2023 YMCA Day Camp
PARENT HANDBOOK

YMCA Mission: To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all. Everyone is welcome.

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Updated: January 2023

WELCOME TO YMCA DAY CAMP!

Founded in 1886, the YMCA of Greater Houston has always been a place where all people can find hope, fellowship and healing. Strengthening community is our cause. We know that a strong community can only be achieved when we invest in our youth, our health and our neighbors.

The YMCA Day Camp program is a values driven program that puts a strong emphasis on our core values of Caring, Honesty, Respect, Responsibility and Faith in hopes of inspiring youth to thrive.

The key to our success is always our well-trained and caring staff who love to work with youth. Strong communication between the staff and parent/guardian is essential to ensure that your camper has a successful summer.

Please take a few moments to read through this Handbook with your camper. It will help familiarize you and your child with our policies and procedures. It explains everything from our program model, policies and procedures to safety, activities and communication. If you have a question that is not covered in this handbook, please contact us at Afterschool daycamp@ymcahouston.org and one of our Day Camp team members will be happy to assist you.

We look forward to helping your child grow into their full potential as they build **RELATIONSHIPS**, discover a sense of **BELONGING** and gain **ACHIEVEMENT**, at the YMCA of Greater Houston **– Not a Place. A Purpose.**

Sincerely,

Avice Chambers
Vice President, Youth Development
YMCA of Greater Houston
https://ymcahouston.org

PROGRAM OVERVIEW

No one does camp like the Y! Offered at locations all around the Houston area, our camps place special emphasis on youth choice, achievement and a sense of belonging. We are confident that we have the right camp for your child. Y Summer Camp provides youth ages 5-15 (specific ages vary by location) with supervised activities designed to teach core values, conflict resolution and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork and growing in self- reliance. The campers are placed into their respective age groups and taken through activities that are geared for their developmental level. Throughout the greater Houston area the YMCA has five types of day camps available.

- **Discovery Camp**- Discovery camps are for those who are seeking passions through small groups in the safe environment of your local YMCA center. Campers will discover unexpected fun.

- **Wonder Camp**- Wonder camps bring summer camp to the next level, offering uniquely scheduled themed weeks involving both indoor and outdoor exploratory activities.

- **Adventure Camp**- Adventure camps allow an opportunity to leave ordinary at the door through an on-site quest for exploration and personal growth. Regionally located, these camps offer a wide-array of predominantly outdoor activities.

- **Explore Camps**- Explore camps approaches opportunities to work with families in the communities we serve with holistic and collaborative intention are offered within various communities across the Greater Houston Region. Activities include: STEM Activities, Sports & Outdoor Games, Nature Exploration and Water Safety Training.

- **Academic Academy**- Academic Academy is designed to support students to achieve their full academic potential. Young people ages 5-11 are engaged in reading and mathematics with support from academic instructors each morning and have the opportunity to select enrichment programs every afternoon that provide hands-on activities. Activities includes: Literacy, Math, Mindfulness, Enrichment Clubs, Water Safety and Field Trips.

Even the rain will not stop the fun at Y Summer Camp. Our staff members are prepared for rainy days with many backup plan options including songs, skits, games and additional activities.

Our caring and competent staff offer positive reinforcement, safe surroundings, Christian values (caring, honesty, respect, responsibility and faith), fun and laughter, which in turn help bring these characteristics out in our campers. Our staff are trained on the Y KIDS first culture!

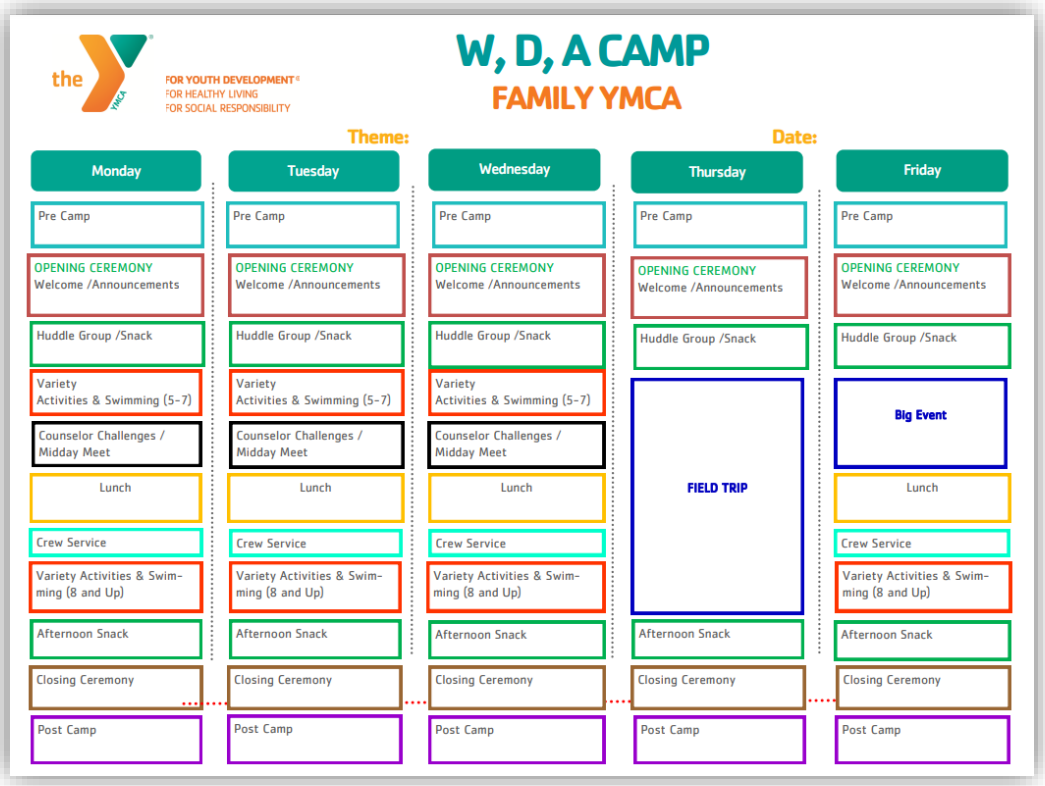
ACTIVITIES OFFERED

The campers are placed into their respective age groups and taken through activities that are geared for their development level. At certain points during the day, campers are brought together for House activities, songs and/or special events.

