



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



DAY CAMP

2020 PARENT HANDBOOK

SIMMONS FAMILY YMCA
6824 DEMOCRACY DRIVE
CHARLOTTE NC 28212
704 716 6600

ymcacharlotte.org

SIMMONS Family YMCA Summer Day Camp 2020

PARENT HANDBOOK

YMCA of GREATER CHARLOTTE MISSION

The mission of the YMCA of Greater Charlotte is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

SIMMONS FAMILY YMCA YOUTH SERVICES VISION

The vision of the SIMMONS Family YMCA Youth Services Department is to provide a positive growth experience by recognizing each child's individual abilities and needs. We work diligently to provide activities and experiences that develop and support our Christian mission, positive self-image and fun. In addition, we strive to strengthen the family unit.

YMCA CORE VALUES

Faith – Honesty – Respect – Responsibility – Caring

SIMMONS YMCA DAY CAMP GOAL

Our goal is to provide children with a safe, nurturing, engaging, and creative environment. At all times, we will strive to promote healthy lifestyles and character development in the areas of caring, respect, responsibility, honesty, and faith. We will do this through age-appropriate activities, trips, and forming community partnerships.

DESCRIPTION OF ACTIVITIES AND OPERATIONS

As the goal of Summer Camp is to provide participants with a safe, nurturing, engaging, and creative environment, our campers will be exposed to field trips and activities that bring out their personalities. Activities such as Opening and Closing Devotions will give campers the opportunity to partake in life learning activities that will help mold them into successful citizens. In addition to Devotions, campers may partake in Crafts, Sports, Wellness Activities and Learning Centers, Teambuilding and More!

CAMP STAFF

YMCA Professionals supervise all of our camps. We recruit our staff through local churches, leadership organizations, and from area colleges and universities. All Staff are required to complete a minimum of 30 training hours including, but not limited to, First Aid, CPR, AED, and Van Driver Safety prior to the first day of camp. We take pride in the high expectations we set for our camp staff and evaluate them on a regular basis. If you have any questions about our summer camp staff, please contact our Senior Program Director.

2020 DAY CAMP LEADS

DAY CAMP

Asa Williams | 704 716 6627 | asa.williams@ymcacharlotte.org

AM DAY CAMP LEAD

Eboni Ingram | 704 716 6616 | eboni.ingram@ymcacharlotte.org

SPORTS CAMP

Maria Medina | 704 716 6606 | maria.medina@ymcacharlotte.org

SPECIALTY CAMP

Yvette Alston | 704 716 6640 | yvette.alston@ymcacharlotte.org

SWIM CAMP

Dequavius Bowman | 704 716 6640 | dequavius.bowman@ymcacharlotte.org

TEEN CAMP

Eboni Ingram | 704 716 6616 | eboni.ingram@ymcacharlotte.org

DAY CAMP ADMIN

Daijah Johnson | 704 716 6640 | dajohnson@ymcacharlotte.org

SENIOR PROGRAM DIRECTOR

Sandra McPhaul | 704 716 6616 | sandra.mcphaul@ymcacharlotte.org

ADMISSION/ ENROLLMENT PROCEDURES

The YMCA of Greater Charlotte welcomes all children into our programs regardless of race, color, sex, national origin, creed, religion, or socioeconomic status.

At registration, you will be asked to provide the following:

- Copy of your child's current immunization records
- COMPLETED Registration Form
- Signed Discipline and Behavior Management Policy
- Signed Swim Waiver

If you receive Child Care Resources (CCRI) funding for your child, you will need to submit the voucher NO LESS THAN two weeks before your child's arrival in the program.

Financial Assistance information can be obtained from the Sales and Service Team. Financial Assistance acceptance needs to be completed before camp registration in order to apply the discount to camp sessions.

FINANCE POLICY

The full session balance must be paid by 5:00 PM on the designated date below for each session. Any balance due for each session must be paid in full before the camper can attend the session. If payment is not received in full by the deadline, the camper will be removed from the session. Acceptable forms of payments include cash, credit cards, or money orders.

Please note: Voucher holders with parent fees must be paid monthly. For additional information about payments, methods, and options, please feel free to contact the Business Office at 704 716 6600.

Program Adjustment Rate

As part of our My Y Pricing rate structure, an adjusted program rate is available to all who qualify. Both Members and Program Participants must provide income verification at the Sales and Service Desk in order to receive an adjusted program rate.

