



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



DAY CAMP

2020 PARENT HANDBOOK

STRATFORD RICHARDSON YMCA
1946 WEST BOULEVARD
CHARLOTTE, NC 28208
704 716 4800

ymcacharlotte.org

OUR MISSION

The YMCA is a Christian based organization that strives to “put Christian principles into practice through programs that build a healthy spirit, mind and body for all.” Our focus at day camp is to encourage campers to demonstrate 5 key character traits that include: Caring – Honesty – Respect – Responsibility - Faith

OUR GOALS and Philosophy

Our goal at YMCA Day Camp is to help your child learn and grow through our carefully planned, mission-centered program curriculum that teaches your child to make healthy choices, build relationships, develop new skills and become a servant leader.

NON-DISCRIMINATION POLICY

The YMCA of Greater Charlotte recognizes the individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, sexual orientation, ability or cultural identity.

DEVELOPMENTAL AND PHYSICAL NEEDS

The YMCA will make every reasonable accommodation possible to serve all children regardless of their developmental or physical abilities. Please contact the camp director at least two weeks in advance to discuss modifications that would be helpful in the success of your child at YMCA day camp.

CAMP COUNSELORS

The Stratford Richardson YMCA is committed first and foremost to the safety of your child. We place strong emphasis on safety standards by offering a remarkable counselor to camper ratio and requiring our counselors to complete 30 hours of pre-camp training, including CPR, First Aid and AED training. All YMCA staff go through background checks and drug screenings prior to hiring.

Counselor to Camper Ratio	
Kindergarten	1:8
1 st -5 th Grade	1:10
6 th – 10 th Grade	1:12

A full time professional staff member relates to each camp. They can be reached at the following numbers:

Youth Program Coordinator Cheva Francis 704-716-4829 Cheva.Francis@ymcacharlotte.org
Sr. Program e Director Veronie Gamble 704716-4889 Veronie.Gamble@ymcacharlotte.org

FINANCIAL ASSISTANCE

The YMCA is committed to providing quality programs regardless of one’s ability to pay the standard fees. Our financial assistance program, MY Y Program Pricing is available for those who would otherwise be unable to enjoy the benefits of YMCA programs. Eligibility is determined based on applicant’s income and is administered on a sliding scale. The My Y Program Pricing application must be submitted and approved before registering your child(ren) for camp. Please inquire at the Sales & service desk for more information.

ADMISSIONS AND ENROLLMENT

Each Camper must submit the following for enrollment:

1. Completed Registration Form/Application
2. Immunization Record
3. Valid Bank/Credit Card on file to reserve camp weeks. Card will be drafted for scheduled payments.

PAYMENT POLICY

Fee Collection Process

1. Payment will be made at the Sales & Service Desk
2. Payment receipt will be issued at time of payment. Please retain your receipts for your records.

Activity Fee

Activity fee of \$10.00 per camper is required for each week of camp. Except Week 9 which will require \$43 for the all day offsite fieldtrip.

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 Information

I hereby authorize the YMCA to initiate debits from the BANK/CREDIT CARD information provided to the YMCA at the time of sign up. The authority is to remain in effect until YMCA has received 15 days written notification from me of the termination of this agreement, or until the YMCA or BANK/ CREDIT CARD has sent me 15 days written notice of the YMCA's or BANK/CREDIT CARD's termination of the agreement. The YMCA will send a 15- day notification of any change in the amount to be drafted. Should my program draft not be honored by my BANK/CREDIT CARD for any reason, I realize that I am still responsible for that payment and subsequent attempts to draft my account for past due balances, including a YMCA \$25 service charge. This is in addition to any service fee my BANK/CREDIT CARD may make. ***Parent Signature needed on last page of this handbook.**

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. **If payments are not made by the due date and card is not on file to draft, the space will not be reserved and the camp week will be canceled.**

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 **to another camp week.**
- Cancellations not received by the designated day will result in a forfeiture of all deposits and fees paid towards that camp week.