A typical camp day includes:

- Arrival

- Opening Ceremonies or group activity
- Morning rotations of camp activities
- Lunch
- Literacy
- Afternoon rotations of camp activities
- Closing activity
- Departure



OUTSIDE PLAY

Outdoor play will be in staggered shifts. If multiple groups are outside at the same time, they should have a minimum of six feet of open space between outdoor play areas or visit these areas in shifts so that they are not congregating. Afterwards hand washing will be done immediately after outdoor play time. Usage of play structures and jungle gyms are prohibited during outdoor play.

Camp rotations include opportunities for campers to learn, play and explore. Our focus on academic achievement consists of a fun and educational blend of literacy activities such as Camp Readers and STEAM (science, technology, engineering, arts and math) activities to help campers learn to love nature and the way things work. Of course camp would not be complete without a healthy living emphasis in traditional camp activities of group games and sports, archery, hiking, and arts and crafts.

Water breaks and hand washing are provided during rotations and group transitions between rotations.

As part of a national effort to help combat childhood obesity, the YMCA of Greater Houston will limit the use of television, movies, digital devices and computers to no more than one hour per day and for

educational purposes only.

Many children throughout our community lack access to the educational opportunities they need to succeed. Summer is a particularly critical time because children can lose two or more months of academic skills when not engaged in structured learning over their summer break. This phenomenon, known as summer learning loss, is most acute among high-needs students in under-resourced communities. The YMCA is helping to prevent this summer slide by providing enriching summer programs that build skills in math, science and literacy in fun and interactive ways.

Daily camper needs:

- Healthy snacks/lunch
- Labeled Water bottle (must have)
- Face mask (optional)
- Towel
- Spray sunscreen (staff do not directly apply to campers)
- Comfortable play clothes
- Bug spray (staff do not directly apply to campers)
- Cap/visor
- Closed-toe/closed-heel athletic shoes
- Good attitude

Campers do not need:

- Cell phone
- Makeup
- Electronic device
- iPods, iPads, tablets or Mp3 players
- Toys/stuffed animals
- Money
- Weapons
- Trading cards
- Jewelry

All necessary personal items that come to camp should be clearly labeled with the camper's name. Items that are lost will be placed in a lost-and-found area. Due to our limited storage space, if items are not claimed by the end of the camp session, they will be donated to local charities. Please remember we are not responsible for lost, misplaced or stolen items.

FIELD TRIPS AND SPECIAL EVENTS

Throughout the summer, Camps will plan different events to add something special to your camper's experience. Special activities may include programs, treasure hunts, talent shows, speakers and virtual field trips. These will take place during the regular camp day and give your camper the total experience of Summer Camp.

Our Adventure Camps are going through a revolution to become a destination experience for campers around the city. To develop this experience we are focusing our efforts on enhancing the on-site program for the campers. This will mean there are no field trips at Outdoor Adventure Camp.

Additional waivers may be required to participate in certain activities.

Bussing

We ask that you speak with your camper regarding proper safety guidelines. Our primary goal when transporting campers is to ensure their safety. The Y reserves the right to suspend or dismiss a camper if they are behaving in a way that is unsafe or inappropriate. Campers are expected to observe all usual program safety and bussing rules below:

- Comply with seating assignments made by the driver and / or YMCA staff member.
- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated stop.
- Keep feet, arms and personal belongings out of the aisle.
- Do not deface the bus or its equipment.
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Stay seated while the bus is moving.
- Fasten their seat belts when riding a bus that is equipped with seatbelts.
- Wait for the driver's and / or YMCA staff members signal upon leaving the bus and before crossing in front of the bus.
- Follow any other rules established by the operator of the bus.

Misconduct will be addressed in accordance with the Discipline and Guidance Procedures outlined in the Parent Handbook.

WATER ACTIVITIES

MAKING OUR POOLS EVEN SAFER

YMCA SWIM TESTING

Safety in our pools is our first priority, and swim testing ensures that non-swimmers stay safe and can be easily recognized by lifeguards.

Individual parents or caregivers at least 16 years of age may be responsible for no more than two youth under age 9 with a pink or red band who are not wearing a Coast Guard approved life jacket.

PINK BAND
0-5 years of age

REQUIRE ADULT SUPERVISION IN THE WATER AT ALL TIMES

PINK BAND SWIMMERS

- Parent or care giver who is at least 16 years of age must be in the water and stay within arms reach of the child at all times.
- Permitted in shallow areas of the pool only.

RED BAND
6-15 years of age

DID NOT TAKE OR DID NOT PASS SWIM TEST

RED BAND SWIMMERS AGES 6-9

- Swimmer must wear a Coast Guard approved life jacket and pass a navigation test or be within arm's distance of a parent or caregiver who is at least 16 years of age.

