



# **YMCA of Central KY Summer Camps**

**Parent Handbook of Policies and Procedures**

# YMCA of Central Kentucky Summer Camp Programs

## Philosophy and Objectives

The YMCA Summer Camp programs are designed to help children grow physically, emotionally, socially and intellectually through active participation in a variety of enrichment activities. The YMCA Summer Camp programs have the following objectives:

- To provide safe, high quality child care for children by exceeding state guidelines and participating in various voluntary quality rating systems.
- To employ well trained, professional staff who have a genuine love and respect for children and their families.
- To offer a variety of stimulating activities in a choice based curriculum.
- To increase children's knowledge of healthy lifestyle choices and provide them with multiple opportunities for physical activity.
- To teach Character Development through modeling and encouraging the values of Caring, Honesty, Respect, and Responsibility.

## Registration

All campers must be registered for each week of summer that they are needing care. Registration is not "rolled over" from previous summers or from participation in before/after school programs. Registration for YMCA Summer Camp programs must include the following:

- A completed summer camp registration form
- \$25.00 registration fee if child has not paid fee for 2009-2010 school year during enrollment in before/after school programs or in-service/school break camp programs.
- Required minimum deposits to hold a spot for each week needing care (deposits vary by camp).
- State of KY immunization record if attending Millcreek, Glendover or LTMS camps.

**Failure to provide any documents will result in child(ren) not being enrolled until all information is received.**

Registration is on a first come, first served basis. All camps have minimum and maximum enrollment limits. Registration is not confirmed until forms are processed by YMCA Child Development Business Office or other YMCA branches. Mailed in registration forms are processed in the order received—mailing in a registration form does not guarantee a space in camp.

## Payment Policies

- **Payment in full is due on Wednesday the week prior to the camp a child is registered for, unless the camper was signed up for automatic payment drafts at time of summer camp registration. If payment is not received by the dates below for those not on draft, their spots will be given to campers on the waiting list and they will lose their deposit.**

*Session 1—Payment due Wednesday, June 2<sup>nd</sup>*

*Session 2-- Payment due Wednesday, June 9<sup>th</sup>*

*Session 3-- Payment due Wednesday, June 16<sup>th</sup>*

*Session 4—Payment due Wednesday, June 23<sup>rd</sup>*

*Session 5-- Payment due Wednesday, June 30<sup>th</sup>*

*Session 6-- Payment due Wednesday, July 7<sup>th</sup>*

*Session 7-- Payment due Wednesday, July 14<sup>th</sup>*

*Session 8-- Payment due Wednesday, July 21<sup>st</sup>*

*Session 9-- Payment due Wednesday, July 28<sup>th</sup>*

**Campers will not be allowed to attend camp without payment for any reason.**

- For those campers who are signed up on draft, payments will process on the Monday of each week of camp. In the event of a returned draft, parents must pay the amount of draft plus a \$15.00 returned check fee in the form of a money order or credit card. Failure to do so in the allotted time will result in suspension of childcare. After three returned drafts, only money orders will be accepted and must be paid according to above due dates.
- **Children with outstanding balances for any YMCA program cannot attend until balance is paid in full.** If outside agencies are paying your childcare fees, the YMCA must have prior written documentation or you will be responsible for payment in full on the due date. In the event the fees are not paid by the outside source, the family is responsible for full payment.
- Receipts can be emailed to you weekly if you call the Business Managers at the appropriate branches  
Child Development (Glendover, Gethsemane, Millcreek, LTMS and Bar Y camps)—367-7333 or [jwade@ymcaofcentralky.org](mailto:jwade@ymcaofcentralky.org)  
North Lexington--258-9622 or [tsingleton@ymcaofcentralky.org](mailto:tsingleton@ymcaofcentralky.org)  
Beaumont—219-9622 or [rburke@ymcaofcentralky.org](mailto:rburke@ymcaofcentralky.org)  
High St—254-9622 or [abaggett@ymcaofcentralky.org](mailto:abaggett@ymcaofcentralky.org)

In the event that you need receipts once camp is over, or you need copies of sign in/out sheets for any reason, you may be charged a service fee.