Denial of Camp Services

DAY CAMP PAYMENT SCHEDULE		
Week	Camp Dates	Due on or Before
1	June 15 – June 20	June 5
2	June 22 – June 26	June 12
3	June 29 – July 3	June 20
4	July 6– July 10	June 26
5	July 13 – July 17	July 3
6	July 20 – July 24	July 10
7	July 27 – July 31	July 17
8	August 3 – August 7	July 24
9	August 10 – August 14	July 31
10	August 17 – August 21	August 7
11	August 24 – August 28	August 14

The Stratford Richardson YMCA reserves the right to deny camp/Afterschool services if one or more of the following conditions exist:

1. The camper is not participating in or benefiting from the program.
2. The staff cannot provide adequate or safe care for the camper.
3. The staff cannot provide adequate or safe care to other enrolled campers due to the behaviors of a camper. (See Discipline Policy)

DISCIPLINE POLICY

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. The staff will make every effort to relate to campers on an individual basis.

- Staff will help participants learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of others.
- Every effort will be made by the staff to enlist the cooperation of the children and parents to solve problems.
- There is no financial refund or compensation for time missed due to behavioral problems.
- **Abide and Adhere to our Zero Tolerance Policy.**

*UNDER NO CIRCUMSTANCES WILL PHYSICAL ATTACKS BE ALLOWED AT CAMP. CAMPERS WHO ARE PHYSICALLY HARMING TO STAFF OR OTHER CAMPERS WILL BE DISMISSED FROM CAMP IMMEDIATELY. HARMFUL BEHAVIOR ALSO INCLUDES ANY TYPE OF SEXUAL TOUCHING OR CONVERSATION.

PARENT UNDERSTANDINGS:

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

PARENT EXPECTATIONS

Going off to summer camp is a very exciting experience for campers and parents. It is natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information from "our most experienced parents" will minimize first day anxiety:

- Attend Camp Orientation listed on Page 1 of Camp Guide
- Wear "Play Clothes". Campers are very active during the camp day
- Label all of your camper's belongings
- **Abide and Adhere to our Zero Tolerance Policy. (See page 10)**

Parent Orientation

Be sure to attend one of our Parent Orientations to receive your campers t-shirt and other information. If you can not make it to any of the parent orientations, the fore mentioned information will be available at our Sales & service Desk. Unfortunately, size and quantity of t-shirts cannot be guaranteed.

AUTHORIZED TO PICK UP

For the safety of your child, participants will only be released to the legal guardian or responsible adult **at least 18 years of age** listed on the camper's registration form. Every adult must present a photo ID during 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. Thank you for helping to expedite this process by having your ID ready

CUSTODY ISSUES

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.**

INTOXICATION

- Your child's safety is our priority. At times we are called to make judgements concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, the staff may have no choice but to contact the police. Inform the parent that the child's safety is our number one priority and we are concerned with the parent's ability to drive at the present time.
- We CAN NOT PREVENT THE CHILD FROM LEAVING WITH THEIR PARENT.
- Be prepared to call the police to report the car description and license plate number in the event that the parent decides to drive with the child despite our concerns.
- Complete and incident report and call Kim Conroy(Risk department) ASAP if and when 911 is contacted

RIDES-IN & RIDES-OUT RELEASING CAMPERS

During camp season, Stratford Richardson YMCA provides a rides-in and rides-out car door service in our rides-in/out lane to our campers. Parents should come to a complete stop and let the camp staff person open and close the door for the children. Parents must also sign the children IN on the given sheet. If a parent wishes to communicate with camp, they can either and the counselor a note or park and speak to the morning lead counselor. Seat belts must be worn at all times.

EARLY PICK-UP AND LATE ARRIVALS

We encourage you to leave your child at camp until the camp day ends so they will not miss out on any activities that day. We understand that there will be exceptions and when these occur, please send a note to your child's counselor. Early pickups done prior to 4:00 pm; Parents must come inside to the Membership Desk. The Membership Rep will then check the ID for authorize Pick- up for the requested child. The parent will sign the child out and the Membership Rep will then walkie – talkie camp staff to bring the child for dismissal. If you bring your child after 9:15am you must sign the child in at the Membership Desk and walk your child to the gym to join their group.

