

PARENT HANDBOOK 2023

Welcome

Dear Parents / Guardians:

Thank you for enrolling your child into a Y Child Care program.

- ◆ Our Childcare Programs serve children the ages of entering K to 8th grade.
- ◆ *All children must be potty trained and able to change clothes for swimming on their own

The team members of the Y would like to welcome you to our program. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships and have FUN!

Within these pages is what you may expect from Y Child Care Programs and what the team members expect from you in return. In order for your child's experience to be rewarding, we all need to work together. We hope this handbook is helpful. Please take the time to become familiar with the policies and procedures of Y Child Care Programs. Failure to comply with any policies or procedures may result in dismissal from the Y program.

We hope that this program is a wonderful experience for your child and family.

Please contact us with any further questions, or concerns.

Y Program Staff

MARSHALL AREA YMCA

<https://marshallareaymca.org>

507-532-9622



Mission of the YMCA

The Marshall Area YMCA instills the values of caring, honesty, respect and responsibility through programs and services that build a healthy spirit, mind and body for all.



Our Cause:

At the Y, strengthening community is our cause. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why we focus our work in three areas - Youth Development, Healthy Living and Social Responsibility.

Mission and Goals

Our Mission

Providing quality, affordable care for your children is not just a business to us. It is our mission – a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated – intellectually, socially, emotionally and physically.

Because at the Y we're for Youth Development, Healthy Living, and Social Responsibility, the Y will be around to provide a great place for your child to grow – now through adulthood.

The Y is driven by community need, guided by community volunteers and open to all. Subject to available resources, no person is denied participation in a Y program solely due to financial inability to pay the fee.

Program Goals

Y Youth Care Programs will seek to:

- ◆ Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.
- ◆ Help each child develop relationships with others and learn to work together in a cooperative manner.
- ◆ Involve and serve parents and families in significant ways that build up on their strengths.
- ◆ Use curriculum that supports child-centered and child-directed activities.
- ◆ Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Safety

Safety is our first priority. Children are taught to respect nature and others and the proper use and care of equipment. There will always be a staff person on site who is trained in CPR & First Aid. Staff are also extensively trained in additional safety procedures involving travel, weather, swimming, and medication. Counselor to child ratios and group sizes follow the Minnesota Department of Human Services guidelines at all times. Swimming activities only occur where a lifeguard is on duty and a wristband system is enforced which indicates each swimmer's ability.

WEEKLY FEES

ALL CAMP GROUPS

\$165/\$110 Member

(One Adult or Family)

\$205/\$140 Non-Member

Registration and Payment Information

Registration forms must be completed in full for each child so that appropriate information is obtained. Forms must be turned in prior to starting camp.

Forms Include:

- Registration (weekly) form with payment information
- Participant Information Form
- Youth Code of Conduct
- Immunization History
- Allergy Form (if applicable)
- Medication Form (if applicable)

Registering for your weeks can happen either online or in paper form. If you need the paper form please visit the front desk at the YMCA. Please note: online registration will expedite your child's registration process.

Please visit our [Summer Camp Web Page](#) to register online. Once on the page, simply choose your program and weeks to register online.

Changes to Registration

Any changes made to the original registration may be made as long as it is completed by Monday, one week **PRIOR** to the week of care. Changes made after that time will result in parents being charged the original registered week. **Once a week of care begins, we will not give credits or refunds for that session.**

Payment Options

Payment can be made in house, online, or set up to automatically draft from an account. Your child may not be able to attend the program if payment has not been received the week before care. **Payment is due by Monday the week before care.** Credit card/EFT payments are pulled on Mondays, the week prior to care.

We encourage you to use our electronic funds transfer or our online payment option to ensure timely payment. If you registered online, your credit card will be used for automatic payments.

Payment Plans

Payment plans are available upon request. Payment plans can be adjusted to pay Fridays prior care instead of Mondays, as an example. Prior approval needed.

Late Pickup Fees

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per child for children in our care after program hours. Parents are held accountable for these additional fees. Late fees will be assessed with the next tuition payment. Habitual lateness or abuse of this policy could result in expulsion from the program. Programmed care is only staffed until 6:00pm.

Non-Payment and Termination

If payment is not received by the due date, your child's registration may be void and you will have full responsibility for all attended days. We reserve the right to terminate a child's participation in our programming at any time.

Billing Adjustments

Any billing adjustments to your fees outside of normal tuition fees will be done on a periodic basis throughout the summer. Adjustment fees include back billing for additional days/sessions attended, etc.

