

**ATHENS-McMINN FAMILY YMCA
Summer Day Camp 2017
Registration Packet**

MISSION STATEMENT

YMCA Mission: “to put Christian principles into practice through programs that builds a healthy spirit, mind, and body for all.

YMCA DAY CAMP PHILOSOPHY

The YMCA is proud of its history of dedication to youth. Our primary purpose is to provide dependable, safe day camping in an environment that helps each child develop to his/her fullest potential. The YMCA provides services to all families without regard to race, religion, or national origin.

OBJECTIVES

The YMCA Summer Fun Camp Program seeks to help each child:

1. Develop an appreciation for himself/herself, family, and others.
2. Develop and improve personal skills such as neatness, originality, patience, and dependability.
3. Develop strong values such as honesty, caring, respect, and responsibility.
4. Develop and improve social skills through acceptance and cooperation of others.
5. Develop health and safety practices.
6. Have **FUN!**

STAFF

The Director of Youth Development together with counselors will maintain a direct staff ratio as low as possible. Each staff has as his/her primary concern the safety and well being of each child in the program. Staff has been selected based on their educational background, experience, and commitment to working with children. We will have a lower staff/child ratio with our Pre-K/Kindergarten group and our ratio will increase slightly with the older groups.

GENERAL INFORMATION

1. **Dates of Operation: Tuesday, May 30th -August 4th.**
2. Hours of operation: 6:05 a.m. – 6:00 p.m. Camp actually begins with flag ceremony at 8:00 a.m. and ends with a closing ceremony at 4:00 p.m.
3. Age: We accept children enrolled in a Pre-K program for fall 2017 through going into 8th grade in the fall. **All Pre-K’s must provide official copies of current immunization records.**
4. Enrollment is taken beginning in April and is based on space availability.

FINANCIAL AID OPPORTUNITIES

The YMCA Financial Aid Program is designed to ensure that YMCA services are accessible to all members of the community and no one is excluded because of inability to pay. It is the policy of the Athens-McMinn Family YMCA to provide services for any youth, adult or senior who desires to participate (if funding is available).

While participants are expected to pay their share of operating costs, those who need assistance may be awarded partial assistance based on their ability to pay, the YMCA’s ability to fund the subsidy or the program capacity. **Funds are limited and are awarded to those who are first to apply and meet the standardized qualifications.**

For financial assistance information, contact our Office Manager. These funds are provided through the kind generosity of YMCA friends and the United Way.

GENERAL POLICIES

1. The YMCA will keep records on each child enrolled in Summer Fun Camp. Each child must have a separate record completed and signed by the parent/guardian and returned with the registration fee prior to admission.
2. It is the responsibility of the parent/guardian to keep proper registration information and current phone numbers in the child’s permanent records. **Services may be withheld if this information is not provided.**

3. A child will be released only to the persons who are listed on the authorized pick-up section of the enrollment form. The persons authorized to pick-up a child **must be 18 years or older**. We will also check ID for anyone who is picking up a child. If any parent or authorized individual, arriving to pick-up a child, is observed as being under the influence of drugs or alcohol, the parents or individuals child will be kept on the YMCA property pending notification of properly authorized personnel. In emergency situations, changes of authorization can be taken by phone.
4. Children may not receive nor make personal phone calls at the YMCA except in emergency situations. Staff will contact parents/guardians if an emergency arises.
5. Children are not to bring personal items such as toys, phones, MP3 players, Ipods, tablets, hand held video games, etc.... If such items are lost or stolen, the YMCA and staff are not held liable or accountable. Parents, please ensure these items are not brought into the facility.
6. The parent must complete an "Authorization to Give Medicine" form if a child requires medication while at the program. Medicines must be in original containers. Please give specific instructions. If medication is to continue for more than ten (10) days, a letter from the physician is required along with the form. If it is determined a high risk type of medication to be given a child then the parent will have to make arrangements for administering medication.
7. Limitations on attendance or required pick-up due to illness will be as follows:
 - a) Child's temperature of 100 or higher
 - b) contagious illness.
8. The YMCA is responsible for reporting all suspected abuse and neglect to the Department of Human Services. This is a State Law that requires us to report all incidents.
9. If you decide to withdraw your child from the program, ***a two-week written notice is required.***
10. Each child will have a personal storage space for his/her belongings.
11. Whenever possible, parents should call the YMCA when he/she will be late for pick-up. Alternative pick-up arrangements should be considered. **There is an additional charge for late pick-up of \$2.00 for each 5 minutes.** Continued late pick-up may result in termination of services.
12. All children registering for Summer Fun Camp must be toilet trained. This program is for school aged children only. We will take a limited number of children who have not attended Kindergarten, but they must be mature enough to participate with Kindergarten and First Grade children along with being toilet trained. The staff of Summer Fun Camp will not change clothing and clean a child up of a problem of this nature. You, the parent, will be called to take care of your child. We know that accidents do happen, but we do not have the changing, cleaning facilities, nor do we have the staff to leave the group because this would require two staff with your child. If toilet accidents happen after two times, the child may be dismissed from Summer Fun Camp.

