



**Staunton-Augusta Family YMCA  
Staunton, VA 24401**

# Summer Camp 2023

Handbook & Frequently Asked Questions

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**To contact emergency child care, please call 540-885-8089 and ask to be transferred to the Camp Director.**

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# MISSION & OBJECTIVES

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

## Goals & Objectives

Our cause is for youth development, healthy living, and social responsibility. Our summer childcare program, as part of the YMCA, reflect these values and are designed to help our youth grow physically, mentally, and spiritually within a fun camp environment. Well-trained staff act as a catalyst for the development in your child as they lead the them in activities.

All YMCA youth development programs are designed to meet the following goals that are established for these three causes.

Each youth will:

- \* Grow personally
- \* Learn values
- \* Improve personal and family relationships
- \* Appreciate diversity
- \* Become better leaders and supporters
- \* Develop specific skills and assets
- \* Have fun

## Character Development

At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us—staff, volunteers, members, participants, and parents—to accept and demonstrate the positive values of caring, respect, honesty, and responsibility.

# REGISTRATION & FEES

## Summer Camp & Teen Spot Summer Program Fees and Payments

### Financial Assistance

The Staunton-Augusta YMCA offers financial assistance to those who qualify. Application can be found on our Y page under Youth programs.

Registration Fee: \$20.00 per child (non-refundable)

\$160 per week members

\$190 per week non-members

10% discount for siblings off of weekly rate for weeks both siblings are attending

### Registration & Payment

Registration is completed by going to: <http://www.saymca.org/> and clicking on the "Summer Day Camp" link on our Youth Programs page.

Your child's enrollment in Summer Camp will be confirmed:

- Once all necessary documents and forms have been submitted.
- You have added your payment information and agreed to the relevant payment schedule.
- You have received an enrollment confirmation from the Camp Director with your child's sessions and an initial invoice outlining your payment schedule.

### **\$20 registration fee is due per child at the time of registration.**

Siblings qualify for discounts (including step-siblings in different households) if attending the same session. A payment plan must be worked out if parents in different households are paying for discounted fees. 10% discount off weekly rate for each additional sibling.

Payment: Auto-Pay is required for camp.

Your credit card will be processed the Thursday BEFORE the week begins.

If payment is declined, your child will not be allowed to return to Summer Camp until payment is made. We cannot guarantee your child's spot if payment is not processed.

**Cancellation:** Upon receipt of invoice (Two Monday's before each session), families have three days (Wednesday at 5pm) to unenroll their child from the upcoming session. This must be emailed to the Camp Director at [andrea@saymca.org](mailto:andrea@saymca.org)

Refunds are given **ONLY** with documented medical statement. Credit/adjustments cannot be made after first day of each session.

# OPERATING HOURS

## Summer Camp Operating Days and Hours

YMCA Summer Site: Monday June 5, 2023 Until Friday July 28, 2023; M-F 8:00am-5:00pm

Wilson Site: Monday June 5, 2023 Until Friday July 21, 2023; M-F 8:00am-5:00pm

Teen Site: Monday June 5, 2023 Until Friday July 28, 2023; M-F 8:00am-5:00pm

Drop Off: 7:45am-8:15am (Drop off begins at 7:30am for Wilson site only)

Pick Up: 4:45pm-5:15pm (Pick up ends at 5:30pm for Wilson site only)

### **PLEASE ALLOW UP TO 15 MINUTES TO DROP OFF/PICK UP YOUR CHILD**

\*All campers must be checked in before 8:15am unless prior notice is given. Campers may be picked up between 4:45pm-5:15pm. (car line to be used for pick-up and/or drop-off)

## A Typical Day at Summer Camp

7:45am-8:15am Arrival, Daily Health Check, wash hands

8:15am-8:30am Meet in Huddles, Circle Time

8:30am-9:00am Breakfast

9:00am-12:00pm STEM activities, Art, Sports Activities & Snack

12:00pm-1:00pm Lunch

1:00pm-3:00pm Water Play and STEM/Arts/Sports Activities

3:00pm-4:45pm Free Time and Closing Circle

4:45pm-5:15pm Dismissal

# CHECK IN/CHECK OUT

## Check In

Youth staff will complete a daily wellness check for every child.



