

YMCA of Callaway County

<http://www.ymcaofcallaway.org>



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# Summer Day Camp Parent Handbook

YMCA of Callaway County

2017

# ***Welcome Parents & Campers***

Welcome to the YMCA Day Camp. We're glad that you've chosen to spend your summer with us. We look forward to providing an exciting summer, filled with wonderful summertime experiences that only a YMCA day camp can offer. Each summer is designed to offer opportunities for young people to try new things, learn, grow and make friendships. Additionally, the YMCA offers a healthy, safe and fun environment where positive interaction with peers and adults help build strong character. Through day camp activities, children will have an opportunity to learn honesty, respect, caring and responsibility. Whether you are new to the YMCA Summer Camp or a seasoned Y Camper, we are pleased to welcome you to the 2017 camp program.

This handbook has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please call the Program Director at 642-1065.

## **YMCA MISSION / VISION**

The YMCA of Callaway County is an association comprised of persons of all ages, ethnic groups and religious affiliations dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.

As a non-profit charitable organization whose mission is to grow in a positive atmosphere and help benefit the physical development of individuals, families and communities according to the ideals of inclusiveness, equality and mutual respect for all.

The YMCA of Callaway County wants to improve quality of life and promote the basic values of caring, honesty, respect and responsibility in the Callaway County community. For more than thirty-one years our focus has been to build strong kids, strong families and strong communities.

As we continue to serve all, last year we:

- ☆ Provided more than 140 children, adults and families with financial assistance
- ☆ Provided over 10 Scholarships for Summer Camp.

We will not turn anyone away due to the inability to pay. This would not be possible without your support, civic minded individuals, organizations and businesses. Your investment in the YMCA allows us to fulfill our mission and strengthen our commitment to our community.

Thank you for your continued support. Please call the YMCA office at 573-642-1065 for more information on how you can invest in our community.

## YMCA SUMMER DAY CAMP INFORMATION

### **ABSENCES**

If your child is not going to attend camp for the day please report his/her absence by calling the YMCA at 642-1065.

### **ARRIVAL & DEPARTURE OF CAMPER**

Drop off Monday-Friday will be at the YMCA. Pick up on Monday, Wednesday, and Fridays will be at the YMCA.

If your child needs to be dropped before 7:30am, We will allow early drop off at 7:00am for an additional \$5.00 per week/ per child.

Pick up on Tuesday & Thursdays will be at Oestreich City Pool. If there is Inclement weather in the area, pick up will be at the YMCA.

### **Camp Hours**

Monday through Friday: 7:30am to 5:30pm

### **Drop-off**

Sign your child in at the sign-in desk each morning when they arrive for camp.

### **Early Pick-Up**

If your child will be leaving early, please notify the Program Director. The staff will have your child prepared to depart at your requested time.

Remember that you will still need to sign your child out.

### **Pick-Up**

Sign your child out when you pick them up from camp. During the first week of camp, please bring a photo ID with you. If someone other than yourself or the person(s) authorized on the registration form will be picking up your child, a written note must be submitted to the camp staff at drop off. This person must also bring a photo ID with them when they pick up the camper.

*\*\*Note: Appropriate legal paperwork is required to be on file with the YMCA when the custodial parent requests the center not to release the child to the other parent.*

### **Late Pick-Up**

We close promptly 5:30pm. For all children not picked up by the end of the scheduled time following late policy will be in effect:

First 5 minutes: Grace Period

Each 5 minutes thereafter: \$5.00 per/ child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements. The YMCA should be notified if you foresee late arrival.

### **Children at Risk**

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

### **BABY-SITTING**

Employees of the YMCA are prohibited from babysitting for families with children enrolled in a YMCA Program.