Multiple Party Payments

In cases where multiple parties are making payments to a childcare account, the Y is **not** responsible for determining which party has the financial responsibility for specific weeks/days. The Y will not bill by days attended. Billing will be completed based upon weekly program registration.

County Subsidy and Third Party Payments

Families who are working with a state or county agency that helps cover the cost of child care expenses must contact their caseworker about their involvement in our program. Parents using State, County or third party payments must provide a caseworker name and phone number at the time of registration. A current "Authorization of Service" must be on file before your child's care may be billed to a county/third party agency. Parent/Guardian is responsible for full payment until "Authorization of Service" is received.

Co-payments are billed for payment bi-weekly. Payment arrangements are made with the Director of Youth Development, Renae Jenniges. Parents will be held liable for all fees not covered by an authorization. An expired authorization or failure to pay parent co-pays may result in termination of your enrollment.

Customer Service

For billing questions or registration changes please contact the Director of Youth Development, Renae Jenniges

Payment Options

- Automated Electronic Funds Transfer (credit/debit card)
- Online Payments
- Credit/debit card over the phone
- Payment at a YMCA front desk

Financial Assistance

The Y welcomes those who wish to participate and annually raise funds to help make the Financial Assistance Program available. To receive Financial Assistance, applications must be completed and turned in. Financial Assistance is supported by contributions from our Y Partners Campaign, and provides scholarships and subsidies for qualifying applicants within our available resources. For more information, please see our application or stop by our service center.

Applications are available online at:

<https://marshallareaymca.org/financial-assistance>

Inclement Weather: Summer Camp

Even though Camp is mainly at the YMCA, there will be times when we are off site. In the case of inclement weather while off-site, camp staff will follow all necessary safety precautions, depending upon the outdoor location for the day. In the instance of inclement weather, camp will be held indoors at the Marshall Area YMCA.

Inclement Weather: After School Program

The YMCA's program offerings largely follow the school districts decisions about what to do with inclement weather. In the cases of:

Two Hour Delays – The YMCA does not offer before school care we will have After School Care as usual.

Early Releases – The YMCA will be open to receive kids if the school closes unexpectedly early. Bussing will be the same schedule just an earlier time. There is a \$5 per hour per child fee up to normal ASP start time (3:00pm or 2:20pm). For example, if the school releases the kids at 12:00pm on a Thursday the fee is charged until 3:00pm totaling \$15. If a 12:00pm release is on a Wednesday the fee is until 2:20 totaling \$10.

Snow Days and Distance Learning days caused by bad weather and poor road conditions – the YMCA Child Care Programing will be closed and there are no ASP refunds or credit options for these days.

Inclement Weather: School's Out Camp

The YMCA will email, call, and post on social media if the YMCA cancels Child Care on a School's Out Camp day. In the case of Cancellation there will be no refunds or credits for the day of care.

Field Trips:

On days we attend field trips we may ask campers to arrive by a certain time, this is very important to ensure we leave on time and make the most of our time away. Camp will never leave for a trip prior to 8 am. Field trips are an all-camp activity and we are not able to accommodate any campers who may choose not to attend a field trip as all counselors will be attending the trip. During field trips we take extra precautions including extra staff to create smaller group sizes, the buddy system, specific field trip rules, & dress code to help with identification. Campers are never allowed to wander on their own without supervision.

Parent Code Of Conduct

To ensure that Y Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Y Programs represented in a positive manner at all times. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

1. Parents/Guardians will conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect and responsibility.
2. Parents/Guardians must refrain from foul language at all times, while at a Y program location.
3. Parents/Guardians will not show or exhibit derogatory conduct toward any Y staff, participants, or other parents/guardians.
4. The misuse of drugs or alcohol at a Y location will be prohibited.
5. Parents/Guardians will not be allowed to take pictures/video of other participants or Y Programs.

What to Bring

- Water Bottle
- Tennis Shoes
- YMCA Camp T-Shirt on field trip days (provided)
- Appropriate attire
- Swimsuit and towel if swimming that day

What NOT to Bring

- Cell Phone
- Games/Toys
- Electronics
- Valuables
- Money
- Trading cards

Food

- Morning & afternoon snack and lunch is provided for all summer camps.
- If your child wishes to bring their own lunch or snacks they may. Refrigeration is not provided.

MAKE SURE TO LABEL ALL BELONGINGS!

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly. Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should be identified with the child's first and last name on it. A lost and found box will be kept at the front desk. Occasionally program staff may set out lost and found items at pick up if they begin piling up.

