



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER OF CHAMPIONS!

SUMMER CAMP '24

PARENT HANDBOOK

YMCA OF WEST CENTRAL FLORIDA



YMCA OF WEST CENTRAL FLORIDA
863-267-9622
www.ymcawcf.org

Revised on 03/15/2024

Welcome YMCA Parents!

Dear Parents,
Welcome to the YMCA! Our programs offer opportunities for positive growth and development in an environment that is safe, fun and educational. Trained YMCA staff conduct our programs and serve as positive role models, engaging children in healthy activities that focus on the Y's core values of caring, honesty, respect, and responsibility. As the leading nonprofit for strengthening community, the Y is for youth development. We strive to nurture confident engaged kids today - leading to healthy, contributing adults tomorrow.

Thank you for choosing the YMCA,
YMCA Child Care Staff

MISSION & VALUES

We have a strong commitment to quality. The guidelines outlined in your parent handbook assist us in achieving and maintaining quality standards. Thank you for your support and assistance. The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. The YMCA Childcare Programs are built on the YMCA purpose and commitment to nurture the potential of kids, promoting healthy living and fostering a sense of social responsibility. We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That is why we provide a safe, nurturing environment for children to learn, grow and develop social skills.

REGISTRATION INFORMATION

In order to register for or attend any YMCA program, all fees must be current with no outstanding balances.

Camp Programs

During registration, you will sign a waiver giving your camper permission to participate in all camp activities. This form also includes YMCA of West Central Florida photo-release information and allergy information. Please read all sections carefully before signing.

Emergency Contacts and Authorized Pick-up

During registration, you will list the adults authorized to pick up your child from YCamp. Your child may be released at any time to any adult on this list. You **MUST** list a minimum of 2 separate emergency contacts with day time numbers. If emergency contact information changes, you are required to update your child's registration forms immediately. This is to be done online through your Y- account. Changes cannot be made over the phone, by fax, or e-mail.

Court-Ordered Documents

At the time of registration, parents must provide all court-ordered paperwork if any parties are not able to have contact with a child enrolled in a YMCA program. Paperwork must be an official court-ordered document and indicate who is the primary residential parent or if both parents have shared parental custody. These documents must be updated annually.

LOCATIONS & HOURS

YMCA Pre-K Summer Camp Program:
Lakeland Family YMCA

YMCA Summer Camp Programs:
Lakeland Family YMCA
Fontaine Gills Family YMCA
Par 3 YMCA

Hours of Care:

Lakeland Family YMCA (LFY) 7am-6pm
Fontaine Gills Family YMCA (FGY) 7am-6pm
YMCA Par 3: 7:30am-6pm
Summer Camp Programming: 9am-4pm

*Please plan to have your child(ren) arrive no later than 9am so they can enjoy the day's activities. Children are welcome to arrive as early as 7am at LFY and FGY, and 7:30 am at Par 3. Participants may stay as late as 6pm.



PAYMENT PROCEDURES

As the parent/guardian registering a child in the YMCA of West Central Florida, Summer Camp Program you are responsible for abiding by the fee agreement and fee schedule.

Explanation of Fees

Registration Fee: A one time fee paid for the camp season per child. It is non-refundable

- If camper is registered prior to May 17th, the registration fee will be \$25.
- If camper is registered after May 17th, the registration fee will be \$45.

Deposits

Deposits are required for each week of camp at the time of registration and are non-refundable and non-transferable. Deposits are \$15 per week per camper for members and non-members. The remaining balance of the camp fee will be set up as auto-draft using debit or credit card/bank draft on Thursdays prior to each week of camp. Extended payment plans are available upon request.