Payment Options

- Pay in full at time of registration.
- Payment in Person. Payments will be accepted at the Sales and Service Desk in the form of cash, debit, or credit card before the due date. Payments not made by the due date will be automatically charged on the due date using the card on file.

Late Payment Policy

Payments received after the balance due date will be charged \$25 per child, per session. Once the late fee has been assessed, only credit cards or cash will be accepted. If payment is not received in full, the camper will be removed from the session.

Cancellation/Transfer Policy

- Cancellations and requests to transfer programs must be made in writing to your YMCA Sales and Service representative.
- Cancellations or requests for transfers must be received at least 8 days prior to the start of the requested camp week to qualify for a full refund or full transfer of money paid.
- Cancellations not received by the designated day will result in a forfeiture of all deposits and fees paid towards that camp week.

2020 DAY CAMP PAYMENT SCHEDULE

Week	Camp Dates	Due on or before
1	June 15 – June 19	June 6
2	June 22 – June 26	June 13
3	June 29 – July 03	June 20
4	July 6 – July 10	June 22
5	July 13 – July 17	June 27
6	July 20 – July 24	July 4
7	July 27 – July 31	July 11
8	July 27 – August 31	July 18
9	August 3 – August 7	July 25
10	August 10 – August 14	August 1
11	August 17 – August 21	August 8

DENIAL OF CAMP SERVICES

The Simmons Family YMCA reserves the right to deny camp services if one or more of the following conditions exist:

- The camper is not participating in or benefiting from the program.
- The staff can not provide adequate or safe care for the camper.
- The staff can not provide adequate or safe care to other enrolled campers due to the behavior of a camper.

Refunds will not be granted for denial of services.

HOURS OF OPERATION

The Simmons YMCA Camp program operates Monday – Friday:

TRADITIONAL, SWIM, SPORTS, SPECIALTY and TEEN CAMP:

7:00 AM – 9:00 AM | RIDES IN (No Programming)

9:00 AM - 4:00 PM | REGULAR PROGRAMMING

4:30 PM – 6:00 PM | RIDES OUT (No Programming)

Campers will not be admitted into camp after 9:30 AM

SAFE ARRIVAL AND DEPARTURE PROCEDURES

Parents are required to sign their child in and out of camp. Campers are not allowed to leave camp without a parent or guardian present to sign that child out. Campers are not allowed to walk home at the end of the camp day. The adult checking the child out must be 18 years old or older, have valid I.D.; and be listed on the child's application. **WE WILL NOT WAIVER ON THESE REQUIREMENTS!**

RIDES IN- PLEASE NO CELL PHONE USE DURING THIS DROP OFF TIME

Curbside services will be offered to our families. We ask that parents come in through the main parking lot. A counselor will record your time, and your child will be walked to their respective group.

RIDES OUT- PLEASE NO CELL PHONE USE DURING THIS PICK UP TIME

Curbside services will also be offered at the end of the day. Children will only be released to legal guardian or responsible adult listed on the registration form. Every authorized individual must **present a photo ID at rides out**. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown during rides out.

EARLY ARRIVAL

Camp programming begins at 7:00 AM. Campers **MAY NOT** be dropped off at camp prior to 7:00 AM. This allows the camp staff to properly prepare for the day without interruption. Camp Staff will be ready to greet your campers promptly at 7:00 AM.

EARLY PICK UP

We encourage you to leave your child at camp until the day ends so they will not miss out on activities and recognition of awards earned that day. We understand that there will be exceptions and when these occur, please notify the Camp Director in writing and as early as possible. Please note: **We will not release campers between the hours of 4:00 PM – 4:30 PM**

LATE FEE

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up each camp day on time. Pick up after the designated pick up time of 6:00 PM will result in a late fee charge to be paid the following day. This fee is \$1 per minute after 6:00 PM. This secures accountability in the care of the children. Failure to pay the late fee will result in a cessation of services until the fee is paid. Payment may not be left with the counselor and/or leadership staff. All payments must be made at the front desk.

ATTENDANCE

The Simmons Family YMCA takes attendance daily of all participants in its programs. This is an accountability and safety precaution by our staff for the wellbeing of our campers. Each morning, attendance will be taken in all groups. Attendance will also be taken throughout the day.

