

GREAT SUMMERS

START AT THE Y!

PARENT HANDBOOK



WELCOME TO THE YMCA'S SUMMER DAY CAMP!

YMCA Summer Camp was designed with your child in mind. Our staff believes that every child should have a chance to grow and shine in a caring and encouraging environment.

This Parent Handbook provides information to help you and your child have a successful experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best summer ever.

We take pride in our programs. If your experience is not a positive one, please contact your YMCA Childcare Director.

Claire Ratliff
The Family YMCA Hattiesburg

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Hattiesburg, MS 39401
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**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ymcasems.org

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Dear Parents,

We appreciate the confidence you have placed in the YMCA by entrusting us with your most precious asset... your child. We promise to do all we can to make your choice the right one. It is our intention to provide your child with a loving and caring atmosphere through guidance and training.

The next several weeks will contain some special challenges. All children go through an adjustment period when dealing with new situations. Being accepted as part of a group is a big event for children. Since each new child deals with change differently, we observe each closely to ensure a smooth transition.

Our goal is to provide a positive environment and variety of experiences that will allow your child opportunities to grow. The YMCA challenges children to accept and demonstrate positive values. Respect, Responsibility, Honesty, Caring and Faith are values emphasized in all Y programs.

This booklet contains the policies and procedures that govern our Day Camp Programs. We encourage you to get to know your child's counselors. Speak to our staff about all aspects of your child's experience and let us know of any special needs your child might have. We know you and your child will find your time at the Y a positive experience.

We look forward to working with you and your child.

Sincerely,

Matt Rumph
The Family YMCA
Executive Director

Ann Culpepper
Petal Family YMCA
Branch Executive Director

SUMMER DAY CAMP

Summer at the Y allows kids the space to grow stronger and more confident in a safe, nurturing environment. Summer Camp is for youth 5-12 years old.

Camp hours: 7am-6pm

ENROLLMENT

- All families who use our service are encouraged to become a **YMCA Member** to benefit from the membership rate.
- Waiting lists will be used when spots are filled, compiled on a first come, first served basis.
- Your child is guaranteed a spot as long as your account is current.

FEES AND TUITION

- Payments can be made at the Member Services Desk.
- Fees can be paid by cash, check, or debit/credit card. Checks are to be made payable to The Family YMCA Hattiesburg or Petal Family YMCA.
- A weekly bank draft is also available with a void check or letter from your bank.
- Tuition for Full-Time summer camp is based on the entire summer; (from the scheduled beginning date of camp until the scheduled closing date of camp regardless of attendance.)
- **Payments are due on Thursday the week before attendance.** Account balances must be kept current.
 - Any childcare account not paid up to date in full by the Friday prior to the next week of service, will be assessed a \$10 fee.
 - Failure to pay for a week of summer camp not attended will result in your child's space being given to the next child on our waiting list and you will be charged full fees for the week of absence.
 - Your child's space will not be held without payment. Re-enrollment will only be allowed if space provides.
- **Your child will not be admitted to Camp until payment has been received for the week.**

RETURN CHECK CHARGE

A \$30.00 charge will be assessed for checks and bank drafts returned by the bank for any reason. This fee will be charged to your account.

HOLIDAYS DURING SUMMER

Camp will be closed the last Monday in May in Observance of Memorial Day and resume regular hours the following day.

Camp will be closed July 4 in observance of Independence Day.



DROP OFF & PICKUP

Drop off time: 7am-10am

Pick up time: 3pm-6pm

No child may be dropped off before 7am. All children must be picked up by 6pm. Specific drop off and pickup procedures will vary by location. Please check with your Child Care Director for details. Parents will receive the detailed information prior to summer. Parents will be asked to present a photo ID at the time of pickup.

No child will be admitted past 10am without making prior arrangements with the Director.

PICKUP PROCEDURES

- At pickup time, children will only be released to parents, legal guardians, emergency contacts, and those authorized with pickup permissions as noted on your child's enrollment application.
- If you wish to have someone pick up your child other than those persons listed on your enrollment application, we must have a written authorization, hand delivered to the Child Care Director. **THIS PERSON, AS WELL AS ALL PEOPLE LISTED TO PICK UP THIS CHILD MUST PRESENT A PICTURE ID.** No phone calls will be accepted.

PICKUP LATE FEE

Our Child Care is licensed for operation from 7:00 a.m. – 6:00 p.m. only

- **A late pick-up fee of \$5 per child for every five (5) minutes late** will be assessed and added to your bill.
- **After 30 minutes: if you are more than 30 minutes late** without notifying the YMCA Child Care Department, **the YMCA is obligated by Mississippi Law to notify the Police Department.**
- YMCA staff members will remain with the child until a parent/guardian or authorized person arrives.