Financial Agreement

Only two forms of payment are accepted:

- Automatic deductions will be made from a credit/debit card or blank draft through EFT each week on the Thursday prior to service
- You must prepay the deposit for all selected weeks at time of registration

Auto Draft Payments

It is your responsibility to keep your account and payment information up to date. All payments will be processed automatically on the Thursday prior to each camp week through your online account using the debit/credit card/EFT you set up during registration. You can change your debit/credit card/EFT information through your online account at any time. You can make additional payments through your online account before the auto draft date. Should a payment be returned for any reason, you must log into your account and make a payment in full by debit or credit card. Please note that fees will be applied. If you do not bring your account up to date your camper's space will be reassigned and he/she will not be admitted to camp without full payment. Any fees previously paid such as the down payment or partial payment for the week are forfeited.

Cancellation Policy

We understand that sometimes plans change and your child(ren) may not be able to attend the week of camp you initially registered for. So we are able to open up the spot to waiting campers, and adjust our camp plans in time to provide the best experience for everyone, please let us know about the cancellation per the following procedure. Submit a cancellation in writing at least 14 days prior to the start of each camp week. Cancellations must be submitted in writing and can be emailed to childcaresdesk@ymcawcf.org. Changes and cancellations can also be accepted at the front desk. Verbal cancellations will not be accepted.

If requests to cancel camp session are not cancelled in writing within the appropriate timeframe credit/refunds will not be issued. The initial registration fee and \$15 deposit for each camp cancelled is non-refundable.

If a parent/member cancels AT LEAST 14 days PRIOR to the start of the camp week:

- Registration Fee and Deposits are non-refundable.
- Any payments, if applicable, may be refunded.

If a parent/member cancels LESS than 14 days to the start of the camp week:

- Registration Fee and Deposits are non-refundable.
- There is no refund for any camp week payments.

Transfer/Change Policy

Request to transfer to another week of camp or another camp must be received at least 14 days prior to the start of each camp week. The \$15 deposit is NOT transferable per week/per camper when changing one camp week for another. The change will be granted if there is availability. Changes can be made online through your YMCA account.

If a parent/member requests a transfer AT LEAST 14 days PRIOR to the start of the camp week:

- The deposit does NOT transfer to the new camp week/camp if there is space.

If a parent/member requests a transfer LESS THAN 14 days to the start of the camp week:

- Registration Fee and deposit fees are non-refundable and non-transferrable.
- There is no refund for fees and prior camp week payments.

Receipts

Receipts for payments can be found in your Y account.

Document Requests

Should you need copies of documents for court related items, we ask they you do so in writing. Please note these requests could take up to 2 weeks to process. These documents are provided at \$3 per page.

Refunds

Refunds are not provided for emergency closings due to weather, illness or other unforeseen situations out of the control of the YMCA. Refunds and credits are not provided for days missed. Registration fees and deposits are non-refundable.



Explanation of Fees

Subsidized Care (ELC):

Parents who work or go to school may qualify for government-subsidized care, which is designated by the state. Please reach out to the ELC at 863-577-2450 to see if you qualify. If you already have ELC please reach out to our child care staff to confirm your rate for attending camp. Parents will be required to pay the regular rate for days that exceed the allotted 3 absence days allowed by ELC.

Financial Assistance

No qualified person is denied YMCA services due to inability to pay established fees. Those not able to pay the full fee may receive financial assistance based on their ability to pay. Assistance is available because of the generosity of YMCA donors. For a financial assistance request packet please visit us at www.ymcawcf.org or visit one of our YMCA locations.

Registration Fees and Deposits (Non-Refundable)

Registration fee: \$45 per camper

Deposits: \$15/week per camper

Weekly Fees

Summer Day Camp:

Member: \$140/week

Non-member: \$170/week

Specialty Camps: Sports, Aquatics

Member: \$165/week

Non-Member: \$195/week

Pre-K Summer Day Camp:

Member: \$160/week

Non-Member: \$190/week

Jellyfish Camp:

Members: \$115

Non-Members: \$145

Specialty Camps: Golf

Member: \$175/week

Non-Member: \$205/week

Teen Golf Camp:

Members: \$175/week

Non-Members: \$205/week

Pee Wee Golf Camp:

Members: \$135/week

Non-Members: \$165/week

Return Check Fee

Non-sufficient funds check/closed account/returned check fee: \$25 per check. There may be additional fees assessed by your financial institution and/or electronic transfer. Return check fee and balance is due within three business days. Non-payment may result in a disruption of attending camp.