CCRI allows for five absences each month for children receiving subsidies. The YMCA is accountable for submitting all attendance records to CCRI. If a child misses more than the allotted five days, we are mandated to report these absences to CCRI.

In the event that your child will be absent from camp, counselors will notify the Camp Office, and

someone from the leadership team will make contact with you. In addition, **if your child will be absent please contact the camp office at 704 716 6634 before 9:00 AM.**

BEHAVIOR MANAGEMENT

Praise and positive reinforcements are effective methods of the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policies.

WE DO:

- Praise, reward, and encourage the children.
- Reason with and set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logical consequences of the behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor misbehaviors.
- Explain things to children on their levels.
- Use short supervised periods of "time out."
- Stay consistent in our behavior management program.

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom incidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

BEHAVIOR MODIFICATION SYSTEM:

- 1st Offense- Positive Redirection
- 2nd Offense- Conference with leadership
- 3rd Offense- Parent Conference with Camp Coordinator
- 4th Offense- Behavior Modification Contract
- 5th Offense- Exclusion from Program

What are grounds for immediate suspension?

Offenses included but are not limited to fighting, when the child and other children are in danger, violent behaviors in the pool, bus or toward staff.

TRANSPORTATION POLICY

Riding the YMCA bus is a privilege, not a right. While on the bus, campers are expected to abide by all the rules. Only campers that have a signed waiver on file will be allowed to ride the YMCA bus.

- Respect the driver and follow all rules at all times
- Remain seated in your assigned seat at all times unless you are instructed otherwise by the driver
- Keep your arms, hands, and possessions inside the bus
- Keep doors and aisle clear at all times
- Do not throw anything on or off the bus
- Absolutely no profane or obscene language or gestures
- Do not eat, drink, or chew gum while on the bus
- No illegal substances are allowed on the bus at any time (i.e. tobacco products, alcohol, drugs, etc.)
- Make room for those that need a place to sit
- Seat belts must be buckled while the bus is on and/or in motion
- Keep your hands to yourself; No horseplay, FIGHTING, etc.
- In the event of severe weather (i.e. storms, flooding, etc.) field trips will be cancelled to ensure the safety of our campers.

HEALTH AND SAFETY STANDARDS

Daily sanitation standards are as follows:

- Toilets are cleaned
- Floors are swept and mopped
- Tables, door handles and surfaces are wiped and sanitized
- Hands are washed when the children enter the room, after bathroom usage, after playing with toys, before eating, before taking medications and so on
- We clean all other equipment as needed or on a monthly basis, whichever comes first. We also inspect equipment and space in an ongoing manner for any safety hazards.

MEDICATION POLICY

Only prescription medicine is allowed at camp. If a camper is found with any type of medicine, it will immediately be confiscated. If medication must be administered, you should:

- Complete a Medication Form
- Parents or Guardians must bring the medication directly to the Camp Director on the Monday morning of that session. Medicine will NOT be accepted from campers.
- Medication must remain on site and will be returned to the parent at the end of the camp week.
- All medicine must be labeled and in their original bottles. We will only be permitted to follow the bottle instructions regardless of what the parent may say.

WELLNESS POLICY

It is our sincere desire to provide quality care for your children while you take advantage of various services at the Simmons Family YMCA. It is absolutely imperative that we work together to make this happen. The Simmons Family YMCA can not provide care for sick campers. A child who is sick before camp begins should be kept home for his or her safety and the safety of others. Please be advised that staff will not exclude your child from care unless one or more of the following

conditions exist:

- The illness prevents the child from participating comfortably in childcare activities (to include child watch, preschool, afterschool, and day camp)
- The illness results in a greater care need than the staff can provide without compromising the health and safety of other children
- The child has any of the following conditions:

Temperature: Temperature of 100 or more degrees in the ear; **Signs of Possible Severe**

Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs-until medical evaluation allows inclusion;

Uncontrolled Diarrhea: Examples include one or more watery stools which cannot be contained by a diaper or more than two loose stools in a 24-hour period; **Vomiting:** If the child has had two or more episodes of vomiting in the previous 12 hours he or she will be excluded. If the child vomits once in care, he or she will be closely monitored to determine if there are any signs of illness.

