



2021 Harris YMCA PARENT HANDBOOK

5900 Quail Hollow Road Charlotte, NC
Harris Day camp Office: 704 716 6858

harrisdaycamp@ymcacharlotte.org



REGISTRATION & FINANCIAL INFORMATION

REGISTRATION DEADLINES

Registration for ALL CAMPS close online the Saturday prior to the weekly start date at Midnight (Camps may still be visible online, but not available to purchase). In branch registrations close the Sunday prior at 7pm.

PAYMENT OF FEES

All payments for camp registration must be made in-person at the Sales & Service Center at the Harris YMCA or online. **Day Camp staff cannot take payments.**

Payment Policies

Member/Non Member rates are determined by the camper's YMCA membership status. All balances to date must be paid in full in order for a camper to attend a session. The appropriate deposits per child per session are required in order to register. If your membership status changes or financial assistance status changes before the week your child attends camp, the payment will be adjusted accordingly.

PROGRAM RATE ADJUSTMENT

As part of our My Y Pricing rate structure, an adjusted program rate is available to all who qualify. Both Members and Non Members must provide income verification at the Sales and Service Center in order to receive an adjusted program rate. Note: All program rate adjustments are subject to branch-specific, program-specific caps. Standard rates are set by each individual branch.

Deposits

- Deposits collected are deducted from the total balance due for camp.
- All registrations require a \$10 deposit for each session of camp.

Payment Options

- Pay in full at time of registration.
- Credit Card Draft. Pay deposit at time of registration and your credit card will be drafted as scheduled below.

Payment Schedule:

Camp Week	Balance Due In Full
Weeks 1 - 2	May 1, 2021
Weeks 3 - 4	May 15, 2021
Weeks 5 - 6	June 1, 2021
Weeks 7 - 8	June 15, 2021
Weeks 9 - 10	July 1, 2021
Weeks 11 - 12	July 15, 2021

Your camper will not be allowed to attend camp unless your balance is paid in full.

Credit Card Draft Policy/Late Payment

- A \$25 returned draft fee will be charged to accounts for all funds that are unable to be drafted on the scheduled payment due dates and subject to a \$25 late payment fee.

Cancellation/Transfer Policy

- Cancellations or requests for transfers must be received 8 days prior to the start of the requested camp week to qualify for a refund or transfer of money.
- Cancellations not received by the designated day will result in a forfeiture of all deposits and fees paid towards that camp week. Payments that have not been made will still be collected.
- Camp weeks that have not been paid in full will be cancelled 8 days prior to the start of the camp and will not receive a refund or transfer of funds.

CAMP INFORMATION

All camps will be held at the Harris YMCA unless otherwise stated in the camp information.

Hours For Full Day Camps

7:30 AM - 9:00 AM	Rides In
9:00 AM - 4:30 PM	Camp Program
4:30 PM - 6:00 PM	Rides Out

Hours for AM Half-Day Camps

7:30 AM - 8:30 AM	Rides In
8:30 AM - 12:30 PM	Camp Program
12:30 PM - 1:00 PM	Rides Out

Hours For PM Half-Day Camps

1:00 PM - 1:30 PM	Rides In
1:30 PM - 5:30 PM	Camp Program
5:30 PM - 6:00 PM	Rides Out

RECEIPT OF REGISTRATION & WELCOME EMAILS

You will receive an emailed receipt upon registration. The parent who is the primary account holder will receive an email the Wednesday prior to the session. If you do not receive a welcome email for and need more information, please visit our website or contact the day camp hotline to receive information for the week. Please note that if you choose to unsubscribe you will not receive any emails from the YMCA of Greater Charlotte, including these welcome emails. These emails will provide important information including drop off and pick up times and locations, camp specific details including field trip information or show times, what to bring, etc.

DESIGNATION OF INDIVIDUALS

AUTHORIZED TO PICK-UP

For the safety of your child, participants will only be released to the legal guardian or other adults listed on the camper's registration form. Every adult must present a photo ID during pick up. Thank you for helping to expedite this process by having your ID ready. **In the event that a child will be picked up by an adult not listed on the registration form, please update your account on the YMCA website.** Click "Manage My Family". Select the child you would like to update information for. In the drop down "Select an Action" box choose "View Emergency Contacts". Now you can add and delete Emergency contacts/ Authorized pick ups. * Be sure to choose "yes" for pick up. In addition, you can inform the Camp Office.

EARLY PICK-UP AND LATE ARRIVALS

If you will be picking up early, please send an email to harrisdaycamp@ymcacharlotte.org. If you pick up early without advanced notice, it may take up to 30 minutes to get your child. If you bring your child to any of our camps after their camp begins, you must sign in the child with the Camp Director or Cato Office Staff.