RED BAND SWIMMERS AGES 10-15

- If water in shallow area is above chest/arm pit level, swimmer must wear a Coast Guard approved lifejacket and pass a navigation test or be within arm's distance of a parent or caregiver who is at least 16 years of age.

All RED BAND swimmers are permitted in shallow areas of the pool only.

YELLOW BAND
6-15 years of age

PERMITTED IN WATER UNDER 5'6"

YELLOW BAND SWIMMERS

- Must pass a shallow water swim test that includes:
  - Swim 15-20 feet unassisted
  - Float horizontally and move from a face down to a face up position
  - Stand up

GREEN BAND
6-15 years of age

PERMITTED IN WATER 5'6" AND OVER

GREEN BAND SWIMMERS

- Must pass a deep water swim test that includes:
  - Jump into water that is over the individuals head and return to surface
  - Swim 25 yards unassisted and without rest
  - Tread for 1 minute
  - Float on back
  - Swim to side of the pool and climb out

BLUE BAND
6-15 years of age

PASSED SWIM TEST & MEET SLIDE HEIGHT REQUIREMENT

BLUE BAND SWIMMERS

- Must pass a Yellow or Green Band swim test as listed above depending on the water height in the slide area.
- Must meet the manufacturers height requirement for the slide.

Participants must be skill tested each visit. See a member of our Aquatics Team for more details.

Campers participate in swim test prior to using the pool. They are marked with a neckband, wristband, or other identifying mark.

MEALS AND SNACKS

Nutrition and healthy eating is an important part of a successful Day Camp Program. Some centers will require campers to bring all of their own meals, snacks and water. We ask that campers not bring fried foods and foods high in sugar and saturated fats, such as chips, cookies, gummies, fried chicken nuggets, etc. In addition, we request that no outside food be brought into camp from local restaurants. We are unable to provide accommodation for meals that require refrigeration or heating/cooking.

All meals provided by the Y comply with USDA program guidelines. Weekly food menus are posted on parent boards or at the parent table to review. Check with your local camp regarding meals and snacks.

houston foodbank

YMCA of Greater Houston partners with The Houston Food Bank's Kids Cafe to provide free meals and snacks at select Day Camp locations. The objective of Kids Cafe is to help alleviate childhood hunger by providing children with access to fresh, healthy and warm meals in after-school or child care programs.

https://www.houstonfoodbank.org/our-programs/kids-cafe/

ANIMALS

Parents and campers will be notified in writing if their campsite has animals. All animals will be current in vaccinations and visits to the vet. Health records from the vet visits will be available for your review. Campers will be required to practice good hygiene and hand washing after handling or coming in to contact with an animal and items used by the animal, such as water bowls, food bowls and cages. Personal pets or animals are not allowed at camp.

HOURS, DAYS AND MONTHS OF OPERATION

Y Summer Camp is offered during the day, Monday through Friday, from the end of the school year in May/June to the beginning of the new school year in August. Hours vary from camp to camp, but typical hours are 6:30 or 7 am to 6 or 6:30 pm.

ENROLLMENT PROCEDURES

All enrollment is completed electronically at ymcahouston.org/camps. Registration fees must be paid at the time of enrollment. Please allow time to complete your registration in one sitting as it will time out after 30 minutes.

The following items are needed to enroll:

- Name, address, and phone number
- Your child's shot record
- Your child's school ID or lunch ID
- Emergency contact information included address for someone other than yourself (not parent or guardian)
- Contact information for others authorized to pick up including Driver's License or government issued ID
- Payment information
- Registration fee
- Insurance information
- Doctor and Hospital information

If special accommodations are needed, a meeting must be conducted prior to the camper attending the program. Please contact the Program Director to set up a meeting with you and your camper.

ARRIVAL, DEPARTURE AND RELEASE PROCEDURES

Parents/guardians must sign their camper in and out each day in the designated sign in and out area. Campers are prohibited from being dropped off or released at other camp locations and field trips. Campers will only be released to the persons listed on the emergency or authorized pick-up section of the enrollment form. This person will be requested to show proper identification (Driver's License or government issued photo ID). Please bring your ID to the camp site. Only those designated on our enrollment form will be allowed to modify your information. All changes must be made with the program director in writing.

If you indicate on your child's enrollment form that he/she may be released to a sibling under the age of 18, the sibling must be listed as an authorized person to pick up your child on the child's enrollment form.

If a parent/guardian is not allowed to pick up a child, the YMCA must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release a child to either parent/guardian, if both are listed on the enrollment paperwork. The Y will only follow what the court order states. In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Senior Program Director to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care. Parents are responsible for resolving any issues that may arise from their child's participation in our programs. The YMCA will not get involved in disputes between parents.

We use an electronic sign-in/out system operated by Alaris. The system is built for use on mobile devise and tablets. The goal is to provide families an engaging and modernized experience. YMCA staff verify all authorized adults and record a digital signature before releasing.

HEALTH/SAFETY GUIDELINES, ILLNESS AND EXCLUSION

The YMCA of Greater Houston does not require child care staff to receive any additional immunizations in order to work with children. In order to ensure the health and safety of all, employees who work directly with children will follow required procedures to prevent the spread of exposure to disease:

- Wearing gloves when handling or cleaning body fluids, such as wiping noses, mouths, or tending sores
- Specifying that an employee with open wounds and/or any injury that inhibits hand- washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care
- Removing gloves and washing hands immediately after each task to prevent cross-contamination to other children
- Excluding the employee from direct care when the employee has signs of illness

All campers must have been examined within the past year by a licensed physician and must be mentally and emotionally able to participate in the program activities. Immunization information is required at the time of enrollment. Campers with food allergies are required to have an emergency plan in place. The camper's health care professional and parent must sign and date the plan. The plan should include: allergy, cause, severity and treatment.