Late Pick Up Fee

Pick-up after 6pm will result in a late fee of \$ 1.00 per minute, per child. Late fees must be paid at the time of pick up. Failure to abide by the above fee agreement will result in termination of child care services.

DROP OFF & PICK UP

To ensure the safety of your child, the YMCA will follow the Florida statutes regulating Child Care facilities. Each child must be checked in and out by an authorized individual with a valid photo ID. Authorized individual are indicated in writing by the guardian on the pick-up authorization form in your Y-account.

For your protection, children will not be released to any person other than the individuals authorized on the pick-up authorization form in your Y-account.

As a precaution, the staff will request photo identification at the time of pick up until they are familiar with you and the people on your pick-up list. Changes to the pick-up list must be made online. Phone calls, faxes or emails are not accepted.

For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your pick-up authorization list. If no one is available, we will be required to call law enforcement.

ILLNESS POLICY

To ensure the health and well-being of all children and staff in our programs, children that show signs of a communicable illness shall be removed from the program immediately and placed in an isolation area until a custodial parent or legal guardian picks up the child. The illness will be reported to the custodial parent or legal guardian once the child shows signs of illness.

Signs and symptoms of a suspected communicable illness include the following:

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100 degrees Fahrenheit or higher in conjunction with any other signs of illness
- Conjunctivitis (pink eye)
- Exposed, open skin lesions
- Any other unusual sign or symptom of illness

If your child has any of the above symptoms please keep them at home to recover for at least 24 hours. The child will not be able to return to the summer camp program without medical authorization, or until the signs and symptoms of the disease are no longer present. A doctor's written release may be required at the discretion of the Director.

Children with head lice may not attend the YMCA summer camp until completely nit and lice free.

MEDICATIONS

The YMCA reserves the right to refuse medication and/or administration of medication. In the event life altering medication is needed, a consent form for administration of medication must be completed by parent/guardian and given to Child Care Director. The parent/guardian must train the director prior to administration. All medication must be in original packaging and labeled indicating dosage as prescribed by physician, this includes over the counter medications. No medication may be sent with the child. **3**

PERSONAL ITEMS/ELECTRONIC DEVICES

We want you and your child to have a positive experience in our YMCA program. Personal items such as cell phones, tablets, toys, games, trading cards and other similar materials are not permitted. Varied activities are provided to keep your child engaged without these items. We also do not want your child's items to be lost, stolen or broken, as the YMCA will not be held responsible. Please have your child leave these items at home unless directed by YMCA staff.

SAFETY

The safety of your child is our most important concern. In order to insure their safety our staff members have each agreed to follow the following rules:

- Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home.
- Staff are not to transport children in their own vehicles.
- Staff are not to contact your child outside of YMCA business or exchange contact information, i.e. email address, social media, phone numbers, etc.

If, at any time, you become aware of any staff not observing these rules or if you have any questions relating to our safety procedures, please contact the Child Care Director at (863) 267-9622. We appreciate your confidence in the YMCA to provide care for your child and your assistance in keeping them safe.

INJURY PROCEDURE

- 1) Administration of immediate first aid, as necessary
 - 2) Notification of injuries will be reported to parent/guardian
 - 3) Notify paramedic/medical professional
- Please remind your child to report all injuries, no matter how small, to their counselor or YMCA staff immediately.

EMERGENCY PROCEDURE

Our schedule and/or program may be altered due to emergencies, such as severe weather. The YMCA will make reasonable efforts to provide child care in an emergency situation at select sites if it is safe to do so. Refunds are not provided for emergency closings. During threatening weather, please stay tuned to local radio or TV reports to ensure you or your emergency contacts are available to pick up children if needed.

TRANSPORTATION

The parent/guardian is responsible for transportation to and from the program. Transportation between locations will take place in YMCA vehicles that are licensed with YMCA employee drivers.