Once the child is cleared, staff will escort child to bathroom to wash hands.



Staff will instruct caregiver to sign the child in on the roster.

The YMCA and the Virginia Department of Social Services requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. The YMCA does not and will not assume responsibility for children who arrive before the start time at any location.

## Check Out



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The person receiving the child must be listed on their pick up list. **Photo ID's will be required each time child is picked up.**



Staff will instruct caregiver to sign the child out on the roster.

The YMCA and the Virginia Department of Social Services requires that all children are to be signed out by an adult. Please bring a photo ID with you every day. Children will be released ONLY to those authorized by the parent on the child's registration form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than the authorized individuals must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

## Early Check Out

When picking up your child during camp hours (before 4:45pm), please call the main Y number (540-885-8089) and they will transfer you to a camp staff member.

## Late Pick Up

We close promptly at 5:00pm. For all children not picked up by 5:15pm (5:30pm for Wilson Site), the following policy is in effect:

**\* A late charge of \$10.00 per every 5 minutes after 5:15pm. This will be charged per child via Campsite and processed the following day. If this occurs two times and the fee is not paid, the child will not be permitted to return to camp until the late fee is paid.**

# ILLNESS & CONTAGIOUS CONDITIONS

## Illness and Exclusion Criteria

All children and staff will be required to have a daily temperature check at drop off. The temperature check will be done with no-touch thermometer. Any child/staff with a temperature of 99.6 or above will be asked not to attend and will be sent home.

## Lice and other Contagious Conditions

For the safety of our campers and staff, we ask that campers with contagious conditions (chicken pox, strep, pink eye, etc.) NOT attend camp until the condition has been adequately treated. Campers who have had lice may return to or attend camp when no live lice have been observed for at least 24 hours. If your camper has been diagnosed with a contagious condition, we ask that you immediately contact the site coordinator and/or site leader.

All immunizations must be current.

# ACCIDENTS/EMERGENCIES

## Accidents/Emergencies

Our staff keeps your child's safety as our number one priority. Please read the information below so that you understand our procedures of documentation. All of our staff are trained in CPR and First Aid. Issues regarding natural disasters, shooter incidents, and fire escapes are covered extensively in training.

Detailed emergency and lock-down plans are available for each site at the camp check-in desk. To prepare for fire emergencies and lock-downs, campers routinely practice fire drills each month.

Parent emergency contact information, an active roster, and first-aid kit are taken when evacuated or gathered in a lock-down. In any emergency situation, parents will be notified once all campers are in a safe location.

**Minor incidents:** Parents will be notified per staff discretion and/or written via an Incident Report depending on the severity of the incident. (scrapes, bruises, bug bites, anything requiring band-aid or ice pack) **Major incidents:** Some accidents more serious in nature require more immediate action. In the event of items listed below, an Incident Report form will be completed as soon as possible after the emergency has been handled.

- ☛ Missing child, deep cuts or eye punctures, head wounds, concussion, severe allergic reaction, broken bones, seizures, fist fights or arguments involving weapons, bites that draw blood or break the skin, suspicion of child abuse or neglect.

Staff will:

1. Respond to the injured child with First Aid and notify the Camp Director.
2. Get other children away from the area and involved in another activity.
3. Call 911 if needed.
4. Document the incident and all witnesses.
5. Complete and review the Incident Form with Camp Director.
6. Contact the child's parent/guardian and provide the parent with a copy of the Incident Form at the parent's request.

# VA STATE LICENSING

## Virginia State Licensing

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Valley Licensing Office of Social Services at:

Office of Child Care Health and Safety

Dept. of Education

P.O. Box 1208, Waynesboro, VA 22980





# Abuse Prevention

## ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the Y's principle concern for over 150 years.

Through programs of health and wellness, aquatics, sports, camping, parent child, family programs and child care, the Y is responding to the needs of children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive. However, the alarming increase in child abuse is of particular concern to the Y.

Throughout its history, the Y has been a strong advocate for children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the Y.

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

Affectionate touch, and the warm feelings it brings, is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The Y encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

**\*\*Note:** The Staunton-Augusta YMCA, like many other public institutions, is mandated by law to report suspected child abuse to Child Protective

Services within 24 hours of reported incident. "CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death."

## PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE

1. At the first report or suspicion of child abuse, the staff or volunteer to whom it has been reported will immediately inform his or her supervisor.
2. The Staunton-Augusta YMCA will make a report within 24 hours to Child Protective Services and will request that the situation be investigated. In the event the reported incident or suspicion involves an employed staff person or volunteer, the Executive Director will suspend the person from all responsibilities (if appropriate, without pay) until the investigation is complete.
3. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with the Camp Director and/or Executive Director.
4. YMCA staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the Executive Director.
5. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job-related (because of the youth-involved nature of the Y).
6. All incidents or alleged offenses will be documented on the day of occurrence.

# STAFF TRAINING & GUIDELINES

## Staff Training & Qualifications

Our youth development staff are extremely important to our emergency childcare program. We value them and know that they look forward to coming to work with your children every day. All staff are required to attend a minimum of 24 hours of training prior to the first day of Emergency Child Care.

Our comprehensive training and development program includes behavior management, conflict resolution, and risk management. In addition to learning all the policies and procedures of the YMCA Emergency Child Care program, they learn how important it is to apply sunscreen throughout the day, how to conduct head counts, how to check children in and out, and how the drop-off and pick-up procedure operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with campers.



## Staff Roles

Day Camp is under the supervision of the **Camp Program Director**. The YMCA's **Camp Coordinator** oversees the day-to-day operation of the camp sites, with support from **Site Leaders**. Each site has 2 Site Leaders (Am & PM) and assigned **Camp Counselors and Jr. Counselors**.

Site specific issues or concerns, should be addressed directly to the Camp Coordinator.

Discipline issues will be handled by the Site Leaders, with support from the Camp Coordinator and/ Director.

Issues with registration or payment should go to the Camp Director, Andrea Ryder.

## Babysitting Policy

YMCA child-care staff members are **prohibited** from babysitting any participants of a YMCA Summer Camp program. This restriction extends to transporting family members of child care participants to and from the Y, or any other function that is not YMCA program related.

## Camper Ratios

Our goal is to provide a 1:10 staff to child ratio. Children are placed into "huddles" by grade level groups.

## Special Needs

We are committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience for your child and ask that prior to registration, you consult with the Camp Director regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Trial period may apply.

# COMMUNICATION

## Communicating with the YMCA Camp Staff

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

**Parent Dashboard:** Please ensure that you have regular access to the parent dashboard. All childcare alerts and important communication will first be alerted through the dashboard. Parents will be able to access their dashboard through their smart phones and/or laptop/computer. Here is the direct link to the dashboard: <https://saymca.org/campmanagement.com/campers>

**Email:** Please check your email for emails from CampSite. These emails will include important information on field trips and other activities. This is our primary source of communication.

Childcare staff cannot guarantee communication with parents outside of our 8:00am opening and 5:00pm closing.

## Contacting your Child at Camp

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. **If you have any questions or concerns, please call the main YMCA number 540-885-8089 and you will be transferred to Andrea, Camp Director or Fauve/Sam, Camp Coordinator's cell phone. Their email addresses are [Andrea@saymca.org](mailto:Andrea@saymca.org); [Fauve@saymca.org](mailto:Fauve@saymca.org) or [Sbreeden@saymca.org](mailto:Sbreeden@saymca.org)**

**Due to the global pandemic, no one is allowed on site except for staff and registered campers.**

## Cell Phones

**Campers are not allowed to have cell phones or any other electronic devices.** We understand that many children have cell phones to communicate with parents outside of camp. If campers bring a cell phone, they will be asked to put it in a lock box, and may retrieve it when they are picked up. We are not responsible for lost/damaged items.

# Camper's Code of Conduct

## CHILD'S RESPONSIBILITIES

### BEHAVIOR EXPECTATIONS OF SCHOOL-AGE CHILDREN

There are clear and appropriate behavioral expectations for the children in our care. Staff try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning.

- We find out what the problem is.
- We address the problem in a tactful way.
- We listen to each other.
- We care about each other's feelings.
- We are responsible for what we say and do.
- We do not use vulgarity, profanity or obscenity.
- We never leave the group without permission from an adult.
- We use words, not fists, to solve problems.

Staff will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

Encouraging children to use their words to express feelings and frustrations. Staff will aid in facilitating children in their attempts to settle their own disputes.

