



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST SUMMER EVER!

**2017 Summer Day Camp  
Parent Handbook**



Allegheny Valley YMCA  
5021 Freeport Rd. Natrona  
Heights, PA 15065  
724-295-9400  
[www.avymca.org](http://www.avymca.org)



## **MISSION**

The Allegheny Valley YMCA is a non-profit, cause-driven organization that provides opportunities to all individuals in the community by putting Christian principles into practice through facilities, wellness programs, and activities that build healthy spirit, mind and body. The Allegheny Valley YMCA is a member of an international organization, which accepts diversity and promotes community development and cooperation. Programs are made available to all persons regardless of their ability to pay.

## **SUMMER CAMP PROGRAM**

Welcome to the Allegheny Valley YMCA Summer Day Camp Program. We are happy that you have chosen our program for your child care needs. The Allegheny Valley YMCA has designed the program according to the YMCA of the USA's philosophy of spirit, mind and body. The program is designed to promote physical, social and emotional growth. We offer a wide variety of activities including arts and crafts, sports, swimming, teambuilding, character development, physical activities and much more.

## **PHILOSOPHY**

The Allegheny Valley YMCA Day Camp program maintains a developmental philosophy. Day Camp is designed to fit the needs of the children according to their age and individual progress and according to the YMCA's philosophy of the development of spirit, mind and body. It also teaches the four core values of Caring, Honesty, Respect and Responsibility.

## **PROGRAM GOALS**

Play is a child's "work." Children learn by actively doing and they learn through play experiences. Therefore, we take an active approach to children's learning in all areas of development. Our program environment is designed to encourage both independence and a cooperative spirit. All children will be encouraged to grow personally, clarify their values, develop interpersonal skills, improve relationships and become better leaders and supporters and to have FUN. Staff will assist children with these skills during daily activities. All of this is taught through the YMCA's four core values of Caring, Honesty, Respect and Responsibility.

## **NONDISCRIMINATION IN SERVICES**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact USDA's Target Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## **STAFF**

All staff have Criminal, Child Abuse, and FBI clearances, Mandated Reporter Training, CPR/First Aid training and attend a thorough Camp Orientation Training.

## **PROGRAM DEFINITIONS**

Each camper will be placed in groups with other campers in their age range. Each group of campers is led by their own counselor and acts independently through most of the day. All campers will gather together during some parts of the day such as lunch time, swim time, the beginning of the day and the end of the day depending on the daily enrollment groups may be combined.

## **AGES**

Summer Campers: Children ages 5 – 12 years (5 year olds must have completed Kindergarten)

Counselors in Training (CIT): Youth ages 13-15 years

## **DATES & HOURS**

Camp begins, Monday, June 5<sup>th</sup> and runs through the first day of school for the Freeport and Highlands School Districts. The hours of operation are Monday through Friday, 6am to 6pm.

## **REGISTRATION \*\*\*New 2017**

To enroll in Summer Camp, the Registration Form must be completed and turned in along with the registration fee and weekly deposits for the weeks you are enrolling for.

## **REGISTRATION FEE \*\*\* New 2017**

\$15 per child or \$25 per family

## **WEEKLY DEPOSIT FEE \*\*\* New 2017**

A \$10 per week deposit is required for each week of Day Camp you wish to reserve for your child(ren). This deposit is applied to the specific week fee and is due at the time of registration. This deposit is non-refundable and non-transferable to another week.

## **ENROLLMENT PACKET**

Once registered, you will receive an Enrollment Packet that must be completed prior to the first day that your child is attending camp. The following forms are in the enrollment pack:

- Emergency Contact Form
- Agreement Form
- Health Assessment \*\*\*New 2017 (this form must be turned in within 60 days of enrollment)
- Program Participant Authorization Form
- Photo Release Form

## **FEES**

- All fees and payments are to be made at the front desk of the Allegheny Valley YMCA.
- Fees are to be paid by the due date listed on the payment schedule. (see page 4)
- Payment is expected based on dates enrolled. Refunds and Credits are not given.
- A \$10 per child late fee will apply to any payment received after the due date and your child may not attend until payment is made in full.

## **MEMBER RATES \*\*\*New 2017**

Full Time: 4-5 days per week: \$135/week

Part Time 2-3 days per week: \$100/week

Counselor in Training (CIT): \$100/week

## **PROGRAM PARTICIPANT RATES**

1 day: \$70

2 days: \$140

3 days: \$200

4 days: \$264

5 days: \$296

Counselor in Training (CIT): \$250/week

## **PRE-PAY DISCOUNT**

A 10% discount is offered to families that pay for the entire summer by Friday, June 2<sup>nd</sup>. This discount cannot be combined with any other offer or subsidy, except for Sibling Discount.

## **SIBLING DISCOUNT**

We offer a 10% sibling discount. The discount applies to the child paying the same or smaller fee. Participants receiving subsidy are not eligible for this discount.

