

Code _____
Staff initial _____
Member No. _____

RICHARDSON FAMILY YMCA DAY CAMP 2010

Child's Name _____		Bday ___/___/___	Age _____	Grade in fall _____
Address _____		City _____	Zip _____	Phone # _____
Father _____	Drivers License # _____		Work Phone # _____	
Mother _____	Drivers License # _____		Work Phone # _____	
In case of emergency and parents cannot be reached, contact:				
Name _____		Phone # _____	D.L.# _____	
Others Authorized to Pick Up Child (Released to those listed w/ D.L.# ONLY)				
Name _____		Phone# _____	D.L.# _____	
Name _____		Phone# _____	D.L.# _____	

Swimming ability (circle one)	Good	Fair	Poor	Non-Swimmer
Lifejacket required at when swimming?	Yes _____	No _____	Parent Initial _____	Date _____

What activities (interests & hobbies) does your child enjoy? _____

What specific problems/characteristics should the staff be aware of about your child?

Any medical conditions that need to be brought to our attention? _____

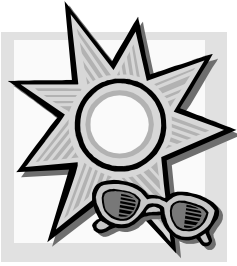
Family Doctor _____ Phone # _____ Address _____

Insurance Co. _____ Policy # _____ Last doctor appointment _____

I certify my child has been examined by a licensed physician in the past 12 month and is able to participate in the YMCA Day Camp Program.		
Parent Initial _____	Date _____	

IMPORTANT: The State of Texas requires the YMCA to have records of immunizations for each camper each year. Please attach a current copy of your child's records. Enrollment without complete documentation will not be accepted.

I give my consent for:	
<ul style="list-style-type: none">• The YMCA to secure first aid and emergency care in the event of an accident during the Day Camp program. If the parent cannot be reached and if the child is in need of immediate treatment, he/she will be treated. If the parent requests the child be taken to the family doctor, that procedure will be followed.• The YMCA to provide transportation for my child. I understand that this transportation will be conducted and supervised by the YMCA Day Camp staff.• My child to participate in the water activities and field trips provided and supervised by the YMCA staff.• I understand that NO refrigeration will be provided for lunches or medication that I will provide.• I acknowledge that I have received and will read the parent handbook as it contains important details.	
Signature of Parent/Guardian _____	Date _____



Richardson Family YMCA

YDAY CAMP™

We build strong kids, strong families, strong communities.

Parent Handbook

2010

Policies &
Procedures



Dear Families

Welcome to Camp!

Each year, many parents prepare for the difficult decision on where they will send their children to camp. When choosing an organization, most parents seek a safe, quality program in which their child can grow and be nurtured. Here, at the Richardson Family YMCA, you have found such a place.

For over 100 years, the YMCA has been leading the way for summertime enjoyment. At Camp, we help campers learn to make choices, experience new things, become involved, and above all, have fun. The memories and experience gained here will last a lifetime.

Our well trained and dedicated staff continually demonstrates the YMCA's core values of trustworthiness, respect, caring, responsibility, citizenship, and fairness in everything we do. In addition to excessive hours of training, all staff members receive a thorough back-ground check to insure your child's safety. It is this passion about camp that keep our campers, families, and staff coming back year after year.

We are always just a phone call away. We invite you to contact us with any concerns that you may have, no matter how minor they may seem. Come in and meet with our courteous professional staff, call or contact us by email at jcrosby@ymcadallas.org Our Directors and Unit Leaders are available to assist in your child's stay. My goal for your child is that they will create a lifetime of memories from their experience in summer camp.

The opportunity for an outstanding summer is here. We're glad you're on board. I look forward to seeing you here at camp.

In the spirit of camp,

Jean Crosby
Program Director

MISSION STATEMENT: To put Christian values into practice through programs that build healthy spirit, mind and body for all.

Goals and Objectives

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self confidence and self respect and an appreciation of their own worth as individuals.
- Grow as responsible members of their families and community.
- Recognize the worth of all persons and work for interracial and intergroup understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

The Dallas YMCA strives to provide opportunities to:

- Strengthen and support the family unit.
- Help children develop their fullest potential.
- Deliver programs in a positive YMCA environment of safety, support, and care.

