We will also be able to take field trips to the local aquatic centers. To ensure proper supervision of participants, staff will conduct counts in the water every half hour as well as a face to name match up with the attendance roster when moving a group to and from the aquatic area. In the case of a child not able to be found, the following steps will be taken as necessary:

1. Do a count of all children
2. Talk with colleagues about roster of present children
3. Communicate with posted lifeguards
4. Evacuate pool, perform a name-to-face roll call
5. Contact Program and Child Care Directors
6. Call the police to conduct a search
7. Contact Parents to inform them of the situation

**Transitions**

Whenever children are being transitioned to another area, Lead Counselor will do a face to name count with the camper roster. Counts will be done when leaving, returning to camp locations and periodically at each location. Emergency cards will be taken with teachers at all times.

**Transportation Procedures**

When using any type of vehicular transportation, the Day Camp will ensure that the following procedures are followed:

Contracted Vehicle (School Bus)

* Emergency information will be carried in the vehicle with children’s information, including phone numbers of parents, emergency contacts, and names, addresses and phone numbers of physicians.
* A roster with all children’s names will be carried with the counselor.  Once on the bus, the counselor will do a face-to-name count to ensure all campers are present.  Lead Counselor will make sure all children are seated properly in their seat (faced forward, back against seat, feet on the floor or dangling towards the floor).
* Once at destination one counselor will get off the bus and meet the children and another counselor will bring up the rear.  While getting off the bus, the last counselor will examine each seat to make sure all children have exited.
* Once everyone is off the bus, and before the bus leaves, the counselor will do a face-to-name count to make sure all campers are accounted for.

 Transportation Emergency Procedures

* In cases of emergency, the bus will be shut off and evacuated.  Children, staff, and driver will wait a safe distance from the bus.
* Day Camp staff will take a head count with the attendance located on the vehicle.
* Day Camp staff and/or bus driver will call for assistance.  Parents will be contacted via emergency contact information.

**Holiday Celebrations**

As part of our diverse curriculum, we learn about and enjoy a wide variety of holidays. We do not teach about religion, nor force children to celebrate holidays. If you have concerns about your child’s participation in a holiday celebration, please speak with your child’s Camp Counselor.

**Guidance/Discipline Policy**

Governing Principles

Counselors will focus on rewarding positive behavior. In the event that discipline is required, we will follow a progressive discipline plan.

The YMCA Summer Day Camp staff want all of our campers to enjoy their camp experience. Campers responsible for actions potentially injurious to self or others, willful destruction of property, flagrant disobedience, and verbal abuse will be removed from their group immediately and taken to the camp office. Severe or repeated incidents may result in immediate removal from camp with a follow-up required parent meeting before children are allowed to return to camp. Day camp directors may suspend a camper from participating in the weekly field trip following behavior incidents. Parents will then be responsible for child care for that day, care will not be available at the Y while camp is away at a field trip.

What happens if my camper has a discipline problem at camp?

Our camp staff are trained and expected to resolve misbehavior problems in a positive manner. Our staff speaks with the child, allow him/her to take time to think about the problem, discuss the problem/solution with the child, then let the child return to the activity. In more severe cases, child will be kept out of activity and parent will be asked to pick the child up. Together, parents and YMCA staff will work out a custom-designed behavior modification method depending on the severity of the problem. In the event the problems still exist, your child may be suspended or expelled from the program. Our policies do not grant refunds or credits for missed program days due to a behavior problem.

When a camper does not follow the behavior guidelines, we may take the following steps:

* Counselor will redirect the child to a more appropriate behavior.
* The child will be reminded of the behavior guidelines and YMCA rules, and a discussion will take place.
* If the behavior persists, a parent will be notified of the problem.
* The staff will document the situation. The written documentation will include what the problematic behavior is, what provoked the problem, and the corrective action taken.
* A leadership team member will schedule a conference with the parent to determine the appropriate action.
* A leadership team member will schedule a progress check or follow-up conference.
* If the problem still persists, a leadership team member will schedule a conference that includes the parent, child, staff, and Program or Child Care Director. The director will have all documentation and the notes from the previous conference for review.
* If a child’s behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and required to pick-up the child immediately.
* If a problem persists and the child continues to be disruptive, the YMCA reserves the right to suspend the child from the program. Expulsions from the program may be considered in extreme situations.

