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**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# Adventure

# Awaits

## Fergus Falls Area Family YMCA

## 2020 Summer Day Camp

## June 1 - September 2

# Parent Handbook

# FERGUS FALLS AREA FAMILY YMCA Summer Day Camp 2020

Summer Day Camp is for girls and boys age 5-6th grade. A great summer day camp for those children who need summer long activities as well as those only looking for week-long adventure! Each week is highlighted by a special theme. Summer Day Camp runs from June 3- August 30. The Camp day runs from 7am-6pm. With programs running from 9am-4pm. **MUST PAY FOR AT LEAST 2 WEEKS A MONTH TO STAY ENROLLED.**

Sessions run weekly with the following options:

3-Day Week

Member: \$78

Non-Member: \$90

5-Day Week

Member: \$118

Non-Member: \$145

## YMCA Summer Day Camp 2020 Scheduled Weeks and Themes

June 1-5	Jump into Summer
June 8-12	The Great Outdoors
June 15-19	Safari Week
June 22-26	Around the World
June 29 - July 3	America
July 6-10	Environment/Eco. Week
July 13-17	Sea Life
July 20-24	Infinity & Beyond
July 27- 31	Magical/Mystery Week
August 3-7	Heros Week
August 10-14	Sports Galore
August 17-21	Disney
August 24-28	Movin' & Groovin'
August 31- September 2	School Spirit

**Note: No Care on September 3 or 4**

## Typical Day at Camp

7:00-9:00am	Arrival, Organized Free Time
9:00-10:00am	Outside Time
10:00-10:45am	Arts & Crafts K-2
	Sports & Games 3-6
10:45-11:30am	Arts & Crafts 3-6
	Sports & Games K-2
11:30-12:00pm	Lunch
12:00-12:30pm	Silent Reading/Quiet Activity
12:30-1:30pm	Themed Activity K-2
	Explore/Experiment 3-6
1:30-2:30pm	Themed Activity 3-6
	Explore/Experiment K-2
3:00-3:30	Snack
3:30-4:30pm	Large Group Activity
4:30-6:00pm	Departure

Daily activities include arts & crafts, music, nature, sports & fitness and more! Swimming will be offered one to two days a week depending on pool availability. Field trips will be Thursdays. They may be all day or half day (afternoon) depending on location.

**Please keep this Parent Handbook for your reference. There will be a space on the registration form that requires your signature and will serve as agreement/understanding of the terms and conditions listed.**

# 2020 DAY CAMP INFORMATION

## Making Payments

This year you will be required to pay for what is stated on your monthly calendar each month unless you let me know at least one full week in advance. You also will be required to pay for at least 2 weeks a month to keep enrolled for the summer. Payments will need to be made Friday prior to each weeks care.

## Options for paying:

- ★ Setting up an account to make payments online
- ★ Weekly automatic withdrawal from your account (Please let Nicole or Finance know)
- ★ Pay weekly prior to care at the front desk



## Immunizations Records

The state of Minnesota requires us to have a current immunization record for your child/children before they are allowed to participate in our program. Please either fill out the immunization part of the registration form completely or attached a copy of immunization records with your registration form. We will need this information on a yearly basis.

## Sign In/Sign Out/Release of Child

Children will not be released to anyone other than a parent or those specifically authorized on your registration forms. **Please let us know in advance in writing if someone else will be picking up your child.** We are unable to release your child without prior written permission. **A photo ID will also need to be shown to staff when that person is picking up your child.**

# Camp Information

## Philosophy

The YMCA Summer Day Camp program is built on the following concepts:

**Family.** We will support, educate, and guide parents to build healthy relationships with their children and continue to develop the family as a unit.

**Child.** We will provide an environment that encourages your child to grow within the four core values of the YMCA: Caring, Honesty, Respect and Responsibility. We will provide trained staff and age appropriate activities.

**Community.** We will design our program to meet the specific needs of its participants as well as the community in which it serves.

**Accessibility.** Your child's care and safety are our primary goals. We will provide the tools necessary to meet those goals regardless of the family's ability to pay.

## Participation in Activities

Children are encouraged to participate in all program activities. Opportunities for exercise and improved fitness are available daily. Our staff will never force children to participate; however, we ask that parents assist by encouraging their child to participate fully in programs. Should you or your child have any questions in this regard, please contact the Youth and Recreational Director at (218) 739-4489 ext. 213



## Other YMCA Programs

The YMCA offers a wide variety of programs for children and families. We encourage your participation in other YMCA programs such as Youth Sports, Swim Lessons, Parent's Night Out and Family Fun Nights. Program information can be found in the front lobby of the YMCA.

## Membership Benefits

Becoming a member of the Fergus Falls Area Family YMCA couldn't be easier! You can get a membership plan for the whole family that provides value added benefits such as:

- Free Child Watch for Single Family and Family memberships
- Discounts on SACC and SDC fees
- Regularly scheduled lap/open swim time
- Regularly scheduled open gym time
- A wide variety of classes and programs to choose from.

# Camp Information

## Registration and Regulations

The YMCA Day Camp program serves any child age 5 through 6th grade. The YMCA does not discriminate against families based on race, age, color, creed, sex or national origin. All children will be required to have the following information completed and on file before starting the program.