LATE PICK-UP AND LATE FEE

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up on time at 6:00pm. We understand that emergencies come up causing parents to be late; in this instance please contact our Membership Desk at 704-716-4800 to notify the Summer Camp program. A late fee of \$1 per minute will be charged if a child is not picked up by closing time. This fee must be paid by Monday morning of the up coming week in order for the student to return to the YMCA Summer Camp program. Repeated or habitual Late pick-ups will result in the termination of your child from our program.

ARRIVING EARLY

All camps begin with supervision of programs at 7:00 am. Camper's 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 from camper's arriving early. Camp Staff will be ready to greet your camper promptly at 7:00 am. **Please do not let your camper out until a YMCA Day Camp staff member greets you.**

PARENT INVOLVMENT

We welcome parents to come and be apart of special events at our camp program. See our weekly camp newsletter for more information about specific times and events. If you are interested in giving back by volunteering with us, please visit www.ymcacharlotte.org/stratfordrichardson for more information about these opportunities.

EVALUATIONS- We need your comments, input and ideas on how to make our day camp programs better to serve you and your child (ren). Net Promoter Surveys will be delivered three (3) times during the summer. Please take time to take and respond to these surveys. These surveys will be delivered either by email or a phone call from a third party company. Your feedback is very important to us as we strive to better serve you. This allows us to make necessary changes in the program and to recognize staff that is providing outstanding service to you and your family through the summer camp programs. .

COME VISIT-You are always welcome to visit camp. We also encourage you to talk with our camp staff or the Camp Coordinators about the program and any needs or special successes your child is experiencing. You can request to do so with the Coordinators and a scheduled time and provisions will be made for this meeting.

FAMILY INVOLVEMENT-One of our goals is to strengthen families-whether single parent, two parents, or other legal guardian. During the summer we will offer special family activities that will start after normal program hours. We encourage you to participate.

Volunteering-Opportunities for parents to volunteer may arise. You must first complete a volunteer application at our branch along with its screening process. Then you must wait for the appropriate approvals stating that you are cleared to be a volunteer. Once you are "cleared" you will be scheduled for and attend our volunteer orientation. After we receive confirmation of orientation. The Coordinators will delegate and schedule times for you to come in and volunteer with us. * Volunteers MUST follow the guidelines given in the Volunteer Application.

PARENT COMMUNICATION

- Our primary form of communication about your campers experience prior to camp and during the summer months will be via email. Please make sure we have the current email address for the primary account holder.
- You will be receiving a reminder email the Friday before each camp session begins directing you to information on our Camp Central pages with additional details about your child's schedule camp activities, what to pack, where to drop-off, etc. These camp web pages are updated every Friday by 12:00pm.

LOST ARTICLES- LABEL EVERYTHING!!

Labeling will minimize the opportunity for your child to lose an item at camp. We do provide lost and found. As always, we are making special efforts to return lost and found items to campers. All labeled items found will be returned to campers. Any unlabeled items will be kept for two weeks and then donated to charity. You are welcomed and encouraged to come in and check lost and found for your child's items.

TRANSPORTATION

Stratford Richardson YMCA will transport children in 15 passenger mini buses or any other authorized vehicles. Driver's of YMCA vehicles have been trained and certified to operate these vehicles. These vehicles are used to transport children periodically between program activities. Children are made aware of the following rules when being transported in YMCA Vehicles.

- o Children must remain seated at all times
- o Children must talk quietly and do not disturb the driver
- o No body parts or objects are allowed to be outside the bus windows
- o Children must clean up all trash before leaving the bus
- o Children are not allowed to eat in the bus

*All transportation in inclement weather will be suspended on our authorized vehicles until it is deemed safe to transport. If transportation is suspended for a significant amount of time parents are responsible for and must make arrangements for alternate transportation/pick-up for their child.

MEDICATIONS

Please administer all medications at home before arriving at camp. If medications are required during the camp day, a "Medication Authorization Form" must be filled out and provided to the camp office staff in the original container. All medication including over the counter items must be dispensed by the camp office personnel. Please contact the camp director if your child's allergy requires special consideration.

*These guidelines are for your child's safety. Should you have any questions, please Cheva Francis at 704-716-4829.

EMERGENCIES/First Aid

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.

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all its programs. It is the program participant's responsibility to provide their own accident insurance coverage. Parents/guardians include their personal health insurance information in the space provided on the camper health history/release form provided for registration. This information will only be used to facilitate outside medical treatment if required. In the event of serious illness

or accident, the parents will be notified at once. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child, should services be required while attending camp.