The following behaviors are not acceptable and will result in the immediate suspension of a child for the remainder of the current day and the next day:

* Endangering the health and safety of children and/or staff, members, or volunteers
* Stealing or damaging YMCA, school, or personal property
* Leaving the program without permission
* Continuing to disrupt the program
* Refusing to follow the behavior guidelines or Y rules
* Using profanity, vulgarity, or obscenity frequently
* Acting in a lewd manner
* Fighting

If any of these behaviors persist, staff may suspend the camper a second time before expulsion. Depending upon the severity of the behaviors and for the protection of all children, immediate expulsion may be required.

Immediate expulsions may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives and other behaviors not identified in this list.

**Day Camp Behavior Management:**

1. Try ignoring minor behavior if it doesn’t interfere with others.

2. Warning

3. Second Warning

 -Logical Consequence

 Redirect to different activities or area, Review Program Rules

 Negotiate and Mediate, Discussion with children, Temporary removal from situation

4. Behavior Report

 -Upon first Behavior Report, the Program/Child Care Director must be contacted

(A behavior report is a documentation of a situation and movement towards a positive future strategy concerning a specific child’s behavior. Your Program/Child Care Director can offer advice or look at other resources to help you.)

 -Meet with Family – Behavior Contract, if necessary

 Program/Child Care Director will set up meeting with the Lead Counselor and the Family

The Y reserves the right to remove a child from this program for continual disregard of the rules and/or if he/she jeopardizes the safety of other children or staff. **Physical or verbal abuse will never be used to resolve conflict by the Y staff, even at the parent’s request. The Y therefore cannot allow others, including parents/guardians or children, to do so within the Day Camp Programs.**

**General Policies and Procedures**

Licensing specifics can be found at: <https://dcf.wisconsin.gov/files/publications/pdf/202.pdf>

**Eligibility**

* School age children 5 to 12 years of age will be accepted in our Day Camp Program.
* Maximum attendance in any one day will never exceed licenses
* Children are expected to be fully potty trained.

**Admission**

**Enrollment Forms**

Enrollment paperwork is available for campers and their families online. Forms will be gathered by YMCA staff and enrolled by Camp Directors. These forms, including such things as emergency contact information, authorized people for pick up, and health information, need to be returned 2 business days before the child’s first day of attendance.

**One of the primary goals of Day Camp is to ensure the safety and well-being of each child. In order to accomplish this goal, the YMCA has each Parent/Guardian complete the following according to state-required licensing standards:**

Enrollment Choice (M-F/M-Th)

Program Choice (Camp Exploration/Camp Prairie View/Camp Waupun/Specialty Camp)

Child Care enrollment form

Health History and Emergency Care Plan form

Medication Authorization (if applicable)

Field trip authorization

Immunization Record (30 days to obtain)

Transportation Permission authorization

Bank Draft Form

The YMCA requires an accurate and current record of home, cell and work place phone numbers. If you change your phone number or your emergency contact, please let us know immediately.

**Tuition Payments**

Payments may be made through automatic withdrawal (bank draft), by cash, check before camp week, (made out to YMCA of Dodge County with the child’s name in the memo line), by money order, or by MasterCard, Visa or Discover.

The Y accepts 3rd party payments, but any family receiving payment benefits from a 3rd party will also be required to complete a payment agreement for any remaining fee balances.  Families are responsible for any unpaid portion and MUST have an automatic withdrawal form on file.

Day Camp families are billed at a flat rate and billed weekly. Families who choose the Bank Draft option will have the amount due pulled from their account on the first day of the week enrolled (typically Monday), otherwise full payment is due by the first day of the week enrolled. If your child does not attend on Monday, please make payments in advance.

**Anyone exceeding 2 missed payments will be asked to pay the balance in full or they will not be able to return to any camp program.**

**Withdrawal/Disenrollment Policy**

**Y Termination**

If a parent/guardian and Y staff are unable to come to a mutually satisfying course of action after identifying and processing a problem, the Program and Child Care Director reserves the right to cancel the enrollment of the child for one or more of the following reasons:

1. The child has special needs of which the staff or the facility is unable to meet effectively.
2. A parent/guardian fails to observe the policies set forth by the Y.
3. If the child cannot adequately adjust to the program.
4. If the child is unable to comply to camp behavior policies.
5. Outstanding balances for services exceed 2 billing cycles.

