

YDAY CAMP™

We build strong kids, strong families, strong communities.

PARENT INFORMATION HANDBOOK 2008

YMCA Camp Independence
Kenton County YMCA
10987 Marshall Road
P.O. Box 367
Independence, KY 41051
(859) 356-3178
www.myy.org



YMCA Camp Independence
Kenton County YMCA
10897 Marshall Road
Phone: (859) 356-3178
FAX: (859) 356-5587
Monday – Friday, 9:00 – 4:00 p.m.

Camp Greet – N - Meet
Thursday, May 29
6:00 – 7:30 p.m.

YMCA OF GREATER CINCINNATI MISSION STATEMENT

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PROGRAM PHILOSOPHY

The purpose of the YMCA youth programs is to meet the developmental needs of children and to serve family needs for quality care whatever their needs may be. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, and creating an environment conducive to positive peer interaction, encouraging initiative, and supporting growth and self-direction and free choice under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. Through all of our programs, we work in cooperation with educational efforts through parents and communities. This is to ensure strong character development in caring, respect, honesty and responsibility is built for children's futures and that they have positive self-esteem.

PROGRAM GOALS

Our program provides:

- ❖ Safe environment
- ❖ Emotional support and warmth
- ❖ Responsive adults who serve as good adult role models and especially good listeners
- ❖ Opportunities to work with real tools for play and/or for purposeful real world work as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- ❖ Freedom of choice in a facility full of age appropriate materials
- ❖ Freedom to work and play individually or with peers
- ❖ Encouragement to be creative and imaginative
- ❖ Time and space to engage in reading, computing and problem –solving through self-selected tasks
- ❖ Time and appropriate space for rest or quiet time
- ❖ Opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly
- ❖ Learning to accept one's own personal abilities
- ❖ Opportunities to learn about diversity and inclusion
- ❖ Opportunities to learn about nutrition and other components of a healthy, safe life

DAILY SCHEDULES

Day and ACES Camp: Day and ACE Camp program is open Monday – Friday during 10 weeks of summer; the hours are as follows: 9:00 a.m.- 4:00 p.m.

Pre and Post Camp: Pre and Post Camp are designed for families who need care before and after the Summer Camp hours. Pre Camp: 6:30 - 9:00 a.m. Post Camp: 4:00 - 6:00 p.m.

Sample Schedule (subject to change)

9:00 – 9:15 a.m.	Opening Ceremony – Daily Devotion
9:15 – 10:45 a.m.	Theme Activities
10:45 – 11:30 a.m.	Service Learning Activity
11:30 – 12:15 p.m.	Age Group Activity
12:15– 12:45 p.m.	Lunch & Clean-up
1:00 – 1:30 p.m.	Quiet Time/Reflection
1:30 – 3:30 p.m.	Swimming (Weather Permitting)
3:30 – 3:45 p.m.	Clean up Camp Area
3:45 – 4:00 p.m.	Closing Ceremony
4:00 p.m.	Departure

Activities that may be included are:

- Sports
- Drama
- Games
- Arts and Crafts
- Special Guests
- Character Development
- Science and Nature
- Music and Movement
- Field Trips

FAMILY INVOLVEMENT

Family involvement and input is essential to our program. Parents will be notified of events through notes, flyers, emails, newsletters, and other oral or written communications. We appreciate any suggestions or ideas families may have. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children by the center staff. Parents are especially welcome on field trips. Any family member with a special interest or skill to share should notify the Camp Staff. Parents are welcome to volunteer time & talents.

Any parent or employee needing assistance of any kind may contact the Camp Director at (859) 356-3178. Conferences are available upon request. It is the policy of our center to have an “Open Door Policy”. Any concerns of parents or guardians or employees will be met with concern and care from our staff. If a parent or guardian would like to meet with center staff, they can to schedule with the appropriate staff member. We will also have opportunities throughout the program for parents to meet on a more casual basis with the program staff that is working with their child. The YMCA will provide opportunity for parent evaluations throughout the program period.