WITHDRAWAL POLICY

- Notice of written withdrawal must be received by Thursday of the week prior to last day of attendance.
- Failure to notify the YMCA of withdrawal the week before last date of attendance will result in payment for 1 additional week.
- There are a limited number of spaces available for camp. Withdrawal from camp will result in your child's space being offered to the next child on our waiting list. To hold your child's space when absent, full week payment must be made for week(s) unattended.
- **Failure to fulfill Full-Time commitment for those enrolled at the Full-Time rate will result in the weekly rate being back dated and charged at the Part-Time rate based on attendance.**

FINANCIAL ASSISTANCE

The YMCA believes in serving the needs of everyone in our community regardless of their ability to pay full fees. Financial assistance, based on need, is available. Applications can be picked up at Member Service Desk.

COMMUNICATION

YMCA staff will provide you with periodic updates about your child's participation at the Y. We strive to communicate effectively about our programs during drop off and pick up. We strongly encourage all families to sign up for **Remind 101** to receive important Summer Camp reminders and information. If you have questions, please contact your YMCA Child Care Director.

Text your class code to **81010** to receive messages. Site-specific codes will be provided at the time of registration.

CUSTODY

Please alert the YMCA of child custody arrangements. It is imperative that official, current court documents are maintained in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from his/her parent. Based on the information that you share with your director, he/she will tell you if additional documentation is required.

WRITTEN NOTES

Parents should write a note or send an email in instances of:

- Early pickup that could conflict with off-site activities (lunch, fieldtrip)
- Modified activities, extra help, or additional support for your child

WHAT TO WEAR

- Dress appropriately for the outdoors, play, and the weather.
- All shoes must be closed-toe. Sneakers are recommended.
- A cap or hat for sun protection is advisable.
- All belongings should be clearly marked with the child's name.



WHAT TO BRING

- Refillable water bottle (must be labeled with child's name)
- Sun screen (children must be able to self-apply sunscreen)
- Extra set of clothes in a gallon size Ziploc bag with child's name
- Swimsuit and towel for swim days must be stored in a backpack or closable bag (no plastic grocery bags)
- Toys, personal listening devices, portable game devices, money, cell phones, trading cards, or stuffed animals are not allowed.
- The YMCA is not responsible for lost, stolen, or broken items.

LUNCHES AND SNACKS

- The Family Y Child Care Programs will meet the nutritional guidelines set forth by DHS.
- We provide breakfast, lunch, and mid-afternoon snack.
- Please have your child **eat breakfast before arrival** at Camp if they will be arriving after the breakfast time. Check with Child Care Director for times breakfast is served.
- Campers are welcomed to bring their own nutritious lunch/snack from home.
- Non-perishable items are recommended since refrigeration is not available. Children do not have access to a microwave.
- **Children are not allowed to purchase items from the vending machines or have staff purchase them on their behalf.**
- We make accommodations for children with food allergies.

ILLNESS, ACCIDENTS & INJURY

- Should your child have a contagious illness, please let the Director know immediately so that other parents can be notified.
- A child who has been absent from the program because of a contagious illness must, upon his/her return, bring a written statement from their doctor.
- In cases of sudden illness or an accident resulting in injury which occurs at the facility, the child will be kept under observation and control by The Family Y personnel until the parent or another properly designated person takes charge of the child.

The following procedure will be followed in a potentially life-threatening situation:

- Rescue emergency services will be called
- Parent/Guardian will be notified
- The child will be covered to prevent shock
- The child will be transported to a medical facility, accompanied by a Y Staff member.
- In case of an emergency that requires your child to be transported to a medical facility, The Family Y Hattiesburg/Petal Family Y will not assume responsibility for medical costs which are incurred. You will be responsible for these costs.
- We expect you to have personal medical insurance to respond to your child's sickness or injury.
- In the event you are unable to afford personal insurance, you will be expected to carry "CHIP", (Children's Health Insurance Program, from the State of Mississippi).

WHEN TO STAY HOME

We've adapted our day camp programs to meet CDC safety recommendations to help keep kids safe from COVID-19. Please do not send your child to YMCA programs with any of the following symptoms:

- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Undiagnosed rash, sore, or other skin condition
- Any other contagious illness or symptom

Due to Covid-19, a child must be diarrhea, vomiting and fever-free for a full 24 hours before returning to the program. A physician's note may be required before re-admitting a child to the program. **Until further notice, children should stay home if they or someone in their immediate household is awaiting test results or has tested positive for COVID-19.**

MEDICINE PROCEDURES

Please do not pack medication with your child's belongings. Parents (not the child) must leave necessary medication with a staff member during drop off. Medication must be in its original container with written instructions for dispensing. A Medication Form must be completed for staff to dispense any medications, including over the counter medications, such as topical ointments.