ILLNESS

Stratford Richardson YMCA cannot provide care for sick campers/children. A child who is sick before camp begins should be kept home for his/her safety and the safety of others. If a camper has any sign of illness or fever, the parent will be called to pick up the camper. If a camper has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the camper. If a parent cannot be reached, the staff will call the emergency number listed on the camper's registration form. There are not refunds for days missed due to illness.* Remember appropriate vitals will be taken prior to the contact of the parents.

ABSENTEE POLICY

If a child does not attend camp two or more days in a row a parent and/or guardian listed on the paperwork will be contacted to check on the child and to make sure no miscommunication of registered weeks has taken place during registration or parent orientation. If for some reason you know in advance days your child will not be attending camp please inform Camp staff as soon as possible.

INCLEMENT WEATHER

In the event that light rain is falling, we may still hold outdoor scheduled camp activities outdoors. If thunderstorms and/or bad or heavy rain do exist we will not participate in any outdoor activities until it is safe to return outdoors. If rain or thunderstorms occur during ride in or out, the process will still occur in the same fashion. Please have your campers wait for the staff to escort your child safely inside the building or to your car. Please exercise patience. We will go as fast as possible during these conditions. Please understand we will not risk the safety of our campers or staff no matter how long the traffic line. 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.

WHAT TO BRING TO CAMP

- Lunch (optional)
- Afternoon snack (optional)
- Water bottle (optional)
- Swimsuit and towel (**goggles**, aqua shoes are optional)
- Appropriate clothing for the weather and Tennis shoes/sneakers

WHAT "NOT" TO BRING TO CAMP

(Leave at Home):

Camp is a natural setting to retreat from electronic technology and to discover low tech activities, friendships and nature. The YMCA is not responsible for lost, stolen, or damaged items or valuables. Objects that may be dangerous are also prohibited. Items to leave at home include:

- o Toys
- o iPods/MP3 players
- o Radios
- o Electronic games (Nintendo/PSP/Gameboy)
- o Walkie-talkies
- o Cellular phones
- o iPads/tablets
- o Kindles/Nooks/e-Readers
- o DVD players
- o Firearms
- o Fireworks
- o Knives
- o Matches
- o Lighters
- o Wheelie shoes
- o Aerosol products

PARENTS PLEASE HELP US WITH THESE REQUESTS. WE DO NOT WANT SOMETHING PRECIOUS TO YOUR CHILD TO BE LOST OR BROKEN and are NOT held responsible. THANK YOU VERY MUCH!

HOURS OF OPERATION

Program Hours: 9:00 a.m. – 4:00 p.m.

Pick-up and Drop-off Hours: 7:00a.m. – 9:15a.m. and 4:00p.m. – 6:00 p.m.

PROGRAM CONTENT

**Swimming	Academics	Arts and Crafts	Sports	Meditation
Outdoor Time	Open Assembly	Devotions		Character Development
Health and Wellness	Literacy			

****SWIMMING: Campers Must Dress Out to Swim**

- Campers are all swim tested to assess their swimming capabilities.

Healthy Eating and Physical Activity (HEPA) Standards

In response to a call by First Lady Michelle Obama and the Partnership for a Healthier America, the Y has expanded its longtime commitment to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards. Based, in part, on years of research with key partners, the HEPA standards will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity. We strive to meet the following standards:

- Water is accessible and available to children at all times, including at the table during snacks and meals.
- Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.
- Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible.
- Y staff will model active living by participating in physical activities with children.
- Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children's exposure to commercials and ads marketing unhealthy foods.

Child and Adult Care Food Program (CACFP)

Our Childcare Center also participates in the Child and Adult Care Food Program (CACFP) a Federal program that provides healthy meals and snacks to children receiving childcare during the school year.

Congress established the Child Care Food Program in 1968 to improve the health of children in child care centers both by improving the nutritional quality of meals and by promoting

healthy eating. The program is run nationally by the Food and Nutrition Service, an agency of the United States Department of Agriculture (USDA).

