

DANVILLE YMCA

SUMMER CAMP

Begins the week of June 7th and goes for 11 weeks.

Cost is:

\$90/week per child for members \$125/week for non-members

Plus a \$5 weekly activity fee



YOUR CHILD WILL ENJOY:

Open Swim and Swim Lessons

Structured Sports & Fitness Classes

Arts & Crafts

The YMCA Values of Caring, Honesty, Respect & Responsibility

Weekly Field Trips and

additional fantastic field trips to

a Greensboro Grasshoppers Baseball game,

the world famous Asheboro Zoo and

much, much more!

Sign-up today! Space is limited!

Scholarships are available for those who qualify.

See the front desk for details



We build strong kids, strong families, strong communities.

Contact Crystal Pruitt at 434-792-0621 or crystal.pruitt@gamewood.net

www.ymcadanville.org

Dear Parent and Camper,

Welcome to the YMCA Child Care program! We are excited that you have chosen to join our program. We promise to make every effort to ensure your confidence in the safety of your child and his/her enjoyment. The following parent's manual will be your guide in preparing your child for our program. Please take the time to read it carefully and return all the necessary forms.

The YMCA Child Care program provides school age (5-12) children the opportunity to explore new interests and develop new skills and relationships in a fun filled value-oriented environment. The goal of the YMCA is to promote your child's growth in mind, body, and spirit while utilizing the four YMCA character values: Caring, Honesty, Respect, and Responsibility. It is also our goal to instill in our campers a healthy sense of self, others, and our community. The YMCA is an all-inclusive organization accepting all participants regardless of race, sex, or religious affiliation.

We are looking forward to a great year. If you have any questions or need additional information please give us a call at 434-792-0621 or email Crystal Pruitt at crystal.Pruitt@gamewood.net. If I cannot be reached, please direct your questions to one of our childcare counselors or the front desk.

Thank you,

YMCA
Child Care Staff

The YMCA Child Care program is a state-licensed program, therefore; there are certain forms that the YMCA must have on file before your child or children can attend. A checklist of all required information is available at the front desk of the YMCA.

General Information

Danville Family YMCA

810 Main Street

Danville, Virginia 24541

Phone: (434) 792-0621

Fax: (434) 797-2982

E-mail: www.ymcadanville.org

Days and Times of Operation:

The YMCA Summer Day Camp will operate approximately 10 weeks. The dates and times are located on page 22 of this manual. Camper drop off is as early as 7:30 am, all kids must be picked up by 6:00 pm. Children are not to be dropped off before 7:30 am, if children are dropped off before 7:30 am an emergency contact will be called to pick up your child, if an emergency contact can not be reached social services will be called.

The After School Program begins as soon as your child has been released to a YMCA van, all kids must be picked up by 6:00 pm.

All Day (Out of school) Programs start at 7:30 am, all children attending must be present by 9:00 am so we can determine staff to camper ratios and leave for early field trips.

Arrival and Departure for children

1. All parents or authorized persons shall enter the YMCA to sign the child in and out.
2. Summer Camp Program begins at 9:00am; however, you may drop off your child as early as 7:30 am. If you cannot bring your child before 9:00 am, we ask that you do not bring him/her for that day. Our morning assemblies start at 9:00 am, and we often leave for trips at 9:00 am.
3. A child will only be released to a parent or an authorized adult.
4. The YMCA must be provided a copy of all appropriate legal paper work when the custodial parent has sole custody.

A copy of the Pick Up Authorization Form must be on file at the YMCA. Children will be allowed to leave with persons other than the parents only if permission has been given in writing by the parent. If your child is involved in any extracurricular activities or has any type of departure time change while enrolled in any YMCA programs, you must provide the director with written permission.

What to bring Daily

All campers' belongings will be stored in the childcare room. Please label all belongings with your child's name. We encourage campers to be responsible for their own belongings. Please, no valuables and no large sums of money. Please have your child leave all toys and sports equipment at home. The YMCA is not responsible for lost items. The YMCA has a lost and found, please check it regularly.

