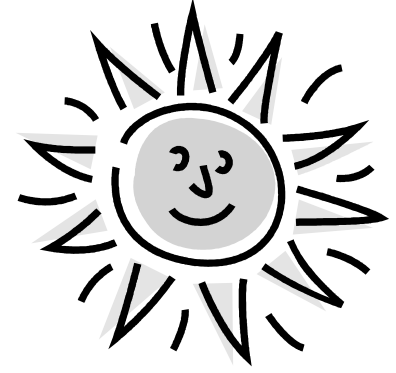


YDAY CAMP™

We build strong kids, strong families, strong communities.



2008 PARENT HANDBOOK

**Irving Family YMCA
2200 W. Irving Blvd.
Irving, TX 75061
(972) 986-8898
www.irvingymca.org**

Babysitting

YMCA staff is not allowed to baby-sit or transport your child anytime outside of the program; violation is grounds for that staff's immediate dismissal.

Parental/Guardian Site Visitation and Participation

- Parents and guardians are always welcome to come visit the Summer Camp anytime during the hours of operation. We encourage you to come and visit!
- If parents would like to participate in camp activities or field trips they must have a volunteer application on file and comply with minimum standards that apply to staff, including having a criminal history check completed before they can participate in the Summer Camp's operation. Turnaround time for YMCA criminal background checks is 2 weeks.
- Parents are also encouraged to participate in our Parent Advisory Committee to provide us with feedback about our programs. For more information on the Parent Advisory Committee, please contact any of the professional childcare staff at (972)-986-8898.

Questions and Concerns

Questions or concerns about the policies and procedures of the childcare program can be directed to any of the professional childcare staff at the Irving Family YMCA at (972)-986-8898. All questions will be



Discipline

Children must adhere to all Summer Camp expectations. The procedures for dealing with unacceptable behavior are listed below:

Clear warning including discussion of the behavior with child

Renewal Time if a behavior is reoccurring

(Age appropriate Renewal Time will be used as needed.)

Repeat of Renewal Time

Parents will be called and made aware of the behavior after 3 renewal

Child will meet with the Site Staff or Program Director

Suspension may follow at the Director's discretion

Parent meeting with Site Staff and Program Director.

There are certain behaviors that are not tolerated at camp for staff and campers emotional and physical safety. If these behaviors are displayed then the child may be sent directly to a director and suspension will be determined at the Director's discretion. These behaviors are as follows:

Running away from group and/or staff

Fighting

Sexual or inappropriate innuendos or behavior

Field Trip Discipline Policy

On-site discipline policy will be followed on all field trips.

Any child who leaves his/her group will not be allowed to go on future trips.

Any child unable to follow field trip guidelines is subject to suspension from all field trips.

If a child's behavior poses a threat to the safety of themselves or others, that parent will be called to pick their child up from the field trip location.

***Persistent behavior or situations that endanger the child, other children in the program, or staff may result in days off or removal from the program. If a child is given days off or removed from the program, a refund will not be given.**

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Camp Information

Registration

Pre-registration is strongly recommended. There is an enrollment capacity of 140 children for the Summer Camp determined by state license and a staff-to-child ratio of 1:15. Enrollment is taken on a first-come, first-serve basis. **Due to the length of our enrollment form, we are unable to accept phone or faxed registrations.**

During the registration process, please complete the following:

- Read all Day Camp policies and procedures in the Parent Handbook.
- Complete the registration form.
- Read and initial all policies on back of form.
- Provide photos of all persons authorized to pick up your child.
- Provide copies of immunization records and tuberculin testing.
- Pay registration and non-refundable/non-transferable deposit(s) for each weekly session your child will be attending. (See payment and fees for pricing).
- Turn in all completed registration forms to the Irving YMCA Welcome Center.

Parent Meeting

The purpose of the Parent's Meeting is to allow you the opportunity to meet the counselor that will be working with your child this summer. You will be able to pick up weekly schedules, and have a chance to ask questions about Summer Camp. ***This meeting is mandatory for all participants attending summer programs at the Irving Family YMCA.*** There are three different times available for your convenience.

- Thursday, May 17th (6-7pm)
- Wednesday, May 23rd (7-8pm)
- Tuesday, May 29th (5-6pm)

Policies

TDFPS Licensing

- Minimum standards are available at the Summer Camp Site. The most recent licensing report is posted on our site information board at the Summer Camp Site.
- The following is a list of TDFPS contacts:
 - Licensing at 1-800-862-5252
 - Abuse Hotline 1-800-252-5400
 - TDFPS web page www.tdfps.state.tx.us

Staff Qualifications

All YMCA staff must meet the following requirements:

- Interviewed by YMCA Professional Staff
- Three completed reference checks
- Completed Criminal background check
- Certified in CPR/First Aid
- Completion of 8 hr pre-service Training covering the following:
 - TDFPS Minimum Standards
 - Child Abuse Prevention
 - Supervision
 - Health and Safety/Handling Emergencies
 - Developmental Stages
 - Age Appropriate Activities
 - Positive Discipline/Guidance
 - Self-Esteem
- Must complete a minimum of 15-clock hrs. of training annually.
- All drivers must meet the following additional requirements:
 - Completion of Driver Safety Training
 - Annual review of driving history

Dispensing Medication

State law requires that medication may only be administered if it is in the original container with the following information:

Child's Name	Date of Prescription
Name of Pharmacist	Prescription's Expiration Date
Legible Dosage Instruction	Legible Storage Instruction

Children must relinquish any medication in their possession to the Site Staff upon sign-in. Medication will be stored in a secure area and will be released at sign-out.