**Parent Termination**

It is the responsibility of the parent/guardian to notify the Y in writing two weeks in advance prior to the date of withdrawal and given to the Camp Director.

**Mutual Decision between YMCA and Parent**

If the Y and the parent/guardian agree that the placement of a child is not in the child’s best interest, the written notification of 2 weeks will be waived.

**Termination Policy**

The Y Day Camp Programs reserve the right to unenroll a child if his/her behavior is harmful to the other children, the staff, or to him/herself. Steps taken to help the child learn more appropriate behavior will be documented, and parents will be informed, preferably during a parent-teacher conference, that a child’s enrollment is in danger of being discontinued if the behavior continues. Decisions regarding enrollment termination, and the timeframe involved in making this decision, are based upon the severity of the behavior, the child’s age, the length of time the behavior has been occurring, and the family’s willingness to work with Y staff to help the child.

A child may be unenrolled if a parent is not cooperative, fails to pay, fails to submit health forms, or fails to observe hours of operation.

**Scholarship Policy**

The Y believes in providing membership and program services to all who desire to participate in the Y regardless of ability to pay. Financial scholarships are available and are supported with contributions of Y friends through our Annual Campaign and United Way of Dodge County. Please call 920-887-8811 for more details or inquire at the Welcome Center.

**Health and Wellbeing**

**Illness**

The site cannot care for an ill child. Camp Counselors will consult with the Program and Child Care Director, when making the decision that an ill child is to be sent home. Please do not bring your child to the site if they are displaying any of the symptoms listed below, as staff will not allow an ill child to remain at the site. A child is considered ill when observed to have any of the following symptoms:

* Temperature 100.5 degrees or higher (with other symptoms)
* Vomiting
* Diarrhea
* Symptoms of communicable diseases (COVID-19, chicken pox, pink eye, etc)
* Constant cough, especially a barking or croupy cough
* Heavy (green) nasal discharge
* Symptoms of a contagious virus (including cold sores)
* Undiagnosed rash
* Discharge from the eye
* Excessive atypical behaviors (whining, crying, tiredness)
* Inability to participate in regular daily activities
* Lice, nits, or other scalp conditions

A parent or guardian will be contacted to pick up your child. **Your child needs to be picked up within one hour after contact**. We need your cooperation to help our camp be as healthy as possible. Your child will be isolated from campers until picked up from the camp. A child must be symptom-free for a full 24-hours before they may return to camp. The child cannot be on medications that would mask these symptoms during this 24-hour period. **No child shall return to the center until a full 24 hours after fever, vomiting or diarrhea has stopped.**

Communicable diseases (chicken pox, measles, COVID-19 etc.) will be reported to the Dodge County Health Department according to licensing regulations. Illnesses are also posted when children have been exposed. Children must have a written doctor’s permit to return to the program after recuperating from a communicable disease.

When your child will be absent due to illness or any other reason, please call the camp site phone as soon as possible!

Camp Exploration Site Phone: (920) 382-6207

Camp Waupun Site Phone: (920) 306-0223

Camp Prairie View: (920) 382-1679

For illnesses lasting 3 days or longer, please bring in/fax a doctor’s excuse to avoid being charged for the days absent.

For illnesses lasting less than 3 days, you will not be credited.

**Health Care**

Universal precautions are to be used at all times. Both Y staff and children’s hands shall be washed with soap and warm running water before and after handling food and after toileting. Glove usage is recommended and proper disposal is required. Disinfecting surfaces before and after usage is required by Y staff. Toys are disinfected on a regular basis to avoid the spread of disease.

**Health Insurance**

Parents are responsible for any medical expenses related to any injury their child incurs while participating in the program.  The Y does not carry supplemental health insurance for any of its programs.  Please file any medical claims with your personal health insurance company.  In the event of an injury, appropriate accident forms must be completed.

**Medicine**

Our Camp Counselors are here to teach and nurture your child, but they are not medical professionals. We request that parents adjust the timing of their child’s medication so doses are given at home as much as possible. If other arrangements are needed, please see the Program or Child Care Director. If medication is required during the time of care, an Authorization to Administer Medication form will be required to be completed.