- Redirecting children from a challenging behavior to an appropriate, positive behavior.
- Counseling children individually about their behaviors, in an age and stage-appropriate manner
- Making parents aware of disciplinary concerns through communication.
- Time Out's will be used for cool down period based on age of child (5yo will receive 5 mins, etc.)
- Taking away activity privileges (this include sitting out during swimming, or missing field trips)

## YMCA CONSEQUENCES POLICY

Consequences are seen as an opportunity to guide children in their relationships and actions. By working with the child and not against, the best interests of the child are put first. The goal of discipline is to have the child control his/her behavior by making conscious decisions concerning his/her actions and to give the child reasonable ownership of the consequence. Children that show a strong and sincere desire to improve will be worked with as long as they are not considered dangerous to themselves or others. Corporal punishment such as, but not limited to, spanking, forcing a child to assume an uncomfortable position, restraining to restrict movement through binding or tying; enclosing in a confined space, using exercise as a means of punishment, withholding food, water or nap is forbidden under the YMCA philosophy and policies. Toileting accidents will not be disciplined. There will be no abusive language that would include, but not limited to, threats or belittling remarks about any child or the family. Documentation of the child's behavior will be recorded in your child's file. Depending on the offense, at the discretion of the Camp Staff, you may be notified via phone or at the end of the day.

All YMCA youth staff members have been trained to adhere to the following protocol when dealing with challenging behavior

**Step 1:** When a child acts out for the first time, their behavior is discussed between counselor(s) and child until an agreement is reached. Depending on the severity of the action, the Director will be informed. ***Offenses related to drugs, firearms, smoking, fighting, physical or verbal abuse of staff or children, sexual misconduct, stealing and destruction of property will immediately be relayed to the Director and child can removed from program.***

**Step 2:** If disruptive behavior continues, then the Coordinator(s) will become more directly involved. Once again, the behavior will be discussed until an agreement is reached with some possible consequences of breaking the agreement. Consequences should be in direct relationship to offensive behavior whenever possible.

**Step 3:** If disruptive behavior continues, child will meet with the Director. Parents/guardians will be called to help resolve the situation. If child is unwilling to work within set boundaries, he or she will be sent home.

If it is necessary to dismiss a child from the program for disruptive or harmful behavior or failure to abide by the Child's Responsibilities, there will not be any refund of fees.

# DRESS CODE

## DRESS CODE

Children should wear comfortable and appropriate clothing for indoor and outdoor activities. We use washable paints and crayons; however, clothing can still get stained. We do not reimburse for clothing rips, stains or normal wear and tear. It is expected that the parents will provide proper seasonal clothing and bathing suit with towel for swimming trips/water play.

**CLOSED-TOED & CLOSED HEELED SHOES RECOMMENDED.**

Open-toed shoes can be a safety hazard to your child. If you send your child in open-toed sandals or in flip-flops, you may be called and asked to bring different shoes for your child depending on the days scheduled activity.

## PERSONAL ITEMS

**Please do not allow any toys, video games, electronic tablets or cell phones to accompany your child.** This eliminates arguments, theft, damages to and/or lost items that the YMCA cannot be held responsible for and will not reimburse.

Personal space is important for every child. Our camp sites will have a designated place for your child to store their backpacks, lunch boxes and other items that they bring to the program with them.

## LOST AND FOUND

We provide a lost and found table at each camp site. **All items not collected are donated to Valley Mission once camp has ended. We do not hold on to sunscreen, insect repellent, water bottles, clothing, etc.**

**Please check your child's site Lost and Found area to find your child's items.**

# FOOD & ALLERGIES

## Breakfast/Lunch, and Snacks

Through a collaboration with the Staunton City Schools Summer Feeding program, they provide our campers with a no-cost breakfast and hot lunch every day during Summer Camp. A menu will be given to you before camp begins. Your child may pack their own lunch if they prefer. We cannot refrigerate or heatup food.

We (the YMCA) will offer a healthy and well balanced morning and afternoon snack. A menu will be posted weekly at check-in. If your child does not like these snacks, please send their own.