Planning For Each Day

During Summer Camp, Fridays, a schedule of what your child will be doing for the next week will be emailed to you. You will also receive daily updates as needed. Please ensure the email on your forms is the most up to date!

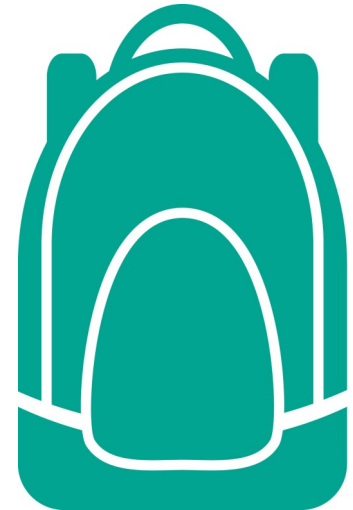
We will do our best to ensure the safety of your child's belongings; however, we do ask that you please not send unnecessary items with them. The Y will not take responsibility or be held liable for lost, stolen or damaged items. Please **DO NOT** send items of value from home with your child.

Weapons, tobacco, illegal substances, and alcohol of any kind are not allowed in the Y programs. If a child is found to have any of these things, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

The Y provides the majority of supplies your child will need while in our care. Depending on your child care program, parents are responsible for providing supplemental items for their child. Examples of this would be change of clothes, appropriate outdoor apparel, medical accessories, sunscreen etc.

Outdoor Play

Outdoor play is an important part of your child's day. We believe it is vital for the total health of a child. We will be going outdoors every day, excluding times of inclement weather. Many field trips and activities will offer outside play for a large portion of the day. Parents should put sunscreen on their children before they come to the program. Please send a labeled water bottle with your child each day.



Curriculum and Character Development

Y Child Care Curriculum

As with any Y program, the Y Child Care Curriculum is centered in the Y mission and program goals. Second only to relationships, a well-planned curriculum will help to define a child's experience in a Y program. Y curriculum is developed from the following:

- ◆ Specific needs and interests of the children
- ◆ Readiness for school and/or enhancement to school learning
- ◆ Talents and abilities of team members
- ◆ Creative and unique opportunities to play
- ◆ Resources within the Y and the surrounding community
- ◆ Introducing children to diversity and other cultures cultivating global awareness
- ◆ Indoor and outdoor physical wellness and healthy habits

Parents can expect to see a posted schedule in the weekly newsletter that is emailed on Fridays. Parents will also receive feedback from Y team members on how their child is doing in the program. Parents are always welcome to observe their child's program to do so please speak with the site leader. We encourage parents to speak with Y team members at any time about their child's experience in the child care program.

Some of the popular things your kids will enjoy every week are:

- **Arts and Humanities**— creative projects and learning through the arts.
- **Science Projects**— fun and learning through hands-on exploration.
- **Health and Fitness**—staying fit, healthy and strong while having a blast.
- **Large Group Games**— playing Capture The Flag, Kickball, Scavenger Hunts and other popular kid's games and sports.
- **Value strengthening activities**— projects, skits and more to help the YMCA Values come to life.
- **Service Projects**— having fun while helping others.
- **Water Activities**— pool fun, outdoor water games, and other wet and wild fun.
- **Wonderful Spaces**— multiple outdoor and indoor areas

Y Character Development

At the Y, character development and values are a part of who we are. The Y is committed to embracing and demonstrating character through the modeling and practicing of the four core values: caring, honesty, respect and responsibility. Our goal is to inspire the people we serve to believe in and act on these positive values.



A time for discovery, learning and enrichment— that's what the Y's child care programs are all about. Flexible, engaging activities where kids stay active and motivated.



Program Access

The Y is committed to the policy that all persons should have equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. The Y will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the Y if your child has any special needs requiring any accommodations.

Accommodation Process

Consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please inform the Y during the enrollment process if you or your child requires any special accommodation. It is helpful for a smooth program transition to have a conference prior to enrollment. This information enables the Y to better meet your needs or those of your child, within available resources and to the extent reasonable. All staff that will be working with a child with special needs will be informed of how to care for or meet those needs in a timely fashion through a meeting or written notification.

General Program Information

Team Member Selection and Training

Staff are selected based on their education and experience working with youth. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects caring, respect, and safety for youth. All Y staff must complete a background check before working in the program. Our staff are experienced and caring, trained in working with youth and program safety including First Aid, CPR, and child abuse prevention.