General Health Practices

- Campers with colds or illness will not be admitted. Please do not put us in the position of refusing your child.
- Campers with head lice will not be allowed to attend camp. Our camp follows the same guidelines as the public school system.
- All campers are required by the Texas Department of Health and Texas Health and Human Services to have current immunization record information on file. Campers age 4 are required to have a physical examination from a doctor on file. Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Campers with communicable conditions may not return to camp without a note from their physician.
- Prescription medications will not be administered unless a Medication Authorization Form has been filled out. All medication must be in the original container and a medication form must be completed. Over-the-counter medication will ONLY be administered if a doctor orders for the medication to be given. Medication will be administered during lunch.
- No camper may attend the program barefoot. All campers must wear closed-toe and closed-heel shoes at all times. Flip-flops and sandals are not safe in a camp environment. Campers will be sent home if this policy is not followed.
- Staff will not be permitted to transport any camper.
- Anyone working with children is required by law to report any suspected child abuse. This includes physical, sexual, emotional, mental abuse and neglect.

- Staff are not permitted to babysit or participate in non-Y organized activities with participants in the program.

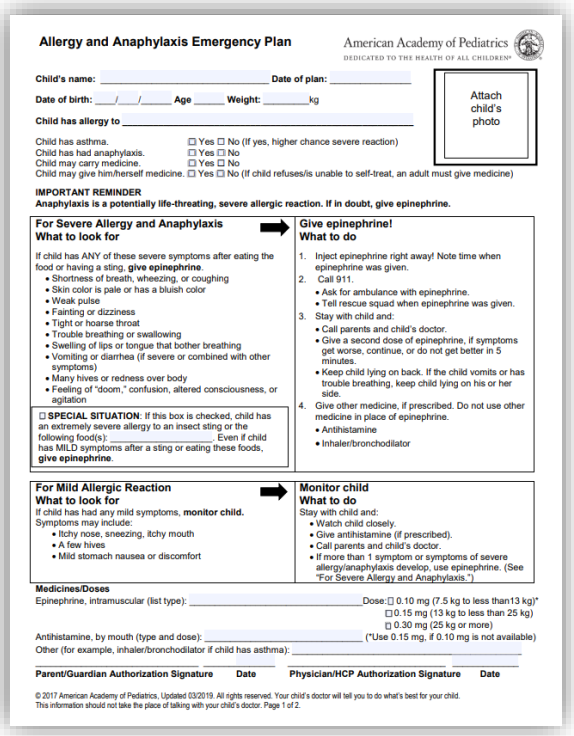
ILL Campers

If a camper develops symptoms of a fever of 100.4 while in the program, the following will take place:

- Camper will be separated immediately from the group.
- Parent will be called to be picked up camper immediately.
  Cleaning guidelines will be followed immediately in the area the camper was.
- Communication for Covid19 exposure the Communication department will notify families via email.

MEDICATION POLICY

Your camper's safety is most important to the Y. If your camper requires regular or emergency medication such as an Epi-pen, please complete a "Food Allergy & Anaphylaxis Emergency Care Plan (FARE)" and "Authorization to Administer Medication" form which can be provided by the site staff. This form requires the listing of the specific dosage your child is to be given and it must accompany all medications. Medications must also be in the original container with your youth's name and all labels intact. If over-the-counter medication must be administered, it must also be accompanied by signed "Authorization to Administer Medication" form, in its the original container, labeled with your child's name, with all labels intact and have a signed doctor's order outlining when the medication should be administered and in what dosage.



Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®

Child's name: _____ **Date of plan:** _____

Date of birth: ___/___/_____ **Age** _____ **Weight:** _____kg

Attach child's photo

Child has allergy to _____

Child has asthma. ☐ Yes ☐ No (If yes, higher chance severe reaction)
Child has had anaphylaxis. ☐ Yes ☐ No
Child may carry medicine. ☐ Yes ☐ No
Child may give him/herself medicine. ☐ Yes ☐ No (If child refuses/is unable to self-treat, an adult must give medicine)

IMPORTANT REMINDER
Anaphylaxis is a potentially life-threating, severe allergic reaction. If in doubt, give epinephrine.

For Severe Allergy and Anaphylaxis
What to look for

If child has ANY of these severe symptoms after eating the food or having a sting, **give epinephrine**.
- Shortness of breath, wheezing, or coughing
- Skin color is pale or has a bluish color
- Weak pulse
- Fainting or dizziness
- Tight or hoarse throat
- Trouble breathing or swallowing
- Swelling of lips or tongue that bother breathing
- Vomiting or diarrhea (if severe or combined with other symptoms)
- Many hives or redness over body
- Feeling of "doom," confusion, altered consciousness, or agitation

☐ **SPECIAL SITUATION**: If this box is checked, child has an extremely severe allergy to an insect sting or the following food(s): _____. Even if child has MILD symptoms after a sting or eating these foods, **give epinephrine**.

Give epinephrine!
What to do

1. Inject epinephrine right away! Note time when epinephrine was given.
2. Call 911.
   - Ask for ambulance with epinephrine.
   - Tell rescue squad when epinephrine was given.
3. Stay with child and:
   - Call parents and child's doctor.
   - Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes.
   - Keep child lying on back. If the child vomits or has trouble breathing, keep child lying on his or her side.
4. Give other medicine, if prescribed. Do not use other medicine in place of epinephrine.
   - Antihistamine
   - Inhaler/bronchodilator

For Mild Allergic Reaction
What to look for

If child has had any mild symptoms, **monitor child.**
Symptoms may include:
- Itchy nose, sneezing, itchy mouth
- A few hives
- Mild stomach nausea or discomfort

Monitor child
What to do

Stay with child and:
- Watch child closely.
- Give antihistamine (if prescribed).
- Call parents and child's doctor.
- If more than 1 symptom or symptoms of severe allergy/anaphylaxis develop, use epinephrine. (See "For Severe Allergy and Anaphylaxis.")