SUNSCREEN

Sunscreen may be brought with the child to the program. Children must be able to apply sunscreen independently. Our staff are not permitted to apply sunscreen on the children. Please apply sunscreen at home before coming to the Y.

INCLIMENT WEATHER

The Family Y Hattiesburg and Petal Family Y will close for bad weather only during potentially dangerous situations, such as tornadoes or hurricanes. We will communicate through the REMIND app, emails, and phone calls. Field trips will be rescheduled (when possible) if canceled due to inclement weather. Since it is impossible to contact/call each parent by phone (as we are caring for your child) stay tuned to local television and radio stations for updates.

PHOTOGRAPHY

To promote The Family Y and its' activities, we often photograph the children while they are active in our programs. A consent form is a part of your application.

WATER SAFETY

At the Y, we are committed to the safety of our members and guests. All participants will be swim tested for safety and ability.

SWIM TEST

- 15 yard swim
- Jump into water over their head
- Exit without using the ladder
- Floatation aids cannot be used



After the swim test, the lifeguard will assign a lifejacket or a green necklace.

If a child declines to take the swim test, they will be given the lowest designation appropriate for their height.

Lifejacket

Restricted to shallow end. A lifejacket is required for children shorter than 48" unless they successfully pass a swim test.

Green Necklace

May swim in deep end of the pool

CHARACTER DEVELOPMENT

At the YMCA, we believe in reinforcing good behavior and teaching our campers the importance of our five core character traits: **Caring, Honesty, Respect, Responsibly, and Faith**. We recognize good character at camp by pointing out children who display these traits throughout the day through incentive programs.

Devotions are a daily time for campers to reflect on goals, experiences, and positive behaviors. If you have questions about this part of our day, please talk with your Child Care Director. It is not the intent or desire of The Family Y or its staff to promote one religion or denomination over another. It is our hope, however, that the example we set and the values of **Caring, Honesty, Respect, Responsibly, and Faith** we teach are acceptable to those we serve regardless of their religion. We do have a devotional in the morning and say a blessing before meals, and we do celebrate Christmas and Easter.



BEHAVIOR EXPECTATIONS

At the YMCA of Southeast MS, our behavior expectations and discipline procedures are based on our core values of **Caring, Honesty, Respect, Responsibility, and Faith**. We believe in creating a safe, secure, and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help youth learn from their mistakes. The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values, and addressing challenging behaviors. The YMCA of Southeast MS youth programs use six simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our campers and staff and to create a positive environment for all.

THE RULES ARE:

- Listen and follow directions.
- Do what's right.
- Keep your hands and feet to yourself.
- Try everything and do your best.
- Be an Upstander. If you see something, say something.
- Be safe and have fun!

All youth are expected to follow the rules established by the YMCA for the safety of all youth in the program. Your cooperation and support ensure that all youth have a safe and fun experience.

The YMCA does not allow the following behaviors including but not limited to:

- Any action that could threaten the physical or emotional safety of the youth, other youth or staff. Prohibited conduct may include, but is not limited to: abusive jokes, insults, slurs, threats, name-calling, or intimidation.
- Fighting or causing any physical harm to another youth or staff is strictly prohibited.
- Destructive behavior
- Behavior that is a violation of personal boundaries, is of a habitual nature, negatively impacts the program and/or the safety and enjoyment of others
- Behavior that is of a sexual nature
- Not following procedures related to help reduce the spread of COVID-19. This may include disregarding social distancing, refusal to wear mask, and purposefully coughing/sneezing on each other.

The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to the youth's overall development.

Staff shall use positive discipline, which shall include the following:

- Communicate to youth using positive statements.
- Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts.
- Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the behavior that is expected.

YMCA DISCIPLINE PROCEDURES

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your Childcare Director to set up a conference.



1. Conversation between staff and youth to discuss behavior and reset expectations.
2. Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
3. Staff will communicate with parents/guardians if/when youth is not following established YMCA rules. This communication may be at check out, over the phone, or via a parent conference.
4. If positive discipline and redirection are ineffective in changing the youth's behavior, the Youth Director may suspend the youth. The length of suspension will be determined based on each individual situation. Factors such as type/severity of behavior, behavior history, age of youth, etc. will be considered when determining the length of the suspension.
5. If the youth continues to have challenges after a suspension, the Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
6. If neither suspensions nor a behavior plan is effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the program for disciplinary reasons could result in permanent removal from all YMCA programs.

