

# 2021 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.

## COVID-19 UPDATE:

Due to the circumstances surrounding COVID-19, the Y has adjusted some of our normal operating procedures and updated them based off of guidance from the North Carolina Division of Child Development and Early Education (DCDEE), Y USA and the US Centers for Disease Control and Prevention (CDC). We are currently following COVID-19 safety precautions within our programs that include practices such as lower staff to child ratio, social distancing, and frequent handwashing and enhanced sanitation practices.

Throughout this handbook you will note some changes to our operating norms. These adjustments have been made to ensure your camper has a safe summer.

In addition, the YMCA will help kids get back to the fun and adventure of childhood, with a greater emphasis on social-emotional growth and character development. We will take this adventure with safety and education in mind, enhancing our approach to cleanliness, staffing models and academic enrichment.

## JOHNSTON YMCA YOUTH SERVICES VISION:

The vision of the Johnston 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**

## JOHNSTON 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 OPERATION:**

As the goal of Summer Camp is to provide participants with a safe, nurturing, engaging, and inclusive environment, our campers will be exposed to activities that bring out their personalities. Activities such as Opening and Closing Devotions will give campers the opportunity to partake in life learning activities, quiet learning environment with staff to help facilitate classroom expectations. Campers will partake in Crafts, Wellness Activities, Teambuilding and More!

## **CAMP STAFF:**

YMCA Professionals supervise all of our programs. We recruit our staff through local churches, leadership organizations, and from area colleges and universities. If you have any questions about our summer camp staff, please contact a member of our Leadership Team.

### **STAFF TRAINING:**

- All Staff are required to complete a minimum of 30 training hours including, but not limited to, Coronavirus Training, First Aid, CPR, AED, Social Emotional Learning , Child Developmental milestones prior to the first day of camp. We take pride in the high expectations we set for our program staff and evaluate them on a regular basis.

### **STAFF PERSONAL PROCATIVE EQUIPMENT AND SAFETY PRECAUTIONS:**

- Staff will be required to wear mask when indoors and when unable to maintain at least 6 feet distance outdoors.
- All staff on-site will be required to complete daily health screenings prior to entering the facility.

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 Lucretia Small, Senior Program Director at 704-716-6317 or by email at [lucretia.small@ymcacharlotte.org](mailto:lucretia.small@ymcacharlotte.org)

**GENERAL CAMP INQUIRIES:** [johnstondaycamp@ymcacharlotte.org](mailto:johnstondaycamp@ymcacharlotte.org)

**Family Services Coordinator/Day Camp:** Elissa Booms| 704 716 6314  
[elissa.booms@ymcacharlotte.org](mailto:elissa.booms@ymcacharlotte.org)

## **PARENT COMMUNICATION**

Communication with out 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 programs.
4. Website [www.ymcacharlotte.org](http://www.ymcacharlotte.org) our website will be a great link for you to get information on all programs offered

5. Social Media will connect you with all summer program highlights and pictures.

### 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 and medical report
- COMPLETED Registration Form
- Signed Discipline and Behavior Management Policy
- Signed Swim Waiver

Financial Assistance information can be obtained from the Sales and Service Team. Financial Assistance 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. Please note that the credit card used at checkout will be used for future day camp balances. By signing, you are authorizing the YMCA of Greater Charlotte to automatically draft your credit card in the program according to the scheduled due dates. You will receive a receipt after check out that includes all future due dates.

If you want to change your method of payment at a later date, please contact branch at least 15 days prior to the payment schedule due date. A \$25 fee will be charged, to accounts for all funds that are unable to be drafted on the payment due dates Please note a credit card will be required to be maintained on file for the duration of the camp season.

**PLEASE NOTE:** For additional information about payments, methods, and options, please feel free to contact our membership Director, Heather, at 704 716 6324.

### THIRD PARTY PAYERS:

Child/children registered under subsidized care with any third party funding must provide proper signed documentation prior to child/children start in the program.

**\*\*Any new participant will be accepted to start camp on Mondays regardless of start date of benefits\*\*.**

For additional information about copay payments methods and options, please feel free to contact Deidre Frazier, Licensed Facilities Finance Administrator, at 704-716-6504.

Please note:

1. Parent (copay) fees must be paid within the month of service. The YMCA follows 3<sup>rd</sup> party payers policies in place and will report as subject to benefit termination from sponsoring party as needed.
2. Other fees such as Activity fees or field trips fees are parent/caregiver responsibility. Subsidized benefits don't cover these fees.