If any of the previous symptoms exist, we will notify a parent or emergency contact designee immediately. Moreover, the Simmons Family YMCA Staff may require you to present a note from a health care professional certifying that it is safe for the child to return to care. All parents of non-ill children will be notified in case of contagious disease exposure. If a child exhibits indicators of illness or general tiredness that present discomfort with the classroom environment, we may remove the child to the Office for rest and monitoring.

Our staff members are not health care professionals, so they must make the best call for the greatest outcome for the most people. Please give them your support as they attempt to provide a healthy place for your child to receive care and instruction. There are no refunds for days missed due to illness.

In the event that a camper is hurt at camp, our counselors have been trained in CPR/First Aid to provide care. Parents will be notified of an injury and an incident report will be completed. Our Incident Reports are for internal use only, but may be given to the parent with permission from the Risk Management team.

CELL PHONE USAGE

CAMPERS WILL NOT BE ALLOWED TO USE THEIR CELL PHONES DURING CAMP. If a camper is found with their cell phone, we will confiscate it. **NO EXCEPTIONS.** We will only return the cell phone to the parent or guardian. If you need to contact your child during the camp day, please feel free to contact the Office at 704-716-6624. Our campers have very busy days and need fuel for their bodies to keep from getting dehydrated, sick, agitated and so on. We will provide breakfast, lunch, and an afternoon snack for your child everyday. The lunch calendar is posted in each classroom and on the parent board. If your child has any specific food allergies, we will do everything we can to provide an alternative. If a child refuses to eat because he/she does not like a particular food, we will not provide an alternative.

FOOD/ SNACKS

Breakfast, lunch, and snack will be provided for campers. Campers also have the option of bringing their own breakfast, lunch, and snack. Please be mindful to provide healthy, balanced meals that are not heavily sugared or high in caffeine. A complete meal should include a meat or meat alternate, fruit or vegetable, and bread. Sodas and fast food will not be permitted in the program. There may be occasional sweets served at special events, but servings will be limited. Simmons will

provide Breakfast and Lunch beginning June 11 – August 24 through CMS.

Please Note: The Simmons YMCA is a Peanut Free facility.

KONA Ice and Chick Fil A Wednesday: Campers will be allowed to purchase Kona Ice after lunch on Wednesday only. Ice Cream ranges between \$3.00 - \$5.00. Campers are responsible for their own money. Parents are asked not to send more than \$5.00 with their campers. Please note, we are not responsible for lost, stolen or misplaced money. Chick Fil A is \$6.00 and is to be paid no later than Tuesday morning.

FIELD TRIPS

Our leaders have planned a rewarding and exciting camp experience focused on friendships, accomplishment and belonging. To increase the quality and diversity of our field trips this summer we have incorporated a \$10.00 per child weekly activity fee. This fee will remain consistent throughout the summer.

To ensure the safety of all campers and to maintain our staffing ratios, all campers are required to attend the weekly field trips. The activity fee will cover the cost of the field trip as well as any special activities that take place that respective week. Parents are asked to pay their activity fee at the time camp tuition payments are made.

Please note: Misconduct will not be tolerated on field trips. If your child misbehaves, you will be contacted.

Refunds will not be issued if your camper is absent from camp.

SWIMMING

Summer Camp participants will swim every day! We encourage every child to take part in swimming at least three times per week. The YMCA of Greater Charlotte has very strict guidelines on appropriate and safe pool procedures. For the sake of safety, this is one area where any type of horseplay or non-compliance will not be tolerated.

Children are expected to have swimsuits and towels with them in order to swim. A swim suit is defined as an article of clothing made with supportive lining for the purpose of swimming. Basketball shorts will not be permitted. If a child does not have those two things, he or she will not swim. Moreover, we will not make calls home asking for someone to bring either of these two items.

All children will be evaluated for swimming ability during their first swim day. They will be assigned a colored band based on their ability and height. Children who are classified as one color will be required to wear a flotation vest and be within reach of an adult. Children classified as another color will not be required to have a flotation device if they are over four feet tall, and swim in designated areas of the pool.

The Simmons Family YMCA will only utilize staffed aquatic facilities or providers that have lifeguards on duty who have current lifeguard, First Aid and CPR certification.

Swimming is a privilege. The Summer Camp staff reserves the right to deny your child their swimming privileges.