Hours & Days Of Operation:

Camp operates Monday- Friday, unless otherwise noted, from 7:30am-6:00pm. Camp will start and end each day at the Marshall Area YMCA. Camp may be off site anywhere between the times of 8:00am-5:00pm. If you are arriving later than 8am or picking up earlier than 5pm, please call the YMCA in advance to find out where Camp is located.

Camp Locations:

Camp will start and end each day at the Marshall Area YMCA. Camp will remain at the YMCA or walk to the library or nearby parks. We will also be taking field trips throughout the summer.

Signing In & Out:

A person listed on your child's registration form must sign campers in and out each day. YOU (or an authorized person) MUST SIGN YOUR CHILD INTO & OUT OF CAMP. It is unacceptable to drop your camper(s) off at the YMCA doors and have them walk through the YMCA to camp's location on their own. Counselors also need parent interaction to pass along important information. Signing into camp is done by greeting the "clipboard counselor" that corresponds with the camp your child is enrolled in. This ensures we acknowledge your child has checked into/out of camp.

Person Authorized to pick up your Child

At the time of enrollment, the Y must be provided with emergency contact names and phone numbers of persons authorized to pick up your child. For your protection, only persons authorized in writing by the parents and are 18 years of age or older may pick up your youth. Please note that you may be asked for your ID when picking up your child.

You must inform the Y staff in advance, in writing, if someone OTHER THAN a parent/guardian or authorized person is to pick up your child. In emergency situations, a phone call exception may be made if the staff is able to call back to a previously provided number on the emergency forms to verify that it was the parent/guardian that made the call. If there is a court ordered custody agreement, the Y is legally bound to respect the wishes of the legal document. It is the responsibility of the guardian who holds legal custody to provide the Y with a certified copy of the most recent court order. This copy must be on file with the Y and updated by the custodial parent.

Lunch: USDA Child and Adult Care Food Program

Campers will receive lunch daily at the YMCA at no additional cost. Lunch will consist of a hot lunch prepared in a commercial kitchen by Loaves and Fishes and served at the YMCA. There will be a small snack in the morning and afternoon included as well. We are not able to accommodate for food allergies or special diets. You will have to bring your own lunch/snacks if needed. If you choose to bring your own lunch, we recommend using self-contained coolers for your child's lunch. Lunches will not be refrigerated or micro-waved. Please provide your camper with nutritious food to give your child energy for the day.

Y Child Care Programs that provide meals and snacks follow the meal guidelines of the USDA Child and Adult Care Food Program.

Parent Communication

Parents are encouraged to communicate openly with Y staff about the program and their child. Staff will make an effort to communicate with parents/guardians on a daily basis about upcoming activities, child's behavior, or any program changes. A parent may request a conference with the Site Director/Coordinator at a mutually convenient time to discuss his/her child's overall development. Y staff may also request a meeting with a parent.

There will be a weekly newsletter emailed to families on Fridays and provides information about the coming week. Please ensure your email information is up to date. If you are not receiving the emails please let YMCA staff know. Like our Facebook page to see pictures of our fun adventures. Search: Marshall Area YMCA Youth Development.

Safe Boundary Information

1. The Y restricts staff from providing child care services off site for families they meet through their employment at the Y without a release of waiver and liability document being completed. This includes nanny services and babysitting.
2. Your child should not receive personal gifts from individual staff members.
3. Staff and volunteers are not permitted to individually transport program participants in their personal vehicles.
4. One child will not be alone with one staff member outside the hearing or vision of others.
5. The Y limits outside contact between staff and program participants

Sunscreen & Insect Repellant:

For your camper's safety and protection, we apply spray bug repellent and sunscreen (SPF 50+) each day. The bug repellent and sunscreen will be supplied by the YMCA and all forms of it will be spray-on. Camp counselors will supervise the application and remind campers to apply it throughout the day. In an effort to reduce overexposure, it is also suggested that campers wear hats or sun visors. If you have a specific preference for the type of bug repellent or sunscreen used on your child, you may send your child with it to camp.



Parent Grievance Procedure

If you have a grievance regarding this program:

1. Immediately set up an appropriate time to discuss it with the Camp Coordinator.
2. If it is not resolved, discuss it with the Director of Youth Development.
3. If it is still not resolved, discuss it with the Associate Executive Director.

We want to address any concerns or questions you or your child might have regarding the program. Please encourage your child to speak directly to any staff in the program about issues or areas they are uncomfortable with, so we can address them in a timely manner.