3. Other Fees must be paid in full before the camper can attend the session. Acceptable forms of payments include cash, credit cards, or money orders.
4. A \$25 fee will be charged, if the second attempt has been declined, to accounts for all funds that are unable to be drafted on the payment due dates.

### **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. (before 5PM on the designated date on the following page)
- 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. Or to [johnstondaycamp@ymcacharlotte.org](mailto:johnstondaycamp@ymcacharlotte.org).
- 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.

## 2021 CAMP PAYMENT SCHEDULE

Week	Camp Dates	Due on or before
1	June 1 – June 4	May 21
2	June 7 – June 11	May 28
3	June 14 – June 18	June 4
4	June 21 – June 25	June 11
5	June 28 – July 2	June 18
6	July 5 – July 9	June 25
7	July 12 – July 16	July 2
8	July 19 – July 23	July 9
9	July 26 – July 30	July 16
10	August 2 – August 6	July 23
11	August 9 – August 13	July 30
12	August 16 – August 20	August 6

### DENIAL OF CAMP SERVICES:

The Johnston 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 cannot provide adequate or safe care for the camper.
- The staff cannot provide adequate or safe care to other enrolled campers due to the behaviors of a camper. **Refunds will not be granted for denial of services.**

### HOURS OF OPERATION:

The Johnston YMCA Camp program operates Monday – Friday:

#### TRADITIONAL DAY, SPORTS, and PRESCHOOL:

7:00 AM – 9:00 AM- RIDES IN **Campers will not be admitted into camp after 9:15 AM**

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

4:00 PM – 6:00 PM- RIDES OUT

#### SPECIALTY HALF DAY:

AM CAMPS: 7:00 AM – **7:30 AM** – RIDES IN

12:45 PM – 1:15 PM – RIDES OUT

PM CAMPS: 12:15 PM – **12:45 PM** – RIDES IN

5:30 PM – 6:00 PM – RIDES OUT

### SAFE ARRIVAL AND DEPARTURE PROCEDURES:

Parents are required to sign their child in and out of programming. Campers are not allowed to leave programming without a parent or guardian present to sign that child out. Campers are not allowed to walk home at the end of the program 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 pull up in front of the CDC and 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 DROP - OFF:

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 Family Services Coordinator in writing, phone call OR at rides ins and as early as possible.

### 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 fee must be paid by the Friday of the respective week. 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 Johnston 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.

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

In the event that your child will be absent from programming, counselors will notify the leadership team and they will make contact with you if the absences exceed 3 days in a row. In addition, **if your child will be absent please contact 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:**

- 1<sup>st</sup> Offense- Positive Redirection
- 2<sup>nd</sup> Offense- Conference with leadership
- 3<sup>rd</sup> Offense- Parent Conference with Camp Coordinator
- 4<sup>th</sup> Offense- Behavior Modification Contract
- 5<sup>th</sup> 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:

*PLEASE ALSO SEE FIELD TRIPS*

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.
- In the event that field trips become approved and transportation is utilized, social distancing will be exercised. In addition, the mode of transportation will be sanitized before and after use.

## **HEALTH AND SAFETY STANDARDS:**

### **STAFF TO CHILD RATIO:**

- We will follow a minimum staff to child ration of 1:10 at all times.

### **SOCIAL DISTANCING**

**Our camp will operate activities in spaces large enough to allow 6 feet**

### **PROGRAM SANITATION:**

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, etc.
- Toys, equipment, and furniture will be washed and disinfected after use using the state approved soap/water and bleach solutions.
  - Bleach Water: Sanitizing food areas (spray bottle)
  - 2 Parts bleach to 8oz of water; Between 50-200 ppm
  - Bleach Water: Disinfectant for changing areas and bathrooms (spray bottle)
  - 4parts bleach to 8oz. of water; Between 500-800 ppm
- The Y has added additional staff to disinfect during the day and at the end of each day to ensure proper sanitation.
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## **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 leadership team 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 Johnston YMCA. It is absolutely imperative that we work together to make this happen. The Johnston YMCA cannot 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:

- Child did not pass the daily health screening
- The illness prevents the child from participating comfortably in childcare activities (to include preschool camp, sports camp, specialty camp, 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:** Children must be fever-free for at least 24 hours without fever-reducing medication before they can return to camp programs. If fever is a result of COVID-19, children cannot return to program for 14 days.