1. A swimsuit and towel. (Monday – Thursday)
2. Comfortable clothing and shoes with non-marking soles. Any child wearing dress shoes or boots will not be able to participate, due to unnecessary marking of the floors. If your child wears sandals please bring a change of shoes, playing games in sandals is dangerous.
3. Lunch: we are unable to buy lunches for the children. The lunches will not be refrigerated, but kept inside the cool building or in a shady part of the park. We recommend that lunch be brought in small coolers. Also microwaves are not available to heat lunches. Water will be provided throughout the day.

4. Daily snacks: the YMCA will provide one snack per child during the After School Program and two snacks per child when the child is in attendance all day. Children have the opportunity to purchase snacks from the snack machine. In the After School Program, kids will be able to purchase snacks on Fridays only. During Summer Camp kids may purchase snacks in the mornings before they sign in for the day.

Absence or Illness

If you know your child will miss a program day, please notify the staff so our attendance record will be accurate. *This is very important for the after school program, we do not want to wait at a school or go to a school if your child is not attending the program any given day.* The YMCA will not give refunds for missed days, in the case of extensive sickness; days of credit may be given. If your child becomes ill while at camp, the Y will make every effort to contact the parent or guardian. If the parent(s) cannot be reached, emergency contacts will be called. In serious cases, the child will be taken to the local hospital by emergency vehicle for treatment. (Emergency Hospital visits are at the parent's expense; not the YMCA)

Licensing information for parents

The YMCA Child Care Program is a licensed day camp through the Commonwealth of Virginia. Standards for licensed child day care centers address certain health precautions; adequate play space, and a ratio of children per staff member, equipment program, and record keeping. Criminal record checks and specific qualifications for staff are required. Standards require the facility to meet fire, health, and building codes. If you would like to have additional information about the licensing of our childcare program call or write the Piedmont Regional office.

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, SW Suite 100
Roanoke, VA 24011-1779
(540) 857-7946

YMCA Child care leadership and organizational chart

Board of Directors → Executive Director → Operations Director → Child Care Coordinator/counselors

Medication Policy

The YMCA cannot administer any medication unless it is a medical emergency. If it is needed for the YMCA to store any emergency medicine for a child (inhaler, ephi-pen, etc.), it will be kept in the first aid kit in the child care office and will travel in the first aid kit on field trips. If the YMCA is to store any emergency medicine, the following must be abided by:

1. Must have completed medication form on file, signed by legal guardian and verification from doctor. Forms can be obtained from childcare office.
2. All medications shall be labeled with original prescription label containing the child's name, name of medication, fill date of prescription, dosage amount, treating doctor's name, and instructions on how to administer.
3. All siblings must have their own medicine bottles and their own forms on file before medication can be stored.

IRS Statement

The YMCA does not provide an itemized statement for tax purposes. We suggest that you keep a record of your receipts and checks as an account of your child care expenses. Our taxpayer identification number for the childcare expense is 540-50-5982.

Reporting Suspected Child Abuse and Neglect

The Department of Human Services and the program's license require caregivers to report suspected cases of child abuse and neglect. This includes the reporting of parents who appear to be under the influence of drugs or alcohol. When child abuse or neglect is suspected, the caregiver shall contact the Department of Social Services and give an oral report to the child protective service unit.

Discipline and Discharge

Children are entitled to a pleasant and harmonious environment in a YMCA childcare program. The YMCA cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity that may include, but not limited to such behavior that requires constant attention from staff. If a child cannot adjust to the program standards and behave correctly, the child will be released from the program. Reasonable efforts will be made to help all children adjust to the program setting. Disruptive behavior will be dealt with in the following manner:

1. First offense: The child will be given a 5-minute time out. The child will be told why they are serving a time out and will have to tell the counselor why they served a time out before they can rejoin the group.
2. Second offense: The child will be given a 7-minute time out, then repeat step one.
3. Third offense: A behavior report will be written, and a parent or guardian will be called to pick child up immediately. If a parent cannot be reached, emergency contacts will be called. The child will also be suspended for the next day. Parents are responsible for payment of tuition during the period of suspension.