Families are asked to attend the **Meet-N-Greet on May 29, 2007 6:00 – 7:30 p.m.** This will give you and your child time to meet their counselors and ask questions before the start of camp

The YMCA of Greater Cincinnati is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising and special events. Contact the YMCA for more volunteer information.

CODE OF CONDUCT

The YMCA of Greater Cincinnati has a clear responsibility to protect the children in the programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind, and body. We therefore teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any adult/participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to the following:

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing Inappropriately
- Possessing Illegal Substances (including alcohol, tobacco and other drugs)
- Engaging in Sexual Activity, Harassment or other display or conduct
- Misusing photographic devices
- No animals

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, or criminal charges.

SENSITIVE ISSUES

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

DISCIPLINE

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits or guidelines. When that set boundary becomes broken, it is also essential to provide some form of understanding. The YMCA policy follows these steps:

1. Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, and appropriate to the situation and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
2. No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
3. No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
4. In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved but no form of physical punishment or physical restraint is ever used.
5. Discipline is never imposed for failure to eat or toileting accidents nor is food, rest, or toilet use ever withheld as a means of discipline.
6. No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the center.
7. No child is ever shamed, humiliated, or frightened by any form of discipline.
8. No discipline technique is ever delegated to another child.
9. "No" is used only if followed by an explanation.
10. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.

ADDITIONAL DISCIPLINE POLICY

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens YMCA supervisors can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems may include:

- Verbal or physical aggression toward staff or other adults
- Repeated incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the children
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind
- Racism

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes “opportunities to develop personal discipline including taking responsibility for one’s own actions, setting and accepting limits, respecting the rights and property of others”. We strive to help each child reach his or her full potential as a productive, responsible human being.

ADDITIONAL RULES

- Keep Your Hands to Yourself
- Respect All Campers and Staff
- Please Follow Directions
- Balls belong outside or in the gym
- Rocks and sticks belong on the Ground
- Use Appropriate Language
- Toys and Games belong at Home
- Stay With Your Group
- No pets or vehicles in program area
- Snack Money, \$1 - \$2 is sufficient

OUTDOORS ACTIVITIES

The program provides outdoor play each day in suitable weather. Day and ACES Camp programs are primarily based outdoors. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperature, and we cannot remain outdoors; the program will provide alternative indoor activities.

The staff maintains daily contact with local weather services and monitors for storm watches/warnings and weather signals. At the YMCA staff’s discretion the program participants will be moved to their alternate weather site.

SAFETY / SUPERVISION

1. All efforts to ensure safety are made at all times.
2. Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by the approved first aid trained staff member. If a child is injured at the program or in the event of the transportation of a child to the source of an emergency medical/dental care, the staff will complete an incident/accident report. One copy will be given to the Metro Office and one copy will be retained in the child’s file. Parents will receive a communication form for their records.
3. All children will be supervised at all times by staff.
4. Programs have a telephone available for emergencies as well as for communication with parents. The phone number for this program is located in the “Medical and Dental Emergency Plan” section and on the cover of this handbook.
5. Fire, tornado, and lockdown drills are held monthly. The staff will follow the plan by the YMCA of Greater Cincinnati Association for the action to be taken in case of fire emergency, weather alerts, lockdown, and other emergency situations.
6. The program will protect the children from abuse or neglect. The Camp Director and each employee of the program are required by law to report any suspicion of child abuse or neglect.

INSURANCE

The YMCA of Greater Cincinnati has secured and maintains on file a Certificate of Insurance.

FOOD INFORMATION

In full day programs, each child should bring a sealed container with nutritious lunch and snack with foods from all food groups. These foods should fulfill one-third of the child's recommended daily dietary allowances. If parent's need assistance in determining what these allowances are the center can provide this information. All lunches should be ready to eat, with no need for refrigeration or a microwave. Recommendation is to pack in insulated containers with a freezer pack.