1. Registration Form
2. Payment of Registration Fee (per child)
3. Enrollment Form/dates and days attending

Registration is \$25/child. We are only taking 60 campers per day to ensure program quality and to maintain recommended child to staff ratios. To guarantee a space in our

summer day camp program we need payment one week in advance. **You must pay for at least 2 weeks a month to stay registered.** Registration will be on a first come first serve basis. Once filled, we will add your name to a waiting list as cancellations and changes are expected. With each registration, children receive a camp shirt, which must be worn for field trips and special events.

The registration fee is non-refundable, non-transferable unless we are unable to place your child or children in our summer day camp program.

## Scheduled Days/Calendars and Payments

You are required to fill out the enrollment form for the summer (even if you do not plan on coming every week.) We will staff our program based on children marked for attendance.

Payment MUST be made by Friday the week before in order for us to care for your child. If it is not paid and we are full, you will not be able to bring your child to camp. Your name will then go on the bottom of the waiting list.

## What to Bring/Not to Bring

Children must bring a non-perishable sack lunch from home daily. Some days we will be having lunch away from the YMCA or not have access to a fridge or microwave. We will provide a healthy afternoon snack and water.

**Sunscreen-** Make sure you are sending a bottle of sunscreen with your child's name on it. They will be required to wear sunscreen unless registration form says otherwise.

Children should wear tennis shoes (no flip flops or sandals) and bring a swimsuit and towel on designated swim days. When a field trip is scheduled, children should wear their camp shirt and bring a water bottle, sunscreen, bug repellent and appropriate outdoor clothing, if necessary. Please label all of your child's personal belongings.

All personal toys must be left at home. This includes any and all electronic devices. We are not responsible for lost or broken items.

## Transportation

We Do Not provide transportation to Fergus Falls area non-YMCA activities. We partner with the Otter Express busing company to help transfer kids to non YMCA activities in Fergus Falls. The cost through the Otter Express, is \$3 round trip per day. You can purchase a \$15 punch card through the Bus Company and each time the child gets on the bus it will get punched. Keep in mind that several children may need to be picked up/dropped off at various locations at the same time, so we need to be flexible.

Otter Express phone # 998-3002.



## YMCA Mission Statement

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

# FERGUS FALLS AREA FAMILY YMCA Summer Day Camp 2020

## Accidents and Emergency Care

If we need to fill out an accident report on your child, we will inform you on what happened. In the event of an emergency, we will do our best to contact you. If your child needs immediate care, we will call 911.

## Well Child Policy/Medications

Please refrain from bringing your child if they have a fever of 100+ degrees. They are welcome back once their fever has dropped below 99 degrees for 24 hours without the aid of medication. If we are in doubt as to whether your child is contagious we will ask that you keep them home.

As per the YMCA's insurance policy guidelines, YMCA staff are not allowed to administer any form of medication to a child that is attending any of our youth programs.

## Late Arrival and Pick Up

If your child arrives late for a camp day and we are out of the building on a field trip in town or at a park, you will need to transport your child to where we are currently located. We will post a sign informing you of our whereabouts so that you can drop off your child to us.

If you fail to arrive by 6:00pm to pick up your child, a \$10 late fee will be charged to your account for every 10 minutes your late. If we have not heard from you by 6:15pm, we may notify social services and law enforcement.

For the safety of the children, the YMCA has established a procedure in the event of anyone attempting to pick up a child while under the influence of alcohol or drugs. If a staff person suspects intoxication, they will strongly encourage that someone else should pick up the child. If the individual insists on leaving with the child, the staff will contact law enforcement and advise them of the situation.

## Staff/Group Ratios

All staff are CPR/AED, First Aid and Child Abuse Prevention certified. Our staff has a combination of experience and educational backgrounds. They continue to develop themselves through on going training and classes. We have one qualified staff for every 10-15 children.

## Sign In/Sign Out and Release of Child

You will be responsible for signing your child in and out each day. If there is not a sign out time when the Camp day ends at 6pm, someone will call you to be sure your child has been picked up. We are required to keep accurate sign in and sign out records. All parents must accompany their child in and out of the building.

Children will not be released to anyone other than a parent or those specifically authorized on your registration forms. **Please let us know in advance in writing if someone else will be picking up your child.** We are unable to release your child without prior written permission. **A photo ID will also need to be shown to staff when that person is picking up your child.**

## Cancelling Care and Refund Policy

- Credits will not be given for individual camp days missed.
- You must cancel at least 7-10 business days prior to the start of camp week, to receive refund for that week.
- If you cancel after the deadline, we are not able to issue a credit or refund.

The YMCA reserves the right to change, cancel or combine programs as necessary. If a program is cancelled, a full credit or refund will be issued.

# Camp Information

## Behavioral Guidance Policy and Parent Concerns

Our number one priority is to ensure the safety and well being of your child each day. We have some basic expectations of behavior from all children. When the children don't follow the following expectations it can cause an unsafe environment for the rest of the children.

1. *Children not following directions.*
2. *Behavior that is unsafe or endangers another child's safety.*
3. *Misuse or lack of respect, or vandalism of the property of another camper or staff.*
4. *Physical conflicts between campers.*
5. *Showing disrespectful conduct to adult leaders.*
6. *Using inappropriate language.*



When any of the above concerns arise, we will proceed with the following steps:

1. *Initial warning to child.*
2. *Think time (usually 3-5 minutes).*
3. *A private conference with child and leader.*
4. *Probation: Phone call to parent, conference set and a written warning issued.*
5. *Child may not return to the Summer Day Camp program for 1-3 days.*
6. *Child excluded from the Summer Day Camp program.*

- Depending on the severity of the situation, the YMCA reserves the right to suspend and/or exclude a child from the program at anytime.