



STRATFORD RICHARDSON YMCA **CAMP 2022** **FAMILY HANDBOOK**

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

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, 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.

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 STAFF

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. If you have any questions about our summer camp staff, please contact a member of our camp leadership Team.

Staff Training:

- All Staff are required to complete 30+hours of camp training hours including, Coronavirus Training, CPR, First Aid and AED, background check, drug screening, Social Emotional Learning and Child Development Milestones prior to first day of program. We take pride in the expectation we set for our program staff and evaluate them on a regular basis.

Staff Personal Protective 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.

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

ADMISSIONS/ ENROLLMENT PROCEDURES

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

1. Copy of your child’s immunization records
2. COMPLETED Registration Form
3. Signed Discipline and Behavior Management Policy
4. Signed Swim Waiver
5. Field Trip Permission Slip Form and Waiver
6. If you receive Child Care Resources (CCRI) funding for your child, you will need to submit the voucher NO LESS THAN two weeks before your child’s arrival in the program.

FINANCIAL ASSISTANCE

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 Program Pricing application must be submitted and approved before registering your child for camp. Please inquire at the Sales & Service desk for more information.

FINANCE POLICY

The full session balance must be paid by 5 PM on the designated date below for each session. Please note that the credit card used at check-out will be used for future day camp balances. By signing, you are authorizing the YMCA of Greater Charlotte to automatically draft your credit card for future payments in this 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 your branch at least fifteen 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.

Any balance due for each session must be paid in full before the camper can attend the session. If payment is not received in full by the deadline, the camper will be removed from the session. Parents must have acceptable forms of payments include cash, credit cards or money orders.

Please note: Voucher holders with parent fees must be paid monthly. For additional information about payments, methods, and options, please feel free to contact our YMCA Business Office at 704 716 6504. In addition, if fees are not paid, voucher holders are subject to benefit termination from sponsoring party. Lastly, voucher benefits do not cover the cost of activity fees or field trip fees. These fees are the responsibility of the parent.

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.

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.

Payment Options

- Pay in full at time of registration.
- Payment in Person (before 5PM on designated date below)
- 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.

CAMP PAYMENT SCHEDULE		
Week	Camp Dates	Due on or before
1	June 13 – June 17	6/3/22
2	June 20 – June 25	6/10/22
3	June 27 – July 1	6/17/22
4	July 5 – July 8	6/24/22
5	July 11 – July 15	7/1/22
6	July 18 – July 22	7/8/22
7	July 25 – July 29	7/15/22
8	August 1 – August 5	7/22/22
9	August 8 – August 12	7/29/22
10	August 15 – August 19	8/5/22
11	August 22 – August 24	8/12/22

Denial of Camp Services

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
4. behaviors of a camper. (See Discipline Policy) Refunds will **not** be granted for denial of services due to behavior concerns.

ATTENDANCE

The Stratford Richardson YMCA takes attendance daily of all participants in its programs. This is an accountability and safety precaution by our staff for the wellbeing of our Campers. Each morning, attendance will be taken in all groups. Attendance will also be taken throughout the day. CCRI allows for ten absences each month for children receiving subsidies. The YMCA is accountable for submitting all attendance records to CCRI. If a child misses more than the allotted ten days, we are mandated to report these absences to CCRI.

In the event that your child will be absent from programming, counselors will notify the Youth Services Office, and someone from the leadership team will make contact with you. In addition, if your child will be absent please contact the office at 704 716 4848 before 9:00 AM. Campers arriving after 9:00 AM without prior contact and/or approval will not be accepted that day.

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, such as caring, honesty, respect, responsibility and faith. This facility will practice the following discipline and behavior management policies.

WE DO:

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



WE DO NOT:

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

BEHAVIOR MODIFICATION SYSTEM:

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

What are grounds for immediate suspension? Offenses included but are not limited to fighting, when the child, other children, or staff are in danger, violent behaviors in the pool, bus or toward staff. This includes sexual touching or conversation of inappropriate sexual acts

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 A Mandatory Camp Orientation on Saturday, June 4**
- Wear "Play Clothes". Campers are very active during the camp day
- Label all of your camper's belongings
- Complete Daily Health Screening questions.
- **Abide and Adhere to our Zero Tolerance Policy. (See page 10)**

Parent Orientation

All parents MUST attend Orientation. As we prepare and present new changes to camp, crucial information will be shared during this time, and each parent will be held responsible for knowing this information. Parent orientation will be held outside as we plan to adhere to all COVID-19 precautions, and limited access to building.

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

HOURS OF OPERATION

7:00 AM – 9:00 AM
Rides In (for all programming)

9:00 a.m. – 4:00 p.m.
Active Programming

4:00 PM. – 6:00 PM
Rides Out

***Campers will not be admitted into camp after 9:00 AM**

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 send the counselor a note or park and speak to the morning lead counselor. Seat belts must be worn at all times.