CACFP Meal Requirements:

The meals must include the following components to qualify:

- Breakfast: Milk, fruit or vegetable or 100% juice, bread or cereal.
- Lunch or supper: Milk, meat or meat alternate, fruit or vegetable (2 servings), bread or alternate.
- Snack: Serve at least 2 of the 4 components: Milk, meat or alternate, fruit or vegetable, bread or alternate.

Child Nutrition Summer Food Service Program

Our Camp participates in the Summer feeding program through Charlotte-Mecklenburg Child Nutrition Services during the summer months, using the same Meal Requirements in accordance with the Federal Law and U.S. Department of Agriculture policy.

YMCA of Greater Charlotte Code of Conduct

The YMCA of Greater Charlotte is committed to providing a safe, comfortable, and welcoming environment for all and we ask all persons to act maturely, behave responsibly, and to respect the rights and dignity of others at all times when in our facilities, on our property or participating in our programs.

Our Code of Conduct below outlines prohibited actions. This list is not all-inclusive, and the YMCA reserves the right to deny, suspend or revoke membership/access privileges to any person if, in the YMCA's sole discretion, the actions/inactions of a person are detrimental to the health, safety, or enjoyment of its employees, volunteers, members, or participants.

- Card sharing, presenting false identification, or and intentional abuse/non-compliance of YMCA policies
- Using or possessing alcohol or illegal drugs on YMCA property, in YMCA vehicles or facilities, or at YMCA-sponsored programs is prohibited
- Smoking on YMCA property – all of our YMCA buildings and grounds are smoke-free environments
- Carrying or concealing a weapon of any kind
- Harassment, verbal abuse or intimidation by words, gestures, body language, or any type of menacing behavior
- Physical contact with another person in an angry, aggressive, or threatening way
- Inappropriate sexual conduct including explicit conversations or any sexual contact with another person
- Theft or behavior that results in the destruction or loss of property
- Loitering within facilities or on the grounds of a YMCA
- Use of cell phones in locker room or bathrooms
- Wearing inappropriate (i.e. contains profanity or illegal product marketing), immodest, or revealing attire

- Use of social networking websites in a manner that is contrary to the YMCA's mission, is detrimental to the community or is in violation of the law
- Any behavior or activity that is against the law

In addition, the YMCA reserves the right to deny access or membership to any person who is a registered sex offender, has been arrested for or convicted of any crime involving weapons, violence, sexual abuse, or the sale, possession and/or transportation of illegal drugs.

Please notify a YMCA staff person immediately if there is an accident, injury, unusual incident or you believe that that this Code of Conduct is being violated.

Suspension or termination of YMCA membership may result from a violation of this Code of Conduct. While an incident is being investigated, the membership of the person(s) accused of violating this Code of Conduct may be temporarily suspended pending a final decision.

Zero Tolerance Policy

We are excited to have you and your children participate in the Summer Camp program at the Stratford Richardson YMCA. We take great pride in providing an avenue for our young people to extend and reinforce their overall development.

During the time that we spend with the youth in our program, it is our desire to demonstrate the core values of the YMCA: respect, honesty, caring, responsibility, and faith. As we continue to grow and enhance the quality and safety of our program, we are implementing a **"Zero Tolerance" policy** for inappropriate behavior. This policy will include interaction amongst other parents in the program, all YMCA staff, and youth.

Throughout the year, we will be working very hard to ensure that your children are immersed in an environment that is safe and nurturing for their development. The Zero Tolerance Policy assures that violation of the attached YMCA of Greater Charlotte **Code of Conduct will NO LONGER BE PERMITTED to occur.**

Policy Enforcement will include:

1. Individual may be given a warning for inappropriate behavior (**youth only**). Suspension and/or termination of services will follow if the behavior continues.
2. For Parents, an immediate internal investigation will occur and the leadership staff will determine if immediate termination of enrollment in the program and/or the individual may be asked not to return for other YMCA activities.
3. For Staff, an immediate internal investigation will occur and the YMCA Human Resource Department will work with leadership staff to determine if disciplinary action is necessary.
4. Other sanctions as deemed necessary may be enforced.

If you have any questions regarding this policy, please feel free to contact me directly at 704.716.4889. We are anticipating a great 2020 Camp Season and we thank you for choosing the Stratford Richardson YMCA!