Communication

We believe that it is very important to maintain an open line of communication with all of our campers and their families. We utilize a variety of means to keep each family informed of the Camp's happenings and upcoming events. Here is what you may expect:

- Email - Provide us with an e-mail address and we'll keep you updated with family events.
- Daily updates and announcements posted on the welcome board at the sign in tent.
- Weekly camp newsletter.
- Family Visitation Days – dates and times will be posted in advance.

About Our Staff

The key to the whole program is our quality staff. All our counselors are carefully selected for their maturity and desire to be good role models for our campers. They possess enthusiasm, leadership, patience, sound judgment and decision-making skills, which are crucial to any child's healthy development.

All members of our skilled staff meet YMCA qualifications:

- Certified in CPR and First Aid
- Are 18 years or older
- Certified in Blood Borne Pathogens
- Criminal history check
- All references are checked
- Driving record is checked with the Department of Public Safety
- Attends all YMCA camp training (40 hours required)
- Are subject to random drug testing
- All employees sign a code of ethics

Camp Accreditation

The camp programs are licensed through the Texas Department of Health. Our camps are also operated in accordance with structured guidelines developed by the YMCA of the USA and ACA in addition to standards established by the YMCA of Metropolitan Dallas. Surprise Inspections will be made both by the Dallas YMCA Camping Service Team and the Texas Department of Health.

Fees and Payments

Registration: To register a child for day camp, you must turn in the Day Camp enrollment form fully complete and a current copy of their shot records (previous years copy not accepted). A **one time** non-refundable/non-transferable registration fee of \$40 will also be due at the time of registration. Weekly tuition will not be taken until all paperwork is complete. Single days are not pro-rated. A child will *not* be enrolled without payment. Each child receives a t-shirt once registered.

Fees (Weekly) Due One Week in Advance

	Day Camp (4-14 yrs)
Family Member	\$140
Program Member	\$155

If you plan to enroll all summer or you have more than one child in camp, look into a family membership. You get a great value and we have saved families hundreds of dollars a summer this way.

Financial Assistance is available upon request. Please allow two weeks to process.

Payments must be made in full on Monday, one week prior to the session your child is attending. It is important that payments are made on Monday so that we can schedule staff accordingly. If payment is not made on Monday, you will be charged a \$10 late fee and may not be guaranteed a spot for camp that week. There will not be any exceptions on the late fee. If your child is sick or you will be out of town, please make arrangements for payments to avoid the late fee.

No enrollments will be taken for the current week after Friday.

If our plans change, can I get a refund or transfer payment to another week?

Yes. If you notify the Camp Director in writing at least seven days before camp starts that you need to transfer your payment or get a refund, you will be eligible to do so. After seven days no refunds will be granted. There will be a \$25.00 processing fee for all approved refunds. If you need to cancel due to illness, a doctor's note will be required.

Absences Due to Illness

If your child is going to be absent due to illness or other reasons, please call the front desk at 972.231.3424 to report the absence by 8:30 AM. No Refunds will be issued for absence notice after the day of the absence.

Schedule of Operation

Summer Camp opens at 7:30 a.m. and closes at 6:30 p.m. We will not start check in until 7:30 exactly. Please make sure that you sign your child in and out every day. It is important that you are prepared to show your driver's license on any given day to check out your child. If a counselor does not know you by name, they have been instructed to ask for identification.

- **Drop off deadline is 9:00 AM unless arrangements have been made with a director. Campers cannot remain in camp if dropped off after 9:00 AM.**
- Campers cannot be dropped off or picked up from the park, field trip, or any off-site location.
- To avoid any confusion in our regular dismissal, we ask that you pick up your child for early dismissal no earlier than 3:00 PM.
- Parents whose children remain past 6:30 p.m. must pay an overtime fee of \$1.00 per minute per child past 6:30 p.m. Payment is due at the time of the occurrence. Services may be withdrawn if three overtime charges occur without notice.

Release of Children

****Please orient yourself with this system! ****

Anyone picking up the child must:

1. Be listed on the child's authorized release list.
2. Be prepared to show staff a picture I.D. if the staff does not know them.

NO CHILD WILL BE RELEASED TO ANYONE WHO IS NOT ON HIS/HER AUTHORIZED PICK UP LIST!