Children who are suspended from any YMCA childcare program 3 times will be expelled from the program.

9 Rules that Apply to Everything!!

1. Whistle Blows (Signs Up & Signs Down)
One: Freeze
Two: Be Quiet
Three: Sit Down
2. Good Sportsmanship
3. Crying; the only reasons you can cry at the YMCA is if someone hurts you physically or someone hurts your feelings.
4. Good Attitudes
5. When a counselor is speaking, you may not interrupt. When you are speaking, the counselors will not interrupt.
6. The counselors will only ask you something once.
7. You can mess up anything as long as you can clean it up.
8. Fighting or racial slurs...You go home!
9. 3 time outs in a day ... You go home!

Acceptable and unacceptable behaviors

- Stay with your group at all times; do not leave without permission from your counselor. Do not leave designated areas alone for any reasons.
- Do not run in the building.
- Cursing or name-calling will not be tolerated.
- Respect all campers and all staff persons.
- Put your name on all your personal items. The YMCA is not responsible for lost items.
- Do not eat until the proper time.
- You are responsible for your money.

- Keep all body parts inside YMCA vehicles; also seat belts must be worn at all times in YMCA vehicles. Do not leave vehicles until counselor has given permission.

Childcare fees

After School Program Effective June 1, 2008

The After School Program fee is a \$35.00 weekly fee for Y-Members or a \$45.00 weekly fee for non Y-Members due the Friday before the week your child will attend. There is a \$5.00 charge for any late payment. The result of any over due balances may result in your child not being picked up from school. Remember there is a \$5 per child late fee every fifteen-minute block after 6:00 pm.

All participants receiving financial assistance are responsible for their agreed upon weekly fee for summer camp as well as the After School fees.

All day program fees will be \$15.00 per day or \$75.00 a week for YMCA members and \$20.00 per day or \$100.00 a week for Non-YMCA members. Those receiving financial assistance will pay \$7.50 per day. These amounts will be added to the weekly fees. Breaks are not counted into the weekly fees for after school. We will have All Day Programs when all schools are out for the entire day (Christmas, spring break, school holidays, and snow days.) Year round students can join the after school program after 3:00 pm during the intercession weeks.

There must be a minimum number of 10 children for all day programs to occur.

Summer Camp

Summer Camp is a weekly program; so all campers must be registered for a full week. YMCA member fees are \$85 per week and Non-YMCA member fees are \$105 per week. All fees must be paid by the Monday prior to each week attending. There is a 10% discount for siblings.

There is a one-time summer registration fee of \$15 for all campers. This also includes everyone that is receiving financial assistance.

There may be additional fees added on certain Friday field trips. You will receive information in advance about those trips.

Year round students during summer camp

Year round participants will pay a weekly after school fee when in school during the summer. After the YMCA picks up the participants they will join the summer camp participants. On Friday field trips, the year round participants must attend summer camp all day because the YMCA can't pick them up from school. If year round students do not attend summer camp on field trip days, there must be other arrangements made for after school that day.

SCHOOL-AGE CHILDREN RULES

1. Rules and regulations of the various establishments that are attended must be followed at all times. (Example: Skatetown, Emerald Point, etc.) Failure to comply will result in not being able to participate in the same or next activity.
2. Vulgar language or physical and/or verbal abuse of others will not be tolerated. With a mixture of ages, there are apt to be some problems, but should this occur, it will result in separation from the group or possible loss of privileges. Repeated incidents of inappropriate language, excessive verbal or physical abuse may result in expulsion from the program.
3. Children are to be quiet and orderly during transportation to and from any activity. This also applies to walking on or near streets and parking lots. Failure to comply will result in not being able to participate in the same or next activity.

4. Children are to remain in the gym. They are not to be in the hallway unless otherwise instructed. Failure to comply will result in not being able to participate in the same or next activity.

Children will be children, and we understand that it is especially hard to remember rules when excited or in a group situation; but in order to ensure the safety and welfare of your children, teachers will be very consistent in enforcing the above.

Expectations will be discussed with the group in advance of any activity.

The YMCA
We build Strong Kids
Strong Families
and Strong Communities.