Y Staff will administer medication to your child only under the following circumstances:

1. The prescription is in the child’s name and the parent has filled out an **Authorization to Administer Medication Form**. The medicine must be in the original container with labels intact to assure correct dosage and administration. The first dose of any medication must be administered at home.  Staff will not give initial dose of any medication, except for physician’s written permission of those intended for life-threatening situations (i.e., Epi-pen).  Staff will not administer expired medication.
2. Over-the-counter medication may be given but must be directed in writing by a physician. Medication must be in its original container with label intact. Staff will not dispense more than printed recommended dosage. Child’s name (first and last) and the dosage must be written on the container. **All over-the-counter medications require a physician’s authorization slip.**
3. All medications will be stored in a locked container at the Day Camp site.
4. Cough drops are a choking hazard and will not be allowed.
5. Staff records all medications administered on the Authorization Form and in a Medication Log book. Parents must write each day/time the medication is to be given for staff to follow.

**Food/Nutrition Program**

Breakfast is available each day at 7:30am. A morning snack will be served between 9:00-9:30am during our Day Camp program. Lunches may be available through the school district lunch program and lunch period will be between 11:00am-12:00pm, otherwise home packed lunch is required. Afternoon snack will be available for campers after swimming activity or between 3:00-4:00pm

All breakfast is prepared according to licensing guidelines established by the State Department of Health and Family Services. A weekly menu is posted in each of the group binders.

It is the parent’s responsibility to list on the child’s enrollment/health forms **any** allergies the child may have. Please keep staff informed as to any new allergies, particularly food allergies. Please let staff know of any other dietary needs your child may have. We will try to work with you, within licensing regulations, to meet those needs. Physician documentation may be required.

Birthday or other special treats are welcome. Please see your child’s counselor regarding any food allergies in the class and a list of healthy snack suggestions. **Gum, candy, and/or soda should not be brought to any Day Camp Program.**

**Mealtime Routines**

Mealtime is meant to be a relaxed and social time. Many skills, including language, social and fine motor skills are learned during mealtime. Hands are to be washed before and after each meal and snack with running water. Hand sanitizer may be used in case of no running water. Children will sit at the tables or picnic style during meals, with counselors joining them as much as possible. Children are encouraged and expected to use age-appropriate table manners. Breakfast & snacks are provided by the Y. Children are encouraged, but never forced, to try each type of food provided by the Y and/or parent/guardian. Food is never used or withheld as a punishment. When finished eating, children will discard any uneaten food and disposable products in a covered waste container.

**Screen Time**

Screen Time is to be limited to less than 60 minutes a day for children in our camp. Screen time will only be used on special occasions with prior approval from the Program and Child Care Director. Personal electronic devices are not allowed at camp. If your child has a cellular phone please make sure they understand those are only allowed to be out of their backpack for emergencies.

**Reporting of Child Abuse/Neglect**

The staff of the Day Camp Program are required to report incidences of children who appear to be emotionally, psychologically, physically, or sexually abused or neglected to the Dodge County Child Protective Services or to the police. Suspicions of abuse or neglect will be documented and placed in confidential record. Staff is trained by the Y insurance group annually in identifying signs of abuse.

**Accident/Emergency/Injuries**

**Emergency Procedures**

In case of a building safety concern, such as power outage, no water, furnace not working, etc., building management will decide if the children can be safely cared for, and if not, parents will be called to pick up their children.  In case of an emergency or evacuation drill the Program Director, Child Development Center Director, and Executive staff members from another area will assist in the emergency or evacuation drill by meeting the campers outside the emergency exit to assist camp staff in getting the children outside to safety.

**Injuries**

Minor injuries will be treated using simple first-aid. Parents/guardians will be notified of all minor injuries when picking up their child. If the injury is more severe, we will attempt to contact a parent or guardian first. If a parent/guardian cannot be reached, an attempt will be made to contact the emergency persons listed on the enrollment forms. If no one can be reached, the Y will contact the child’s physician and/or an ambulance. If a child needs to be transported via an ambulance he/she will be taken to the closest available hospital accompanied by a Y staff member. In case of an extremely serious injury, an ambulance would be called first before the parents are contacted. Ambulance service is provided by the local EMS. Staff is required by state licensing regulations to record all injuries. The Y requires parents to sign the accident report indicating that they have been notified of the injury. If a child is injured or becomes ill while off site, staff will determine if the situation can be safely handled at the site, if the group needs to immediately return to the Camp, or if an ambulance needs to be called. While on field trips, staff will have a first aid kit and cell phone with them. All Y staff are trained in First Aid, Child/Adult CPR, and the use of universal precautions. Single use disposable gloves shall be worn if there is contact with blood-containing body fluids. Hands will then be washed with soap and water and the gloves will be discarded in a plastic bag.