Medicines/Doses

Epinephrine, intramuscular (list type): _____ Dose: ☐ 0.10 mg (7.5 kg to less than13 kg)*
☐ 0.15 mg (13 kg to less than 25 kg)
☐ 0.30 mg (25 kg or more)

Antihistamine, by mouth (type and dose): _____ (*Use 0.15 mg, if 0.10 mg is not available)

Other (for example, inhaler/bronchodilator if child has asthma): _____

Parent/Guardian Authorization Signature **Date** **Physician/HCP Authorization Signature** **Date**

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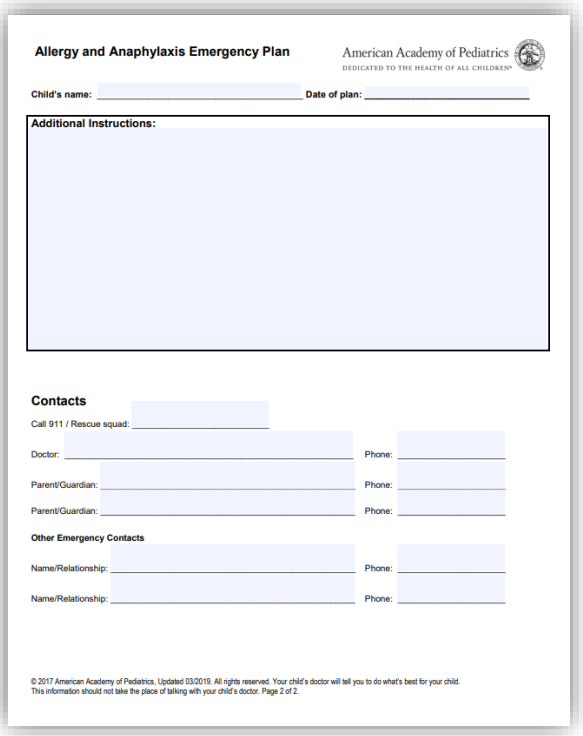
This information should not take the place of talking with your child's doctor.



Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®

Child's name: _____ **Date of plan:** _____

Additional Instructions:

Contacts

Call 911 / Rescue squad: _____

Doctor: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Other Emergency Contacts

Name/Relationship: _____ Phone: _____

Name/Relationship: _____ Phone: _____

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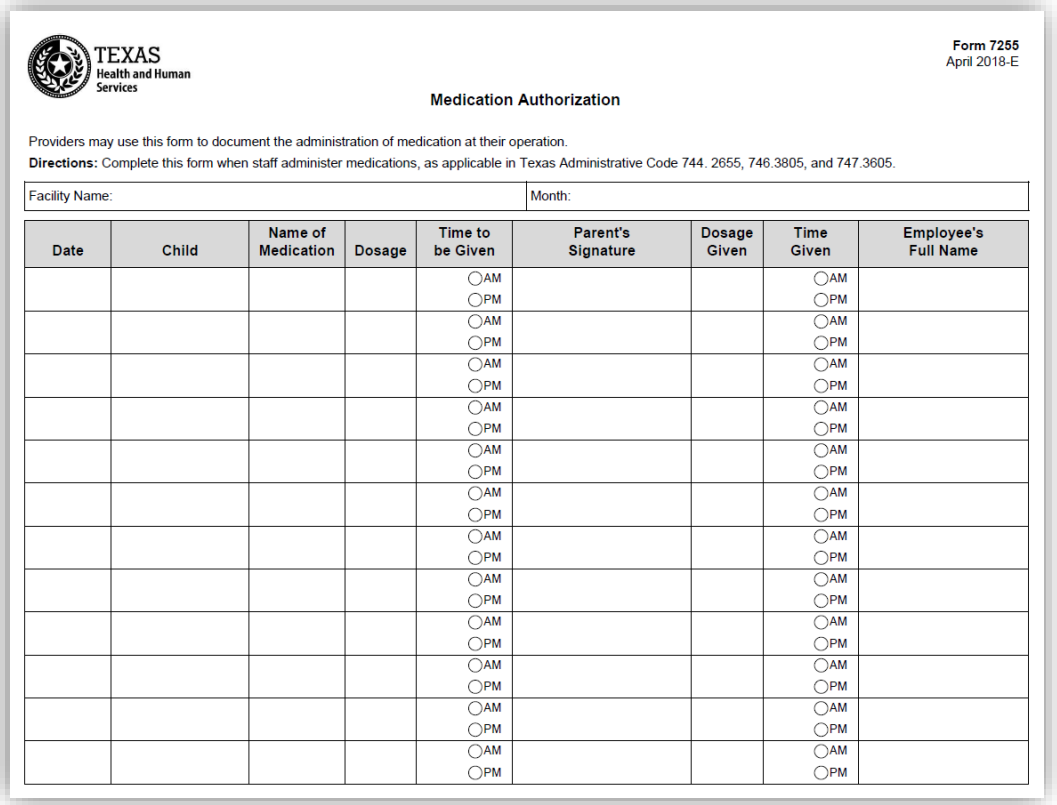
This information should not take the place of talking with your child's doctor.



