



175 YEAR ANNIVERSARY

# THE “Best Summer *Ever!*” PLACE

YMCA OF WEST CENTRAL FLORIDA

**SUMMER CAMP HANDBOOK**



# 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

## MISSIONS & VALUES

We have a strong commitment to quality. The guidelines outlined in this 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.

## LOCATION & HOURS

### YMCA Pre-K Summer Camp Program:

Bob Adams Family Community YMCA

### YMCA Day & Specialty Camp Programs:

Bob Adams Family Community YMCA

Fontaine Gills Family YMCA

Par 3 YMCA

### Hours of Care:

Bob Adams Family Community YMCA 7am-6pm

Fontaine Gills Family YMCA 7am-6pm

Par 3 YMCA 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 7:30am at Par 3. Participants may stay as late as 6pm.



## 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 waivers giving your camper permission to participate in all camp activities and field trips. This form also includes YMCA of West Central Florida photo-release information and allergy information. Please read all sections carefully before signing. A copy will be emailed to you.

### Emergency Contacts and Authorized Pick-up

During registration, you will list the adults authorized to pick up your child from Camp. 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 or in person. 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.

# PAYMENT PROCEDURES

As the parent/guardian registering a child in the YMCA of West Central Florida's 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 your camper is registered prior to May 17th, the registration fee will be \$25.
- If your 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 the branch Childcare Director. 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/guardian cancels AT LEAST 14 days PRIOR to the start of the camp week:**

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

**If a parent/guardian 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/guardian 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/guardian 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 that 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

### ELC Absence Policy (Revised)

Parents are responsible for payment at the regular daily rate for any days exceeding the three (3) absence days allowed by the Early Learning Coalition (ELC), unless a written explanation is submitted and approved by ELC. Acceptable written documentation includes, but is not limited to:

- Doctor's notes
- Court-ordered documentation
- Documentation for mandatory appointments

If an absence occurs for reasons outside of those listed above, parents must contact their child's camp location to request an ELC Absence Documentation Form. The form must be completed in full, including the reason for the absence, and submitted for review.

Approval of absences is not guaranteed and is subject to ELC guidelines.

## 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](http://www.ymcawcf.org) or visit one of our YMCA locations.

## Registration Fees & Deposits (non-refundable)

Registration fee: \$45 per camper

Deposits: \$15/week per camper

## Weekly Fees

### Summer Day Camp:

Member: \$150/week

Non-member: \$180/ week

### Pre-K Summer Day Camp:

Member: \$170/week

Non-member: \$200 week

## Specialty Camps: Sports, Aquatics

Member: \$175/week

Non-member: \$205/ week

### Jellyfish Camp:

Member: \$125/week

Non-member: \$155/week

## Specialty Camps: Golf

Member: \$185/week

Non-member: \$215/ week

### Pee Wee Golf Camp:

Member: \$145/week

Non-member: \$175/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 payment 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 individuals 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. Additionally, anyone under the age of 18 will not be allowed to be on the authorized pick-up list.

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. After 30 minutes past pick up (6:00pm), we will be required to call law enforcement.

## 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.



# SICK DAY GUIDELINES

## PLEASE KEEP YOUR CHILD HOME IF:

							
<b>Your child has a fever</b>	<b>Your child is vomiting</b>	<b>Your child has diarrhea</b>	<b>Your child has a sore throat</b>	<b>Your child has a rash</b>	<b>Your child has lice</b>	<b>Your child has an eye infection</b>	<b>I have been in the hospital/ER</b>
A temperature of 100 degrees or higher within the last 48 hours, or is above 99 with other symptoms	One event of vomiting within the last 24 hours	One event of diarrhea within the last 24 hours	A severe sore throat especially if bright red or swelling or lesions on tonsils	A rash with fever or itching or blisters that are oozing with drainage	If live lice or nits are present	Redness, burning, drainage, crusty, matter, or swelling of eyelids	Hospital stay or ER visit

## YOUR CHILD MAY RETURN TO YMCA PROGRAMS WHEN:

Your child is fever free for 48 hours without the use of medication	Your child is free from vomiting for 48 hours without the use of medication	Your child is free from diarrhea for 48 hours without the use of medication	Your child has been on antibiotics or at least 48 hours if diagnosed with strep or another bacterial infection	Any blisters are free from drainage, fever free for 48 hours and sometimes with permission from a healthcare provider	Your child does not have live lice, has received lice removal treatment and nits have been removed	Your child's eyes are no longer draining and has been on antibiotic drops or ointment for at least 48 hours	Has been released by medical provider
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## 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 child(ren) if needed.

## TRANSPORTATION

The parent/guardian is responsible for transportation to and from the program. Transportation for activities 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 campers. The YMCA does not provide microwaves or refrigeration for lunch items.
- 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 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 staff. Behavior guidelines apply to parents/guardians or caregivers 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 DRAFTS FOR:

- Week 1: 06/04
- Week 2: 06/11
- Week 3: 06/18
- Week 4: 06/25
- Week 5: 07/02
- Week 6: 07/09
- Week 7: 07/16
- Week 8: 07/23
- Week 9: 07/30



# CHILDCARE FIELD TRIP PERMISSION FORM

Thank you for choosing the YMCA of West Central Florida Summer Camp Program. While your child is in our program he/she may participate in the following activities:

- Walk or ride in the van to a nearby park
- Swimming
- Ride the van to YMCA Par 3
- Participate in activities at other YMCA facilities

Child's Name: \_\_\_\_\_

I hereby grant permission for the above named child to participate in these activities.

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 YMCA 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



## 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 in still 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.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare)



For additional information, please visit [www.myflfamilies.com/childcare](http://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.



# KNOW YOUR CHILD CARE FACILITY

# Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

## Health Related Requirements

**Emergency procedures that include:**

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

## Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

## Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

## Record Keeping

**Maintain accurate records that include:**

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

## Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



## Ratios

Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1



/childcare

To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873