## Financial Assistance

The YMCA of Central Kentucky wishes to make its programs accessible to everyone. The camps at Glendover, Millcreek and LTMS are eligible to accept payment from the Child Care Assistance Program (CCAP) and other third parties (does not include Bar Y, even if using a school as a drop off). Families may contact the CCAP office at 271-4079 to apply for assistance through this state program. YMCA Scholarships are also available for qualifying persons. Applications are available from your Camp Director, at any YMCA branch, or online at [www.ymcaofcentralky.org](http://www.ymcaofcentralky.org). Completed financial assistance applications will be reviewed within 10 business days and full fees must be paid until approved, and financial assistance is not backdated. Scholarships are good for one year, unless policies change. Failure to keep account current will result in loss of financial assistance. If an outside agency is paying your childcare fees, you will be required to pay full fees until proof of payment is received from the agency.

## Drop-off and Pick-up Policies

### Signing In

**State Licensing regulations require that children attending childcare programs must be walked inside and signed in by a parent. This is for the safety of your child and is consistent with our policy that no child is out of sight of an adult at any time.** Parents who do not walk their child in each day will be asked to find other childcare arrangements. Your cooperation with our safety policies is greatly appreciated. This also enables the Camp Director to give you any important information regarding payment, upcoming activities, or behavior issues. Children cannot be signed in prior to our scheduled opening time. Parents must put the time and their full signature in the appropriate spaces.

### Signing Out

Parents are required to sign out their child at the end of the day by filling in the time and their full signature. This is a daycare licensing requirement, and parents who consistently do not sign their child out will be asked to find other childcare arrangements. Children will be released only if proper identification can be shown and checked with the authorized pick-up persons on your child's registration form. Children can be released only to those persons 16 years of age or older who have valid picture identification. Please notify the Camp Director if there is a change in your authorized pick-ups. If you are requesting that a non-custodial parent not be allowed to pick up your child, we must have a notarized document from the court stating which parent has custody. **Please bring your ID every day, as there will be days when different staff will be at the Parent Table. If you are not asked for ID and you feel that the staff person in charge of signing children out did not know whose parent you were, please inform our Special Programs Director, Jennifer Hubbard at 367-7337 or [jhubbard@ymcaofcentralky.org](mailto:jhubbard@ymcaofcentralky.org).** Children in the gym/playground/other program areas must be signed out with the Camp Director first, then parents may be sent to pick them up. This enables us to make sure all adults entering our program are authorized pick-ups and that the children are supervised at all times. Please help us to make sure that all children are supervised by not letting your child wander through the building or walk out to the parking lot alone after you have signed him/her out.

### Late Fee Policy

Most YMCA childcare programs end at 6:00pm (Beaumont camps may have different opening and closing times, please contact them for details). **Beginning at 6:01, a late fee of \$1.00 per minute will be charged. Parents must sign a Late Pick Up form, authorizing that late fee will be included in next scheduled payment.** Emergency contacts will be notified starting at 6:15pm. Should a child remain at the program one hour past closing, our only remaining alternative will be to contact legal authorities. Parents consistently late picking up their children may be asked to find alternate care. At least one alternate contact other than Parent/Guardian must be listed in the event of an emergency. Please make sure that your child's registration form is kept up to date with the appropriate emergency numbers.

### Allergies

**Please make our staff aware of all allergies your child may have by writing them on the registration form.** If your child has severe allergies, please make sure the staff has written instructions on what to do if your child has an allergic reaction. The YMCA does not serve peanut butter as a snack, but does not prohibit campers from bringing peanut butter for their daily lunch. Please check the daily snack menu (if applicable) and inform the Director if your child needs an alternate snack due to allergies.