Veronie Gamble
Sr. Program Director

Acknowledgement Form

I, _____ (Parent Printed Name), the parent of
_____(Child Printed Name), acknowledge that I have received a copy of the Stratford Richardson YMCA Parent Handbook and the Summary of the North Carolina Child Care Law and Rules. I have also read, understand, and accept all policies and procedures, which includes the **YMCA of Greater Charlotte Code of Conduct**, the **Zero Tolerance policy** and the **Healthy Kids and Physical Activity (HEPA)** standards stated in this handbook governed by the Stratford Richardson YMCA.

(Parent Signature)

(Date)

***I hereby authorize the YMCA to initiate debits from the BANK/CREDIT CARD information provided to the YMCA at the time of sign up. The authority is to remain in effect until YMCA has received 15 days written notification from me of the termination of this agreement, or until the YMCA or BANK/ CREDIT CARD has sent me 15 days written notice of the YMCA's or BANK/CREDIT CARD's termination of the agreement. The YMCA will send a 15- day notification of any change in the amount to be drafted. Should my program draft not be honored by my BANK/CREDIT CARD for any reason, I realize that I am still responsible for that payment and subsequent attempts to draft my account for past due balances, including a YMCA \$25 service charge. This is in addition to any service fee my BANK/CREDIT CARD may make.**

(Print Parent First , Last Name)

(Date)

(Parent Signature)

(Date)

STRATFORD RICHARDSON YMCA SUMMER CAMP FAQs

Q. How old does my child need to be to attend camp?

A. The Stratford Richardson YMCA offers Day Camp for children age 5 (currently enrolled in kindergarten) to age 12.

Q: If I register online do I still have to come into the branch?

A: Yes. As a licensed 5 star childcare facility we are required to have a copy of each child's immunization record and live signatures on all documents.

Q. Can my child have lotion, creams, sunscreen etc.?

A: No. Any items such as lotions, creams, Vaseline, medication, or simply stating keep out of reach of children is not permitted and may pose a health or safety treat to your child or other children. Any item of this nature must be accompanied by a doctor's note, a YMCA Medication Waiver, and be in its original container. Moreover, Camp Leadership Staff must have a medication meeting with the parent or guardian of a child when turning in a doctor's note for needed items.

Q: Am I required to attend a Parent Orientation session prior to my child's first day of camp?

A: Yes. All parents are required to attend a Parent Orientation prior to their child's first Day of camp. Parent Orientation sessions provides important information and review of your child's needs for the summer.

Q. What are the drop off and pick-up times for camp?

A. Drop off begins at 7:00 AM for day camp. Pick up is 6:00 PM and a late pick up will result in a charge of \$1.00/minute per child after the required pick-up time. Children can be dropped off and picked up in the rides in/out area.

Q. Who is caring for my child while he/she is at camp?

A. Great counselors! We hire counselors with excellent character, strong values, enthusiasm and experience working with kids. Before camp starts, we add to their skills with more than 30 hours of instruction in training such as child development, first aid and conflict resolution.

Q. Our summer plans have changed. How do I cancel a session of camp?

A. If you need to cancel a camp session, it must be submitted in writing two weeks (8 days) prior to the start of the session. Advance notice is required to receive a refund, less the non-refundable deposit.

Q. When should my child wear the camp t-shirt?

A. Day Camp t-shirts need to be worn on field trip days, this will help assist with our campers identification.

Q. How do I switch to a different session of camp?

A. If you need to transfer a camp session, it must be submitted in writing two weeks (8 days) prior to the start of the session. Change forms are available at the Sales & Service Center. We regret we are unable to accept changes via phone, fax or email. Changes to different sessions will only happen if space is available for the new requested session.

Q. What is the payment and refund policy?

A. Fees not paid according to the payments schedule will result in the camper being removed from the session. It is in your best interest to keep a copy of your receipt for each payment. A cancellation form must be completed two weeks prior to the withdrawal date. If cancellation is not received 8 days prior, there is no refund granted. The registering party will be held responsible for following the cancellation timeline.

Q: What is the drop-off, pick-up and release policy?