ARRIVAL/DEPARTURE PLAN

1. On arrival, parent, guardian, or authorized adult person must sign the child in to the program daily. (Must be 18 or older). **Children cannot be dropped off without an adult physically escorting them into the facility and signing them in.**
2. On departure, all children are to be signed out by parent, guardian, or authorized adult person. Children must be picked up by a person on his/her approval list before leaving the YMCA.

MEAL POLICY

Meals will be available only if the State of Tennessee is able to continue this service through the National Summer Feeding Program. This program begins the second week of June & stops the second or third week of August if the program is in force.

1. Menus may be provided by the State of TN. Dept. of Agriculture and will be posted if they are supplied.
2. All meals and snacks will meet the nutritional needs of children as established by the USDA.
3. No child will be denied food at a mealtime for disciplinary reasons.
4. Children will be encouraged but not forced to try new foods.
5. Children may put unwanted and unopened items in a share box for other children to eat.
6. Parents may provide lunch for their children. Please do not bring fried or greasy foods. ***DO NOT bring foods that need microwaving as we do not have these accommodations.***
7. Since the Athens-McMinn Family YMCA does not provide food for special diets for religious or medical reasons, parents are required to provide such food for their child. Note: A written letter must be completed by the parent identifying the reason for the special diet and the parents are responsible for complying with the USDA nutritional guidelines. Food must be delivered in airtight containers or the original container. The YMCA will not keep leftovers.
8. Parents may bring food/beverages for celebrations. Please notify staff in advance.
9. Please **DO NOT** allow your child to bring candy, gum, or other "junk food".

10. Children will NOT have access to our vending machines. Please do not send money with your child to purchase drinks/snacks from them.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

A child's participation in Summer Fun Camp program depends upon his/her behavior. We certainly want each child to enjoy the activities planned and benefit from their experience with the YMCA.

Basic rules of safety and conduct are reviewed in this handbook. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing, and through parent conferences if their child continues to display poor behavior. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. Physical discipline will not be used nor will food be denied as punishment.

Children will be assigned to a group. Each group will have designated counselors who are responsible for their care, safety, and well being for each child in the group. Children are to stay with their own group at all times and are to follow counselors' instructions. This will provide safety for all children and will avoid preventable accidents. It is especially important for children to understand the rules and to understand that all rules are enforced to their own benefit. Children will be traveling in groups to various sites for field trips. Proper understanding of, and respect for rules is essential for safety on such trips.

Failure to comply with the following simple rules may lead to disciplinary action, possible suspension and/or termination from the program for:

1. Engaging in fighting as a way to solve an issue.
2. Stealing or defacing the facilities or other children's property.
3. Refusing to follow basic rules of safety.
4. Disrespect to staff or rude and discourteous behavior toward other children.
5. Repeatedly displaying an inability to follow established guidelines.

The parents will be given written notification of termination within a one-week period for obtaining new services. **Immediate termination could occur if the YMCA staff feels it is not able to maintain the safety and welfare of the child and/or other children.**

CHILD'S INFORMATION

Name of Child: _____ Child Goes By: _____

Sex: _____ Age: _____ Grade going into: _____ Birth date: _____

Date Starting Program: _____ School: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

List any illnesses that affect your child's activity: _____

List any allergies your child has: _____

List any physical disabilities that affect your child's activity: _____

List any special medications or routines that your child requires: _____

(Authorization form is required with each prescription/medication in order for YMCA to administer)

Child's current immunization form is on file at school? **Yes** **No**

Has your child previously been enrolled in After School Fun or Summer Fun Camp? **Yes** **No**

Is your child sensitive about his/her size, weight, or any other characteristic? **Yes** **No**

If yes, please specify: _____

Does your child have any fears? _____

Has your child had any of the following experiences during the past year? (circle all that apply)

Change of Schools **Birth of a Sibling** **Death in Family** **Serious Illness in Family** **Separation/Divorce** **Moving**

Other: _____

Your child's personality is: **Shy** **Quiet** **Aggressive** **a Leader**

Your child's health is: **Robust** **Normal** **Below average**

Your child's appetite is: **Normal** **Above normal** **Below normal**

Regarding Summer Fun Camp, your child is: **Excited** **Apprehensive** **Nervous** **Upset**

PARENT/GUARDIAN INFORMATION

Mother's/Custodian's Name: _____ **Home Phone:** _____

Address: _____ **Cell Phone:** _____

Employment: _____ **Work Phone:** _____

Father's/Custodian's Name: _____ **Home Phone:** _____

Address: _____ **Cell Phone:** _____

Employment: _____ **Work Phone:** _____

PERSONS NOT AUTHORIZED TO VISIT OR PICK-UP CHILD:

Appropriate paperwork such as the divorce decree or court order must be attached if a parent is not allowed to pick-up the child.