**PLEASE DO NOT SEND SOFT DRINKS OR SUGARY SNACKS.**

**A copy of the nutritional guidelines that we follow for state licensing are available upon request.**

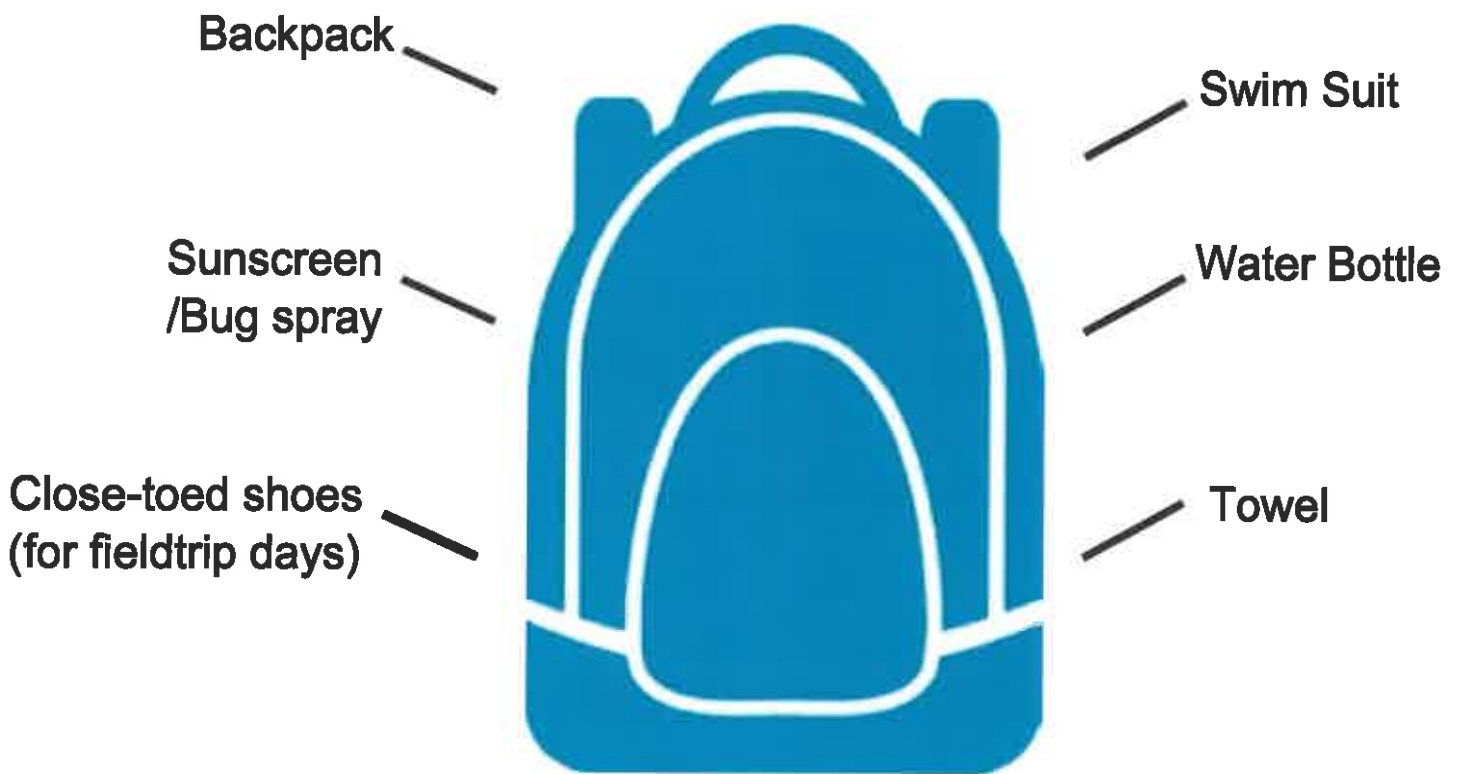
## Dietary Needs/Allergies

If your child has a food allergy and cannot eat or be near a food item, **you must complete an Allergy Action plan, complete with signatures from legal guardians and the child's primary care physician.** If there is any medication to be given in response to an allergic reaction, **that must be kept on-site, in its original container.** Allergy Action Plans are available in the online care registration process.