A signed Medical Release form must also be on file in order for the Irving Family YMCA to administer any medication. Over the counter medication may be sent if it is in the original container, **is prescribed by your child's doctor** and we must have a signed Medical Release form.

Sunscreen

Every child is encouraged to wear sunscreen and a T-shirt to camp everyday.

The YMCA staff will not be allowed to put sunscreen directly on your child, but they will help your child find another child to apply the sunscreen.

Due to the outdoor nature and extreme Texas heat, please be aware that your child is at risk of getting sunburned even if sunscreen is applied numerous times throughout the day.

Illness and Exclusion Criteria

If a child cannot go outside or participate in the program due to illness, the child must be kept at home.

If a child is unable go outside, then the child must remain at home.

Parents will be notified either in person, over the telephone, or in writing, of any communicable diseases occur at the Summer Camp Program.

Payments and Fees

\$20.00 Non-refundable registration fee per child

\$5.00 Program member fee (if you are not a family member of the YMCA)

\$10.00 Non-refundable & Non-transferable deposit per session per child. (*Deposits are credited towards weekly fee*)

\$115.00 Family Member weekly session fee

\$125.00 Program Member weekly session fee

Payments are due in full on **Wednesday** for the upcoming week.

Payment will be considered **late on Thursday** and will be assessed a \$5.00 late fee. If no payment is received by **Monday**, a **\$10.00 late fee** will be assessed and your child will not be able to attend the Summer program until payment is received in full.

Payments can be made by credit card, check and money order made payable to the Irving Family YMCA. Please include the following items on each check:

Drivers license number

Home telephone number

Work telephone number

Child's Name

Payment will not be pro-rated.

A fee of **\$25.00** will be assessed to all returned checks. In the event of a returned check, all future payments must be made by money order.

Week #	Week of	Payment Due
1	6/4	5/30
2	6/11	6/6
3	6/18	6/13
4	6/25	6/20
5	7/2	6/27
6	7/9	7/5
7	7/16	7/11
8	7/23	7/18
9	7/30	7/25
10	8/6	8/1
11	8/13	8/8
12	8/20	8/15

Late Pickup Fees

All children are to be picked up by 6:30 p.m. In the event that a child is picked up after 6:30 p.m., a late fee of **\$1.00 per minute per child** will be assessed and **must be paid upon pick up**. Children will be unable to attend Summer Camp until late fees have been cleared.

If after one hour we are still unable to contact the Parents/Guardians, the Irving Police Department will be called and your child will be turned over to Child Protective Services.

Financial Assistance

It is the intent of the YMCA to offer assistance to those who qualify in order to make Summer Camp affordable to everyone. Financial assistance is evaluated using a sliding scale based upon family income and number of children in the family.

When applying for financial assistance, please provide the following documentation:

- Copies of last two (2) check stubs from all current employers.
- Copy of your most recent W-2 and your most recent income tax return.
- Proof of public assistance if applicable (i.e. Medicaid, food stamps, SSI).
- Any additional special documentation.

Special Note: If a child receives assistance for the Afterschool Program, they will need to reapply for Summer Camp.



Check In/Sign Out

- Persons must physically sign each child in daily. Please do not drive up and let your child walk in alone. The YMCA will not be responsible for any child not checked in.
- An authorized person must sign each child out. The names, driver's license number, and photo ID of each authorized person to pick up a child must be on the enrollment form.
- No child will be released to anyone who is not listed on the enrollment form. In the event that an authorized person is unable to pick up your child, you must call the Irving Family YMCA and give them the name of the person who will be picking up your child as well as four digit code. You must give the same four digits to the person who will be picking up your child. Please be prepared to show proof of identification when picking up your child or be prepared to give your 4-digit security code.
- Persons picking up children must be at least **18** years of age or we must have a "Release to Minor" form on file.

Medication Policy

Medical Emergencies

If a child is injured or becomes ill while in the YMCA Summer Camp, staff will do the following:

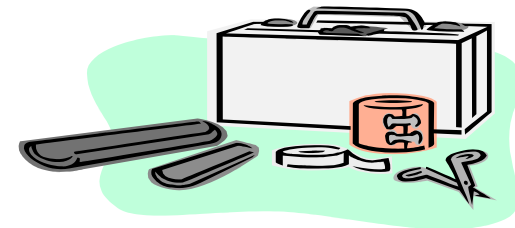
Administer basic first aid

Contact parent/guardian

Contact YMCA Director

If necessary, transport the child to the nearest medical facility

Fill out all necessary paperwork for licensing.