## **MEMBERSHIPS**

- A 12 month youth membership is available for an annual fee of \$123.20 or for \$10.27 per month with a monthly bank draft.
- A 3 month (June - August) Youth Summer Day Camp membership can be purchased for \$55.00 per child.
- Family memberships and single parent memberships are also offered. See our program brochure or front desk for more details.

## **SPONSORSHIP**

The Allegheny Valley YMCA offers sponsored memberships valid for 6 months. Financial Assistance applications are available at the A.V. YMCA or at [www.AVYMCA.org](http://www.AVYMCA.org). Completed applications including financial documents must be turned in at the A.V. YMCA. Processing of your sponsorship application may take up to three weeks.

## **PAYMENT SCHEDULE**

<b>Week of Camp</b>	<b>Payment Due Date</b>
June 5 – 9, 2017	Friday, June 2, 2017
June 12 – 16, 2017	Friday, June 2, 2017
June 19 – 23, 2017	Friday, June 9, 2017
June 26 – 30, 2017	Friday, June 16, 2017
July 3 – 7, 2017 (closed Tuesday, July 4)	Friday, June 23, 2017
July 10 – 14, 2017	Friday, June 30, 2017
July 17 – 21, 2017	Friday, July 7, 2017
July 24 – 28, 2017	Friday, July 14, 2017
July 31 – August 4, 2017	Friday, July 21, 2017
August 7 – 11, 2017	Friday, July 28, 2017
August 14 – 18, 2017	Friday, August 4, 2017
August 21 – 25, 2017	Friday, August 11, 2017

### **WHAT CAMPERS SHOULD BRING TO CAMP**

Each day children should bring the items listed below. Please be sure to label all items.

- Swimsuit and towel in a plastic lined bag. **NO GROCERY BAGS PLEASE!**
- Sunscreen labeled with children's name and signed parent permission. Siblings may not share.
- Lunch w/ Healthy Beverage (no soda) & Snack (Refrigeration will be provided)
- Each group of campers has an assigned set of shelves for their bags. Please make sure your child puts their bag in the correct spot.

The Allegheny Valley YMCA is not responsible for any lost, stolen or damaged personal property.

### **WHAT CAMPERS SHOULD NOT BRING TO CAMP**

- Any items that may be dangerous are not permitted, including but not limited to Medication (both over the counter and prescription), pocket knives, tobacco products, lighters, matches, illegal drugs and alcohol.
- Bug spray in a can is not permitted. Insect repellent must be in the form of lotions or wipes, labeled with the child's name and signed parent permission. Siblings may not share.
- Electronic devices, cellular phones and all other personal belongings not stated in what to bring to camp.
- All items will be confiscated by staff and returned to parents.

### **DRESS CODE**

- Tennis shoes, shorts and t-shirts are recommended to be worn each day. Many of the activities require the campers to be physically active.
- No flip flops, sandals or open-toed shoes are permitted.
- Short lengths and t-shirt logos/language must meet the guidelines of the school district.

## **SWIMMING POOL POLICES**

- Campers will have the option to swim everyday that weather permits.
- Children will follow the Allegheny Valley YMCA Pool Rules and Polices.
- Children must take and pass a safety swim test each day if they wish to swim in the deep end.
- Children that cannot stand in the 4 foot area and cannot pass a swim test are required to wear float belts.

## **PROGRAM POLICIES**

### **ARRIVAL & DEPARTURE**

- Campers must be escorted into the building each day and signed in by an authorized adult.
- Campers must be signed out each afternoon by an authorized adult. Campers will only be released to adults listed on the Emergency Contact Form.
- All adults including parents must be prepared to provide photo identification.
- If there are special circumstances involving custody issues you must provide the Child Care Director legal documentation of these arrangements.

### **LATE PICK UP**

- After 6pm, you will be assessed a late fee of \$1.00 per minute, per child. Payment of the late fee is due upon pick up.
- Chronic late pick up is not permitted and will be subject to review and could result in dismissal from the program.

### **RELEASE OF A CHILD TO AN IMPAIRED PERSON POLICY**

- The Allegheny Valley YMCA follows the Department of Human Services policy concerning the release of children to impaired adults.
- An impaired condition relates to alcohol, mind altering chemicals or other medical conditions that render a person unable to operate a motor vehicle safely.
- If, in the judgment of the Allegheny Valley YMCA staff, an adult appears to be impaired the staff will ask the adult to arrange alternative transportation. If the adult is unwilling to do so the matter will be referred to the local police.

### **ABSENCE**

If your child is going to be absent, please notify the Allegheny Valley YMCA by calling the front desk staff at 724-295-9400. Give the staff member your child's first and last name and they will notify camp staff.

### **LOST AND FOUND**

The lost and found is located outside of the Camp Room door. Items remaining after camp will be donated to a local charity. The Allegheny Valley YMCA is not responsible for lost, stolen or damaged personal items.