We will take every precaution to ensure that your child is cared for and that food allergies are taken seriously, whether that means becoming a nut-free camp site, or designating a nut-free lunch and snack area, etc. Open communication is needed at the time of registration between the parent and Camp Director to ensure we have a thorough understanding of your child's allergies.

# WHAT TO BRING TO CAMP

**Please label your child's name on everything they bring to camp**



**\*Masks will continue to be optional pending CDC guidelines at that time. Your child will not be discriminated against for their choice to wear or not wear their mask during summer camp. Please provide a mask for your child on field trips, as they will have to follow that facilities rules.**

# Sunscreen & Medications

## Sunscreen & Insect Repellant

Parents must complete an Authorization form for Non-Prescription Over-the-Counter Skin Products at the time of registration.

**Each camper is encouraged to apply sunscreen prior to arrival at camp, and must bring sunscreen to be reapplied during camp. Insect repellant is optional.**

Both sunscreen & insect repellant must be in the original container, labeled with your camper's name.

Camp staff will remind campers to apply sunscreen multiple times a day.

Note: Children under nine years of age may not administer their own sunscreen. YMCA child care staff will administer sunscreen to this age group in accordance with standards for licensed child day centers.

## Medications

If your child requires medication during care, we must have a signed authorization through a Medication Administration Form. Medication Administration Forms can be obtained from a staff member.

Prescribed and/or long-term medications for such things as asthma, ADHD, allergies etc. must have the Medication Administration Form completed by a medical doctor.

All medication must be in the original bottle labeled with the child's name and will be stored in a locked box.

Please understand that it may not always be possible to administer medications as requested, and we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to the parent.

Only those YMCA child-care staff members who are certified "Medication Administrators" may dispense medications.



# FIELD TRIPS & SWIMMING

## Field Trips and Special Events

- \* During each week of camp, field trip/program activities are planned to various local attractions.
- \* On field trip days, children will be required to be at camp by 8:15am. The cost of all field trips/program activities are included in the camp tuition.
- \* All YMCA campers will be provided a YMCA Day Camp t-shirt. Children **MUST** wear the camp t-shirt on field trip days.

### Field Trip Discipline Policy

The same behavior we expect during our on-site camp, is required of campers when we are on field trips. The YMCA reserves the right to suspend children from future field trips based on past field trip behavior. If there are concerns that a camper's on-site behavior would be prohibitive when on a field trip, a conference with the parent will be conducted. If a camper is suspended from field trips, it is the responsibility of the parent to find alternative care for that day.

In order to reduce paperwork and waste, the FIELD TRIP AGREEMENT authorizes the Staunton-Augusta YMCA to take your child on all field trips for the summer with a 24-hour notice. We do this rather than having a separate permission slip go home for every trip, risking confusion, loss and the possibility that we would not be able to take your child for lack of permission. You have the right to refuse permission for your child to go on a particular field trip. If a camper is Opts Out from a field trip or is late on field days, it is the responsibility of the parent to find alternative care for that day.

## Swimming

Please bring a swimsuit & towel EVERYDAY, along with a plastic bag for their wet suits. This allows camper to participate in any activities in case of a schedule change.

Swimming Schedule (Swimmers change at the camp site.) Days may be subject to change depending on the Field Trip schedule. Swim site TBD based on availability.



## **Swim Test**

**Campers will be tested by a certified lifeguard at the beginning of each session and grouped accordingly. This procedure is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. NO EXCEPTIONS. Campers will have the opportunity to re-take the swim test each week.**

**All campers will be marked as deep end swimmers and shallow end swimmers at the completion of the swim test.**

## **Water Safety Rules**

- 1. Check in with the lifeguard when entering the pool area.**
- 2. No unsafe entries from the side of the pool.**
- 3. No running, pushing or shoving.**
- 4. Proper swim attire is required (must wear bathing suit NO cotton clothing).**
- 5. No glass allowed in the pool area.**
- 6. A swim test of one pool length is required to swim in the deep end.**
- 7. When the whistle blows, pay attention to the lifeguard.**

# ADULT CODE OF CONDUCT

## Adult Code of Conduct

The following guidelines have been created for both staff and parents to meet the standards, policies, and procedures of the YMCA, and the minimum standards for child care centers under the Virginia Department of Social Services. The YMCA staff are knowledgeable of these standards, policies, and procedures.