**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 sent home.

**Communicable diseases:** Examples include, but are not limited to, pink eye, head lice, skin rash, and strep throat.

If any of the previous appears at camp, we will notify a parent or emergency contact designee immediately. Moreover, the Johnston 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 programming. 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 PROGRAMMING.**

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 Family Services Coordinator at 704-716-6314. 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. Johnston will provide Breakfast and Lunch beginning June 7<sup>th</sup> – August 21st through CMS.

**Please Note: The Johnston YMCA is a Peanut Free facility.**

### **FIELD TRIPS:**

Our leaders have planned a rewarding and exciting camp experience focused on friendships, accomplishment and belonging. **The activity fee is \$10.00 per camp, per child** and must be paid with camp tuition fees. The activity fee will cover the cost of the field trip as well as any special activities that take place that respective week.

To ensure the safety of all campers and to maintain our staffing ratios, all campers are required to attend the weekly field trips. **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 weekly at camp! 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.

The Johnston 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.

## JOHNSTON YMCA AQUATICS POLICY

Summer Day Camp participants will swim weekly. 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.

### 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 on the following page.

# Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		CALM	5	10	15	20	25	30	35	40
Air Temperature	50	50	48	40	36	32	30	28	27	26
	40	40	37	28	22	18	16	13	11	10
	30	30	27	16	9	4	0	-2	-4	-6
	20	20	16	4	-5	-10	-15	-18	-20	-21
	10	10	6	-9	-18	-25	-29	-33	-35	-37
	0	0	-5	-21	-36	-39	-44	-48	-49	-53
	-10	-10	-15	-33	-45	-53	-59	-63	-67	-69
	-20	-20	-26	-46	-58	-67	-74	-79	-82	-85
-30	-30	-36	-58	-72	-82	-87	-94	-98	-102	

■ Comfortable for out door play     
 ■ Caution     
 ■ Danger

Heat Index Chart (in Fahrenheit)																	
		Relative Humidity (Percent)															
		15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
Temperature (°F)	110	108	112	117	123	130	137	143	150								
	105	102	105	109	113	118	123	129	135	142	149						
	100	97	99	101	104	107	110	115	120	126	132	138	144				
	95	91	93	94	96	98	101	104	107	110	114	119	124	130	136		
	90	86	87	88	90	91	93	95	96	98	100	102	106	109	113	117	122
	85	81	82	83	84	85	86	87	88	89	90	91	93	95	97	99	102
	80	76	77	77	78	79	79	80	81	81	82	83	85	86	86	87	88
	75	71	72	72	73	73	74	74	75	75	76	76	77	77	78	78	79



## Air Quality Color Guide

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

### 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 MONDAY 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
- A Light Jacket if needed
- **Good Attitudes**

### **WHAT NOT TO BRING TO CAMP**

- Alcohol, Drugs, Weapons
- Animals
- Electronics (Cell Phones, Tablets, Air Pods, Video Games)
- Toys of any kind
- 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.

Parents may request a meeting with their counselor and the program director at any time. Such request must be made 48 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 Sr. Program Director immediately.

### **OUTSIDE AGENCIES:**

In an effort to provide a safe and orderly experience for our campers and visitors, we will follow the following protocol:

- Agencies/Staff will only be permitted to visit campers in programming if no other options are available for visits outside of the camp day.
- Agencies/Staff will choose virtual option whenever possible during camp hours.
- If Virtual is not an option, agencies/Staff will only be allowed to visit camp between the hours of 9:00AM – 10AM or 2:00pm-3:00PM or 5:00-5:45PM
- 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 AM – 10 AM.
- Once permitted to enter, agency staff must go through health screening, wash their hands and wear a mask while in the facility.
- If meeting space is provided in the facility, the agency/staff must follow social distancing guidelines.

### **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 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 Family Services 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 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 counselors from time to time. They make emotional, intellectual, physical and spiritual investments in the children and would appreciate your smile and kinds words.

Furthermore, please note, disorderly conduct from parents will not be tolerated. We reserve the right to terminate services in the event a parent/guardian or family representative become disorderly to our staff.

To ensure a safe program experience for counselors and campers, all campers must be potty-trained before the first day of camp.

## **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 mths 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](http://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](http://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 Chaperone  
Road Raleigh, NC 27603 May 2006**

The Johnston YMCA Day Camp 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.