**Missing Child**

If a child is found to be missing; camp staff will follow these procedures:

* Alert Program and Child Care Director and other staff that a child is missing.
* Staff will immediately search entire facility and surrounding area.
* If a child is missing on a field trip, staff should notify the appropriate personnel on the site and an official search of the site, and the surrounding areas will be made.
* If these attempts fail, parents and police will be notified.
* If the child is found within minutes of the search, parents will be notified by the Program or Child Care Director.

**Extreme Weather Policy**

Daily outdoor playtime is a healthy, important part of our program. Children attending should be in good health and therefore be able to be outside for camp. Be sure that your child has weather-appropriate clothing and footwear. Throughout the summer when temperatures are high, children will be encouraged to drink plenty of water and take frequent breaks in the shade of the pavilion or tent. Staff will modify activities to limit strenuous exercise and sports activities will be shortened with extended breaks. Planned indoor activities will also occur, as space is available, when weather and heat index is extremely high.

**Emergency Plans**

Fire and/or tornado drills are practiced monthly, with evacuation routes posted at each space used. Staff will gather campers when there is an issue Tornado Watch and go the designated Tornado Shelter, the locker rooms, in a timely manner. The designated Fire Route is to the field across the parking lot from the facility. Staff will not take children outside if there is a realistic threat of inclement/ severe weather. Staff will monitor weather by using apps on cell phones and will be alerted to local watches and warnings. In case of a building safety concern, such as power outage, no water, furnace not working, etc., building management will decide if the children can be safely cared for, and if not, parents will be called to get their children.

**Policies**

**Pets Policy**

Occasionally, a camp may have a pet. These may include only fish. Parents will be notified of pets only when there is a pet at camp. Children learn responsibility and companionship by helping care for the pet in ways such as feeding them. All pets are cared for according to licensing regulations and are included in our insurance policy. If your child has animal allergies or fears, please let the staff know. If pets are added after a child is enrolled, parents will be notified in writing prior to the pet’s addition to the center.

**Photo Policy**

Y programs and events are often photographed or filmed for promotional purposes. If you do not wish to be included in a Y photograph, please indicate this to the instructor and/or photographer, otherwise the Y has the right to use photos for promotional purposes associated with the Y.

**Arrival/Departure of Children**

Hours of operation: Day camp is open from 6:30am – 5:45pm, Monday – Friday excluding holidays. Children can be in care for a maximum of 10 hours per day in the Day Camp. The only way a child can spend more than 10 hours in the Day Camp, is by providing us with a note from your HR with the hours that you work.

When dropping off and picking up your child(ren), check in with your child’s Camp Counselor so they can sign them in on the attendance clipboard. If someone else will be dropping off or picking up your child please make sure you inform them of the proper procedures. If a child has not be dropped off by 9am and we have not received information regarding their absence, we will begin calling and messaging parents about their attendance status for the day.

The parent/guardian is responsible **for bringing the child to the site where Y staff is available to greet the child**. Parents need to verbally tell the teacher at the camp site that they are dropping off or picking up their child. At this time the child will need to put their accountability card “in” to the designated box to ensure that all children are accounted for at all times throughout the day.

**Children will only be released to authorized parents/guardians or to a person designated on the enrollment form or authorization permission slip**. **A photo I.D. must be shown to verify identity**. Prior written consent from the parent/guardian must be on file in order to release the child to a designated person. Please let us know at drop-off time if someone else will be picking up your child, so we can verify that we have them on file. Any authorized adult who seems to be under the influence of drugs/alcohol will be brought to the attention of the Program Director and proper actions will be taken.

If children are to be picked up during the scheduled outside time, parents need to come out to the group to sign the child out for the day. Children will only be able leave without a designated adult picking them up if written permission is on file.

