

2021 SUMMER DAY CAMP GUARDIAN HANDBOOK

REVISED April 5, 2021



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WELCOME TO YMCA SUMMER DAY CAMP!

The Richard Kane YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow, and thrive.

The Summer Day Camp Program is available for children who were enrolled in Grades PreK to 5th Grade during the 2020–2021 school year. Activities may include games, arts and crafts, reading, music, swimming, field trips, and “free time” for children to pursue their favorite interests. Our goal is to provide a safe and caring environment for children through a variety of educational and recreational activities.

Take a minute to learn more about the Y and how we’ll help your child explore, connect, and discover while staying safe this summer. If you have any questions, concerns or suggestions, please feel free to contact us at any time.

Sincerely,
Lanette Kramer
Richard Kane YMCA
Youth and Family Director

HOURS:

Summer Day Camp _____ 7:15am - 5:30pm

The program site opens at 7:15am and closes at 5:30pm. Guardians please do not drop your children off before the opening time or pick them up later than the closing time. Fees will be applied for early drop offs or late pick-ups. **An overtime fee of \$1.00 per minute for early drop off/late pick-up is to be paid on the day of the offense.** After 5 accumulated late pickups a \$5.00 per minute late fee charge will be enforced. *Late pickups/early drop offs can be cause for dismissal from the program.

FEES:

Please make checks payable to The Richard Kane YMCA of Bartlesville

Registration Deposit <i>(per week)</i> _____	\$25.00
Summer Day Camp <i>(per week)</i> Y-Member _____	\$140.00
Summer Day Camp <i>(per week)</i> Non Y-Member _____	\$155.00

Daily drop-in rates, for each day attended, if space is available,

Summer Day Camp <i>(Non field trip days)</i> _____	\$45.00
Summer Day Camp <i>(field trip days)</i> _____	\$60.00

PAYMENT:

Deposit is due at registration; all other payments are required to be paid in full by the Thursday prior to the week attending camp. The payment rate is per week. Pro-rated and/or refunds for non-attendance are not available. Statements will not be sent. **It is the Guardian's responsibility to pay on time.** If the weeks payment is not received by the Thursday prior to the week attending a \$10.00 late fee will be applied to the account per day payment is late. Accounts past due over 14 days will result in dismissal from the program. Only one discount per child may be applied to fees, for qualifying families. All returned payments will be subject to a \$25.00 fee.

CAMP WEEKS:

1. June 1-4 *(No camp on Monday, May 31 in observance of the Memorial Day Holiday)*
2. June 7-11
3. June 14-18
4. June 21-25
5. June 28- July 2
6. July 6-9 *(No camp on Monday, July 5 in observance of the Independence Day Holiday)*
7. July 12-16
8. July 19-23
9. July 26-30
10. August 2-6 *(Camp held at the Richard Kane YMCA this week)*

CANCELATION POLICY:

If the YMCA is to close/cancel the Summer Day Camp program for any reason a refund will be available upon request for \$25 per day of care canceled that was already paid for. Cancellation Policy is not applicable for Financial Assistance Recipients.

ABSENCES:

No credit will be given for any absences. Please notify your child's program Site Coordinator if your child will be absent. This can be done by calling the site phone number listed on the back of the handout.

FINANCIAL ASSISTANCE:

Financial assistance for childcare may be available for qualifying families. Please contact the Richard Kane YMCA, 101 N. Osage Ave, for financial assistance applications.

SNACKS:

Nutritious Morning and Afternoon snacks will be provided by the program. A free Breakfast and lunch are provided at Hoover Elementary by the Bartlesville Public Schools Child Nutrition Department. Children will need to bring a sack lunch and drink to childcare if you do not wish for them to eat the breakfast or lunch provided by the Child Nutrition Department.

CHILDREN'S PERSONAL BELONGINGS:

The program will provide children with a basket or hook to hang or keep their personal belongings in while they attend Summer Day Camp program. Please no toys from home unless specified differently by the camp director.

RELEASE OF CHILDREN:

Children will be released only to persons who have been authorized by the guardian upon providing a photo ID.

PROGRAM GUIDANCE AND REGULATIONS:

It is mandatory for the Summer Day Camp program and it's staff members to report suspected child abuse.