ARRIVING EARLY

Rides-in begins with supervision of children at 7:30 AM for full day camp and half day morning camps. Campers **MAY NOT** be dropped off at camp prior to 7:30 AM. Camp staff will be ready to greet your camper promptly at 7:30 AM. **Please do not let your camper arrive until a YMCA Day Camp staff member can greet you.**

LATE PICK-UP

It is important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00 PM (full day) and 1:00 PM (half day). The fee will be assessed at a rate of **\$1.00 per minute after 6:00 PM/1:00PM**. This fee must be paid before your child returns to camp.

ATTENDANCE

Please note that if your child misses one or more days of camp, the days cannot be made up or refunded. If your child is not feeling well, please do not send him or her to camp, and report any necessary information regarding exposure or symptoms to harrisdaycamp@ymcacharlotte.org

CUSTODY INFORMATION

In cases 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 our file expressly forbidding such parent from picking up the child from our program or from picking up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA/camp property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted.

HUDDLE ASSIGNMENTS

A huddle, assigned alphabetically and by grade level, is the group of children and counselors who are together for the week participating in camp activities. Unfortunately, we cannot always honor requests for campers to be paired in a huddle with another camper. Please send an email to harrisdaycamp@ymcacharlotte.org prior to the start of your child's camp week to make a request.

COUNSELOR TO CAMPER RATIO

We follow the YMCA of Greater Charlotte guidelines for counselor-to-child ratio. We maintain a counselor-to-child ratio of 1:6 for Under 2's, 1:8 for Preschool campers, 1:10 for Rising K – 5th Grade campers and 1:12 for Rising 6th – 9th grade campers.

EMERGENCIES

Routine scrapes and cuts will be treated by our staff. In the case of serious accident or illness, camp staff will contact you directly. In the event that you cannot be reached, the authorization signed on your health form allows the staff to provide prompt treatment. Please note that in the event of serious injury, 911 will be called first. Should there be any changes in the emergency contact phone numbers, please notify us promptly.

MEDICATION POLICY

If medication must be administered, you should allow for extra time to complete the following:

1. Please administer any medications at home before arriving at camp.
2. Bring medication directly to the Camp Office or the on the Monday morning of that session.
3. Complete a "Medication Authorization Form" provided by the Y with written instructions as to quantity, time to be administered and your name and phone number. The original container and directions from the pharmacy must be given.
4. If your child is transitioning from an AM camp to an PM camp, please be sure to communicate medication directions with both Camp Directors.

*If your child has unique circumstances that require additional attention, please contact the director prior to the start of camp.

SUNSCREEN

We are committed to making sure your child is safe from the sun. We strongly encourage you to pack your camper with **SPRAY ON SUNSCREEN** to help us stay in compliance with our Quality Standards. In addition we ask that you provide a sunscreen with at least an SPF of 30 that is "Waterproof". Campers should arrive to camp with sunscreen on – they will be reminded throughout the day to reapply. The Harris YMCA

does not provide sunscreen. Please notify our camp staff immediately if sun exposure becomes a problem so that extra precautions and applications can be made.

LOST ITEMS

Label everything! This will minimize the opportunity for your child to lose an item at camp. We have a "Lost and Found" in each camp program and we make special efforts to return lost and found items to campers. Any unclaimed items will be centralized to the Cato Education Center and kept until the upcoming Lost & Found day, and then will be donated to charity. Y staff are not responsible for misplaced items.

WHAT TO BRING TO CAMP

- Lunch Box Labeled with Name: Lunch is eaten in AM and Full Day camps
- Refillable water bottle
- 2 snacks (AM snack/PM Snack)
- Spray on sunscreen
- Swim bag with a clearly labeled swimsuit for camps that swim

WHAT TO WEAR TO CAMP

- Comfortable, light weight clothing that may get messy!
- Shoes appropriate for camp activities – closed toe shoes are required for some activities!
- Sunscreen!
-

WHAT NOT TO BRING TO CAMP

Some of our Specialty Camps may ask campers to bring specific toys/props for use in the program. Unless your child is specifically asked to do so, please refrain from bringing any of the following:

- Alcohol, drugs, or weapons
- Skateboards, scooters, Heelys or bicycles
- iPods, cell phones, tablets or other mobile devices
- Electronic games (including Nintendo DS)
- Toys, balls, playing/trading cards, etc.
- Anything you would be sad to lose.
- Peanut Products. We continue to take every precaution to protect all children from unwanted exposure to **Peanut Allergens**.

The YMCA is not responsible for lost, stolen, or damaged items.

COVID-19 POLICIES, PROTOCOLS & PROCEDURES

The YMCA of Greater Charlotte has a long history of prioritizing the health and safety of all camp participants to provide for a positive experience. And while this summer is no different, we know that camp protocols may change as new guidelines from local, state and federal agencies and partnering organizations update their requirements and recommendations. Please check the Y website for the latest updates. Below is an overview of the guidelines we have had in place during childcare this year, knowing that these are subject to change prior to the start of camp:

Personal Protective Equipment

- Staff will be required to wear face coverings when indoors and when unable to maintain at least six feet distance outdoors.
- All children 5 years and older are required to wear a face covering while participating in YMCA programs. Exceptions to this rule, per NCDHHS, include children who cannot tolerate face coverings due to developmental, medical and behavioral health needs.