## **MEDICATION POLICY**

Per DHS regulation 3270.133 Child Medication Regulation. Child Care Staff are able to administer medications if the following are provided.

1. A prescription or nonprescription medication may be accepted only in an original container.
2. Staff shall administer prescription medication only if written instructions are provided from the individual who prescribed the medicine.
3. The label of the medication container must identify the name of the medication and the name of the child for whom the medication is intended. Siblings may not share.
4. Medication shall be stored in accordance with manufacturer's or health professional's instructions on the original label.

The Allegheny Valley YMCA & DHS requires that parent's complete medication forms before prescription or nonprescription medication will be accepted into the program or administered.

Medications left at camp will be discarded on August 30<sup>th</sup>.

## **ILLNESS**

- A child who is sick should be kept home for a minimum of 24 hours.
- If a child becomes ill at camp, a parent will be contacted to pick the child up. If a parent cannot be reached, another person listed on the child's Emergency Contact Form will be called.
- Illnesses Include: Fever of 100 degrees or higher, sore throat, constant runny nose, inflamed/red eyes, persistent cough, rash, diarrhea, too ill to participate in activities, vomiting, communicable diseases, lice/nits, is uncomfortable or needs more care that staff can provide.

## **EMERGENCIES**

- Staff are certified in First Aid and CPR / AED and will treat cuts and scrapes.
- In the case of an accident or illness we will contact you.
- In the event of a serious injury 911 will be called first and then you will be contacted. A staff member will escort your child to the hospital until you or someone you have designated reaches the hospital.

## **DISCIPLINE POLICIES**

### **YMCA YOUTH BEHAVIOR POLICY**

The Allegheny Valley YMCA Summer Camp Program is committed to building the capacity of children to succeed. It is the intent of the behavior policy to reflect the four character development values of Caring, Honesty, Respect, and Responsibility. Our goal is to promote and maintain a positive atmosphere. A child's misbehavior may prevent the staff from fulfilling this goal. A child exhibiting disruptive behavior will be "guided" using the following strategies.



## **POSITIVE WORKING STRATEGIES**

**Role Modeling:** Effectively exemplifying the good qualities needed for group acceptance. Maintaining authority calmly and consistently.

**Positive Reinforcements:** Encouraging repetition of good behavior. Praise whenever possible; build confidence. Give each child an opportunity to have success

**Focusing on Positive Behavior:** Acknowledging good behavior with positive rewards. Try not to award negative behavior with lots of attention. Redirect the challenging child in a positive direction.

**Reinforcing Problem-Solving Skills:** Settling disagreements without aggressiveness, predicting consequences, thinking about feelings of others. Utilizing different methods of communication with the children.

**Calming Out:** For repeated negative behavior, our "calming area" is just that: an area for a cool down period of reflection. Calming periods should be limited to one minute per the child's age. The child will be in the range of vision of staff during calming times.

**Removal of Privileges:** Wherever appropriate, as they relate to the activity.

**Reason and Logic:** Helping children to think through a problem and find the solution that works best for everyone concerned.

Children's misbehavior will be categorized into two main types: MINOR and MAJOR. Please note, all minor and major incidents will be documented in written form.

## **MINOR INCIDENTS**

Minor incidents are those day-to-day infractions that occur and would be dealt with on the spot by the Summer Camp Staff.

Examples would be:

- Misuse of A.V. YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Disagreements and squabbles
- Rough-housing

When these types of incidents are dealt with, the emphasis will be on problem solving and helping the child make a better decision in the future. With staff using positive working strategies, the child is, hopefully, able to realize that negative behavior is ultimately non-productive.

## **MAJOR INCIDENTS**

Major incidents endanger the physical and mental safety of the individual, other children and/or staff. In addition to Minor Incidents that become repetitive or chronic, Major Incidents would include, but are not limited to such misbehaviors as:

- Repetitive disregard to program rules
- Leaving a supervised area without permission
- Throwing stones, or other projectiles
- Abusive Language
- Verbal Threats
- Direct disobedience of and/or defiance towards Y staff.

A child who exhibits the above behaviors may need time away from the area of conflict, receive an A.V. YMCA incident report, and/or a conference with the parent(s) will occur. The child will be required to complete the A.V. YMCA Behavior Agreement and submit it to the staff before returning to the Summer Camp Program. Failure to comply with the A.V. YMCA Behavior Agreement could result in suspension from the program for a period of time or expulsion from the Summer Camp Program. There will be no refunds given for suspensions or expulsions.

In cases of assault, vandalism, using illegal substances, or any other endangering behavior, the Director will immediately remove the child from the program, contact parent(s) and expulsion from the program will be warranted.

Thank You for choosing the Allegheny Valley YMCA Summer Day Camp Program for your child care needs. Please know that our door is always open. To share comments, questions, suggestions and other feedback that may help us better serve you, your child & the community, please call 724 295 9400. We look forward to getting to know you and your child this summer!