DRESS CODE

It is important to send your child in comfortable play clothes. Campers should dress in cool comfortable play clothing that can get dirty. Campers must wear closed toe and closed back shoes at camp. It is recommended for the health of your camper's feet that they wear socks. Flip-flops, Crocs, or sandals may only be worn during swim time.

Not Permitted: Cut-off jeans as swimsuits, inappropriate bathing suits, clothing with foul language or images, dangle jewelry, under shirts as clothing, Heelys/roller shoes, flip-flops, Crocs, or sandals (except during swim time) are not permitted at camp. Campers without the proper attire will not be accepted into camp as they cannot participate safely in camp programs.

*The YMCA reserves the right to ask any camper to put on appropriate attire or they may not be allowed to participate in activities.

WHAT TO BRING TO CAMP

Please make sure your camper brings the following items to camp each day. Our days are full of outdoor adventures and campers and their items may get dirty. Be sure everything is labeled with camper's first and last name.

The YMCA of West Central Florida is not responsible for lost or stolen items.

- Backpack - To store camper's items including water bottle, swim gear, towel and extra clothes.
- Lunch and Snacks - A non-perishable lunch and drink should be packed every day. Afternoon snacks are provided to all of our campers. The YMCA does not provide microwaves or refrigeration.
- Reusable Water Bottle - Water Fountains or water coolers are available throughout camp to refill water bottles. All water bottles should be labeled with your camper's full first and last name. Go green and use a reusable bottle.
- Swim Gear - Swim suit and towel are needed for water activities. Old shoes are ideal for outdoor water play. We recommend rash guard shirts for sun protection.
- Shoes and Socks - Closed-toed shoes with a closed back (such as tennis shoes) are required every day. Campers without proper foot attire will not be accepted into camp as they cannot safely participate
- Extra Clothes - Dress your child in cool comfortable play clothes that can get dirty. An extra set of clothing is recommended especially for younger campers. Also, a hat for sun protection.
- Sunscreen and Bug Spray -The YMCA does not provide sunscreen. Parents should apply sunscreen on the child before sending the child in the morning. Sunscreen breaks will be taken periodically. Children will apply sunscreen to themselves using their own sunscreen under staff supervision. As a last resort, staff may assist with sunscreen. Only spray sunscreen is allowed.

In keeping with the YMCA mission and character values of caring, honesty, respect and responsibility, appropriate behavior is expected of all program participants AND parent/guardians. Respectful interactions with other participants and staff are at the core of the Y mission and essential to having a successful experience for all.

Summer Camp personnel will use positive techniques such as redirection and collaboration between staff, parents, educators and family to guide behaviors and set appropriate limits that encourage children to make positive choices. Based on the behavior exhibited, the following sequence is referenced:

- 1) Verbal warning and documentation
- 2) Written warning and documentation
- 3) Temporary suspension or removal from the program
- 4) Termination from the program

Based on the severity of the child's or adult's negative behavior. These steps may be accelerated or skipped.

FL Department of Children and Families Statute on Discipline as stated in Florida Statute 402.305: "Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:

- 1) Children shall not be subjected to discipline which is severe, humiliating, or frightening
- 2) Discipline shall not be associated with food, rest, or toileting
- 3) Spanking or any other form of physical punishment is prohibited

Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility.

Character development assistance forms may be completed as the YMCA staff work with your child on enhancing caring, honesty, respect, and/or responsibility.

To better serve your child, we request your assistance and support in helping us build character and provide a safe environment for all children. Communication is strongly encouraged between staff and parents/guardians.

OUR COMMITMENT TO PROTECTING CHILDREN

Serving the youth in our community is a vital part of our mission, and we are committed to creating a safe environment for the thousands of children and teens we serve every year. At our Y, we take the following actions to keep youth safe in our facilities and programs.

- All Ys in the US are required to implement child sexual abuse prevention practices and policies to remain a member in good standing with the National Council of YMCAs

-All child care staff are finger printed and background screened.

- We train and mentor staff with developmentally appropriate practices.

- We work closely with strategic partners to advance federal policies.

