



## PARENT GUIDE TO SUMMER REC 2017

Welcome to Y Summer Rec. We have a fantastic summer planned for your children and believe that the Y offers the perfect environment for your child to develop character skills, build meaningful friendships and instill values that will last a lifetime. We recognize how important it is to provide a fun, safe and enriching summer opportunity for your child and thank you for entrusting your children with us.

In this guide you will find all the necessary information and forms that you will need to prepare yourself and your child for the summer rec experience. Please read over the information carefully as some of it has changed from years past. In addition, please be sure to fill out all of the necessary forms thoroughly and return them to the Y by **Monday June 19th**. Of course, if you have any questions, please feel free to contact any Y branch and we will gladly answer your questions.

### REGISTRATION INFORMATION

#### *Fees and Payments*

The following describes the steps necessary to register your child for one of our summer camp programs.

1. Fill out a registration form for each child, and mark which weeks they plan on attending. You can register at any branch of the GLOW YMCA or online at [www.glowymca.org](http://www.glowymca.org). When registering online, you must click on the Register tab on the left side of the website and follow the directions provided. You may register for multiple weeks.
2. Fill out the necessary forms and waiver (attached to this packet), and return it to the Y by **Monday June 19th**. Please be sure to note that your Physician will need to sign the Health Form and Individualized Standing Order as well as providing a copy of your child's immunization record.
3. Each additional week must be paid in full by the Wednesday prior to the start of the session. Failure to register your child by the Wednesday prior may result in your child being ineligible to attend that session of camp. Payments can be made with cash or check at the park or by visa or master card at the Y.

Parents are responsible for payment if their child does not attend the program on their scheduled day(s).

### REQUIRED WAIVERS AND FORMS

The following forms need to be filled out completely and returned to the Y by Monday June 19th or Wednesday before the intended session. We encourage you to make a photocopy of each form for your own records. Children will not be admitted to Rec without completed paperwork. If your child is attending more than one session of Rec or attending another GLOW YMCA program, you need to only fill out one set of forms. All information in your child's record is privileged and confidential and will not be released without your written consent.

- **PROGRAM PARTICIPANT PROFILE AND PARTICIPANT LIABILITY WAIVER** – Please note that it is the responsibility of the child's parent/guardian to provide for the child's own accident and health coverage while participating in activities with the GLOW YMCA. Any changes in pickup authorization, address, work or home phone numbers, emergency contacts etc., need to be given to the Rec Director as soon as possible.
- **PROGRAM PARTICIPANT HEALTH FORM AND INDIVIDUALIZED STANDING ORDERS FOR ADMINISTRATION OF OVER-THE-COUNTER MEDICATION** - This form provides important medical information. Please note that this two-page form requires a physician's signature in **two** places and a current copy of your child's immunizations/shot record.

## 2017 Y REC GENERAL INFORMATION

### *Day Camp Hours*

Rec hours are from 9:00 am-4:00 pm. There is a before care hour available from 8:00-9:00 am and an after care hour available from 4:00-5:00 pm. An additional \$1.00 per hour will be charged. Planned programming begins each morning at 9:15am with morning announcements and any necessary daily information. Whenever possible, please make an effort to have your child at rec by 9:15am to assure they do not miss out on any of the day's activities!

### *Late Fees and Pick-up Policy*

On certain occasions when a parent must be late the YMCA has established these firm policies:

- Parents must call the Y staff to let them know what time they can be expected to arrive or to inform them of alternate transportation arrangements that have been made.
- Parents will be **assessed a Late Fee of one dollar per child per minute** after 5:00pm. The clock at the program site will be used to determine the Late Fee charge. Late Fees will need to be paid before your child is able to attend program the next day.
- In the event that the Y does not receive a prior phone call from the parent, the following procedures will be immediately implemented:
  1. A staff member will try to contact the child's parents
  2. If contact cannot be made, a staff member will call the emergency contact list to arrange pick up.
  3. If one hour late from official closing time and contact cannot be made to the child's parents or emergency contacts, a call will be placed to the Child Protective Services as to what further arrangements are necessary.

### *Transportation for Perry Rec*

Parents/guardians are expected to provide transportation to and from Perry Park.  
Transportation to and from field trips will be provided by a local bus company.

### *Attendance and Authorization*

The Y is responsible for all registered campers each day.

- If your child is not going to attend rec, please call the YMCA as soon as possible to report the absence. If your child is not in attendance and we did not receive a phone call, we will call you to verify.
- Every morning a parent/guardian must walk the camper into the building and sign the camper in.
- Parents, or designated persons picking up children, must enter the building with photo identification.
- Children must be signed out by a parent/guardian, or authorized adult 16 years of age or older whose name appears on the Authorized Pick-up portion of the Participant Profile.
- If at any time someone other than the person designated on your release form is picking up your child; it is necessary to fill out the Additional Authorized Pick-up Form at least **24 hours in advance**. In the case of a last minute pick-up change please call the rec phone and notify the site director. The pick-up person must have photo identification. **No child will be released without prior notification of pick-up change and photo identification.**
- Any youth **10 years old or older** who walks, rides a bike, or takes the bus to or from camp needs to have a signed form on file with us granting parental permission.

### *Emergency Communication*

In case of medical or family emergency, contact your Perry Rec Director using the information on the cover sheet of this Parent Guide.