SIMMONS FAMILY YMCA AQUATICS POLICY

Summer Day Camp participants will swim every day. The YMCA of Greater Charlotte has very strict guidelines on appropriate and safe pool procedures. For the sake of safety, this is one area where any type of **horseplay or non-compliance will not be tolerated**.

Children are expected to have swimsuits and towels with them in order to swim. A swim suit is defined as an article of clothing made with supportive lining for the purpose of swimming. Basketball shorts will not be permitted. If a child does not have those two things, he/she will not swim. Moreover, we will not make calls home asking for someone to bring either of these two items.

All children will be evaluated for swimming ability on the first day of Afterschool, or the participants first swim day. All children will be assigned a colored band based on their ability and height. Children who are classified as one color will be required to wear flotation vest and be within reach of an adult. Children classified as another color will not be required to have a flotation device if they are over four feet tall, and they may swim in designated areas of the pool.

The Simmons YMCA prides itself on equipping children with the tools to become excellent swimmers. To ensure the quality of our program, please see our aquatics policy below.

- **Safety Hazards:**
 - The YMCA pool contains the following items, Calcium Hypochlorite 60-80%), Sodium Chloride (10-20%), Calcium Chlorate (0-5%), Calcium Chloride (0-5%), Calcium Hydroxide (0-4%), Calcium Carbonate (0-5%), Water (5.5-10%). These chemicals could cause potential hazard if swallowed. If children are allergic to these items, skin and eye irritations may occur.
- **Supervision:**
 - Locker Room: All Youth Services participants are supervised in the locker rooms by two certified YMCA counselors at all times.
 - Pool: For every twenty-five (25) children there will be one lifeguard on duty along with two certified YMCA counselors. All YMCA certified counselors must accompany the children in the pool.
- **Discipline:** To ensure the safety of our children, our students are expected to follow the pool rules. However, when rules are not followed, discipline will go as follows:
 - Strike 1- Verbal Warning
 - Strike 2- Pool Break (3-5 minutes)
 - Strike 3- Pool Break for remainder of session.
- In the event that a field trip is planned to another aquatics facility, our staff and students will be expected to comply with both YMCA regulations as well as regulations set forth by that accompanying aquatics facility.

PARENT COMMUNICATION

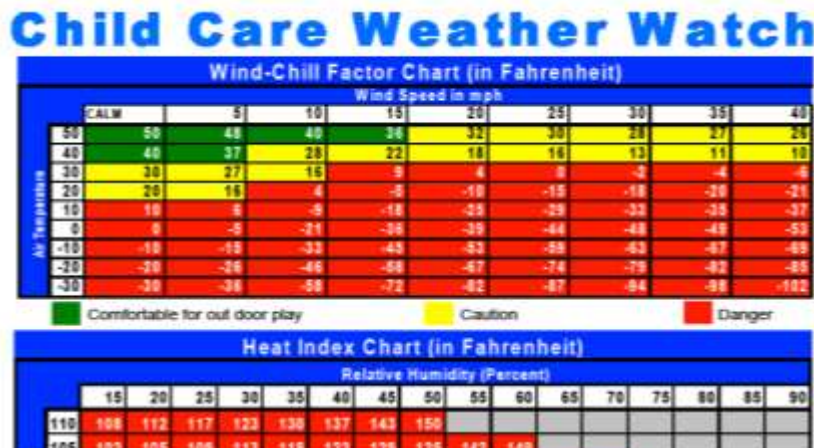
Communication with our families is important. Our program will utilize four main components of communication.

1. **Face to Face** communication between parents and our staff.
2. **Newsletters** will be available on a monthly basis to inform you of upcoming events.
3. **Email** as a form of information for surveys, major announcements and promotion of any new program.
4. **Website** www.ymcacharlotte.org our website will be a great link for you to get information on all programs offered.

INCLEMENT WEATHER

In the event of inclement weather, we will move all outdoor activities indoors until it is safe to return outdoors.

In addition, we will monitor the heat index, and make the necessary adjustments to our schedule as needed. Please see weather table below.