LIST NAMES AND PHONE NUMBERS OF PEOPLE WHO ARE AUTHORIZED TO PICK-UP YOUR CHILD (OTHER THAN PARENTS) OR TO CONTACT IN AN EMERGENCY (MUST BE ADULT AGE):

Name: _____ Home Phone: _____ Work: _____

Name: _____ Home Phone: _____ Work: _____

Name: _____ Home Phone: _____ Work: _____

Name: _____ Home Phone: _____ Work: _____

Name: _____ Home Phone: _____ Work: _____

PERMISSION SLIPS

I hereby give my permission for the YMCA to take **photographs** and videos of my child and use them in publicity if they so desire.

Yes No

Signature of Parent/Guardian

Date

I hereby give my permission for the YMCA to take my child on supervised walking excursions and to transport my child by van or bus to designated field trips.

Yes No

Signature of Parent/Guardian

Date

TRANSPORTATION AUTHORIZATION AND RULES

Vehicle Conduct Rules

Children must follow these basic safety rules while being transported. With the first infraction, a parent will be notified and asked to discuss proper behavior with his/her child. With the second infraction, transportation services may be denied for a minimum of two days. Parents will be notified.

1. No fighting, swearing, or abusive behavior.
2. Must remain seated properly with seat belt on at all times.
3. Cannot have any part of his/her body out of vehicle.
4. No eating or drinking on vehicle.
5. May throw nothing out of the window.
6. Potentially dangerous actions will not be tolerated.

_____ has my permission to be transported by the YMCA vehicle and participate in YMCA program activities and field trips.

I have read and understand the transportation policies.

Signature of Parent/Guardian

Date

SWIMMING AND WADING

Rules of the Pool

1. No running, pushing, or dunking.
2. No abusive language.
3. No rough play will be allowed.
4. Lifeguard had the right to dismiss anyone who is careless or dangerous to themselves or others.
5. No diving in shallow water.
6. No food or drinks in pool area. No unauthorized floating devices. (This includes "water wings", air mattresses, etc.)
7. Male bathing suits must have a draw string and female suits must be one piece (no two piece suits or bikinis). All suits must sufficiently cover private areas.

_____ has my permission to participate in swimming activities.

I have read and understand the pool rules.

Signature of Parent/Guardian

Date

DISCIPLINARY AND BEHAVIOR MANAGEMENT CONTRACT

I have read and understand the Behavior Management Policy.

Signature of Parent/Guardian

Date

EMERGENCY MEDICAL AUTHORIZATION

Name of Child: _____ Birth Date: _____

Name of Parent(s)/Guardian(s): _____

Home Address: _____ Home Phone: _____

Mother's Cell Phones: _____ Father's Cell Phone: _____

Additional Emergency Phone #'s to be reached at: _____

The parent(s)/guardian(s) authorize the YMCA to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic test upon, the use of surgery on, and/or the administration of drugs to his/her child or ward if an emergency occurs when he/she cannot be reached. The parent(s)/guardian(s) understand that the provider will make every effort to contact them and/or their designated emergency contacts.

Please complete the following:

- 1. I/we will be responsible for payment of medical expenses.
- 2. Medical treatment costs are covered by:

Insurance Co.: _____

Policy #: _____

Child's Physician or Clinic Attended: _____

Signature of Parent/Guardian

Date

PAYMENT CONTRACT

Schedule of Fees

Summer Fun Camp Registration Fee (NON-REFUNDABLE): **\$60.00 per child for YMCA Members**
\$70.00 per child for NON YMCA Members

EACH CHILD Receives a Swim Bag with their paid registration fees!! Registration fees also cover field trip fees.