We also practice and advocate for the three habits of child abuse prevention: KNOW, SEE, RESPOND. Because when we know and understand how abuse happens, see the warning signs, and are prepared to respond quickly to prevent it, we create a culture of child abuse prevention that results in even safer environments for kids to reach their full potential.

CREDIT & REFUNDS

• **Weather-related Closing:** No credit/refund will be issued should weather cause camp closings including closings of pools and other water activities during thunderstorms.

• **No-Show and/or Sick Camper:** There will be no refund or reduction in fees if a child no-shows for a registered week, including illness. Two week prior notice is required for a refund.

• **Damaged Property:** Replacement costs for damaged or broken YMCA of West Central Florida property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with camp operations, locations and vehicles.

• **Behavioral Issues and Suspensions:** If a camper is suspended from camp, a refund will not be issued. Campers may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other campers or associates. Behavior guidelines apply to parents/guardians or caregiver and a camper may be dismissed from camp due to their actions.

• **Program Concerns:** Any concerns with camp operations activities or events should be brought to the attention of the Camp Director immediately in an attempt to correct the situation.

PAYMENT DRAFT DATES FOR:

Week 1: 05/30

Week 2: 06/06

Week 3: 06/13

Week 4: 06/20

Week 5: 06/27

*No camp on July 4th

Week 6: 07/04

Week 7: 07/11

Week 8: 07/18

Week 9: 07/25





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LFY CHILDCARE FIELD TRIP PERMISSION FORM

Thank you for choosing Lakeland Family YMCA Childcare. While your child is in our program he/she may participate in the following activities:

- Walk or ride in the van to Peterson Park
- Swimming
- Use the Basketball Gym in the Main Building
- Ride in the van to YMCA Par 3
- Use any other YMCA facility

Child's Name: _____

I hereby grant permission for the above named child to participate in this activity.

In the event my child suffers any illness or accident requiring emergency treatment while involved in any YMCA activity, I hereby give my permission for any necessary hospitalization, medication, or surgery on recommendation of medical personnel, in which case all such expenses shall be paid by me except where covered by the boards accident policy. In the event of sickness or accident, I waive all claims against volunteers, staff, YMCA or its agents that may arise from participation in the activities of the YMCA.

Parent Guardian Signature

Date

What is the influenza (flu) virus?

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. According to the US Centers for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care.

Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.

How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

THE FLU

A Guide for Parents



A change in daily routine,
lack of sleep, stress,
fatigue, cell phone use, and
simple distractions are some
things parents experience and
can be contributing factors as
to why children have been left
unknowingly in vehicles...



For additional information, please visit
www.myffamilies.com/childcare or contact
your local licensing office.

This brochure was created by the
Department of Children and Families in
consultation with the Department of Health.

**WHEN LIFE
HAPPENS...
DON'T BE A
DISTRACTED
ADULT**





Distraction Prevention Tips:

- **Never** leave your child alone in a car and **call 911** if you see any child locked in a car!
- **Make a habit** of checking the front and back seat of the car before you walk away.
- **Be especially mindful** during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- **Create reminders** by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- **Keep a stuffed animal** in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- **Set a calendar reminder** on your electronic device to make sure you dropped your child off at child care.
- **Make it a routine** to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2018 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes to provide parents, during the months of April and September each year, with information regarding the potential for distracted adults to fail to drop off a child at the facility/home and instead leave them in the adult's vehicle upon arrival at the adult's destination.



Facts About Heatstroke:

⚠️ It only takes a car **10 minutes** to heat up 20 degrees and become deadly.

⚠️ Even with a window cracked, the **temperature inside a vehicle** can cause heatstroke.

⚠️ The body temperature of a child increases **3 to 5 times faster** than an adult's body.



Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment.

Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myffamilies.com/childcare



For additional information, please visit
www.myffamilies.com/childcare
or contact your local licensing office.

This brochure was created by the
Department of Children and Families in
consultation with the Department of Health.



KNOW YOUR CHILD CARE FACILITY