Air Quality Color Guide

Air Quality Index	Guidelines to protect your health	Care for the air
Good 0-50 Code Green	No health effects expected.	<ul style="list-style-type: none"> Conserve energy: drive less and use less electricity.
Moderate 51-100 Code Yellow	Unusually sensitive people: consider limiting prolonged or heavy exertion.	<ul style="list-style-type: none"> Carpool, use public transportation, bike or walk whenever possible.
Unhealthy for Sensitive Groups 101-150 Code Orange	Children, active people, older adults, and those with heart or lung disease (like asthma): limit prolonged or heavy exertion.	<ul style="list-style-type: none"> Keep your car, boat, lawnmower and other engines tuned and maintained.
Unhealthy 151-200 Code Red	Children, active people, older adults, and those with heart or lung disease (like asthma): avoid prolonged or heavy exertion. Everyone else: limit prolonged or heavy exertion.	<ul style="list-style-type: none"> Keep tires properly inflated and wheels aligned.
Very Unhealthy 201-300 Code Purple	Everyone: avoid all exertion.	<ul style="list-style-type: none"> Never burn your trash. This is illegal and releases toxic chemicals. Avoid burning leaves and brush, which is sometimes legal but always pollutes the air.

LOST ARTICLES (LABEL EVERYTHING!)

Labeling will minimize the opportunity for your child to lose an item at camp. We do provide lost and found but it will be emptied every Friday at 6:00pm and all items will be donated to charity. As always, we make special efforts to return lost and found items to campers.

WHAT TO BRING TO CAMP

Closed-Toed, rubber soled shoes (tennis shoes are perfect)

Extra set of clothes

Swimsuit / Swim trunks and towel on swimming days

Labeled Water Bottles

Labeled Sunscreen

A Light Jacket if needed

Good Attitudes

WHAT NOT TO BRING TO CAMP

Alcohol, Drugs, Weapons

Animals

Electronics (Cell Phones, iPods, Video Games)

Toys

Valuables

Money

DRESS CODE

Campers are encouraged to wear loose fitting and comfortable clothing. Due to the amount of physical activity, sneakers should be worn to camp daily. Open toed shoes, sandals, and heels are prohibited. Campers are not permitted to wear any article of clothing or possess items that depict illegal activity, violence, profanity, sexual activity, or nudity. Bandannas and head items (i.e. scarves, wave caps, doo rags, combs, etc.) are strictly prohibited. Undergarments must be concealed at all times. No "see through" clothing can be worn. Swimsuits and Swim Trunks must be "Y Appropriate". Males must wear swim trunks when swimming. Due to the high volume of physical activity, all campers must practice good hygiene.

CUSTODY ISSUES

In case of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in your child's file with us. The documents must clearly forbid such parent from picking up the child from our program. The court decree must also be specific to the rights of visitation on the YMCA Camp property during camp hours. The document must specify that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. The parent/guardian who registers the child for the program has sole responsibility for the child and his/her information.

INTOXICATION

Your child's safety is our priority! At times we are called to make judgments concerning their safety. If a YMCA staff member believes that an adult is under the influence of drugs or alcohol when they arrive to pick up the child, we will detain the camper until an alternate plan can be arranged for the transportation of the child and adult. We will first try to contact another family member or spouse, particularly one of the emergency contacts on the child's registration form. If those means are unsuccessful, a cab will be called at the adult's expense. If the adult who is under

the influence becomes unruly, uncooperative, or physically out of control, the staff may have no other choice but to contact the police. *****In Addition:** Any demonstration of the following behaviors by a parent or guardian will be grounds for IMMEDIATE TERMINATION of your child care services. *** **We take this very seriously and will take measures to remove the abusive individual from the premises**

SMOKING AND TOBACCO RESTRICTION

Smoking and tobacco restriction – Children must be in a smoke free and tobacco free environment. Centers located in a residence must be smoke free and tobacco free during operating hours. Smoking and the use of any product containing, made, or derived from tobacco, is not permitted on the premises, in vehicles used to transport children, or during off premise activities. Signage regarding the smoking and tobacco restriction must be posted at each entrance and in vehicles used to transport children. Parent must be notified, in writing, of the smoking and tobacco restriction. [Rules .0604]

SPECIAL EVENTS AND PARENT PARTICIPATION

Special event opportunities come in many shapes and sizes. Some examples may be family nights, pool parties, cook-outs, community service events, storytellers, entertainers, etc. These are almost totally free of charge and parent volunteers are welcome to sign up for a chance to serve.

Parents may request a meeting with their counselor and the program director at any time. Such request must be made 24 hours in advance.