Kenton doesn't provide snacks for campers. We do allow a snack time for campers who bring snacks or can purchase from the concession stand.

PROCEDURES FOR EMERGENCIES OR ACCIDENTS

General Information: The First Aid Kit is located in the program area's primary space. Phone Numbers for all emergency services are posted above the phone located in the primary area. Children's medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the administrative areas.

In the case of an emergency and/or illness the Camp Director or a staff person in charge will attend to the emergency and/or illness. All other staff shall clear the area and supervise the other children. The Camp Director will immediately contact the appropriate emergency number. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified. If necessary, the child will be transported by the emergency life squad to the hospital. YMCA personnel will NOT transport children in emergency situations.

General Emergency: Center staff will follow posted procedures in regards to general emergencies. General emergencies include: Threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc., and loss of power, heat or water. If the center has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will implement a phone tree to alert parents of their whereabouts and the emergency situation at hand.

Serious Incident and Accidents: Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by staff members trained in First Aid. If a child is injured at the center and requires transportation to a hospital or practitioner indicated on the medical/dental care form, our staff will call 911 and an emergency squad will transport the injured child to the appropriate facility. In any case of emergency transport, a staff member will accompany the child until a parent or guardian arrives to be with the child. The staff member will take with them a copy of the child's emergency transportation form as well as any other vital medical information in the child's file. A copy of the child's emergency transportation form is kept on all vehicles that transport children as well as their central file. The center has a telephone available for emergencies, as well as for communication with parents.

Fire and Tornado: Fire and tornado drills are held monthly. A plan is posted which explains the responsibilities of the staff and actions taken in care of fire emergency and weather alerts.

Child Abuse or Neglect: The Program Director and all employees of the program are required by law to report any suspicion of child abuse or neglect, 241-KIDS. Staff will protect all children from abuse and neglect while in the care of the center.

Incident/Injury Report: The center will fill out incident/injury reports on any suspicious or negligible incident or injury. Incidents or injuries that require an incident/injury report include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff.

MANAGEMENT OF ILLNESS

All staff persons are trained to recognize the signs of communicable disease and other illnesses, hand washing and disinfecting procedures, through first aid. A trained staff person will observe each child as he or she enters the program.

Any child who develops the following symptoms while in our program will be isolated immediately in a portion of the room not being used for the program and discharged to his/her parent or guardian. They may return with a doctor's note stating that the child's condition is not contagious. These symptoms are:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
6. Unusually dark urine and/or gray or white stool.
7. Stiff neck with elevated temperature.
8. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours. Those symptoms include:

1. Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
2. Evidence of untreated lice, scabies or other parasitic infestations.
3. Untreated infected skin patches, unusual spots or rashes.
4. Sore throat or difficulty in swallowing.

Isolation Precautions: A child isolated due to suspected communicable disease (or symptoms listed above) shall be:

1. Within sight and hearing of an adult at all times.
2. Cared for in another room or portion of a room away from other children.
3. Made comfortable in an area, after use, the area shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

YMCA programs cannot allow "mildly ill" children in the program. "Mildly ill" is defined as a child who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. We do not give credits or refunds for individual days missed.

A child who becomes ill during the day shall be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to come to the program center, the staff will discharge the ill child to the person who has been designated by the parent.

Employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any of the symptoms that are listed above.

In the case of exposure to a communicable disease, parents will be notified by word of mouth and written signage.

Medication: Administration of medication or special diets will be undertaken by the program, after receipt of a completed, Request for the Administration of Medication by the Child Care Personnel form, signed by a parent/guardian and doctor if applicable. This form can be obtained from the Camp Director, or Service Desk. The Camp Director must receive this form before any prescribed medicine can be given to a child. The Director in a confidential log will note all administrations of medications.