CHILDREN'S RIGHTS:

Children have the right:

- To have a safe and caring environment
- To use all the equipment and space on an equal basis
- To have their ideas and feelings respected
- To have discipline that is fair, equal and respectful

- To have staff members who care about them, respect them and enjoy being with them

CHILDREN'S RESPONSIBILITIES:

Children are responsible for:

- Their actions and the consequences that result from them
- Respecting the rules that guide them throughout the school day and during childcare program hours
- Controlling their feelings so that their actions do not harm themselves or anyone else in the program
- Remaining with the group and a staff member at all times
- Returning materials and equipment to the place they found them for other children to find, before taking out a new activity
- Respecting others and treating staff with respect

GUARDIAN'S RIGHTS:

Parents have the right:

- To know their child is in a safe and caring environment
- To share concerns with staff about anything they do not feel is in the best interest of their child
- To know about their child's behavior *(If there is a concern, they can spend time discussing the issue and a solution with the staff.)*
- To know if their child does not report to the program as intended

GUARDIAN'S RESPONSIBILITIES:

Parents need to be responsible:

- For notifying the program if their child will not be attending
- For notifying the program when another authorized person is picking up their child
- For indicating time of release in writing if the child is allowed to walk home
- For respecting program hours by checking their child in and out on time daily
- For keeping the child's records up to date with changes in phone numbers and addresses
- For informing the Site Coordinator if the student needs special attention which is not already indicated on their enrollment form *For example: a special crisis in the child's life, a death in the family, medication that might need to be administered for a short time, any allergies or allergic reactions, etc. Even though the program works in*

close relation with the school system this kind of information is not passed on to the childcare program.

- For paying fees on time
- For retaining receipts for tax purposes. Tax ID number is 73-0521535

TRANSPORTATION AND FIELD TRIPS:

Guardians will be informed in writing at least one week in advance of any program sponsored field trip or activities away from the program premises. The guardian understands if they choose for the child to miss the field trip/activity it will be their responsibility to arrange for alternative care during that time, if childcare is not provided at the program site. The children and staff will be transported by the YMCA.

ILLNESS, INJURY, & MEDICATION PROCEDURES:

If a child becomes ill or injured during program hours, on or off site, the program director or a designated staff member will contact guardians listed on their registration packet, if the guardian cannot be reached the emergency contact will be called. The guardian or alternate may be required to come pick up the child from the program.

Prescription and non-prescription medication may be administered during program hours under certain circumstances.

- a) Medication to be dispensed should be hand delivered by the guardian to the program coordinator. Medication must be accompanied by a Medication Administering to Students Authorization form, signed and completed by guardian. Guardians of students with asthma or allergies may complete a Student Asthma/Allergy Action Card, forms are available in main school office
- b) Prescription medication must be in original container that indicates the following:
 - Student's name
 - Name and strength of the medication
 - Dosage and direction for administration
 - Date and name of physician and pharmacy
- c) Non-prescription medication must be in original container, label must be legible, and student's name must appear on bottle.
- d) Medication will be kept in a locked cabinet in program area. All medication left after the last day of school will be destroyed.

EMERGENCY PROCEDURES:

If an emergency occurs the program Site Coordinator or a designated staff member will call the guardian. If neither guardian can be contacted, the emergency contacts the guardian

has provided will be contacted. *for example: a grandparent, neighbor, or a close friend.* If those individuals cannot be contacted the student will be taken by ambulance to the emergency room at Jane Phillips Hospital. The hospital can provide treatment only when guardian permission has been obtained. It is suggested that the guardian have on file with the hospital a signed notarized permission release to treat their child. The program's responsibility ends after the student has been transported to the emergency room. The program personnel may stay with the child until a guardian comes to the hospital.

EXTREMELY LATE PICK UP PROCEDURES:

The program Site Coordinator or a designated staff member will call the guardians, if neither guardian can be contacted, OR if guardian has not contacted program by 5:45 p.m., the emergency contacts will be requested to pick up the child.

The program personnel will contact the proper authorities: i.e. the police department & the department of Human Services, child protection division, if none of the contacts pick up the child or contact the Site Coordinator by 6:15p.m. The child will then be released to the proper authorities.

DISCIPLINE AND DISMISSAL:

Children are entitled to a pleasant and harmonious atmosphere. The programs use redirection, loss of a privilege, staff/child consultation, staff/guardian consultation, and suspension from the program as measures of discipline. Unacceptable behavior will be cause for dismissal from the program.

If a child is chronically disruptive to the function of the child care program, his/her enrollment may be terminated upon the recommendation of the staff after reasonable effort to integrate the child into the program and after consulting with the site coordinator, the guardian(s), the child care director, and the Richard Kane YMCA CEO. Notification of termination will be given at least 5 camp days prior to dismissal.

A child may be suspended immediately for an indefinite amount of time for unacceptable behavior such as: fighting, being disrespectful to staff, damage to school or program property, threatening others, and non-compliance of program safety rules. No refund will be given for days of suspension.

CAMP SITE PROGRAM PHONE NUMBERS:

Hoover Elementary: 918.335.6350

Richard Kane YMCA: 918.336.0713