Socialization at a Distance

- Our program will operate activities in spaces large enough to allow for appropriate social distancing, ensuring at least 6 feet of space per participant.
- Large group gatherings will not be a part of this program, and huddles will not interact with other groups of children or share a space with another group at the same time to limit exposure.
- Groups will be reduced to a maximum of 20 children, and will be staffed with consistent counselors.

Facility Sanitation

- Handwashing will be continued throughout the day on a regular basis for each child and staff member.
- The Y has added additional staff to disinfect facilities during the day and at the end of each day to ensure proper sanitation.
- The counselors will also be responsible for cleaning the area before leaving to outdoor activities

DISCIPLINE

The philosophy of our program is based on character development and the principles of caring, honesty, respect, responsibility and faith. It is expected that our staff show respect and courtesy to each participant and we expect each participant to show courtesy and respect to each staff and fellow camper. The staff will make every effort to relate to campers on an individual basis, however our staff-to-camper ratio does not permit for one-on-one attention to be provided.

When an issue occurs:

1. The child will be spoken to in hopes that discussion and redirecting the child to another activity is all that is required to correct the problem.
2. If the discussion and redirection do not help, the child will be put on a "break" for a short period.
3. Should problem behavior continue, the parent/guardian will be notified and documentation of the behavior, past and present, will begin.
4. If these steps do not correct the problem, the parent/guardian will be asked to meet in person to discuss corrective procedures.
5. Should this process prove unsuccessful and behavior problems are not corrected, the child may be suspended (for one or multiple days) or permanently dismissed from the program depending on the nature and frequency of issues.

In addition, the YMCA reserves the right to request the withdrawal of a camper 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 the enrolled campers due to the care needs or behavior of one camper.
- The camper is physically harmful to staff or other campers. This includes fighting, biting, kicking, pushing, hitting/slapping, etc.
- The camper displays use of inappropriate language, touching or conversation, or any other behavior deemed inappropriate by our staff.

SWIMMING

Safety is our top priority at the pool. Prior to entry into the pool, ALL campers 12 and under or those who show concern of ability will have their swimming ability tested and will then be placed into one of three swimming categories designated by **NO BAND/Non Swimmer**, a **YELLOW BAND**, or a **GREEN BAND**. The color of the band signifies a camper's skill level in the water and the areas and depths of the pools where they will be allowed to swim. Swim band colors and the skill levels they represent are as follows:

No Band/Non Swimmer: The camper is either a weak swimmer or a non-swimmer. Depending upon the camper's age and size, they will be restricted to either shallow water swimming in arm's reach of a counselor or swimming in the Kiddie Pool (two feet deep) pool. **A life vest must be worn at all times.**

Yellow Band Swimmer (Swim 15 ft. and float front/back unassisted): The camper is able to swim, but is not a very strong or comfortable swimmer. These swimmers will be allowed to swim in the big pool, however are restricted from using the slides or deep water diving area. For the safety of all, some yellow band swimmers may be required to wear a lifevest in that pool.

Green Band Swimmer (Swim 25 yds. horizontally, tread water for 1 min with full head and ears out of the water and jump into deep water and resurface): The camper is a proficient swimmer and has access to all areas and features of the pool.

If parents feel that their camper was assigned a swim band color that does not match their ability, they may request a second test by a member of the Lifeguard staff. A swim band is not a status symbol nor should it be treated as such. It is a means of insuring the safety of the campers during their pool time. **A child may only test for a swim band twice in one day. Campers will be tested each week.**

POOL RULES

Severe Weather: The YMCA requires immediate closure of all pools – indoor and outdoor – in the event that lightning or thunder is present in or around the area. Pools will remain closed until 30 minutes past the last visible lightning strike or episode of thunder. Thank you for helping us follow both health department and insurance regulations.

Contamination: In the event of water contamination of one of our pools, that pool will be evacuated and the appropriate measures taken. This type of event may cause a pool to remain closed for an extended period of time.

INCLEMENT WEATHER

For the most updated information, please refer to our Facebook page (Harris YMCA) or Twitter Feed (@HarrisYMCA)

Your child's safety and well-being are our top priorities. The Harris YMCA Camp Directors and staff pay close attention to weather each day. Camp programming is modified based on inclement weather (heat index or storm warnings). The YMCA reserves the right to cancel, delay or reschedule programs and field trips requiring the use of YMCA transportation based on inclement weather that could affect your child's safety and program quality.

If lightning is severe, and we feel conditions are unsafe, please understand that we will not risk the safety of our campers or staff no matter how long the traffic line is. As always, we will strive for safety as our number one goal.