If the child is attending a half-day specialty camp only, we ask that you administer required medications before or after coming to camp.

Over-the-counter medicines and topical lotions (bug spray, suntan lotion, alcohol/antiseptic wipes) cannot be administered, given to, or applied to children. Bug spray and suntan lotion, however, are very welcome at camp.

Inhalers and other emergency medication: All inhalers and other emergency medications are readily accessible to program staff members who are working with children that may need such items. Participants with asthma that require an inhaler must have this indicated on their health form and inform the staff. A child who is in need of an inhaler may be allowed to carry the inhaler if there is a doctor's form filled out and a parent permission signed. Parents will be notified of use of emergency medications. Please send an extra inhaler for the Director to keep in the med box.

Allergies and Bee Stings: If you know your child is allergic to bee stings, please provide an emergency bee sting kit and indicate this on their health form. If you child is allergic to peanuts or any food items, please note the severity of a possible reaction on the health form. Your child will not be exposed to peanuts at any point during the day.

EMERGENCY TRANSPORTATION AUTHORIZATION

We are unable to accept enrollment for families who refuse to grant permission for their child (ren) to be transported for emergency medical or dental treatment. (Part II of the Emergency Transportation Authorization Form).

In the event of an emergency where a child needs to be transported to an emergency facility, the Life Squad will transport the injured child after a call to 911. Staff will **never** transport a child in their personal vehicles.

FIELD TRIPS/TRANSPORTATION OF CHILDREN

For routine field trips, attendance is recorded regularly upon arrival and departure of the participants. Registration forms with health history is kept with the camp staff member of each group at all times. All camp staff members have radio communication with each other at all times for routine and special field trips.

On routine trips, a second adult will be present for every ten children in the group. A staff trained in First Aid, CPR, and management of communicable disease will accompany the group. Children will have identification regarding the program's name, address, and phone number and a complete first aid kit will be taken as well as complete emergency information for each child. Written parent permission will be obtained for routine trips. Rental school buses will be used and a second adult will be present for every 10 children in attendance. Attendance will be taken at the beginning of each trip, during and again at the destination. All participants will adhere to safety guidelines, including use of safety belts, locked doors, etc.

The YMCA shall only use the YMCA vans or a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to insure our participants' safety. The YMCA or their staff does not transport children in personal vehicles under any situation.

SWIMMING POLICY

The program participants must have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. You will find the swimming permission on the enrollment packet.

Staff members shall always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will ensure that the "buddy system" is in place at all times during swimming activities and will take head counts on a regular basis. We will only use the pools that are staffed public providers. During all recreational swimming activities, a certified lifeguard will be present.

Program participants must complete a swim test on the first day of camp, and will be classified as "non-swimmer" (coast guard approved floatation device), "beginner," or "swimmer." Certified lifeguards will be on duty at all times. Some camp counselors will swim with their groups and provide additional supervision. If you do not want your child to swim for any reason, please notify staff in writing.

ARRIVAL AND DEPARTURE

1. As the children arrive for the program, the staff takes attendance immediately and parent signs in the child on appropriate form. When leaving the program, parents must notify staff that they are removing their child from the program and sign their child out on the appropriate form. Any parent who arrives after the end of the program time will be charged a late fee. \$1.00 per minute.
2. The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file at the center, which may include a custody agreement.
3. If the closing staff have not heard from the parent or has not been able to reach the parent or an emergency contact and has waited a reasonable amount of time after closing, he/she will call 241-KIDS to care for the child until the parents can be contacted.
4. No child will be released from the center to anyone other than the parents, legal guardians, or other persons specifically indicated on the Enrollment Applications. We require that you give advance, written notification to the program when changes occur. Staff will ask for verification of identity before releasing a child.
5. When your child will be absent from the program, please notify the Camp Director, or staff. Parents are encouraged to notify the YMCA by calling the Director on duty that day. If we do not receive notification, staff must verify absences by telephone.