Additional people may be added to authorized pick up list in writing only! You may fax the information to 972-669-8012 with name, phone number, and driver's license number.

In regard to legal documentation: The only document the YMCA will interpret is the child's enrollment form. The parent that enrolls and pays for the child is the YMCA's direct contact.

Distribution of Medication

Anytime a camper must bring medication to camp, a medication form must be on file from the parent authorizing the distribution of the medicine. The medication must be in the original container and instructions on the bottle will be followed. To give over the counter medication, we must also have a note from the doctor. All medications will be collected by a director and stored in a locked first aid box and be administered from our Advanced First Aid staff. Medication cannot be kept outside the YMCA locked first aid kit and will not be refrigerated.

Health and Safety

The staff has two main objectives in regards to health and safety:

1. To keep accidents to a minimum
2. To build up the general health and physical well being of participants

All participants are expected to follow the rules with regard to safety! For example, all campers must wear closed toed shoes in order to participate in camp activities safely.

If a child becomes ill at the program, every attempt will be made to contact the child's parent or emergency contact. Children with a contagious illness will not be allowed to attend the program. Children must be clear of fever, vomiting and diarrhea for 24 hours before returning to camp.

There is always a staff member trained in advanced first aid on duty. All staff are trained in First Aid and CPR.

Discipline and Discharge

All children are entitled to a safe and harmonious environment. The safety rules and structures of the summer camp program are in place to provide a safe and consistent program.

A child will be sent home immediately for fighting or using foul language.

A child who consistently breaks the rules, who is disrespectful towards staff, and who is a safety threat to him/herself and/or others in the program will be terminated from the program under the discretion of the Program Director. The YMCA reserves the right to accept, warn, suspend, or dismiss children from the program if:

1. ...they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
2. ...the child's behavior poses a danger or threat to themselves, other children, or YMCA staff.
3. ...their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
4. ...for any reason within the discretion of YMCA Management.

YMCA Discipline Policy

- No YMCA employee may strike a child for any reason.
 - Children will not be threatened with physical punishment.
 - Children will not be allowed to show disrespect to YMCA employees by actions or words.
 - Discipline will be handled in a mature and fair manner. Demeaning words will not be used.
 - Children will be told WHY they are being disciplined. Our attitude will be,
- "I like you, but I don't like what you did."
 - Abusive language, mishandling of equipment, or defacing of property will not be allowed.
 - Food is never denied as a punishment. Use of toilet is never denied as a punishment.
 - Children who wet their clothing will not be shamed or punished.

How Can You Help?

Consistency is the key. If something works for you at home, please let the counselors know how they can incorporate the same system at the YMCA. Also, encourage your child to participate. The more active they are the less prone they become to bad behavior.

Visitation

Anytime throughout the summer you may schedule a visit. This must be scheduled through the Director.

Potty Training Policy

Camp is not able to accept participants that are not potty trained. We are not licensed to change participant's diapers. We do not have the training or required equipment to do so. If your child has already been enrolled in the program and he/she is not potty trained we will be happy to give you a full refund. Please take this as a reminder of the current policy. It is for the children's safety that we are not able to provide this service.

Grouping and Ratio

4-5 Years	Ratio – 1:6
6-8 Years	Ratio – 1:8
9-14 Years	Ratio – 1:10

The campers are grouped based on age and gender. The director determines the groups. Group requests are not guaranteed. We focus on creating the best dynamic for the campers and the counselors. Campers can be moved to another group due to behavior issues.

What Should I Bring To Camp? Please Label Everything!

Daily Packing List

Backpack
Swim Suit
Towel
Sunscreen (the YMCA does not provide sunscreen)
Book/Magazine
Sandals for swim time only
Hat/Sunglasses
Lunch (only as an alternative to scheduled lunch)

What Should I Wear To Camp?

Our camp is set in many different environments including a rustic environment at a local park. It is recommended that your child wear comfortable old clothes. Refunds will not be given for clothes that have been spoiled. The weather will be warm, shorts; light colored shirts with sleeves are suggested. **Rubber soled, closed toe shoes are required.** Camp t-shirts are required on field trips. Don't forget to apply sunscreen each morning, even if it's cloudy. We will help re-apply periodically throughout the day.