Because of licensing rules, a child cannot remain at camp after 5:45pm. Late pick-up is considered any time after 5:45pm for children in the camp programs. **If late pick-up occurs a fee of $1 per minute will be added to your bill.** Continued late pick up could result in the camper’s expulsion from the program. **When your child will be late or absent due to illness or any other reason please call the camp phone, contact the Program Director or message on ClassDojo prior to scheduled drop off time.**

**Confidentiality**

The child care staff is ethically and legally required to maintain confidentiality for children and families. Please respect this and help us in this matter. This includes, but is not limited to:

* incidences between children
* behaviors of specific children
* counselor/child interactions
* information about other families
* information regarding children with posted illnesses
* information regarding children with special needs whether it be physical, emotional, or cognitive

Custody changes must be brought to the Program or Child Care Director’s attention so the proper actions can be taken. The counselors are responsible for guiding the camper’s behavior while in our program. Parents may not discipline other children in our program.

**Parent Communication**

**Parents are required to notify the center immediately in writing of any changes in address, telephone numbers, employment, authorized pick-up persons, or emergency contacts. We must be able to reach you at all times!**

Please feel free to speak with your child’s counselor on a regular basis. To ensure program quality and safety, it is important that you maintain open lines of communication with the staff regarding your child.

A complete copy of the Day Camp Policies and the State of Wisconsin Licensing manual are available in the Camp Exploration binders should you have further questions. Medical logbooks are also kept in each binder.

**Phone and Written Communication**

If we are unable to speak with you in person, Day Camp staff will notify parents by phone or by written notes whenever a situation arises that we feel you should be aware of. We request that parents keep the Day Camp staff informed of your needs, concerns, and feelings as well. Groups will have their own cell phones to use specifically for contacting families. These phone numbers will be posted on ClassDojo pages and will also be posted on the camp notice board.

**Parent Information**

Please check your child(ren)’s file daily. Information regarding upcoming events, lesson plan activities, counselor requests, and field trips will be put there on a regular basis. For the rules, the state license, compliance, or noncompliance and a summary of the classroom’s daily activities, counselors will have a binder that remains in the camp base with that information.

**Lost and Found**

The Y is not responsible for lost or stolen articles. Please label all belongings and bring only necessities to the camp. A lost and found box is located at the Welcome Center in the lobby of the Y as well as the Camp base. If belongings are not claimed by the end of camp, they will be donated to a local charity.

**Clothing/Items From Home**

The camp tries to provide all the materials children need to be safe, busy, and happy while in our program. **Please do not bring toys from home unless permission has been given from the Camp Director**. This policy is to protect your child(ren)’s belongings, and to encourage equity amongst campers. Your child’s counselor may on occasion request materials for special projects (such as shoe boxes or plastic soda bottles). Please be sure to label any items brought from home.

As we will be outside every day, it is necessary to have weather appropriate clothing. Shoes with rubber soles and closed toes are much safer for everyday activities. It is always better to dress your child with a sweater or sweatshirt that can be removed. Please label ALL clothing and items from home with child’s names.

**Review of Parent/Guardian Rights and Responsibilities**

**Parents/Guardians have the right to:**

* Know their child is well cared for in a safe environment, where they are free to select from a variety of learning materials and activities.
* Share concerns with staff about anything that is in the best interest of their child.
* Know about any changes in policies, procedures and fees.
* Visit the camp at any time during its operating hours.

**Parents/Guardians are responsible for:**

* Observing the policies of the Day Camp Programs.
* Paying their bills as to be in compliance with the Tuition Payment policies.
* Providing written consent to the counselor staff of administering medication, field trip permission, authorizing a pick-up person, etc.
* Completing all enrollment forms and providing current medical reports, phone numbers and emergency contact information.
* Informing staff if a child has had, or has been exposed to, a contagious illness.
* Keeping track of, along with their child, all personal belongings.
* Obtaining their child’s bill from the Day Camp.
* Giving a two-week written notice prior to the last day of attendance of their child.

**Parent Agreement**

**Please detach and sign this page and return a signed copy on the child’s first day of Camp or drop off at YMCA for Program Director.**

After reading the handbook, please sign and date below that you have received a copy of the handbook, and that you have read it (or intend to read it). By signing, you agree to follow the policies and procedures outlined in this handbook, or risk your child being unenrolled from this program. Please feel free to ask any questions or concerns that you have many have.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_