## Medication

State regulations require that medication be administered only with written orders from a physician, and daily written instructions from a parent. The medication must be in its original container and the label must contain the child's name, expiration date, and dosage instructions. Over-the-counter medications must also be in the original container with the appropriate dosage instructions. Medication that is left over and not picked up after each weekly session has ended will be disposed of properly. Medication authorization forms are available from your child's Camp Director and the following guidelines must be followed:

- **A medication authorization form must be completed and written permission to administer must be given daily. Parents must train staff in the administration of all medications.** Please make sure to include any additional instructions concerning possible side effects or interactions.
- **Please sign the medication permission slip for your child for the NEXT day when signing him/her out—you cannot sign ahead of time for upcoming days (except for sunscreen and bug spray).**
- **All children enrolled in summer camp are required to bring sunscreen daily.** Sunscreen and bug spray must be treated as medications, but you may sign a permission form that allows applications as needed until the bottle runs out and then a new form must be completed.
- **In accordance with state licensing regulations, the YMCA must keep all medication in a lock box for the safety of your children, including Epi-pens and inhalers.** Please help to keep our programs safe by giving all medications directly to the Camp Director and not allowing your child to carry it with his/her belongings.

## Illness

The YMCA wants to make our programs safe for all participants. Children who are ill can jeopardize the health of other children and childcare staff. If your child exhibits any of the following signs or symptoms of illness, you will be called to pick up your child immediately:

- Vomiting
- Temperature of 101 degrees Fahrenheit (*Children must be fever free for 24 hours to return to camp*)
- Conjunctivitis ("pink-eye")
- Evidence of lice, scabies, ringworm or other parasitic infestation
- Diarrhea

Children with lice must use a doctor approved treatment and be free of nits (unhatched eggs) for 24 hours before returning to the program. When a child has had a communicable disease the YMCA must be notified immediately. Children may return to the program after providing written permission from their doctor. Children who have open wounds may not be allowed to participate in swimming activities. The YMCA appreciates your efforts to arrive at the program promptly to pick up your child in the event of illness.

## Curriculum

YMCA camp programs use the School-Age Curriculum Framework developed by the YMCA of the USA as a resource for lesson plans. This curriculum is centered around the content areas of Arts and Humanities, Character Development, Health-Wellness and Fitness, Literacy, Math and Science, Service Learning and Social Competence and Conflict Resolution. The YMCA uses the nationally recognized literacy and math programs, KidzLit and KidzMath. These programs were developed by a national curriculum development organization, in partnership with the YMCA of the USA, specifically for school-aged care programs. All activities are hands on and developmentally appropriate. Our programs also use the Coordinated Approach to Children's Health (CATCH) to support a child's growth in the areas of Health, Wellness and Fitness. All camps utilize guest speakers from the community, and several take field trips or have special activities brought to the camp site. We encourage a minimum of one hour daily structured physical activity (spread throughout the day) and reinforce summer reading guidelines by including time for free reading and journaling. Time for hydration and sunscreen application is part of the daily schedule as well.

Through the use of this curriculum and the YMCA Character Development Program, YMCA staff will assist the youth in our programs grow personally, build character, improve personal and family relationships, appreciate diversity, become better leaders and supporters of others and develop specific skills.

## Developmental Assets

The YMCA uses developmental assets as a basis for the work we do with children of all ages. This asset based approach to working with children was developed through a partnership with The Search Institute, which is a nonprofit organization with a mission to provide leadership, knowledge and resources to promote healthy children, youth and communities. Through many years of research, The Search Institute developed a framework of 40 developmental assets that are positive experiences and personal qualities that young people need to grow up healthy, caring and responsible. The research shows that the more assets present in a child's life the more successful they will be as they develop into adulthood. The assets clearly show important roles that families, schools, congregations, neighborhoods, youth organizations, and others in communities play in shaping young people's lives. No one person, family unit or organization can provide all 40 of these assets for children. YMCA camp programs provide the opportunity to develop several assets. Our programs are purposefully planned to ensure growth for every child in building assets.

A copy of the 40 developmental assets is listed below and at [www.search-institute.org](http://www.search-institute.org). For more information visit the Abundant Asset Alliance web site: [www.abundantassets.org](http://www.abundantassets.org). The Search Institute has also developed a web site of resources for parents: [www.MVParents.com](http://www.MVParents.com).