Swimming:

Child care programs will be swimming at the Marshall Area YMCA. The Director of Community Programs will inform parents in advance if we are swimming on non-designated swim days. As this is an all-camp/group activity we encourage everyone to participate. If your child has a medical condition that keeps him/her from swimming, please send written notice to the Director of Community Programs. Children not swimming will accompany camp to the pool and do a quiet activity on the pool deck with a counselor. Please send a swimsuit and towel with your child on these days. Our camp counselors are aware of the additional safety concerns when taking campers swimming so all campers will be Swim Tested by certified YMCA lifeguards if they wish to go down the slide or go in the Lap Pool, if they cannot complete the test, we will only let them in the Family Fun Pool. In addition to the lifeguards, the camp counselors will station themselves around and in the pool. We also use a colored wristband system which marks each swimmer's abilities making where they are allowed to swim clear to staff at a glance. The hot tub is off limits to all children in Child Care Programs.

Red wristbands - Child is allowed to enter the Family Fun Pool and is restricted from crossing the peninsula into deeper water.

Blue Wristband - Child is allowed to use the slide and Family Fun Pool.

Green Wristband - Child is allowed to swim in the lap pool, Family Fun Pool, and water slide.

Summer Camp Swim Lessons:

Parents must indicate on their registration form that they would like their child to be registered for swim lessons. This is an additional fee for the 2 weeks of the lessons. Our Swim Curriculum lasts 8 lessons, campers need to attend summer camp both weeks to be able to attend Summer Camp Swim Lessons. Camp staff will bring campers to and from swim lessons. Swim lesson staff will determine the child's level and teach them from that level. Parents are not required indicate their child's swim level, there is an option to indicate your child's swim level on registration form.

Summer Camp Lessons start at 9:00am and ends at 9:45am Monday - Thursday. Depending on Camp Field trips lessons may be on Friday rather than the field trip day. Parents are responsible for dropping their child off before 8:55am, at the summer camp check in desk. It is helpful if the child comes with their swim suit on and ready for swim lessons.

**Summer Camp Staff will not transport kids to swim lessons outside of this Summer Camp Swim Lesson. If your child is registered for a private swim lesson, or a group lesson other than this offering, alternative transportation from summer camp to their lessons will be required.*

For any questions please reach out to the Director of Youth Development, Renae Jenniges, rjenniges@marshallareaymca.org

Program Surveys

As a parent or guardian of a Y participant, you will receive a program survey to let us know the program's strengths and areas for improvement. Please take time to complete and return it to us. The surveys help us do a better job. We encourage regular informal conversations and phone calls with the Y team members.

Summer Camp Swim Lessons

Summer Camp staff will transport your child to and from Summer Camp.

Swim Instructors will sort the kids by swim level. Parents can request level.

Start: 9:00am

End: 9:45am

Days: Mon-Thur

Duration:

2 Weeks (8 Lessons)

Dates: June 5-15

June 19-29

July 10-20

July 24-Aug 3

Level: All Levels!

Program Rules

All children, team members and parents should be following the four core values of the Y: caring, honesty, respect and responsibility. In addition to following the values program rules are:

1. Follow directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your hands and feet to yourself
5. Stay with the group

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or program staff.

Our Expectations:

Be caring... Do not physically or verbally hurt others. This means that you should not bully, touch, gossip about, or throw something at another person. Offer to help when able

Be honest... Display the core value of honesty by telling the truth

Be responsible... Leave the space or area better than found (keep a clean area). Ask permission to leave programming space with staff supervision

Be respectful... Listen and respond appropriately to counselors, other participants, and guests. Appreciate Y property, staff, and program equipment/supplies

Behavior Guidance and Non-Violence Policy Philosophy

The Y strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including; modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal from the activity/area as a last resort.

Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff assisting/facilitating as needed.

The following process will be employed:

1st Offense: The participant will receive a verbal warning. Reasoning and redirection will be applied here.

2nd Offense: The participant will be pulled aside by a counselor to discuss the offense. Continued reasoning and redirection will be applied. Parent(s)/guardian will be alerted of the offense by a counselor at pick up time.

3rd Offense: The participant will be pulled aside by a counselor and given a written Teachable Moment (copy to be given to parent). Counselor will choose severity and give child a consequence to practice a better choice/actions.