Summer Fun Camp Rates

YMCA MEMBERS:

One Child: \$85.00 Two Children: \$128.00 Three Children: \$192.00 Four Children: \$246.00

NON -YMCA MEMBERS:

One Child: \$120.00 Two Children: \$161.00; Three Children: \$214.00 Four Children: \$268.00

ACCOUNTING POLICIES

1. The Summer Fun Camp Registration fee is due upon registration. **This is non-refundable.**
2. The first week's charges of SFC are due May 26th, 2017. Payment is due the week in advance for service.
3. **CHECK POLICY:** Make all checks payable to the YMCA. There will be a \$20.00 charge for all returned checks. If two (2) checks are returned, cash or money order will be required for future payments.
4. **PAYMENT IS DUE THE WEEK BEFORE SERVICES ARE USED WHETHER YOUR CHILD IS IN ATTENDANCE OR NOT.** Weekly payment is due by Wednesday the week before services are used. A late charge of \$10.00 will be assessed if payment is not received by Friday the week before. If payment is not made by 9:00 p.m. Friday (of week before), you will NOT be able to drop your child(ren) off for SFC on Monday until payment is received in full.
5. **Vacation Policy:** A MAXIMUM OF TWO (2) WEEKS VACATION IS AVAILABLE DURING THE SUMMER. If your child continues in the After School Program an additional week is given. No more than two weeks is permitted in any one program. Vacation period begins and ends with the first day of Summer Fun Camp.
6. **FAILURE TO MAKE SCHEDULED PAYMENT:** Payments are due the Wednesday the before you plan for us to care for your child(ren). You will have until Friday to make that payment until we assess late charges. If payment is still not received by close (9 p.m.) on Friday, services are suspended immediately and you will not be able to drop your child(ren) off for SFC until payment is received.
7. **LATE PICK-UP FEE:** A late pick-up fee of \$2.00 will be charged for the first five (5) minutes after 6:00 p.m., and \$2.00 for each five (5) minute period thereafter.
8. **HOLIDAYS:** A limited number of holidays have been accounted for in establishing fees. **SINCE WE ARE CLOSED SO FEW HOLIDAYS, THERE WILL NOT BE A REDUCTION IN PROGRAM FEES DURING THE WEEKS THESE DAYS OCCUR.** We will present a receipt at the time of payment.

I/we understand and agree to pay in accordance with the above fee schedule and accounting policies of the Athens-McMinn Family YMCA.

I understand my weekly fee is _____.

The first day of Summer Fun Camp is Tuesday, May 30th we will continue until August 4th, 2017.

Signature of Parent/Guardian

Date

**SUMMER FUN CAMP
RELEASE AND INDEMNITY AGREEMENT**

Child's Name _____

The undersigned parent(s)/guardian(s) of the child named above, by the signature(s) below, acknowledge receiving information from the Athens-McMinn Family YMCA Summer Fun Camp for children ages K – 8th grade, including the anticipated program activities. The undersigned hereby give permission and approval for the named child to participate in the Summer Fun Camp and any and all activities **other than** _____, during their eligibility. The undersigned, as parent(s)/guardian(s) of the above named child represents to the Athens-McMinn Family YMCA that this child does not have any condition which would expose the child to any harm or injury by participating in any activities during the program. The parent(s)/guardian(s) is aware of risks and hazards incidental to the activities and liability for any injury or harm to the child while participating in the Summer Fun Camp.

In consideration of the child being allowed to participate in the Summer Fun Camp, the parent(s)/guardian(s) does hereby forever release, acquit, discharge and covenant to hold harmless the Athens-McMinn Family YMCA, its board of directors, employees, and volunteers from any and all actions, claims, demands, damages, expenses, and compensation, which the parent(s)/guardian(s) or child may have or claim to have, on account of, or in any way growing out of the child's participation in any and all of the activities the child may engage in while a participant in the Athens-McMinn Family YMCA Summer Fun Camp.

The undersigned parent(s)/guardian(s) further promises and agrees to repay to the Athens-McMinn Family YMCA and any other person or entity released above any sum of money that the Athens-McMinn Family YMCA and any person or entity released above may hereafter be compelled to pay to on behalf of the child because of any accident or injury while the child is a participant in the Athens-McMinn Family YMCA Summer Fun Camp.

The undersigned parent(s)/guardian(s) understands that the child is not covered by insurance for any injury received while a participant in the Athens-McMinn Family YMCA Summer Fun Camp and the parent(s)/guardian(s) will provide insurance for this child.

Signed this _____ Day of _____, 20_____

Father's/Guardian's Signature

Mother's/Guardian's Signature

I, _____ (parent of _____)
Parent please print name Child's name

Have received, read, and understand the policy and requirements for participation in the Athens-McMinn Family YMCA Summer Fun Camp program. I also agree to keep the Y office informed of any phone change or any changes I might have concerning the above named child.

Date

Parent/Guardian Signature