TEXAS Health and Human Services

Form 7255
April 2018-E

Medication Authorization

Providers may use this form to document the administration of medication at their operation.

Directions: Complete this form when staff administer medications, as applicable in Texas Administrative Code 744. 2655, 746.3805, and 747.3605.

Facility Name:	Month:

Date	Child	Name of Medication	Dosage	Time to be Given	Parent's Signature	Dosage Given	Time Given	Employee's Full Name
				◯AM ◯PM			◯AM ◯PM	
				◯AM ◯PM			◯AM ◯PM	
				◯AM ◯PM			◯AM ◯PM	
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ACCIDENT OR MEDICAL EMERGENCY

Our staff makes sure your camper's safety is their number one priority. Should your camper need medical attention, the Camp Director will try to notify you immediately. Parents are asked to notify the Program Director immediately of any change of address or telephone numbers. If parents cannot be reached, the Director has the authority to seek medical attention at the parent's expense.

If the situation is a major medical emergency, the Camp Director will call 911 immediately. The parents will assume fees for the emergency transportation. The YMCA takes head injuries seriously. Suspected head injuries will require a 911 call. Bumps, jolts or blows that cause the head and brain to move rapidly back and forth can be serious even if it appears to be minor.

DISCIPLINE AND GUIDANCE PROCEDURES

Self-management skills and positive social interactions among campers and adults are encouraged and maximize everyone's enjoyment of camp. Programs use positive guidance methods including reminders, distraction, logical consequences and redirection.

Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Campers are expected to work and play within known limits.
- Behavior expected of campers is age-appropriate and according to development level.
- An atmosphere of trust is established in order for campers to know that they will not be hurt nor allowed to hurt others.
- Staff members strive to help campers become acquainted with themselves and their feelings.

This will help them learn to cope with their feelings and control them responsibly.

Camper safety is the most important concern of the program; therefore, campers whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. Repeatedly disruptive or dangerous behavior will be discussed with the camper's parent and may result in suspension or termination from the program.

CONDUCT POLICIES

As in any activity, inappropriate behavior of a few campers can have a dramatic impact on the experience of the entire group. Therefore, the following conduct policies apply directly to each individual camper and will be used in determining the camper's eligibility to continue as a participant in the camp program. Please make certain that both you and your child are completely familiar with these conduct policies.

The Y cannot serve campers who display unacceptable behavior. Campers who exhibit any type of behavior which is thought to be unacceptable or unsafe by the YMCA will be warned to correct their behavior and a telephone call will be made to their parent or guardian. Unacceptable behavior can result in suspension pending an investigation. The investigation may entail getting statements from witnesses, viewing video footage and awaiting results of the investigation conducted by Texas Human and Health Services. There are no refunds for suspension or termination due to unacceptable behavior.

Unacceptable Behavior (includes but is not limited to):

- Leaving the YMCA camp location without permission or going into unauthorized areas
- Using foul language, fighting, being rude or discourteous to staff and other campers
- Verbal or written threats to staff or other campers
- Defacing Y or school property or field facilities or any property visited such as church, park or special event location
- Engaging in fighting, intentionally injuring another camper or bullying
- Bringing or using any illegal substances and/or weapons
- Public displays of affection
- Stealing or defacing another camper's property
- Refusing to remain with the group while at camp and during outings, such as running away from group or designated areas
- Refusing to follow check-in and -out procedures or refusing to follow basic rules of safety
- Refusing to participate in daily camp activities
- Not remaining seated at all times while being transported
- Not keeping seat belt fastened while being transported on a bus with seat belts. Having any body part out of the window, defacing the vehicle and/or being rude and discourteous to the driver or to other drivers on the road while being transported.

DISCIPLINARY PROCEDURE

1st Incident: Parent will be notified verbally and/or in writing.

2nd Incident: Camper will receive a written warning and one day suspension.

3rd Incident/Gross Violation: The action taken is at the discretion of the Senior Program Director and

Executive Director of Youth Development, after appropriate consultation with the parent. This may result in suspension or termination of care. The YMCA considers behaviors such as hitting staff or other campers, damaging program property or supplies and running away from the program to be gross violation.

CAMPER BELONGINGS

Campers should be dressed for active indoor and outdoor play. All campers must wear athletic shoes (no open-toed or open-heeled shoes), pants/shorts and a shirt. All clothing must be appropriate for camp activities. A change of clothes is recommended. Parents will supply their camper with insect repellent and/or sunscreen if necessary. YMCA staff will not purchase, provide or apply insect repellant and sunscreen on campers. Items brought to the program by your camper must be labeled and we expect campers to be responsible for their personal belongings. Please leave toys, money, video games and players, iPods or devices and cell phones at home. The Y cannot credit or compensate for lost, damaged or stolen items.

PARENTAL COMMUNICATION

Open communication is very important to the success of your child's Y camp experience. Parents are welcomed visitors to our programs. Please check daily for posted notices, fliers or other information. We welcome your feedback regarding our program at any time. We appreciate your ideas regarding program expectations, suggestions and comments on ways to improve our service to you and your family.

You may direct suggestions, concerns, compliments and complaints to the immediate Camp Lead Staff, Camp Director, Senior Director, and Executive Director.

Notification of policy changes will be made in writing through newsletters and updated handbooks.

VOLUNTEERING AND PARENT ENGAGEMENT

Parents are welcome to participate with their children in a variety of activities. Parents and volunteers need to have cleared a criminal and/or FBI background check based on licensing and YMCA requirements in order to volunteer in a Y camp program. Parents and volunteers will also need to complete an online child abuse recognition and awareness training. Parents and volunteers are never left alone with a group of children.