### **40 Developmental Assets<sup>®</sup> for Middle Childhood (ages 8-12)**

Search Institute<sup>®</sup> has identified the following building blocks of healthy development—known as Developmental Assets<sup>®</sup>—that help young people grow up healthy, caring, and responsible.



<b>External Assets</b>	<b>Support</b>	<ol style="list-style-type: none"> <li>1. <b>Family support</b>—Family life provides high levels of love and support.</li> <li>2. <b>Positive family communication</b>—Parent(s) and child communicate positively. Child feels comfortable seeking advice and counsel from parent(s).</li> <li>3. <b>Other adult relationships</b>—Child receives support from adults other than her or his parent(s).</li> <li>4. <b>Caring neighborhood</b>—Child experiences caring neighbors.</li> <li>5. <b>Caring school climate</b>—Relationships with teachers and peers provide a caring, encouraging environment.</li> <li>6. <b>Parent involvement in schooling</b>—Parent(s) are actively involved in helping the child succeed in school.</li> </ol>
	<b>Empowerment</b>	<ol style="list-style-type: none"> <li>7. <b>Community values youth</b>—Child feels valued and appreciated by adults in the community.</li> <li>8. <b>Children as resources</b>—Child is included in decisions at home and in the community.</li> <li>9. <b>Service to others</b>—Child has opportunities to help others in the community.</li> <li>10. <b>Safety</b>—Child feels safe at home, at school, and in his or her neighborhood.</li> </ol>
	<b>Boundaries &amp; Expectations</b>	<ol style="list-style-type: none"> <li>11. <b>Family boundaries</b>—Family has clear and consistent rules and consequences and monitors the child's whereabouts.</li> <li>12. <b>School boundaries</b>—School provides clear rules and consequences.</li> <li>13. <b>Neighborhood boundaries</b>—Neighbors take responsibility for monitoring the child's behavior.</li> <li>14. <b>Adult role models</b>—Parent(s) and other adults in the child's family, as well as nonfamily adults, model positive, responsible behavior.</li> <li>15. <b>Positive peer influence</b>—Child's closest friends model positive, responsible behavior.</li> <li>16. <b>High expectations</b>—Parent(s) and teachers expect the child to do her or his best at school and in other activities.</li> </ol>
	<b>Constructive Use of Time</b>	<ol style="list-style-type: none"> <li>17. <b>Creative activities</b>—Child participates in music, art, drama, or creative writing two or more times per week.</li> <li>18. <b>Child programs</b>—Child participates two or more times per week in cocurricular school activities or structured community programs for children.</li> <li>19. <b>Religious community</b>—Child attends religious programs or services one or more times per week.</li> <li>20. <b>Time at home</b>—Child spends some time most days both in high-quality interaction with parents and doing things at home other than watching TV or playing video games.</li> </ol>