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

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.

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 704-716-4812 to notify the Summer Camp program. A late fee of \$5 for minutes 1-5 will be charged automatically and minute 6 and thereafter \$1 per minute will be charged if a child is not picked up by closing time. This fee must be paid by Friday of the current 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

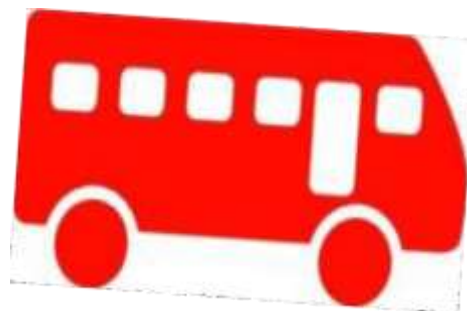
All camps begin with supervision of programs at 7:00 am. Camper's MAY NOT be dropped off at camp prior to 7:00 am. This allows the camp staff to properly prepare for the day without interruption from camper's arriving early. Camp Staff will be ready to greet your camper promptly at 7:00 am.

Please do not let your camper out until a YMCA Day Camp staff member greets you for health screening and sign-in.

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 ratio of 1:25 at all times.

PROGRAM SANITATION:

- 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)
 - 4 parts bleach to 8 oz. of water; Between 500-800ppm
- The Y has added additional staff to disinfect during the day and at the end of each day to ensure proper sanitation.

SOCIAL DISTANCING:

- Our camp will operate activities in spaces large enough to allow 6 feet of space between Campers, ensuring eating and desk are at least 6 feet apart.
- Large group gatherings will not be permitted.
- In addition to practicing social distancing within a group, we are also practicing social distancing between groups.

FACE COVERINGS:

- Participants must wear a face mask at all times except during the times of eating, drinking, and playing outside. Unless a medical condition prevents the use of wearing.

MEDICATION POLICY

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

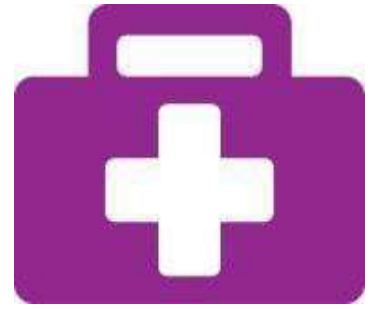
- Complete a Medication Authorization Form
- Parents or Guardians must bring the medication directly to the leadership team on the Monday morning of that session. Medicine will NOT be accepted from campers.
- Medication will be returned to the parent at the end of the program day.
- All medicine must 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 Stratford Richardson YMCA. It is absolutely imperative that we work together to make this happen. Stratford Richardson YMCA cannot provide care for sick campers. A child who is sick before programming 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.
- 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 48 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 closely monitored to determine if there are any signs of illness.
 - Communicable diseases. Examples include, but are not limited to, pink eye, head lice, skin rash, and strep throat.



If any of the previous symptoms appear while at camp, we will notify a parent or emergency contact designee immediately. Moreover, the Stratford Richardson YMCA Staff may require you to present a note from a healthcare 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 scholar is hurt in programming, our staff 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 scholar is found with their cell phone, we will confiscate it. NO EXCEPTIONS. We will only return the cell phone to the parent or guardian.

FOOD AND 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, unhealthy snacks such as cookies, certain chips, and fast food will not be permitted in the program. There may be occasional sweets served at special events, but servings will be limited. The Stratford Richardson YMCA will provide breakfast and lunch June 13 – August 24.

Italian Icee Friday: Campers will be allowed to purchase Icee on Fridays only. Small Icee will cost \$1.00. Campers are responsible for their own money. Parents are asked not to send more than \$5.00 with their campers. Please note that we are not responsible for lost, stolen or misplaced money.

Please Note: Stratford Richardson YMCA is a Peanut Free facility.

ACTIVITY FEES

Our leaders have planned a rewarding and exciting camp experience focused on friendships, accomplishment and belonging. The activity fee is \$10.00 per week, 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.

FIELD TRIPS

Field trips are resuming during the 2022 Summer Camp year! A permission slip must be signed and on-file for each camper. Field Trip communication will be sent well in advance to allow parents to make any necessary adjustments.

SWIMMING

Campers will have an opportunity to swim weekly at camp. Individual swim days/ times for campers are notated on the camp schedules. 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. If a child does not have those two things, he/she will not swim. Modesty is preferred. We encourage a one-piece swim suits.