As your child learns and grows with us, we hope that you will choose to participate in parent engagement activities during the summer. We hope you will attend an orientation prior to camp and summer family events to meet your child's new friends. We will plan activities to help families be physically active and learn healthy eating/nutrition habits. Please read our newsletters and watch for tips to help your family be healthy and active.

BILLING POLICIES AND PROCEDURES

To avoid late fees, sessions must be paid in FULL by the Wednesday prior to the start of each session. No refunds or credits will be issued to anyone withdrawing once the session has started.

To ensure a spot for your child, you must schedule your weekly payments for auto-draft.

Cancellations/program withdrawals

Cancellations must be made in writing and dropped off in person five days prior to the first day of that

session. (A minimum of one week in advance). Registration fees are non-refundable; this includes registration fees. In the event of program cancellations due to inclement weather or facility issues that prohibit children from attending school, the YMCA recognizes three days of care as a full week of service. Based on this balance billing, accounts will be credited for a maximum of 3 days in any full week of cancellation.

Late Pick-up

Please call the camp site lead if an unexpected emergency will cause you to be late picking up your child. There is a $1 a minute charge for campers not pick up by the program's closing time. In the event that camper has not been picked up within one hour of the stated closing time, Y staff members will call Children's Protective Services. In the event that a child is repeatedly left pas the closing hour, the Y reserves the right to terminate the child's enrollment in the program.

Receipt Request

When making payments, you are able to print a copy of receipt through your online account.
Please retain all receipts and canceled checks for your records. The Y Tax ID number is 74-1109737.

FINANCIAL ASSISTANCE

The Y is community-based and believes that its programs and services should be available to everyone regardless of age, background, ability or income. The Y offers financial assistance to participants that is designed to fit your individual financial situation. The Y has two different types of financial assistance available.

Texas Work Force Solutions

To enroll for Summer Day Camp under Texas Workforce please follow these steps:

1. To determine eligibility for Workforce funding contact Work Force Solutions and complete the required paperwork.
2. Apply to the YMCA (If qualified a maximum of 30% will be awarded)
3. Provide an acceptance/denial letter to the YMCA.
4. If accepted, YMCA will adjust account for NCI payments and parent co-payments.
5. If denied, YMCA will reassess original application and determine if an increased percentage is needed and available.

Child Care Licensed Summer Camps who are vendors with Work Force Solutions include:

- Alief Family YMCA
- Aristoi Classical Academy
- Baytown Camp @ Trinity Episcopal Church
- The Woodlands Family YMCA @ Branch Crossing
- Duncan Family YMCA
- Houston Community College Main Campus
- Huntsville Children's Academy
- Texas Medical Center YMCA
- TMC Children's Academy
- Trotter Family YMCA Day Camp
- University Park Children's Academy
- Weekly Family YMCA
- Wendel D Ley Family YMCA Day Camp
- West Orem Family YMCA

Annual Campaign

To enroll in Summer Camp using YMCA Annual Campaign dollars completed Financial Assistance

applications and supported documents may be accessed from the YMCA of Greater Houston website at www.ymcahouston.org and applications may be submitted to your local YMCA.

Please allow 2 weeks for your application to be processed once you have submitted a completed application.

Limited financial assistance is available to individuals and families who substantiate a need.

Camps licensed through the Texas Department of State Health Services include:

- Conroe Family YMCA @ Tree of Life Lutheran Church
- D. Bradley McWilliams Family YMCA
- Fort Bend Family YMCA
- Harriet & Joe Foster Family YMCA
- Texans Family YMCA
- Lake Houston Family YMCA
- Langham Creek YMCA
- Mark A. Chapman YMCA @ Katy Main Street
- Perry Family YMCA
- MD Anderson Family YMCA
- Monty Ballard Family YMCA
- Tellepsen Family YMCA
- The Woodlands Family YMCA @ Shadowbend
- TW Davis at Jones Creek
- Vic Coppinger Family YMCA
- Perry Family YMCA

Y STAFF TRAINING AND RATIOS

The Y believes that staff training is essential to providing quality programs. All of our staff are required to attend 40 hours of training before working at camp. Their training hours are spent on CPR, first aid, character development, age-appropriate activities, bullying prevention, child abuse awareness and a variety of other topics to ensure your children have a safe and fun experience at camp.

All potential employees are required to pass a drug test, criminal background screening and FBI background check which includes fingerprinting at our child care licensed camps. Y staff members are not permitted to have outside contact with children enrolled in our camp program. Please do not ask staff to babysit, drop off or pick up your child.

We adhere to a1:6 ratio for campers five years old and1:10 ratio for campers six and up.

EMERGENCY PREPAREDNESS PLAN

Staff members are trained in basic emergency procedures to respond to natural disasters (floods, tornados, hurricanes, etc.), hostile situations, fire escape routes and other emergencies.

Drills

The YMCA of Greater Houston will run on-site emergency drills to ensure everyone involved is prepared. Your camper might experience those drills on the following basis.

- Monthly- Fire Drills
- Periodic- Severe weather, hostile situations/lockdown, water rescues, first aid and evacuations
    - The water rescue and first aid drills may involve the use of a mannequin

Evacuation Procedures

In the event of an evacuation due to a gas leak, fire or other facility issue, your camper will be relocated to a secured off-site location and you will be notified immediately via email and / or phone call to pick them up.