EMERGENCIES

Our camp staff will treat routine cuts, scrapes, and bumps. In case of emergency, every effort will be made to reach you or the emergency contacts listed on your application. If no one can be reached, we will take the necessary actions for the health of your child. In the event you can not be reached, your signed authorization on your child's application allows us to secure prompt treatment. Should there be any changes in the emergency contact phone numbers, please notify the Camp Director immediately.

OUTSIDE AGENCIES

Outside agencies (social workers, case managers, therapist, etc.) are only allowed to visit camp with parent permission. To ensure a smooth and efficient transition, outside agencies will only be allowed to visit camp between the hours of 9:00 AM – 10:00 AM.

PARENT RESPONSIBILITY

Our staff team is trained to support the mission of the YMCA of Greater Charlotte through safe and fun activities for the children. They recognize this as an opportunity to serve you, your children and our community. This is a big job that requires understanding, trust and commitment from everyone involved.

EVALUATIONS – We need your comments, input, and ideas on how our camp can better serve you and your child. Evaluations and Surveys will be conducted during the summer. We will also have a comment box at the front desk. You may receive periodic phone calls from a survey company that to get your input on a more broad area of concern. Please take advantage of these opportunities and feel free to share any suggestions you might have to make the camping experience more positive for all campers.

WHAT'S GOING ON AT HOME? – Camper's actions in camp often reflect situations that are occurring at home (i.e. death, divorce, fights with siblings, etc.). If any such disruptive or traumatic experience should occur, please inform the Camp Director immediately. This will enable us to better meet the needs of your child.

CAMP STAFF AS BABYSITTERS or OUTSIDE MENTORS – YMCA STAFF BABYSITTING FOR PARTICIPANTS THEY MEET IN THE PROGRAM IS STRICTLY PROHIBITED. The camp staff works diligently with campers throughout the day and need time to renew their energy in the evenings and on weekends.

PARENT UNDERSTANDINGS

I understand that the YMCA staff and volunteers are not allowed to transport campers at any time outside of the YMCA program on in their own personal vehicles. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child. I understand that state law mandates the YMCA report any suspected cases of child abuse or neglect to the appropriate authorities for investigation

Please remember to thank your child's teachers from time to time. They make emotional, intellectual, physical and spiritual investments in the children and would appreciate your smile and kinds words.

Summary of the North Carolina Child Care Law for Child Care Centers

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet

higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Parental Rights

- Parents have the right to enter a center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

Licensed centers must, at a minimum, meet requirements in the following areas.

Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff must also undergo a criminal records background check.

Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age Teacher : Child Ratio

Maximum Group Size

0-12 months 1:5 10 12-24 mths 1:6 12 2 years old 1:10 20 3 years old 1:15 25 4 years old 1:20 25 School age 1:25 25

When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards

Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care.

For more information about quality child care, parents can visit the Resources in Child Care website at www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at www.ncchildcare.net.

This summary shall be posted for the public to view in accordance with GS 110-102

**Division of Child Development NC Department of Health and Human Services 319
Chapanoke Road Raleigh, NC 27603 May 2006**



The Simmons Family YMCA School age program is a licensed Childcare Program in North Carolina. As a parent/guardian, if you feel the program may be in violation of state standards, you may address your concerns through the Childcare Licensing Parent Report Hotline at 1-800-829-059.

If you have any concerns that you want to address "in house" or you would like to schedule a time to speak with your child's counselor, please feel free to contact Sandra McPhaul, Senior Program Director at 704 716 6616 or by email at sandra.mcphaul@ymcacharlotte.org and Asa Williams, Family Services Coordinator at 704 716 6627 or by email at asa.williams@ymcacharlotte.org.



Summer Day Camp Parent Acknowledgement

***Please sign and return this form to the Family Service Coordinator. Thank you for your attention to these guidelines and for helping us make the YMCA Summer Day Camp program a success.**

I have been provided a copy of the 2020 Summer Day Camp Operational Policies Parent Handbook which have been explained to me. I have read and understand the content.

Child's Name

Parent Signature

Date

I have received the Simmons YMCA Youth Services Swimming Procedures and Policies. I have read and agree to all the policies set forth by the YMCA of Greater Charlotte and by the Simmons YMCA Youth Services Department. (LOCATED IN PARENT HANDBOOK)