A. The Stratford Richardson YMCA Summer Camp staff wants to ensure your child's safety while participating in our program. An authorized adult (18 years of age or older) must sign the child in and out each day. It is required by state law to sign your child/ren out when you pick him / her up. Moreover, a late pick up will result in a charge of \$1.00/minute per child after the required pick-up time.

Q. Will I have to show a valid photo ID?

A. Anyone picking up a camper from camp must be listed as an authorized pick-up and will be required to show a valid photo ID at the time of pick-up.

Q: Will my child have to wear a life jacket if they can not swim, while in the pool?

A: Yes. All children in camp regardless of size or age must wear a life jacket if they can not swim. We do offer beginning swim lessons during camp, while space is available. Also the YMCA offer swim lessons for all ages, you can register at the Sales & Service desk.

Q: Do I have to pay my child’s activity/fieldtrip fee?

A: Yes. Activities fees are a required per child, per week he/she is registered for camp. The fieldtrip fee for week 10 will allow your child to participant in the all day offsite trip, which our all of our camp will experience.

Q: Will my child go outside when it is hot?

A: Yes. The children will go outside everyday. However, 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.

Child Care Weather Watch

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
Relative Humidity (Percent)														
Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												



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"> ■ Conserve energy: drive less and use less electricity. ■ Carpool, use public transportation, bike or walk whenever possible. ■ Keep your car, boat, lawnmower and other engines tuned and maintained. ■ Keep tires properly inflated and wheels aligned. ■ 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.
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.	



STRATFORD RICHARDSON POLICIES AND PAYMENT AGREEMENT

RESPONSIBLE PARTY AGREEMENT

I understand that whoever completes the registration form for this child will be held responsible for all payments to be made regarding Summer Camp. Moreover, no party, other than those listed as the "Parent / Guardian" will be permitted to alter any information in this registration packet including, among other things, the authorization of any party signing this child out of the program. Any changes that need to be made will be made in writing and submitted directly to the Family Services Director or Coordinator.

DROP-OFF, PICK-UP, AND RELEASE POLICY

The Stratford Richardson Camp Staff want to ensure your child's safety while participating in our program. An authorized adult (18 years of age or older) must sign the child in and out each day. It is required by state law to sign your child(ren) out when you pick him/her up. Moreover, a late pick up will result in a charge of \$1.00/minute after 6:00pm.

TRAVEL AND ACTIVITY AUTHORIZATION

I give permission to the Stratford Richardson YMCA for my child to participate in trips in the bus and field trips away from the facility. I understand that the facility will use the appropriate child restraint device and abide by all the safety rules when my child is transported in a vehicle. The facility will also notify me each time that my child is to participate in an activity that would involve transportation.

PLAY OUTSIDE FENCED AREA

In addition, if the facility has planned activities outside the fenced area of the facility, I will allow my child to play outside the fenced area of the facility. (This statement is required by law)

NC CHILD CARE CODE

I have received a copy of the Summary of North Carolina Child Care Rules and Laws (required for licensed site participants).

PARENT HANDBOOK

I have received the Stratford Richardson YMCA Summer Camp Parent Handbook. I understand that it is my responsibility to read through the entire handbook. I do hereby state that I have read and received a copy of the facility discipline and behavior management policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

STRATFORD RICHARDSON AQUATICS POLICY

Summer Camp participants will swim on scheduled days during the 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/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 camp, or the participants first swim day. 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 Stratford Richardson 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.

I have received the Stratford Richardson 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 Stratford Richardson YMCA Youth Services Department.

YMCA DISCIPLINE POLICY

Name of Center: Stratford Richardson YMCA

Date Adopted: 08/25/2011

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 the 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.
-

I, undersigned parent or guardian of _____, do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

I have read and agree to all of the policies set forth by the YMCA of Greater Charlotte and by Stratford Richardson YMCA Summer Camp Program.

CHILD NAME (Print)

PARENT/GUARDIAN NAME (Print)

PARENT/GUARDIAN SIGNATURE

DATE

**STRATFORD RICHARDSON YMCA
Camp Payment Form**

Camper's Name: _____

Date of Birth: _____

Please select one of the payment options below. Payments are due in full 10 days prior to the start of each camp week.