What Should I *Not* Bring To Camp?

A good rule of thumb – if you care about an item, leave it at home. Cherished items may become lost or broken. We are not responsible for lost or broken items.

Please do not allow your child to bring any money, toys, trading cards, electronic devices such as CD players, I-Pods, cell phones, gameboys, or any other items of value to camp. We are not responsible for broken, lost, or stolen items.

Lost and Found

Items will be kept for two weeks. If not claimed, items will be donated to Goodwill.

Lunch

A nutritious lunch and snack will be provided free of charge. A menu will be posted a week in advance. If for any reason you want to bring a sack lunch in lieu of the provided lunch, please be aware that no refrigeration is available. A personal cooler with ice packs can be used to keep items cool. Lunches and coolers must be labeled. Please do not send extra money with campers for snacks as they will not be allowed to use the vending machines during the day.

Water

We recommend that each camper bring a bottle of water with them daily. Campers and staff need to drink plenty of fluids due to the active schedule of camp. The camp facility offers several water fountains and ice water stations are set up throughout the camp.

General Weekly Schedule

Time	Mon	Tue	Wed	Thurs	Fri
7:30-9:00			Campers Arrive - Centers		
9:15-9:30			Opening Ceremonies		
9:30-10:00	Breckenridge Park	Group Time	Field Trip (day subject to change)	Group Time	Heights Park
10:00-12:00		Activities		Activities	
12:00-1:00			Lunch		
1:00-2:00	Group Time	Group Time	Group Time		Group Time
2:00-3:00			Free Swim - Younger Group		
3:00-4:00			Day Camp Swim Lessons		
4:00-5:00			Free Swim - Older Group		
5:00-5:15			Closing Ceremonies		
5:15-6:30	Activities	Activities	Activities	Activities	Activities

- Care is not available for campers not going on field trips.
- Field Trips are subject to change. We will make every effort to advise you in advance of date/field trip change. We do anticipate many special guests to entertain the campers. Call the YMCA for information (972.231.3424)

Swimming

Campers will have the opportunity to swim several times a week. Campers will change into their swimming suits prior to swimming. There will always be at least 2 lifeguards on duty and counselors must be present as well. Everyday each camper is required to perform a swim test to ensure their ability to stay safe. Campers who swim the length of the pool have full pool access. Swimmers that do not are required to wear a life vest or modify the depth in which they can play. Swim lessons are available in the afternoons after camp swim at a deeply discounted price. Register soon to ensure a spot.

Camp Activities

Activities provided will be progressive and age appropriate. Some activities that will be provided this summer will include but are not limited to:

- Outdoor Adventure (hiking, team building, archery)
- Creative arts (drama, talent shows, arts and crafts, music and camp songs)
- Spiritual Growth (character counts, cultural awareness)
- Outdoor Education (recycling, gardening, plant life)

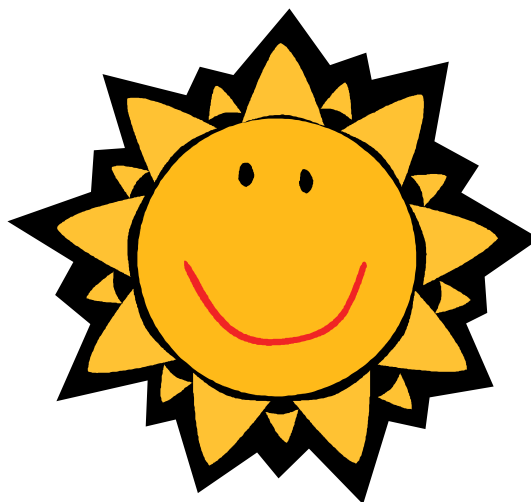
Outdoors/Weather

Much of camp is conducted outdoors. Shade and indoor activities are provided at the hotter parts of the day. We have scheduled water and sunscreen breaks. It is imperative to send your child with a water bottle that is labeled with their name and plenty of sunscreen. On rainy and excessive heat days alternate activities are planned at the YMCA.

In Case of Emergency, please contact the YMCA. The Welcome Center will contact the Director on duty.

Richardson Family YMCA

821 Custer Rd
Richardson, TX 75080
972.231.3424 Phone
972.669.8012 Fax



www.richardsonfamilyymca.org