STAFF

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. Prior to hire each staff complete a personal interview session, background check and reference check. We plan age appropriate activities for children in a structured and safe environment. Each program has a Director who is responsible for program plans and staff supervision.

Staff to Participant Ratios

School Age staff to child ratio will never be higher than 1:18 and Preschool age children will be no higher than 1:12, according to KY Licensing requirements. However, the YMCA practices a 1:12 ratio under normal circumstances. YMCA maintains the following staff to camper ratios, according to the American Camping Association (ACA) under normal circumstances:

<u>Age</u>	<u>Staff to Camper Ratio</u>
5 - 6 years	1:6
7 - 8 years	1:8
9 -14 years	1:10

PARENT / STAFF COMMUNICATION

The YMCA believes that activities to involve parents in their child's development should be included in a summer program. Activities and weekly lesson plans will be posted on the parent table and/or bulletin board for everyone's information. Newsletters will be provided to keep you informed of special events and informing you of what the children are doing at the program. There is also a parent notebook kept on the parent table for notes from parents to the staff.

Any problems your child may be having at home may affect the child's behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. It is very important that parents' talk with the staff and the staff will keep parents informed as well.

Any parent/guardian must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children. The staff will ask for the proper identification of the person picking up the child that is listed on the authorization form.

ENROLLMENT POLICY AND INFORMATION

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA Camp programs are not drop-in programs and enrollment must be consistent and in advance.

Before attending the YMCA program, all children must be registered. Program sessions have a limited enrollment and registration is on a first come, first served basis. Families may reserve a spot in camp weeks by submitting a \$40 registration fee per family and \$10 deposit per camper for each week of camp. This deposit is deducted from the weekly fee. This deposit is non-refundable and non-transferable.

During the time of registration, you will receive many enrollment papers including a personal history form, and an emergency transportation form. Pertinent information regarding any special medical issues, special needs and food allergies must be clearly noted.

Please keep the Camp Director informed about medical history changes, change of address and new phone numbers during the summer so that we can keep the records updated. All of the information must be returned before the child is permitted to begin the YMCA Summer Program:

- YMCA Summer Enrollment packet
- Parent Statement of Understanding
- Verification of Parent/Guardian Review of Policy & Procedure
- Immunization Certificate
- Proof of registration for Kindergarten (if 4 years old)

Forms Available Upon Request

- Administration of Medication
- Sunscreen Forms
- Self Sign Out Permission Form

REGISTRATION AND FEES

Camp	YMCA Member	Program Member
Day Camp (9:00 am-4:00 pm)	\$89.00	\$110.00
ACE Camp (9:00 am-4:00 pm)	\$99.00	\$115.00
Pre Camp (6:30-9:00 am)	\$25.00	\$25.00
Post Camp (4:00-6:00 pm)	\$25.00	\$25.00
Pre/Post Combined	\$40.00	\$40.00
Late Fee (\$1 per minute after hours)	\$1.00	\$1.00
Daily Camp Fees	\$20.00	\$30.00
Sibling Discount	\$20.00	\$20.00

PAYMENT PROCEDURES

Program tuition fees are due no later than 6:00 pm on Wednesday prior to the start of the weekly program session. Fees are to be paid every week; regardless of the number of times the child attends the program, unless there is a doctor's note. Fees will only be prorated when there is a scheduled day off for holidays. Full payment is due regardless of attendance. There is no refund for absences.

If tuition has not been paid as scheduled, your children will be withdrawn from the program until tuition is paid. Payment must be paid by check, money order or credit card at the YMCA. There is a \$25 charge for returned checks. After one returned check, money orders will only be accepted, payable to YMCA.

When a child is absent due to suspension from the program, full tuition payment is expected.

CREDIT AND REFUNDS

Once a week of camp begins, we will not give credits or refunds for that session. We do not refund or give credit for the \$10 deposit, nor is it transferable to another session of camp.