<b>Internal Assets</b>	<b>Commitment to Learning</b>	<ol style="list-style-type: none"> <li>21. <b>Achievement Motivation</b>—Child is motivated and strives to do well in school.</li> <li>22. <b>Learning Engagement</b>—Child is responsive, attentive, and actively engaged in learning at school and enjoys participating in learning activities outside of school.</li> <li>23. <b>Homework</b>—Child usually hands in homework on time.</li> <li>24. <b>Bonding to school</b>—Child cares about teachers and other adults at school.</li> <li>25. <b>Reading for Pleasure</b>—Child enjoys and engages in reading for fun most days of the week.</li> </ol>
	<b>Positive Values</b>	<ol style="list-style-type: none"> <li>26. <b>Caring</b>—Parent(s) tell the child it is important to help other people.</li> <li>27. <b>Equality and social justice</b>—Parent(s) tell the child it is important to speak up for equal rights for all people.</li> <li>28. <b>Integrity</b>—Parent(s) tell the child it is important to stand up for one's beliefs.</li> <li>29. <b>Honesty</b>—Parent(s) tell the child it is important to tell the truth.</li> <li>30. <b>Responsibility</b>—Parent(s) tell the child it is important to accept personal responsibility for behavior.</li> <li>31. <b>Healthy Lifestyle</b>—Parent(s) tell the child it is important to have good health habits and an understanding of healthy sexuality.</li> </ol>
	<b>Social Competencies</b>	<ol style="list-style-type: none"> <li>32. <b>Planning and decision making</b>—Child thinks about decisions and is usually happy with results of her or his decisions.</li> <li>33. <b>Interpersonal Competence</b>—Child cares about and is affected by other people's feelings, enjoys making friends, and, when frustrated or angry, tries to calm her- or himself.</li> <li>34. <b>Cultural Competence</b>—Child knows and is comfortable with people of different racial, ethnic, and cultural backgrounds and with her or his own cultural identity.</li> <li>35. <b>Resistance skills</b>—Child can stay away from people who are likely to get her or him in trouble and is able to say no to doing wrong or dangerous things.</li> <li>36. <b>Peaceful conflict resolution</b>—Child seeks to resolve conflict nonviolently.</li> </ol>
	<b>Positive Identity</b>	<ol style="list-style-type: none"> <li>37. <b>Personal power</b>—Child feels he or she has some influence over things that happen in her or his life.</li> <li>38. <b>Self-esteem</b>—Child likes and is proud to be the person that he or she is.</li> <li>39. <b>Sense of purpose</b>—Child sometimes thinks about what life means and whether there is a purpose for her or his life.</li> <li>40. <b>Positive view of personal future</b>—Child is optimistic about her or his personal future.</li> </ol>

## YMCA Behavior Management Policy

The YMCA's goal is to help children learn to live comfortably with themselves and others. In order to achieve this, an individual needs to be responsible for his/her own actions. The YMCA wants to assist children in recognizing alternatives and consequences, which will help guide them to a more mature and appropriate behavior. We will do this through appropriate behavior management.

### Our first efforts will be to set children up for successful behavior:

- ❖ Planning the program to meet the needs of the children.
- ❖ Keeping staff to child ratios at, or below, state recommended guidelines.
- ❖ Being consistent.
- ❖ Offering problem-solving assistance.
- ❖ Stating directions and rules in a positive way.
- ❖ Encouraging feelings of self-confidence.
- ❖ Redirecting children.

### Immediate action will be taken when behavior gets out of bounds:

- ❖ Discussing the behavior with the child.
- ❖ Removing the child from the group.
- ❖ Keeping parents updated.
- ❖ Writing a behavior report.
- ❖ Working with parents to solve conflicts.

The YMCA expects that all children in our programs will have respect for others and their property. **Behavior reports are issued for unacceptable behaviors, and repeated occurrences may be grounds for suspension or expulsion. Immediate suspension or expulsion may result in the event of serious behaviors. Should a child become a constant disruption, or a danger to him/herself or others, the YMCA may have that child suspended or expelled from the program.** Children who have been suspended may not attend any YMCA childcare programs for the specified number of days. Children who have been expelled may not return to any YMCA childcare programs on a permanent basis. **If we feel at any time that your child is jeopardizing his/her own safety, or the safety of other children or staff, we will contact you to pick up your child immediately.**

**Please go over the following behavior guidelines with your child(ren). You will also be asked to sign a copy of YMCA Child Care Conduct Policies on the first day of camp:**

Character Development is important to our programs. The YMCA is a place where people should be caring, honest, respectful, and responsible everyday. The staff remind children of the rules everyday, and these rules help to keep everyone safe and having fun. We should always think before we act, and understand that our choices have consequences.

**Be Caring**—Use nice words. Keep hands and feet to yourself. Help others when you can.

**Be Honest**—Always tell the truth. Be accountable for your actions. Use equipment properly.

**Be Respectful**—Use inside voices and walking feet. Listen and follow directions. Treat others the way you would like to be treated. Treat supplies and equipment with proper care.

**Be Responsible**—Remember to bring all items needed each day. Clean up after yourself. Stay within sight of YMCA staff at all times. Remember to take home all your belongings each day.