### **2016 CAMP DATES**

#### **Weekly Camp Dates: \*Prorated Weeks**

Week 1	May 22- May26
*Week 2	May 30- June 2 * NO CAMP MAY 29
Week 3	June 5-June 9
Week 4	June 12 – June 16
Week 5	June 19- June 23
Week 6	June 26- June 30 <sup>th</sup> * (June 30 <sup>th</sup> - Trip to St. Louis Zoo)
*Week 7	July 5 – July 7 * NO CAMP JULY 3 <sup>rd</sup> &4 <sup>th</sup>
Week 8	July 10- July 14
Week 9	July 17- July 21
Week 10	July 24- July 28
Week 11	July 31- August 4 (August 4 <sup>th</sup> - Trip to Big Surf)

### **CAMP ITEMS**

Each camper will receive one YMCA Day Camp Bag and a YMCA Day Camp water bottle . Additional bags, t-shirts and water bottles can be purchases for a fee.

### **CAMP ATTIRE**

Please remember to dress your child appropriately for camp. Dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in some fun activities. Here are some other reminders of clothes for camp:

- T-Shirt with Sleeves
- Shorts (No skirts, girls!)
- Socks
- Appropriate Clothing for Camp: NO halter or tube tops, NO short shorts etc!
- Tennis Shoes (No sandals or flip flops, please!)
- LABEL EVERYTHING!! (Even underwear!)

## **COMMUNICATION**

On Fridays of each week, the Camp Director will email important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

### **Parent Communication Log**

At each camp, you will find a binder or notebook in which you can leave messages for the Camp Director or Counselor. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

## **CONDUCT**

Our Code of Conduct states that the YMCA of Callaway County is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in a YMCA program. We expect persons using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others.

**Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically, this includes:**

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in the theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Members are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help! YMCA Management will investigate all reported incidents. Dismissal from a program or termination of YMCA Membership privileges may result from any violation of the code of conduct. **No refunds will be given.**

## **DISABILITIES**

In order for the YMCA to provide the best day camp experience for your child, we ask that prior to registration, you consult with the camp director regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not

trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

### **DISCIPLINE POLICY**

If your child needs to be disciplined acceptable measures may include; stern verbal warnings, time- out from activity, removal from activity and placed with staff away from group, suspension from camp, removal from camp. Unacceptable measures may include verbally degrading the camper, physical punishment, isolation without proper supervision.

### **EXPECTATIONS**

Good behavior will be encouraged in a positive manner. Before the first day of camp, you and your child are required to read through and sign the "Behavior Agreement" form, found in your registration packet. This way you will both be aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Day Camp Program. Certain abusive behaviors will result in immediate dismissal.

If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child.

### **ENROLLMENT & PAYMENT POLICIES**

There are two payment options:

- 1) Payments must be received on the Monday of the starting week.
- 2) You may set up a payment schedule with the Program Director and sign up for EFT. We will draft your account on a bi weekly basis.
- 3) If payments are not received before the due date your child may lose the ability to attend camp in subsequent weeks. Any return payments will be collected along with applicable processing fees.

Please fill out the *Payment Authorization Form* in this packet. This will help us keep better track of payments methods.

The YMCA reserves the right to remove a child from any program due to behavioral or other concerns. In the event that this may occur there will be no refund given. Every attempt will be made to work with children and their families through conferences and direct communication.

### **EVALUATIONS**

Our day camp program is always looking for feedback from the parents to further improve our camp program. We will be distributing evaluations to parents at the end of the summer. We ask that you please fill out and return these evaluations. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to Program Director at any time.

**FIELD TRIPS**

Our Day Camp will participate in field trips to different places or have special guests coming to our day camp program. Please check your email or our Facebook page for announcements. In case of rain, a field trip may be changed or cancelled. *On trip days, please bring a completely disposable lunch as well as extra water and snacks.* You will have the option for your child not to attend field trips or special events. Parents are always welcome and encouraged to attend our field trips. Please make sure you sign the summer field trip permission form included in this packet.

**FINANCIAL AID**

The YMCA seeks to make its' services available to all persons regardless of their ability to pay. Please call the YMCA for details regarding our outreach program.

**GENERAL CAMP SCHEDULE**

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and unit activities.