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 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 not allowed in the public Locker Rooms for any reason at any time. All Youth Services must utilize the identified Camper's Locker room at all times. Campers are supervised in the locker rooms by 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.

In the event of lightening, the pool will be closed. Alternate activities will be provided for campers during this time.

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

INCLEMENT WEATHER

In the event of inclement weather, we will move all outdoor activities indoors until it is safe to return outdoors. If lightning persists during rides in/out, parents will be asked to drop off and pick up at the Sales and Service Desk.

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

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
110	108	112	117	123	130	137	143	150								
105	102	105	109	113	118	123	129	135	142	149						



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.
Moderate 51-100 <i>Code Yellow</i>	Unusually sensitive people: consider limiting prolonged or heavy exertion.	<ul style="list-style-type: none"> Carpool, use public transportation, bike or walk whenever possible.
Unhealthy for Sensitive Groups 101-150 <i>Code Orange</i>	Children, active people, older adults, and those with heart or lung disease (like asthma): limit prolonged or heavy exertion.	<ul style="list-style-type: none"> Keep your car, boat, lawnmower and other engines tuned and maintained. Keep tires properly inflated and wheels aligned.
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.	<ul style="list-style-type: none"> Never burn your trash. This is illegal and releases toxic chemicals.
Very Unhealthy 201-300 <i>Code Purple</i>	Everyone: avoid all exertion.	<ul style="list-style-type: none"> Avoid burning leaves and brush, which is sometimes legal but always pollutes the air.

WHAT TO BRING TO SUMMER CAMP

- Close-toed and closed-heels, rubber soled shoes (tennis shoes are perfect)
- An extra set of clothes
- Swimsuit/swim trunks, towel (goggles, aqua shoes are optional) on swimming days
- Labeled Refillable Water Bottle.
- LABEL EVERYTHING

GOOD ATTITUDES! 😊

WHAT "NOT" TO BRING TO CAMP

(Leave at Home):

- 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 product

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!

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, CROCS, 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 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 in 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.**

EMERGENCIES

Our 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 cannot 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 Family 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 9:00 AM – 10:00 AM or 2:00 PM -3:00 PM
- Outdoor space, within view of others, for these meetings should be explored as a best option for meeting.
- Parents must provide written permission in order for the camp to allow access to any agency/staff.
- 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 that to get your input on a broader area of concern.

Please take advantage of these opportunities and feel free to share any suggestions you might

have to make the camping experience more positive for all campers.

WHAT'S GOING ON AT HOME?

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

CAMP STAFF AS BABYSITTERS OR OUTSIDE MENTORS

YMCA STAFF BABYSITTING FOR PARTICIPANTS THEY MEET IN THE PROGRAM IS STRICTLY PROHIBITED.

The camp staff works diligently with campers throughout the day and need time to renew their energy in the evenings and on weekends.

PARENT UNDERSTANDING

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

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

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 becomes 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.

The Stratford Richardson Camp program is licensed Child Care 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 Child Care Licensing Parent Report Hotline at 1-800-829-0859.

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 the camp office at stratfordrichardsoncamp@ymcacharlotte.org

DAY CAMP LEADERSHIP DIRECTORY

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

Family Service Director, Natalya McCallum Office: 704-716-4848 Natalya.McCallum@ymcacharlotte.org

Sports Director, Fard Morale 704-716-4816 Fard.Morales@ymcacharlotte.org

Aquatics Director, Karen Harper 704-716-4804 Karen.Harper@ymcacharlotte.org

We are looking forward to serving you and your children this summer!

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 2022 Camp Season and we thank you for choosing the Stratford Richardson YMCA!

Veronie Gamble
Sr. Program Director

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensure centers must also meet requirements in the following rules.

Staff Requirements

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, including ITSS-IDS training for all staff and CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff member must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child 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	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

Additional Staff/Child Ratio Information:

Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children depending on the age of the other children in care. When the group has children of different ages, staff-to-child ratios and group size must be met for the youngest child in the group.

Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. - 5 p.m.) by contacting the Division at 919-630-0829 or 1-800-859-0829 or requested via the Division's website at www.nochildcare.ncdhhs.gov.

How to Report a Problem

North Carolina law requires that from the Division of Child Development and Early Education, an investigator be assigned to investigate a complaint when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the requirements described in this pamphlet or if you have questions, please call the Division of Child Development and Early Education at 919-630-0829 or 1-800-859-0829.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
1117 North Salisbury Street
Raleigh, NC 27601

Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development and Early Education

North Carolina Department of Health and Human Services
333 Six Forks Road
Raleigh, NC 27609

Child Care Commission

<https://1.ncchilccare.ncdhhs.gov/Home/Child-Care-Commission>

Revised June 2019

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines childcare as: three or more children under 13 years of age receiving care from a non-relative on a regular basis - at least once a week for more than 8 hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. 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 and homes that are meeting 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.