### Acceptable behaviors

- ❖ Asking the YMCA staff if you can have a minute to “cool off”
- ❖ Asking the YMCA staff to help you resolve a conflict with another child
- ❖ Asking the YMCA staff to sit down with you and talk about your problems
- ❖ Choosing another activity that is offered
- ❖ Using appropriate words, not physical force, to solve problems with other children

### Unacceptable behaviors

- ❖ Use of profanity
- ❖ Failure to cooperate with staff's directions
- ❖ Not keeping hands and feet to self
- ❖ Physical violence, or the threat of, towards other children or staff
- ❖ Sexual misconduct
- ❖ Biting or spitting
- ❖ Rude or discourteous conduct
- ❖ Bullying/Threats toward other children
- ❖ Unsafe behavior while at the program site, on the playground, on the bus, or on field trips
- ❖ Possession of a weapon of any kind, or other items of an objectionable nature
- ❖ Leaving the group without permission for any reason
- ❖ Destruction of property belonging to school or camp site, YMCA, staff or other children
- ❖ Disrespect for the environment
- ❖ Stealing

## YMCA Child Abuse Prevention Practices

### **The YMCA makes an active effort to prevent child abuse by following rigorous hiring practices that include:**

- ❖ A thorough background check, including but not limited to, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character, health and activities.
- ❖ Testing for illegal substances.
- ❖ Criminal history records check and Child Abuse and Neglect check.
- ❖ Extensive training in developmentally appropriate practices and child abuse prevention.

### **The YMCA takes all allegations or suspicions of abuse seriously:**

- ❖ Periodic interviews/evaluations with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary.
- ❖ YMCA staff are required by law to report any suspicions of child abuse/neglect to Social Services. This includes suspicious marks or injuries, or reports made to staff from children.

### **The YMCA structures its programs in ways that promote the safety of children:**

- ❖ Programs are structured so that no staff member is left alone with one child, and that staff can be observed by other staff.
- ❖ Children are separated by age as much as possible.
- ❖ Restroom procedures exist so that older children and younger children are separated when using the restroom, and only one child enters a restroom stall (whether toilet or shower stall) at a time. Staff are not present in rooms where children are changing, but are outside with the bathroom door propped. Staff listen for potential problems, and ensure that children are changing or using restroom in a timely manner.
- ❖ On field trips, children sit with others of the same age, and children with a history of conflict are separated. Staff are spread out on bus so that all children are supervised properly.
- ❖ Staff are alert for signs of child-on-child abuse and bullying at all times and take preventive measures to ensure that all children are protected physically, emotionally, and mentally.

### **YMCA employees follow a Code of Conduct that includes, but is not limited to, the following standards:**

- ❖ Staff and volunteers will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- ❖ Staff and volunteers will not exchange phone numbers, email addresses, or social network information with children or their parents.
- ❖ Staff and volunteers are not permitted to have cell phones on their person while at the program unless the phone is issued by the YMCA for job related duties. Possession of camera phones while on duty is subject to disciplinary action.
- ❖ Staff keeps physical contact with children to a minimum. Staff are not permitted to carry, pick up, or hold children on laps.

### **YMCA participants must comply with all safety practices:**

- ❖ **Hands and Feet to Self** must be followed at all times. Children are told that touching others is not appropriate, and staff is vigilant about reminding children of this rule and issuing appropriate consequences. Roughhousing is never allowed. Children should also not touch staff inappropriately (jumping on backs, sitting on laps, wrapping themselves around or hanging on staff).
- ❖ **Bullying/Threatening behavior**—The YMCA takes bullying and threats to children very seriously. Our programs should be a safe haven for all children, and a place where they are comfortable coming each day. **The YMCA reserves the right to determine what constitutes bullying behavior.** Children who bully others or make threatening statements may be subject to immediate suspension/conferences with parents/expulsion and permanent removal from YMCA childcare programs.
- ❖ **Unacceptable Behavior**--Children who repeatedly break the YMCA rules, challenge staff, and do not respect the rights of others will be subject to disciplinary action that may include expulsion from YMCA childcare programs.