In general, the camp day on Monday, Wednesday, and Friday is arranged as follows:

7:30-9:00am	Parent Drop Off/ Free Time
9:00-10:30am	Camp Activities
10:30-10:45am	AM Snack
10:45-11:50noon	Camp Activities
12:00-12:30pm	Lunch
12:30-2:45pm	Camp Activities
2:45-3:15pm	PM Snack
3:15-4:30pm	All Camp Activity
4:30-5:30pm	Free Time/ Parent Pick Up

On Tuesday/ Thursdays:

7:30-9:00am	Parent Drop Off/ Free Time
9:00-10:30am	Camp Activities
10:30-10:45am	AM Snack
10:45-11:50am	Camp Activities
12:00-12:30pm	Lunch
12:30-1:00pm	Prepare for Swimming
1:30-5:30pm	Swimming/ Parent Pick Up

Camp Activities have been designed to fit the theme of each camp and include: Ice Breakers, Arts & Crafts, Sports, Games & Fitness for Kids, Hands on Science, and Swimming.

**LOST AND FOUND**

We do have a lost and found area at each camp. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, the YMCA will not be held responsible for lost or stolen items. At the end of each week, we will display the found items, and then take any remaining items to Goodwill. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

## **LUNCHES & SNACKS**

During the first two and last week(s) (May 22nd-June 2<sup>nd</sup>/ July 31-Aug 4<sup>th</sup>) of camp, the camper will need to bring their own lunch. Starting the first full (Week of June week of June 5<sup>th</sup>), campers will receive a sack lunch through the summer food program. A lunch menu for the month will be sent home during the first week of camp. A menu will also be available at the front desk by request. Campers are allowed to bring a non-perishable lunch and a beverage to camp by choice. All campers should bring a. Please pack a healthy, low sugar and balanced meal, no soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. **Please mark all lunches (and all containers inside lunches) with the camper's first and last name.**

Please do not provide your camper with food that will need heating or to be microwaved. Camp staff are not responsible for food preparation or pre-heating meals.

We will have 2 snack periods daily. Please send extra food for these times as well as a waterbottle.

\*Campers are NOT permitted to use the soda or vending machines. All food and drinks should come from home.

## **MEDICAL/ EMERGENCY INFORMATION**

### **Essential Forms:**

As required each camper must have a completed:

- ☆ Camp Registration form
- ☆ Policies and Waivers Form
- ☆ Parent Handbook Acknowledgement
- ☆ If needed, a Medication Consent form

These forms must be given to the YMCA at the time of registration or your child will NOT be able to attend camp!! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

### **Address & Telephone Numbers**

Please inform the YMCA in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the YMCA if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

### **Illness Policy**

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 9:30am and let the staff know of your child's absence. When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal.



We may require a physician's release for any medical or health condition. ***If your child becomes ill while at day camp, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash
- Head lice
- Knowledge that the child has had a fever within the past 24 hours

Please notify the YMCA if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify the YMCA within 24 hours or the next business day. In the case of a life-threatening illness, please notify the YMCA immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible.

### **Accidents/Emergencies**

All precautions will be taken to prevent serious health risks to all campers.

In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

\*\*\* Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

**The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.**

### **Emergency Plan**

**Facility Evacuation (in case of fire, or other emergency):** In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, YMCA management will take a total count to assure that all children have left the building safely.

**Chemical / Biological / Terrorist Emergency Plan:** In the event of any of these emergencies, campers and staff are required to relocate to the on-site shelter in place location (bathrooms). Once there, no one (members and children) will be allowed to enter or exit the building until there is further notification from a YMCA Management.

**Severe Inclement Weather:** In the case of severe inclement weather campers will meet at their designated camp area. All campers will remain in their groups under until the weather passes or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications.

### **Medication Policy**

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written/or verbal consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the camp counselor. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags.
- All medications will be locked up and given to your child at the prescribed time.