Camp Schedule

Swimming

- Children may participate in fully supervised recreational swimming at the Irving Family YMCA. All children must pass a swim test in order to leave the shallow end.
- Proper swim attire must be worn to enter the pool. Swimsuits must be conservative: Shorts for boys and one piece bathing suits for girls.
- If your child burns easily, you may send a shirt for them to swim in.
- Each week children will participate in the YMCA "Know Before You Go Program" to teach and stress the importance of water safety. For more information about this program please see the Program Director.

Speciality Camps

Specialty Camps will be offered during the summer for an additional fee.

Ages 7-12:		Ages 12-14	
Soccer	June 11-15	Teen	June 4-8
Music	June 18-22	Teen	June 11-15
Flag football	June 25-29	SET	June 18-22
Art	July 20-6	SET	June 25-29
Golf	July 9-13	SET	July 2-6
Cheer	July 16-20	SET	July 9-13
Adventure	July 23-27	Teen	July 16-20
Basketball	July 30-August 3	Adventure	July 23-27
Cooking	August 6-10	CSI	July 30-August 3
Baseball	August 13-17	Cooking	August 6-10
		Teen	August 13-10
		Water	August 20-24

Weekly Themes

Session 1:	June 9-13	Texas
Session 2:	June 16-20	
Session 3:	June 23-27	
Session 4:	June 30-July 3	
Session 5:	July 7-11	
Session 6:	July 14-18	
Session 7:	July 21-25	
Session 8:	July 28-Aug. 1	
Session 9:	Aug. 4-8	
Session 10:	Aug. 11-15	
Session 11:	Aug. 18-22	

What to Bring/Not to Bring

Your Child's safety comes first here at the YMCA, which is why we have created a list of things to bring and things to leave at home. The Irving YMCA is **not** responsible for any lost or broken items.

Things To Bring:		Things Not to Bring:
Good Attitude	Change of clothes	Gameboys
Sack Lunch	Sunscreen	Action figures or Toys
Water Bottle	Bag for wet items	Cell Phones
Swim suit		Flip flops
Towel		CD Players/iPods

Children should wear comfortable **closed-toe shoes** and comfortable clothes (T-shirt and shorts). Please keep in mind that this is a Summer Camp and clothes can get stained and dirty throughout the course of a day. Also, please make sure that your child's name is clearly marked on all items that are brought to Summer Camp.

Meals and Snack

- Each child must bring a lunch to the camp everyday. A refrigerator or microwave is not available, so pack your child's lunch accordingly. Lunches should be packed in a small cooler or insulated lunch sack to keep the lunch cool and fresh.
- The YMCA will provide water throughout the day.
- The YMCA will offer a daily snack in the afternoon.
- We do not provide lunch or a morning snack so your child will need to pack one with their lunch or eat before arriving to the YMCA.
- If you choose to provide your child's meals and/or snacks from home, the YMCA is not responsible for its nutritional value or for meeting your child's daily food needs.

Typical Day

Time	Activity
7-8am	Pre Camp Activities
8-9am	Group Activities with Age Group
9-9:30am	Opening Ceremonies
9:30-10:15am	Gym Games
10:15-11:00am	Art
11:00-11:45am	Sports
11:45am-12:15pm	LUNCH
12:15-1:00pm	Literacy Fun
1:00-2:00pm	Swimming
2:00-2:45pm	Science and Technology
2:45-3:30pm	Music and Drama
3:30-4:00pm	SNACK
4:00-4:30pm	Closing Ceremonies
4:00-5:30pm	Group Activities with Age Group
5:30-6:30pm	Post Camp Activities

Field Trips

- During each week of summer camp, a field trip is planned to various local attractions. The cost of all field trips is included in the weekly fee unless otherwise published. All children are expected to participate in field trips since there is no alternative care available for those who wish not to attend.
- Children must wear their summer camp shirts on field trip days or they may not attend. Parents have the option to purchase another shirt for \$5 in order for their child to attend the field trip.
- Parents will be notified in advance of any schedule changes. If any changes are made, they are for the benefit of the participants and at the discretion of the Irving Family YMCA, including any unforeseen delays.
- Children need to be at camp by 9:00a.m. on all field trip days. Children arriving after 9:00a.m. may miss the trip for that day.
- The Irving Family YMCA will provide transportation to and from all scheduled field trips.

Trip Schedule:

Session 1:	June 9-13
Session 2:	June 16-20
Session 3:	June 23-27
Session 4:	June 30-Jul 3
Session 5:	July 7-11
Session 6:	July 14-18
Session 7:	July 21-25
Session 8:	July 28-Aug. 1
Session 9:	Aug. 4-8
Session 10:	Aug. 11-15
Session 11:	Aug. 18-22

***Denotes trips that are an additional fee.**