

# 2023 SUMMER DAY CAMP GUARDIAN HANDBOOK

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# WELCOME TO YMCA SUMMER DAY CAMP!

The Richard Kane YMCA and I welcome you to our Summer Day Camp program! We look forward to providing your family with quality care this summer and providing your child with various experiences.

The Summer Day Camp program is available for children in PreK to 5th grade. At Summer Day Camp, your child will be provided with various opportunities in which they will be allowed and encouraged to participate in a wide variety of experiences. Provided experiences will include but are not limited to arts and crafts, STEAM activities, field trips, swimming, games, music, reading, and so much more! Our goal is to provide children with an environment that is safe, enriching, and fun for all our students.

Please take a moment to review the Y Summer Day Camp guidelines and expectations. Please contact us if you have any additional questions, concerns, or suggestions throughout the summer. We look forward to having your family involved in our program.

**Sincerely,**  
**Summer Buckles**  
**Youth and Family Director**  
**Richard Kane YMCA**

## CAMP WEEKS:

Week 1: May 30–June 2, *(No camp Monday, May 29 Memorial Day)* –Theme, Aloha/Get to Know You

Week 2: June 5-9 –Theme, Sports

Week 3: June 12-16 –Theme, Color Me Happy

Week 4: June 19-23 –Theme, Nature Week

Week 5: June 26-30 –Theme, Fun & Fitness

Week 6: July 3-7 *(No camp Tuesday, July 4 Independence Day)* –Theme, Party in the USA

Week 7: July 10-14 – Theme, Save the World

Week 8: July 17-21 –Theme, Under the Sea

Week 9: July 24-28 – Theme, Science Matters

Week 10: July 31- August 4 *(Camp held at the Richard Kane YMCA)* –Theme, YMCA Spirit Week

## WHAT TO EXPECT:

When you arrive, you will walk your child to the door where you will sign your child in and out for the day. One of our Summer Day Camp employees will meet you at the door. Throughout the day, your child will be participating in a variety of activities such as arts and crafts, water games, swimming, outdoor activities, and so much more. Please reference the lists below to see how your child can be best equipped for their fun days at Summer Camp!

### What TO Wear

- Clothes and shoes appropriate for OUTDOOR and INDOOR play
- Clothes and shoes appropriate for the Weather of the day
- Swim suit under arrival clothes *(on swim days only)*
- Long hair pulled up and out of face

### What TO Bring

- Water Bottle
- Sunscreen
- Extra hair tie
- Hat *(only for outdoor times)*
- Change of Clothes *(ages 4-6)*
- Sack Lunch *(Select Camp Days)*

*\*Please leave all toys, electronics, and home entertainments at home. No imaginative play attire or dress attire should be worn to Summer Camp.*

## HOURS:

Summer Day Camp \_\_\_\_\_ 7:00am – 5:30pm

*\*Field Trip schedules will be communicated 3 days in advance.*

The program site opens at 7:00am and closes at 5:30pm. Drop off and pick up times are flexible. To guarantee meals and snacks for the day students must arrive by 10am or guardians must contact Summer Buckles to communicate the situation.

Guardians do not drop your children off before the opening time or pick them up later than the closing time. **An overtime fee of \$1.00 per minute for early drop off/late pick-up is to be paid.** Fees will be applied to your YMCA account for early drop offs or late pick-ups. After 5 accumulated overtime fees a \$5.00 per minute late or early fee charge will be enforced. \*Late pickups/early drop offs can be cause for dismissal from the program.

## FEES:

Registration Fee <i>(per week, Non-Refundable)</i> _____	\$10.00
Day Camp <i>(per week)</i> Y-Member _____	\$140.00
Day Camp <i>(per week)</i> Non Y-Member _____	\$180.50

**Please make checks payable to The Richard Kane YMCA**

*\*Before/After School Care financial assistance approvals do not apply. Financial assistance is available by application.*