### Parents should be aware of the following:

- Communicate with Site Leader and/or camp staff daily.
- Give detailed information to the Camp Director if custody situations arise.
- People whose behavior and/or health status pose an immediate danger to the health and safety of the camper must not be present when campers are in care.
- Adults may not confront any camper in a threatening manner
- Adults may not confront a camper from other families.
- Adults may not confront a staff member in a threatening manner, whether it be verbally or physically, and vice versa.
- Adults may not use profanity in the presence of a child. This is prohibited and against the law.
- Adults should report concerns to the suitable Camp Leadership Team member.

Consumption and/or possession of alcohol or illegal drugs is prohibited by the YMCA.

People must not be under the influence of or impaired by alcohol or controlled substances in the presence of day campers and staff.

People must not smoke, use tobacco products, E Cigs, or Vape Pens at the YMCA, at the campsite, or on the playground.

### Consequences of Parent Misbehavior

In regards to the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Day Camp Director's decision ranging from a verbal warning to the maximum penalty being parent's removal from the building and/or the camper's removal from our program.

# Frequently Asked Questions

**What is the staff to child ratio?**

**1:10**

**What is our current COVID-19 policy?**

Children or staff with a fever will be isolated and then sent home. Children or staff with COVID-19 symptoms must be tested for COVID-19 and asked to be quarantined for 5 days. Subsequently, if a sibling attends camp, as long as they exhibit no symptoms they can continue to attend (mask encouraged). Please inform our staff if you, someone you are in close contact with, or your child tests positive for COVID-19 this is to protect our high risk youth. *(subject to change as guidelines change).*

**What is the policy for hand washing in the facility?**

Staff will mandate frequent hand washing with soap and water for at least 20 seconds, especially after going to the restroom, before and after eating, after blowing one's nose, or if a child touches their face. Staff members are required to supervise children washing their hands to ensure that children have thoroughly washed their hands. Hand washing will be incorporated into the daily schedule and staff and children will wash hands at every transition, which occurs about every 30- minutes throughout the day. If soap and water are not readily available, staff will closely supervise use of alcohol-based hand sanitizer with at least 60% alcohol.

**What is our discipline policy?**

A discipline problem is defined as any child who is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical, verbal or emotional harm on other children or staff; or is otherwise unable to conform to the expectation outlined in this handbook. Behavior issues will be documented and kept in the child's record and signed/reviewed by the parent upon each incident.

**1<sup>st</sup> offense:** Verbal warning, talking/redirecting behavior

**2<sup>nd</sup> offense:** Cool down and redirecting behavior

**3<sup>rd</sup> offense:** Initial behavior report, and loss of activity privileges (loss of swim time, field trips)

**4<sup>th</sup> offense:** 2<sup>nd</sup> behavior report, and suspension (days of suspension based on type of offense)

**\*If disruptive behavior is continuous the YMCA reserves the right to remove your child from our program, the Y also reserves the right to suspend or remove your child based on the type of offense (physical violence, bullying, damaged property, etc.).**

## **What is the protocol for illness?**

**There will be temperature screenings for all children and staff. Parents will be contacted and asked to pick up their camper if their temperature is 99.6 or above, and/or if the camper has complaints of illness/not feeling well. Parents will be expected to pick their child up as soon as possible and will be isolated until pick up.**

## **Do you have to sign in and sign out (pick up/drop off) your child?**

**Yes. Please bring your own pen, or you will be given a sanitized pen and/or tablet for electronic sign-outs. When picking up, guardians and additional family members are not allowed inside the building. They are required to wait inside their cars while children are brought out to parents/guardians. Please see the handbook for more details on drop off and pick up.**

## **How are staff members implementing social distance and cleanliness during play time?**

**Staff members will engage in techniques to incorporate lessons and activities to teach children how to prevent the spread of germs. Teaching and modeling proper hand washing will be incorporated and highlighted throughout the day.**

**Stations will be for individual activities or no-touch group games. Children will still be required to practice social distancing during these activities. After each use by a child, the activities will be disinfected or sanitized and air dried. We have specific staff members that have been hired to support our additional cleaning.**

**The majority of our time will be spent outdoors in the open air. We have a multitude of crafts and activities planned for the children that achieve social distancing and allow the children to still have fun outdoors.**