### *Telephone Contact*

Parent/guardians may contact the Rec Director at any time to discuss their child's experience. YMCA Rec programs have a "no-cell phone" policy for participants at camp. In return for helping us be cell-phone-free, we agree to tell you if your child is experiencing a challenge in their adjustment to the YMCA program.

## REC PROGRAM INFORMATION

### *Camper Expectations*

Sharing and group work are an integral part of our Y programs. Each day, campers are given opportunities to demonstrate leadership skills and challenge themselves with new activities. Rec is physically active, with long days; participating fully is important and expected at the Y. The staff makes every effort to ensure rec is a fun, enjoyable experience. However, there will be times each day that campers will be asked to help with small tasks to keep our program safe and enjoyable. These tasks help to instill a sense of ownership and develop values in our participants that can be translated into school and home life.

### *Behavioral Expectations*

Campers are expected to act as they would in a normal school day. Following directions, treating others fairly and respectfully and obeying rules are necessary. Please be certain to explain to your children that while rec is meant to be a fun experience, their best behavior is still expected. Rec staff will enforce discipline when needed, refunds will not be granted for children who are removed from the program for behavioral reasons.

### *Termination*

If a child poses a threat to, or physically/mentally harms another child, the following disciplinary actions will be followed and documented:

- 1) Warning with a "time-out"; parent/guardian notified of the incident that day.
- 2) Meeting will occur with the child, parent/guardian, Rec Site Director and the Administrator.
- 3) Strike 3 – The child will be asked to be removed from the program for the remainder of the summer.

**Please know that if a situation occurs which is severe enough to remove your child from the program, they will be terminated without having to follow the 3 disciplinary steps listed above.**

### *Group Assignments*

Throughout the week, there are occasions when campers are placed in groups with children of the same age, same gender, in a big brother/big sister role or activity interest. Campers have the opportunity to participate in a variety of interesting, age-appropriate and mission driven activities led by our trained Y Staff Team.

### *Special Events and Weekly Themes*

Each week of rec will have a special theme and a selection of activities.

### *Swimming*

Campers will have specified days for recreational swimming each week. Please make sure your child brings a towel and swimsuit for swimming days (cut-off shorts or t-shirts are not allowed in the pool). Swimming is an extremely valuable part of rec and we encourage everyone to participate. The Y will implement a "buddy system" to ensure safety and there will be one counselor in the water and two certified lifeguards on deck at all times. Campers will take a swim test in order to determine their swim level and be permitted into areas of the pool based on their ability level.

### *Lunch*

Each child must bring a healthy lunch and snack daily. **Please do not pack soda or candy.** Please keep in mind that we have limited refrigerator space, we suggest that children use a lunch box that is insulated and pack frozen drinks like juice boxes. Multiple water bottles are encouraged for children to stay hydrated throughout the day.

### *Clothing and Equipment*

Be aware that rec is hard on clothing and equipment due to our very active days. We recommend against bringing new and/or expensive clothing or other items. Socks and sneakers should be worn daily. Each child will receive one Rec T-shirt. Campers are required to wear their camp shirts on special event and field trip days. All personal belongings should be plainly and BOLDLY marked for easy identification and are ultimately the responsibility of the camper. Unclaimed lost and found property will be kept for one week and then donated to various local charities.

**PLEASE DO NOT BRING:** Pocketknives, trading cards, candy, pop, or food, cellular phones, cash, electronic games, music players and/or other electronic devices.

**Daily recommended items:**

- Jacket
- Swimming Suit & Towel
- Water Bottles
- Hat
- Sneakers & Socks
- Backpack
- Sunscreen

## DAY CAMP WELLNESS PLAN

### *Health Care Policies*

Each child must have an up-to-date Rec Participant Profile form on file. Children who become ill or are suspected of having a communicable disease may not remain in the program. They will be isolated from the other children; parents or an emergency contact will be called and asked to come pick up their child immediately. Children who are sent home due to sickness cannot return to camp for 24 hours or until they have no signs of illness. The guidelines listed below have been set up and will be followed unless your physician states in writing that your child may attend. Please refrain from sending your child to camp if any of the following are observed:

- Pink Eye
- Impetigo
- Head Lice
- Ring Worm
- A temperature of 101 or above
- Severe Cold with a Fever
- Any contagious disease
- Vomiting

### *Camper Medication*

Upon arrival at the YMCA, all medications - **both prescription and nonprescription** - will be collected. Prescription medications can only be self-administered according to the directions on the label. Please make an effort to administer morning and evening meds at home to help limit the amount of self-administration needed at rec.

The state requires that all medications be in its **original** bottle. Please send only medications that your child takes on a regular basis. To help out, put your child's medication bottles in a zip-lock bag and write your child's name and week number/dates in permanent marker. Prescribed medication must be clearly marked with: child's name, directions for administration, name of medication and name and phone number of physician. If your child requires an asthma inhaler or a bee sting kit, their counselor will be able to carry one. It is **highly** recommended that you send a second or even third one that can be kept at the YMCA as a back-up. Based on program location, an additional form may be required.

Please be sure to contact the Y with any questions you may have about our program. We look forward to having your child attend our Summer Rec program!

Have a Great Summer!

Y Rec Staff