## FINANCIAL ASSISTANCE:

The Richard Kane YMCA offers financial assistance for people of all ages for both memberships and programs. Assistance is made available through contributions to our Annual Campaign; therefore, our funds are limited. Financial assistance for childcare may be available for qualifying families by application. Applications may be picked up at the Y welcome desk or downloaded from the Y summer camps web page. Financial assistance applications may take up to 10 business days to be reviewed by the CEO. Financial assistance approval must be confirmed PRIOR to registration to be applicable, *(no retroactive assistance)* therefore, **financial assistance applications MUST BE submitted 14 days BEFORE the week of care needed.**

*\*Before/After School Care and school year day camps financial assistance approvals do not apply to Summer Day Camp.*

## PAYMENT:

Registration Fee is due at the time of registration, all other payments are required the Thursday prior to the week attending. The payment rate is per week and per child. Prorated and/or refunds for non-attendance are not available.

**It is the guardians' responsibility to pay on time.** If the weeks payment is not received by the Thursday before camp week a \$10.00 late fee will be applied to the account. Accounts past due over 14 days will result in dismissal from the program. All returned payments will be subject to a \$25.00 fee.

## CANCELTION 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.

To cancel your program registration, the Youth and Family Director, Summer Buckles must receive notice to do so. You may call or email Mrs. Buckles to address registration

cancellations. Notice of registration cancellation must be provided 2 weeks in advanced to receive a refund. All registration changes will be acknowledged. All refunds are subject to a \$25.00 processing fee.

### **ABSENCES:**

For our team to appropriately plan and handle their day please text or call 918.977.1596 (*Camp site cell phone*) if your child will be absent. Bus departures for activities are FIRM. Pro-rated and/or refunds for non-attendance or missed bus departures are not available.

### **RELEASE OF CHILDREN:**

Children will be released to the main guardians or listed authorized pick-ups on the student's registration form (upon providing a photo ID). Any adjustments to authorized pick ups **MUST** be communicated in advance. Children will **NOT** be released to unapproved individuals.

### **MEALS AND SNACKS:**

Nutritious snack in the morning and the afternoon will be provided by the program. Lunch is provided most days through Bartlesville Public Schools summer nutrition program. On days that lunch is not provided by BPS children will need to bring a sack lunch, these days will be communicated at minimum 2 days in advanced. Children need to eat breakfast prior to arriving.

### **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. With prior approval from the Youth and Family Director, Summer Buckles, guardians may drop-off children at the field trip location if they cannot make the bus departure time. The children and staff will be transported by the YMCA on a BPS bus with a BPS bus driver to all field trip locations. Bus departures are FIRM; pro-rated and/or refunds for missed bus departures are not available. Field trip day Itineraries will be provided to guardians 3 days in advance.

### **CHILDREN'S PERSONAL BELONGINGS:**

The program will provide children with space to keep their personal belongings while they attend the Summer Day Camp program. Participants should leave all personal toys, electronics, and any non-required belongings at home. The YMCA is not responsible for any lost, stolen, or broken belongings.

## **PROGRAM GUIDANCE AND REGULATIONS:**

Our employees are equipped with knowledge, experience, and training that is necessary to provide your children with a fun and safe experience. Prior to the first day of summer camp, our employees attend Summer Day Camp orientation, water safety training and child abuse training. Many of our summer camp employees are also certified in CPR and First Aid. At least two CPR Certified employees will be on site at all times. Our employees are held to the highest expectations in order to ensure safety. All Y staff members are mandated reporters and MUST report suspected child abuse.

## **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 guardian, if the guardian cannot be reached the emergency contact will be called. Guardian or alternate may be required to come pick up the child from the program.

If no authorized individual picks up the child or contacts Day Camp Coordinator after 1 hour the program personnel will contact the proper authorities: i.e. the police department & the department of Human Services, child protection division. The child will then be released to the proper authorities.

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

- a) Medication to be dispensed should be hand delivered by guardian to program coordinator. Medication must be accompanied by a Medication Administering to Students Authorization form, signed and completed by guardian.
- 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 camp 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 day camp 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 Youth and Family 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.



## 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:

Guardians 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:

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

### **PHONE NUMBERS:**

*Day Camp Cell Phone: 918.977.1596*

*Hoover Elementary, Day Camp office: 918.335.6350*

*YMCA Welcome Desk: 918.336.0713*