If evacuation is necessary, staff will relocate campers to a designated safe area or alternate shelter known to all employees, caregivers and volunteers. Evacuation procedures also address the care of campers with limited mobility or who otherwise may need assistance in an emergency, such as children with mental, visual or hearing impairments. Head counts and roll sheets will be used to account for campers and conducted by two or more caregivers. At all times, our emphasis will be on keeping campers safe.

Severe Weather Procedures

In situations where severe weather develops during the day, we may communicate and ask that parents pick up their camper early to ensure that both campers and staff can get home safely. Parents will be communicated by email

If there is advance notice of severe weather and location start times are delayed, do not open or have an early closure, parents will be communicated by email.

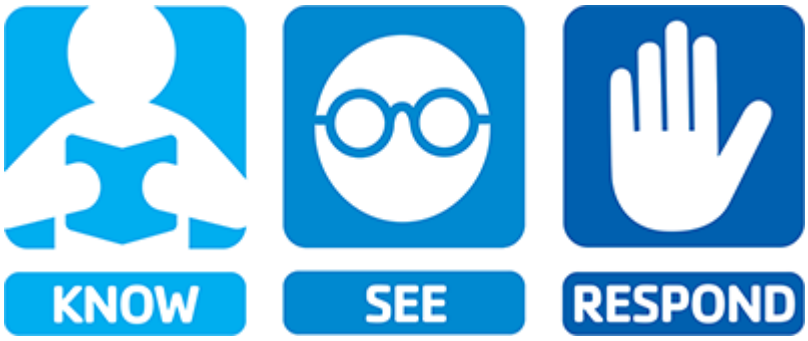
TEXAS HUMAN AND HEALTH SERVICES

YMCA Camps are licensed through one of two state agencies. By choosing licensed camps, you and your family join your child in new experiences and relationships. You, the Program Director and site staff have a responsibility to protect the health, safety and well-being of your child. The Department of Family and Protective Services (DFPS) Licensing Division may also be a part of this partnership.

A copy of minimum standards required for licensing school age programs and most recent inspection is available for your review at the school site or it can be found online at www.hhs.texas.gov. You may also request a copy of these standards or the inspection report from your local child care office. A list of these offices may be found on the HHS website: www.hhs.texas.gov, DFPS website: www.dfps.state.tx.us or by calling the Child Care Information Line at 713-287-3238 or 1-800-862-5252. The operation's most recent licensing inspection report is also available for your review at the camp site.

Texas Department of State Health Services Youth Camp Division 512-834-6600

CHILD ABUSE PREVENTION



The YMCA of Greater Houston is committed to keeping all children safe and we make every effort to prevent child abuse. The Y recognizes that child abuse exists in a number of forms, including emotional, physical, and sexual abuse, as well as child neglect. As mandated reporters, it is our responsibility to recognize and report all suspected child abuse to the appropriate authorities.

To help prevent child abuse the YMCA of Greater Houston has implemented the following procedures:

1. Our staff and volunteers are trained on comprehensive and innovative practices around child safety to ensure children are safe in our care. This includes annual child abuse prevention training. When we **KNOW** how abuse happens and **SEE** the warning signs we can **RESPOND** quickly to prevent it.
2. For the safety of children entrusted in our care, the YMCA conducts and requires a background check and references for all camp staff, as well as every person employed in or by our centers and programs.
3. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.
4. YMCA programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency situations.
5. Evaluations are conducted with parents regarding day to day experiences, encouraging reports of any event out of the ordinary.
6. Staff are required to report all incidents and/or the disclosure of abuse.

A key to keeping children safe is a child's ability to seek help. They need to know that there are adults at the Y, and at home, who will listen and respond in a supportive way. It is important to be aware that child abusers can be parents, caretakers, friends, neighbors, or even other youth.

1. Talk to your child – Share with your child that he or she can say "NO" to an adult friend, family member, or an older child, if they act inappropriately.
2. Be Proactive – Create an environment that encourages children to share their views and concerns. Then really listen to them. Establish safety rule online and offline.

TEXAS
Department of Family and Protective Services

If faced with your child disclosing abuse, or if there is a situation where you suspect abuse, but are not sure or don't have proof, call the child abuse helpline and get support. Trust your gut and your instincts and take action immediately. If you would like to report a suspicion that a child has been harmed or is at risk of being harmed by abuse or neglect, call the **Child Abuse Hotline: 1-800-252-5400. IF YOU BELIEVE A CHILD IS IN IMMEDIATE DANGER OF HARM, CALL 911 FIRST.** Thank you for

helping us keep our children safe.
https://www.txabusehotline.org/Login/Default.aspx

OUR PARTNERS

We partner with countless organizations that believe Houston youth deserve access to quality before school and after school care. Some of our past and current partners include:

Science Technology Engineering and Mathematics (STEM) activities for youth and staff development opportunities.

- CASE for Kids
- Comp-U-Dopt
- Houston Children's Museum
- Imagine Science

Youth Development Program Assessment Tools and staff development opportunities.

- Weikart Center for Program Quality

Curriculum and resources focused on creating a sense of belonging so ALL feel safe, accepted and welcomed.

- YUSA Child Abuse Prevention Grant
- Opening the Breadbasket

Social and Emotional Learning activities for youth and staff development opportunities.

- Harmony
- SEE Learning
- UT Health
- We Optimize

Physical Health education and activities for youth.

- CATCH

Curriculum focused on aiding youth reading at, or above, grade level by the end of third grade.

- Learning Ovations

Financial Assistance to ensure access to all that seek care.

- Houston Methodist
- Perry Homes
- Robert and Janice McNair Foundation
- United Healthcare
- United Way of Greater Houston
- United Way of Greater Baytown & Chambers County