Medication authorizations are only valid for 10 days, at which time, all unused medication will be returned to the parent or disposed of, unless a new form is completed. If a child is taking medication for an extended period, a note with these specifications and signed by a physician must be submitted.

### **Sunscreen**

Your child will be required to use sunscreen while participating in camp. Camp Staff will do their best to apply Sunscreen during outdoor activities.

### **Allergies**

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify the YMCA in advance so we may take proper precautions.

### **Child Abuse**

State laws of the Missouri require the YMCA to report suspected or actual child abuse and/or neglect to the proper authorities. In compliance with the laws, the YMCA has a policy, a summary of which is as follows:

- a. Sexual misconduct and / or child abuse on the part of employees is prohibited by the YMCA. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with the YMCA.
- b. Any employee of the YMCA who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.
- c. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the Missouri statutes or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.

### **PARENT PARTICIPATION**

You are always welcome in the program either on an on-going or isolated basis to share special interests or expertise. Please contact the Program Director to volunteer your services.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the YMCA at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time in order to avoid having too many people in the room at one time..

### **PERSONAL BELONGINGS**

Please do not allow your child (ren) to bring personal belongings to camp. The YMCA cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings.

#### **Please do not bring the following to camp:**

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, CD Players, etc., etc.)
- Money
- Cell phones
- Trading Cards
- Guns, knives or weapons of any sort - fake or real
- Valuable items

### **Clothing & Other Belongings**

All belongings brought to the YMCA should be properly marked with the child's name.

Should children need to bring specific items from home for activities, appropriate notice will be given to parents ahead of time.

### **PHONE CALLS**

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you need to speak to your child's counselor, please leave a message with the front desk, s/he will return your call as soon as possible. You may call the Program Director with your questions or concerns at any time.

### **RULES & SAFETY**

Safety is paramount to the camp program. All children **MUST** be brought to and picked up from camp by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each day and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

#### **General Rules**

- 1) Stay with your group at all times.
- 2) Cross the parking lot at the crosswalk. Look both ways before crossing.
- 3) Always walk. Never cross between cars.
- 4) No climbing on gates, fences, or trees.
- 5) No horseplay, screaming, or yelling.
- 6) No inappropriate or abusive language is permitted.
- 7) No hitting, kicking, or other physical abuse is permitted.
- 8) Listen to and respect the rules and boundaries of any games played in camp.
- 9) Participate and cooperate during activities.
- 10) All campers will be expected to display **good teamwork**. How we play is more important than whether we win or lose!

### **SIGN-IN/SIGN-OUT**

This is a very essential part of the camp program. Parents or other authorized persons are responsible for signing their child (ren) in and out at the beginning and end of each day. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day.

Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child.

Please help to ensure the safest possible environment and remember to notify the center of any absences.

No camper will be allowed to leave by him/herself and / or sign him/herself out of camp, regardless of written permission.

### **STAFF**

The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. The summer camp staff is comprised primarily of college students, High School Students, schoolteachers. The day camp staff members are innovative and creative individuals who love working

with children. All staff meet requirements set forth by the State, County and YMCA, as applicable. YMCA staff members participate in planned training and education process to further their skills in child development and recreation. The camper to staff ratio is no more than 12 to 1.

### **SWIMMING**

Please send your child to camp with a swimsuit and towel every Tuesday/ Thursday.

Children will be swim tested during the first week. Kids will be given an arm band based on their swim level and will be required to wear them on pool days.

Black = Advanced

Orange = Intermediate

Green = Novice

Camp staff will be located at the front entrance of the pool. Staff can be found wearing a bright colored camp staff shirt.

### **TAX INFORMATION**

The YMCA's tax ID number is 43-1552855

### **TERMINATION POLICY**

The YMCA reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by YMCA staff parents will be informed of reasons for termination of services.