SPECIAL CIRCUMSTANCES

The goal of the YMCA of Southeast MS is to meaningfully include all youth and provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents or guardians to inform the YMCA, prior to the start of the program, of any special circumstances which may affect your child's ability to participate. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations that will better serve all children in our programs.

Upon being informed of such circumstances, the Child Care Director may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

BULLYING AND CONFLICT RESOLUTION

Bullying is any unwanted behavior that involves a power imbalance. Here at the Y, our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying, we will handle each instance case by case and with care. At the Y we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact on our Y programs and in every child's future.

TRANSPORTATION POLICIES AND PROCEDURES

- The Family Y is responsible for the safe transportation of an enrolled child, when such transportation has been authorized by the parent. This assumption of responsibility is subject to the following conditions and limitations.
- Only the Director, or a staff member assigned by the Director, may drive our vans or bus when transporting children enrolled in our programs. The vehicle will be maintained in safe condition to the best of our knowledge.
- Information about insurance on our vehicles can be obtained from the YMCA Finance Director.
- All children and volunteers transported by The Family Y staff must wear a seat belt. When parked on the street or in any traffic way, children will enter and leave the bus from the curbside. No child will be allowed to cross a street or traffic way without adult escort.
- Good order in the vehicle is essential to safety. Play will not be tolerated, and we reserve the right to refuse future transportation services to any child when that child's behavior is considered to be unsafe. Examples would include refusal to keep a seat belt on, not remaining in his/her seat, or excessive and distracting noise or movement.
- There will be no exception to the above policies other than in a medical emergency.

CARING STAFF

The YMCA prides itself on hiring quality staff that embody our Mission and have a passion for being a positive role model for children. Many of our counselors are college students. Staff members are selected through a comprehensive application and interview process.

Each staff member completes training that emphasizes the importance of safety, child development, and fun. All staff are trained in CPR, First Aid, AED use, and must pass a background check with CA/N cleared. The YMCA strives to maintain a 1:15 ratio for youth programs

In order to have fun and thrive, kids need to feel both physically and emotionally safe. When you drop your child off at a YMCA Day Camp, you can rest assured that their total well-being will be nurtured and supported by caring Y staff who are committed to ensuring that their experience is a great one.



Summer is a time for kids to be kids and Y day camp is the place to make each precious summer day a great one for *every* kid.



Contact the Mississippi State Department of Health if you have any questions, problems or complaints by calling (601) 960-7613. Complaints must reflect a clear violation of the regulations.

Mississippi Child Abuse

(1) Any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer, or any other person having reasonable cause to suspect that a child brought to him or coming before him for examination, care or treatment, or of whom he has knowledge through observation is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Public Welfare and immediately a referral shall be made by the Department of Public Welfare to the intake unit and where appropriate to the youth court prosecutor. Upon finding evidence that a child has been abused the Department of Public Welfare shall promptly notify the district attorney's office in writing within seventy-two (72) hours. When the knowledge or suspicion of such neglect or abuse of an attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister or any law enforcement officer is pursuant to the performance of services as a member of the staff of a hospital, school, child care center or similar institution or law enforcement duties, he shall notify the person in charge of the institution or his designated delegate, who shall report or cause a report to be made regarding said child. Such report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

(2) The Department of Public Welfare shall maintain a statewide incoming wide area telephone service or similar service for the purpose of receiving reports of suspected cases of child abuse: provided that any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, or law enforcement officer who is required to report under subsection (1).

3. Reports of abuse and neglect, made

under this chapter and the identity of the reporter are confidential except when the court in which the investigation report is filed, in its discretion, determines the testimony of the person reporting to be material to a judicial proceeding.

4. Reports made under subsection (1) of the section by the Department of Public Welfare to the district attorney's office shall include the following, if known to the department:

- a. The name and address of the child.
- b. The names and addresses of the parents.
- c. The name and address of the suspected perpetrator.
- d. The names and addresses of all witnesses, including the reporting party if a material witness to the abuse,
- e. A brief statement of the facts indicating that the child has been abused: and
- f. What, if any, action is being taken by the Department of Public Welfare.

43-21-355. IMMUNITY FOR REPORTING INFORMATION.

Any licensed doctor of medicine, licensed doctor of dentistry, intern, resident, registered nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer or any other person participating in the making of a required report pursuant to section 43-21-353 or participating in the judicial; proceeding resulting there from shall be presumed to be acting in good faith. Any person or institution reporting in good faith shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

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