He or she must undergo a criminal records background check initially, and every three years thereafter.

All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.

All family child care home providers must have current certification in CPR and first aid,

complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing as a center is required when six or more preschool 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 to meet the standards of the Notice of Compliance rather than the Star Rated License. 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.

Licensed centers must 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. Lead teachers and assistants must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. 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 including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

Staff/Child 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	Max 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

Small center in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the age of the other children in care. When the group has children of different ages, staff-child ratio and group size must be met for the youngest child in the group.

Space and Equipment

Centers must have 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 developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

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 centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.



YMCA of Greater Charlotte

SWIMMING SKILLS ASSESSMENT

The YMCA of Greater Charlotte is committed to providing a safe and enjoyable pool experience for all. All children 12 and under must participate in a swimming skills assessment and will be provided a green, yellow or no swim band. These bands assist our certified lifeguards in keeping our inexperienced swimmers safe.

NON-SWIMMERS (No swim band)

Children who cannot demonstrate the required skills in the assessment (listed below) or children who do not wish to participate in the assessment will be classified as a non-swimmer and will not be given a swim band.



- Non-swimmers ages 5 years or younger must be accompanied in the swimming pool/splash park by an adult (16 years or older) within arm's reach.
- Non-swimmers ages 6-12 years must remain in the designated areas, wear a Coast Guard approved lifejacket and be actively supervised by an adult or be within arm's reach of an adult.
- Non-Swimmers are limited to designated areas (areas vary depending on the Y)
- One adult can be responsible for no more than 2 non swimmers not wearing lifejackets.

THE ASSESSMENT

Skills 1-3 constitute a yellow swim band. Limited to use designated shallow areas. Able to use slides with drop of 3 1/2 ft. or less.



1. Swimmer demonstrates a horizontal floating position on their back for 3-5 seconds.
 - Swimmer must then stand up regaining a vertical position on their own.
2. Swimmer demonstrates a horizontal floating position on their front for 3-5 seconds.
 - Swimmer must then stand up regaining a vertical position on their own.
3. Swimmer demonstrates 15ft. of any forward stroke on their stomach without assistance and without resting.

Skills 4-6 constitute a green swim band. Able to use all designated areas of the pool including slides.



4. Swimmer continues to swim the entire length of the pool (25 yards) unassisted and without resting. Swimmer maintains a horizontal body position.
5. Plunge – Swimmer jumps into water that is over their head and easily returns to the surface. Each facility has different pool depths-swimmers may be asked to repeat swim assessment depending on the facility.
6. Tread – Swimmer must tread water for one minute while keeping their ears and face above water.

GUIDELINES

- Once a swimmer is issued a swim band it is their responsibility to bring it back with them during each visit.
- When a swimmer moves from a yellow to a green band they may trade in their band at no cost.
- If a band is misplaced or forgotten, replacement bands are available at the Member Services Desk for \$1.00.
- Swimmers 10-12 years with a "Green Band" can be signed into the pool area but the parent/guardian (16 or older) has to be in the building at all times.
- Lending or trading bands is against our YMCA Code of Conduct
- Lifeguards will gladly conduct up to two swim assessments per child per day.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parent Acknowledgement form

Notification of Smoking and Tobacco Restriction

Child's Name _____

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]

I have received the North Carolina Child Care law and rules regarding smoking and tobacco from The Stratford Richardson YMCA. I have read this information and understand the policies and procedures stated.

Parent/Guardian Signature: _____ Date: _____

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

Belief Statement

We, Stratford Richardson YMCA (name of facility), believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: 704-336-3000

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies⁵:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.
- Other _____
- Other _____

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other _____



**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf

Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Other _____

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development
- Other _____



**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Effective Date

This policy was reviewed and approved by:

Owner/Director (recommended)

Date

DCDEE Child Care Consultant (recommended)

Date

Child Care Health Consultant (recommended)

Date

Annual Review Dates



The North Carolina Child Care Health and Safety Resource Center
www.healthychildcarenc.org • 800.367.2229

The NC Resource Center is a project of the Department of Maternal and Child Health, UNC Gillings School of Global Public Health.



Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy

Parent or guardian acknowledgement form

I, the parent or guardian of _____
Child's name

acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian

Date

I, _____ the parent of
(Parent Printed Name)

Acknowledgement Form

I, _____ the parent of
(Parent Printed Name)

(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**, **The Notification and Tobacco Restriction**, **Healthy Kids and Physical Activity (HEPA)**, **Child and Adult Care Food Program (CACFP)**, **Aquatics Guideline**, and **Transportation Permission** 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)