### **TRANSPORTATION**

The YMCA of Callaway County is willing to provide transportation when needed. The Y staff providing transportation will follow all state laws and recommendations for child restraints and transport. All children must stay seated with their seat belts fastened while the vehicle is moving and until the vehicle is completely parked. Our primary goal is to ensure the safety of the kids. The Y reserves the right to suspend or dismiss the camper from further transportation if safety procedures and policies are not followed.

### **WEATHER**

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat, the camp staff will scale down the physical camp activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities. The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

### **Hints for the Heat**

The YMCA will monitor the weather conditions and plan our camp day accordingly. Additionally, here are some ways you can keep your camper COOL:

1. Provide at least two drinks in his/her lunch.
2. Drinking water is encouraged at camp.

3. Provide them with a hat to wear and dress them in light colors.  
During rainy days, alternative indoor activities have been planned and may include parental guidance videos and games. Field trips, swimming, outdoor activities will resume as weather permits.

### Special Notes to Parents

As a provider of children's programs, the YMCA strives to effectively screen and train all staff and volunteers. YMCA child development and camping programs are licensed by the state and/or jurisdiction in which they take place. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for us.

To make sure your child remains safe outside of YMCA supervision and to protect our staff and volunteers, the YMCA encourages your cooperation in the following areas:

- It is a violation of YMCA policy for a YMCA employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of the YMCA programs.
- Please do not leave your child at the YMCA facility, school site, or playing field unless a YMCA staff member or volunteer is there to receive and supervise your child.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Explain to your child that s/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- Instruct your child to always remain part of the group. Stress safety in numbers.
- Be concerned if your child suddenly becomes withdrawn or balks at attending certain activities or being around a particular person. Gently seek to find out why.
- Report any actions by YMCA staff or volunteers that you deem to be inappropriate to the Program or the Executive Director. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

### QUICK REFERENCE CHECKLIST

Did you remember to send?

- Backpack (labeled)
- A healthy lunch and snack that is labeled and dated (no glass containers)
- Water Bottle
- Sunscreen (labeled)
- Swim suit and towel
- A plastic bag for wet stuff
- Old shoes are recommended for muddy days

- \_\_\_ A complete change of clothes for younger campers
- \_\_\_ And remember to label all items with your child's name

If you have questions or concerns, please feel free to address them with the Program Director at 642-1065

We look forward to a happy and safe summer with your child (ren)!

# Summer Day Camp Payment Form

Please print clearly.

Child's Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**Please note:** A one-time (non-refundable) \$15 registration fee applies per child. All final payments are due on or before the Monday of the registered week. If the balance is not paid by Friday, will result in your child not being able to attend camp the following week.

**Payment Options:** (Choose 1,2 or 3)

Options 1 and 2 are auto drafted on Mondays of the week of camp attended.

1. **Bank Draft** – Please include the following information.

**Bank Routing Number:** \_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_

2. **Debit/Credit Card Draft** – Please include the following information.

VISA             MASTERCARD  DISCOVER             AMERICAN EXPRESS

**Name (as it appears on card):**

\_\_\_\_\_  
\_\_\_\_\_

**Card Number** \_\_\_\_\_ **Expiration**

**(MM/YYYY):** \_\_\_\_\_

**Draft Authorization Statement:** By signing below, *I authorize the YMCA of Callaway County to draft the cost of my summer camp payment in the amount owed on or about the Monday of the week my child is registered for camp.* I understand that the credit/bank draft will begin the first week my child is registered for camp and continue all subsequent weeks they are registered. Any returned drafts will be collected along with the applicable processing fees as funds are available in my account, which may coincide with the above elected draft date.

**Account Holder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

3. **Walk-In Payment** (must be made on or before the Monday of the registered week).

By signing below, I understand that weekly payments are due on the Monday of the week of camp my child will be attending. I further understand that if I do not make my payment on or before the due date my child may lose the ability to attend camp in subsequent weeks. Any return payments will be collected along with applicable processing fees.

**Account Holder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

YMCA of Callaway County  
1715 Wood Street Fulton, MO 65251  
P: 573-642-1065 F: 573-642-0317 www.ymcaofcallaway.org