## Emergency Procedures

A staff person is always on duty that is trained in CPR and First Aid. A first aid kit is kept at each program. In the event of an emergency, parents will be contacted immediately. If we feel it is necessary, we will contact the Emergency Medical Service to assist us in first aid procedures, or to transport the child to the hospital. Should a child be transported to the hospital, a YMCA staff person will accompany him/her. **It is very important to keep your child's registration form updated, as this is where we will obtain our information in an emergency.** The YMCA carries liability insurance only, and will not be responsible for injuries and accidents while participating in YMCA programs; families must carry their own accident insurance.

### Toys/Money/Snacks From Home

The YMCA offers many enrichment activities for the children in the program. To avoid potential problems, children are not permitted to bring toys or other items from home. This includes but is not limited to MP3 players, electronic gaming devices, trading cards, action figures, cars, candy, and money. Exceptions may be made for those campers enrolled in LTMS Teen Extreme program, and details can be obtained from Camp Director. The YMCA provides a healthy snack consisting of two food groups at full day programs (one in morning, one in afternoon). We prefer that children do not bring snack from home, as it causes problems within the group. If your child is an extremely picky eater and you wish to send snacks from home, we do require that they be healthy options (fruit, graham crackers, string cheese—no chips, candy, etc).

### Character Development

The mission of the YMCA is to put Christian Principles into practice through programs that build healthy spirit, mind and body for all. We demonstrate those Christian Principles through Character Development. Character Development is our effort to demonstrate and promote the four core values of Caring, Honesty, Respect, and Responsibility. These values are discussed daily in our programs, and are incorporated into the program's rules, games, songs and activities.

### YMCA Center Conduct Policy

YMCA programs have a clear responsibility to protect and promote the YMCA's goal, which include teaching children to resolve conflicts in non-violent and non-aggressive ways. This policy identifies unacceptable behaviors by parents, staff and visitors while at the YMCA programs. We expect that staff, parents and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children.

The unacceptable behaviors include, but are not limited to the following:

- ❖ Profanity
- ❖ Mental or bodily harm of staff or other program participants and their parents
- ❖ Destruction of property belonging to camp site, staff or other program participants and their parents
- ❖ Dishonesty or misrepresentation
- ❖ Threats, intimidation, or harassment of staff or other program participants and their parents
- ❖ Disruption or obstruction
- ❖ Violation of Criminal Law

### Parent Involvement

YMCA programs offer many ways for parents to become involved in our programs. Some volunteer opportunities are sharing a talent or skill, storytelling, leading a craft project, playing games with the children, or being a guest speaker. Can't give the gift of time? The YMCA is always looking for donations of scrap paper, dramatic play props, craft supplies, and more. Ask your Camp Director if he/she can turn your "trash" into "treasure" at the program. Family activities are offered periodically at the programs and may include game nights, book swapping, pot luck parties, story hours and more. A parent newsletter is available weekly to inform you of upcoming events.

### Campaign for Kids

The YMCA is committed to providing high quality childcare that is affordable for everyone. It is our mission that no family be turned away for an inability to pay. **Campaign for Kids** is our annual fundraising drive where all money collected goes to providing need-based scholarships for childcare programs and camps. We hope that all parents who utilize and support our programs can help to support this campaign and make the YMCA Camp Programs available to all children in need. If you would like to help the Director of your program raise funds for this worthy cause, please let them know. **YMCA Child Development Programs gave out over \$303,000 in financial assistance to childcare programs in 2009, and we are still short of reaching our fundraising goal for 2010—please give a tax deductible gift today!** Volunteers are always needed and appreciated! Call 367-7332 for more information.

### Special Needs

Knowing all we can about each child enables us to provide the best experience possible. If your child has any special needs, we ask that you fill out a special needs form available from the Camp Director or the Child Development Offices. The YMCA is open to children of all abilities, but our group based program may not be appropriate for every child. If your child needs care or supervision beyond that which can be given in a 1:15 camper/staff ratio, you must meet with the Camp Director before your child can be enrolled in the program so that we can ensure that the needs of all campers are met.