***Once child has received more than 3 in one week, a phone call will be made to parents.**

***If child receives a severity score of 3 or more, parents will be called.**

***Once child has received 2 teachable moments of a severity of 3 or more. Parents will be called, and a break will be needed for student. Minimum break will be 3 days.**

***If a child receives a teachable moment of severity 4, parents will be called, and supervisor has discretion for the need of a break from Y programming.**

****Minimum break will be 3 days; refunds will not be given.**

Y Staff and the Director of Youth Development reserve the right to determine the severity of misbehavior and may choose to skip or modify any of the above stated consequences.

We reserve the right to bypass the above behavior steps at anytime and remove a child from our care or program activity for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

Accident/Illness and Medication

Exclusion of Sick Children

For the health and safety of all children in our programs, please do not send your child to Y summer programs if they are ill. Please notify us if she/he will not be attending. Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses:

Fever – If over 100 degrees under the arm, or accompanied by other symptoms such as behavioral change, diarrhea, undiagnosed rash or vomiting

Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing

Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)

Vomiting

Uncontrolled Diarrhea

Mouth sores with drooling

Rash– If cause of rash is not known

Eye drainage

Unusual skin color

Bacterial infection (such as strep throat)

Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)

Head lice – presence of lice or lice eggs (“nits”)

Children must be free from these symptoms for at least 24 hours before returning to the Y and any contagious illness should be cleared by a doctor. Parents/Guardians must notify the Director of Youth Development if their child contracts a communicable disease, as soon as diagnosed. When a communicable disease occurs, the Y will notify other participants in writing, including cause and symptoms. Children are welcomed back to programming when they can comfortably participate.

Sending Your Child Home Due to Illness

If a child exhibits any of these illnesses while in the program, the child will be separated from the group and the parent/guardian will be called to come and pick up the child. If a parent or guardian cannot be reached; the emergency contacts will be called. Staff will continue to assess the child’s condition. Because we are looking out for your child’s best interests, you or another authorized adult must pick up your child within one hour of being contacted. If the staff feel that your child’s condition warrants emergency medical attention, or if necessary, the local emergency resource will be notified.

Accidents

If your child has a minor injury, the Y staff will perform First Aid, if necessary, and notify you when you pick up your child.

If a serious injury should occur, the Y staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of an emergency the Y staff will:

1. Call 911, perform immediate First Aid, and contact you. After 911 have been called, it is then up to the emergency response team to decide what actions will be taken.

2. A staff will accompany (when allowed) the child to the hospital and stay until the parent/guardian arrives if emergency medical transportation is required.

If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

Children's Basic Needs

In order to grow and learn, all children have basic needs including safety, good nutrition, shelter, medical attention, clean clothes, appropriate discipline, and love. Parents/guardians who are having difficulty providing for a child's emotional or physical needs are encouraged to ask for help. Our staff can help parents/guardians find community resources.

If a parent/guardian is unable or unwilling to meet a child's needs or if there is suspicion of physical, emotional, or sexual abuse, team members are mandated by the State of Minnesota to file a report with the Child Protection Agency.

Program Access

The Y is committed providing equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. We celebrate the presence of differences that make each person unique. We intentionally engage and develop all members of the Y community. And we strive to connect and serve populations at home and around the world.

The Y will make reasonable accommodations whenever possible to meet special needs. Please inform us during the enrollment process if you or a family member requires any special accommodation.

Administering Medication

If your child needs to take medication (over the counter or prescription), please bring the amount needed with a filled out YMCA Medication Form and give to Director of Youth Development. Please do not send any more medication than is needed for one week. All medications are kept locked up until needed, with the exception of inhalers, insulin and EpiPens. The Medication Form can be obtained at the front desk. If possible, we ask that you administer any necessary medication before or after camp.

Children are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container that bears the original label displaying legible information stating the following:

- ◆ Name of medication and child's name
- ◆ Date of original issue
- ◆ Directions for use
- ◆ Prescription number and expiration date
- ◆ Physician's name
- ◆ Dosage and duration

The Medication form must be completed by the parent or guardian and on file at the Y before any medication is dispensed – including non-prescription. Please return the form to the Y before your first scheduled day or the start of medication.

Transportation of Children

By completing the registration process for Y summer child care programs you are giving written authorization from the parent/guardian to transport the child to and from the site, when transportation is provided for a field trip or off site programming. Some field trips may be walking trips. We also have access to the YMCA bus and van. Only screened, authorized staff may drive these vehicles and are required to abide by all traffic laws. Many trips will involve school bus transportation. Buses will not wait for late participants and programs will not offer alternative care. Please watch for field trip information and departure times in the weekly newsletters.