- Pay in full at the time of registration for the full cost of the program, not just the activity fee.
- Credit Card Draft – Please automatically charge my credit card for the camp payments due according to the payment schedule outlined on the 1nd page of the registration form. Please use the credit card provided to the membership staff ending with the last four digits of _____ with the following name on the card: _____.

A \$25 service fee will be added to your account for any returned payments.

Parent Signature: _____ Date: _____

Staff's Signature: _____ Date: _____

Business Office Signature: _____ Date Completed in Personify: _____

Order Number: _____ Member Number: _____

DATE Received: _____

DAY CAMP CLUB SELECTIONS FORM

(Club form must be completed by parent online through YCamp Life at the time of registration.
 (This paper copy is to keep for your records)

CHILD'S NAME: _____

- _____ COMPLETED CAMPER REGISTRATION WITH SELECTED WEEKS CHECKED
- _____ HEALTH FORM AND IMMUNIZATION DATES RECEIVED
- _____ CARD ON FILE TO DRAFT CAMP TUITION AND ACTIVITY FEE

Please mark choices as 1(1st choice), 2(2nd choice), 3(3rd choice), 4(4th choice), 5(5th choice) for each registered week. Swimmer club can only be selected for the swimmer's skill level.

CHECK WEEK Attending	SPORTS CLUB		THEMED CLUBS			5yrs CLUB ONLY (Rising K must choose this club)
	SWIM TIME: BEGINNERS	FLAG FOOTBALL	TECH HEADS	CHEERLEADIN G	ARTS-R-US	
1 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
2 <input type="checkbox"/>	<input type="checkbox"/>	INDOOR SOCCER <input type="checkbox"/>	<input type="checkbox"/>	MAD SCIENCE <input type="checkbox"/>	HIP HOP <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
3 <input type="checkbox"/>	SWIM TIME: YELLOW BAND <input type="checkbox"/>	BASEBALL/ T-BALL <input type="checkbox"/>	<input type="checkbox"/>	KIDS FITNESS <input type="checkbox"/>	KITCEN KIDS <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
4 <input type="checkbox"/>	<input type="checkbox"/>	OUTDOOR SOCCER <input type="checkbox"/>	<input type="checkbox"/>	POWER PUFF KIDS <input type="checkbox"/>	ARTS-R-US <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
5 <input type="checkbox"/>	SWIM TIME: BEGINNERS <input type="checkbox"/>	BASKETBALL <input type="checkbox"/>	CHEERLEADING <input type="checkbox"/>	YOUNG ENGINEERS <input type="checkbox"/>	KITCHEN KIDS <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
6 <input type="checkbox"/>	<input type="checkbox"/>	FLAG FOOTBALL <input type="checkbox"/>	<input type="checkbox"/>	KIDS FITNESS <input type="checkbox"/>	ARTS-R-US <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
7 <input type="checkbox"/>	SWIM TIME: YELLOW BAND <input type="checkbox"/>	INDOOR SOCCER <input type="checkbox"/>	<input type="checkbox"/>	HIP HOP <input type="checkbox"/>	MAD SCIENCE <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
8 <input type="checkbox"/>	SWIM TIME: GREEN BAND <input type="checkbox"/>	BASEBALL/ T-BALL <input type="checkbox"/>	<input type="checkbox"/>	KIDS FITNESS <input type="checkbox"/>	KITCHEN KIDS <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
9 <input type="checkbox"/>	<input type="checkbox"/>	OUTDOOR SOCCER <input type="checkbox"/>	<input type="checkbox"/>	POWER PUFF KIDS <input type="checkbox"/>	ARTS-R-US <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
10 <input type="checkbox"/>	SWIM TIME BEGINNERS <input type="checkbox"/>	BASKETBALL <input type="checkbox"/>	CHEERLEADING <input type="checkbox"/>	YOUNG ENGINEERS <input type="checkbox"/>	KITCHEN KIDS <input type="checkbox"/>	Little Adventurers <input type="checkbox"/>
11 <input type="checkbox"/>	CLUB Options not offered this week, Traditional Day Camp occur full day.					

Parent Orientation for Camp is required (Select one Date):

Saturday, May 30 1:00pm _____

Saturday, June 6 11:30pm _____

Staff Initial: _____