## **The YMCA of Central Kentucky's policy in reference to the American with Disabilities Act in child care programs**

1. The YMCA child care program welcomes all children. To the extent it is reasonably able to do so, the YMCA child care program will provide services to children with disabilities or any special needs in the same manner as services are provided for other children of comparable age.
2. The YMCA child care program has the obligation to ensure the physical and emotional safety of each of the children entrusted to its care. It is essential that all pertinent information about the child's needs be available to staff from the outset of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.
3. Minimal monitoring and extra supervision is reasonable as long as it is not fundamentally different from the responsibilities that all group child care operators have for the safety and well-being of their students. The YMCA child care program is, however, unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.
4. If it is unclear whether the YMCA child care program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis. Such review will be comprised of most, if not all, of the following steps, unless such process would not meaningfully contribute to a final decision:
  - The director will meet with the child and family.
  - The director will observe the child in the classroom setting.
  - The director will assess the staff person's ability to handle the various manifestations of the child's special needs, and consider whether additional training, the cost of which is not unreasonable, would mitigate the difficulty.
  - The director will observe the child's adaptation to the group of children.
  - The director will discuss the child's needs with the staff person and supervisor.
  - If possible, the child will be enrolled for a trial period, not to exceed two weeks.
  - A discussion of possible, necessary accommodations will be undertaken and those accommodations that are reasonable and do not fundamentally alter the nature of the group childcare service offered will be implemented.
  - If the child's attendance cannot be accommodated because the needed accommodations will cause an undue hardship or alter the nature of the service, the parents will be informed without delay.
5. The YMCA school age child care program does not offer diaper-changing services as part of its group childcare service. In general, mandated staff-student ratios and the Association's risk-management policies do not permit us to sequester one or more staff in a private area away from the group of children in order to perform this service. Anything that is beyond the scope of age appropriate routine care needs to be discussed with the director, who will make a determination based on the Association's risk-management policies.
6. The YMCA child care program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. The YMCA child care program will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must provide us with appropriate cell phone numbers so that they can be reached immediately during the times the child is at YMCA child care. The parents or other professionals sent by parents must train staff in the proper administration of such medications.
7. Guidelines for behavior are just that – guidelines, and not rigid rules. If staff believes that a situation exists that poses a direct threat of immediate physical harm to the child, to other children, or to staff, the director may make the decision to immediately suspend or to expel the child. Parents are expected to work in conjunction with YMCA staff and any applicable school staff in setting appropriate behavior management plans. Behaviors that routinely place children or staff in physical danger may result in expulsion of the child.

- 8 If it is determined that a child whose personal needs cannot be met in a group care setting through accommodations which are reasonable in policy, practicality and/or cost could potentially be successfully accommodated with a personal assistant not funded by the YMCA, an agreement with the YMCA child care program must be in place prior to such attendance. The agreement will provide that the personal assistant meets all applicable state standards for the type of services that the personal assistant will provide to the child; that the personal assistant will not be an employee or independent contractor of the YMCA; and that the personal assistant will be subject to the overall supervision of the YMCA child care program while he or she is present at YMCA child care. The agreement with any agency providing a personal assistant (or in lieu of said agreement, a certificate of insurance provided by said agency to the YMCA child care program) must state that said agency will provide liability insurance in the minimum amount of the general liability coverage maintained by the YMCA child care program to indemnify the YMCA child care program for liability to third parties in connection with the personal assistant, naming the YMCA of Central Kentucky as the additional insurer. If the insurance is cancelled or reduced, the child and assistance may not attend until it is reinstated. Behaviors that routinely place other children and staff in danger may still result in expulsion of the child, even with the presence of the personal assistant.

The YMCA child care program will have no policies, practices and procedures involving special enrollment requirements for the enrollment of children with disabilities, except as outlined above. The YMCA child care program states that each of its management staff has read this document and is familiar with the requirements of the ADA.