Overtime/Late Fees

\$1.00 per minute will be charged if children are not picked up by the end of program. The individual that picks up the child (ren) will be expected to sign the late fee slip and payment is required. If overtime late pick up is more than 10 minutes, contact is attempted with parent or guardian and emergency contact. If late time pick up is more that one hour, Child Protective Services will be contacted. Excessive late pick-ups may result in the child's dismissal from the program.

PERMANENT WITHDRAWALS

The YMCA reserves the rights to permanently withdrawal a program participant at anytime. Reasons for permanent withdrawal may include but are not limited to: Non-Payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Camp Director, Program Director, and the Executive Director. If your child's schedule changes or you withdraw from the program you must turn in the change of camp form to your YMCA Camp Director with a week's notice to avoid billing.

FINANCIAL ASSISTANCE

The YMCA of Greater Cincinnati believes that no child should be excluded from an activity because they are unable to afford the fees. Payment assistance is available to any eligible family through the YMCA's Annual Support Campaign. Some programs also receive assistance through the Commonwealth of Kentucky's Childcare Assistance or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early.

TAX INFORMATION

A Tax statement will only be mailed out upon request. Please hold on to your receipts that are given at the time of payment. YMCA TAX IDENTIFICATION NUMBER IS 31-0537178.

WHAT TO EXPECT AND ADDITIONAL POLICIES

Camper Orientation

Campers will receive an orientation on or prior to their first day of attendance.

What to Wear

Your Child Will Get Dirty. It is important that campers dress appropriately for any weather.

On rainy days, campers will still go outside, and may need extra clothes. **No sandals or dress shoes will be worn.**

What to Bring

It is recommended that each child bring a backpack to camp. The backpack should include: nutritious lunch (in a sealed container) with a drink, water bottle, swimsuit, and towel. The YMCA recommends: sunscreen (non-aerosol), hat, snack items, freezer packs for lunch, and a small towel. Refrigeration/microwave/cooking of lunches is not available.

What to Leave at Home

1. Money except for money to be spent at in the concession (\$1-\$2 is sufficient)
2. Electronics (Gameboys, CD players, etc.)
3. Yu-Gi-Oh cards and similar trading cards
4. New or expensive clothing and shoes. (***You child will get dirty!***)

The YMCA is not responsible for lost or stolen items!

Lost and Found

It is important to label child's possessions. The YMCA staff will do their best to remind campers to pick up their items daily. Lost and Found items will be kept for the week at which point unclaimed items will be donated to Goodwill.

Under no circumstances should children bring personal electronics, card games, animals, vehicles, or other personal items to camp. If children do so, staff reserves the right to confiscate it and return it to a parent at the end of the day.

Babysitting

YMCA policy prohibits staff from baby-sitting children met through the program.

Early Pick-up, Late Drop-off Policy

If arriving or departing the program other than the scheduled times, staff must be notified and will be waiting to meet a child/parent at the appointed time and location. Please keep in mind that the camp day is 9:00 – 4:00 p.m.

Field Trip T-shirt Policy

Each child will receive a "Field Trip" shirt. These shirts must be worn for every field trip to aid in supervision of the group. If the child does not wear the shirt and one has already been received, the parent/guardian is required to buy another shirt (\$5.00) to be worn that day. A communication form will be sent home stating the additional charges.

Self Sign Out

Children who are **12 years old and a member of the YMCA** have the ability to sign themselves out of camp (this does not include post-camp) with a signed permission slip. Children can only sign out during scheduled departure times (4:00 p.m.) Children must stay on YMCA property and be here unsupervised no longer than 2 hours. Children signing their self out must follow all rules. Siblings cannot sign each other out from camp. The YMCA reserves the right to revoke this privilege at any time.

Contact information

Camp Director: Gina Hollingsworth 859-356-3178

Program Director Jacob Brooks 859-356-3178 or 859-628-8845 (cell) available 9am-5pm

