



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP PARENT HANDBOOK

SUMMER 2017
CAMP FOR A BETTER US

YMCA OF AUSTIN



CONTENTS

CONTENTS	2	PERSONAL BELONGINGS & WORKFORCE	12
WELCOME MESSAGE	3	HEALTH & SAFE ENVIRONMENTS	13
ABOUT US	4	• IMMUNIZATIONS	
CAMP OVERVIEW	5	• ILLNESS & INJURY	
• CAMP FOR A BETTER US		• MEDICATION	
• A TYPICAL DAY AT CAMP		• HEAD LICE	
GENERAL CAMP INFO	6	• PINK EYE	
• CAMP HOURS OF OPERATION		• RATIOS	
• LATE FEES & PAYMENT GUIDELINES		• LARGE GROUP FORMAT	14
• PERSONAL PHONE CALLS		• SPECIAL NEEDS	
• WHAT TO BRING & WHAT NOT		• EMERGENCY PREPAREDNESS PLAN	
• CAMP UPGRADE	7	• SUN EXPOSURE	
• ENRICHMENT ACTIVITIES		• WINTER WEATHER	
• CHARACTER DEVELOPMENT		• GANG FREE ZONES	
• CENTERS		• SAFETY OF CHILDREN'S PRODUCTS	
• HEALTHY SNACKS		• LICENSING	15
• HEPA STANDARDS		• CHILD ABUSE PREVENTION	
• OFFSITE INFORMATION	8		
• SWIMMING		CARING FOR OTHERS	16
• FIELD TRIPS & BUSING		• FINANCIAL ASSISTANCE	
• WHAT TO EXPECT THE FIRST DAY OF CAMP		• ANNUAL CAMPAIGN	
• ABSENCE POLICY—ILLNESS OR INJURY		Y CAMPER CODE OF CONDUCT	17
• SCHEDULES	9	• PARTICIPANTS AGREE TO...	
• USE OF YMCA & PUBLIC FACILITIES		• BEHAVIOR CONTRACTS	
• T-SHIRTS		• TERMINATION FROM PROGRAM	
• TOILETRY		STATEMENT OF UNDERSTANDING	18
SAFETY, STAFF, SIGN IN	10	• CODE OF CONDUCT	
• SAFETY		• INVOLUNTARY DISENROLLMENT	19
• STAFF		• GUIDANCE & POLICY	
• PROCEDURES		• TYPES OF PROHIBITED DISCIPLINE	
• SIGN IN / OUT		FEES AND PAYMENT GUIDELINES	20
INVOLVEMENT	11	• CAMP DEPOSITS	
• PARENT INVOLVEMENT		• CAMP FEES	
• UPDATING INFORMATION		• MEMBERSHIP DISCOUNT	
• EMERGENCY CONTACTS/AUTHORIZED PICKUPS		• NSF PAYMENTS	
		• CANCELLATIONS AND TRANSFERS	
		PROGRAM SERVICES CONTACT INFO	21
		YMCA OF AUSTIN LOCATIONS	22

WELCOME TO CAMP

Dear Parents,

Welcome to YMCA Summer Day Camp! At YMCA camp, we provide a happy, healthy environment for children to learn and grow. At Y Summer Camp, campers gain a sense of achievement, build relationships, and find their sense of belonging. For campers, camp provides opportunities for physical, social-emotional, and cognitive learning experiences. And for parents, camp offers peace of mind knowing their child is in a safe and enriching place. Camp curriculum will emphasize the YMCA's core values: caring, faith, honesty, respect, and responsibility and the Search Institute's 40 Developmental Assets. YMCA staff model these values and teach these skills during all camp activities.

Caring adult staff, age-appropriate curriculum, and low ratios ensure campers with a summer of fun, enrichment, and achievement and you with the confidence that your camper is laughing and learning in a safe environment. At camp, children will swim twice weekly at one of the YMCA's unique interactive pools or City of Austin pools. Additionally, Kinder, Theme, and Sports campers will enjoy one field trip per week, while Trailblazer campers can look forward to three field trips every week!

Field trips for Theme Camp will include the Thinkery, Jumpoline, and Typhoon Texas. Kinder Camp field trips will include the Austin Duck Adventures, Mt. Playmore, and the Austin Zoo. Main Event, Soccer Zone, and Westgate Lanes are a few of the Sports Camp field trips for this summer. Trailblazer Camp field trips will include Six Flags, St. Edward's University, Texas Paintball, and a special trip to YMCA Camp Cypress. We promise that all trips will be safe, exciting, and age-appropriate.

Stay connected with the Y and with your camp. Visit [Austin YMCA Summer Camp](#) webpage for the most updated swim locations, field trip destinations, and maps to each of the camps. [Like us on Facebook](#) and [follow us on Twitter](#).

A list of the Program Directors and their contact information is listed online and on page 21. Should you have any concerns regarding your child's YMCA Summer Day Camp experience, please contact the Program Services YMCA and ask for the appropriate Program Director. We cannot answer your questions or remedy your concerns unless we are made aware of the issue.

We look forward to meeting you, and extend a personal invitation to your camper for a summer full of fun and friendships! Thanks for choosing the YMCA of Austin.

Sincerely,

Andrew Wiggins
District Executive

ABOUT US

The YMCA is the nation's leading nonprofit organization dedicated to strengthening communities through youth development, healthy living, and social responsibility. For more than 60 years, YMCA of Austin has been here for the community.

OUR CAUSE

Strengthening the foundations of community. We believe that long lasting personal and social change can only come about when we all work together to invest in our kids, our health, and our neighbors.

OUR VALUES

Respect. Responsibility. Honesty. Caring. Faith.

OUR MISSION

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

The Program Services Branch of the YMCA of Austin is dedicated to developing, organizing, and delivering those programs that are not dependent on specific YMCA facilities. They include:

Youth Development

- Afterschool Care - Austin ISD, Round Rock ISD, Hays CISD, Manor ISD and area charter schools
- Early Learning Readiness - offered at Lucy Reed Pre-K Demonstration School, Houston Elementary, and Govalle Elementary
- Winter Holiday Camp - registration begins mid-October
- Spring Break Camp - registration begins in February
- Summer Day Camp - registration begins in February
Including: Kinder Camps, Theme Camps, Sports Camps, Trailblazer Camps

Healthy Living

- MEND (Mind, Exercise, Nutrition, Do It!) - childhood obesity intervention program for children and family (Program will be known as Healthy Weight and Your Child in fall 2017)

Social Responsibility

- Youth & Government - experiential club-based civics education & leadership development
- Project SAFE - Safety, Aquatics & Fitness Education, free swim lessons, water safety instruction, and physical activity for area pre-k and first graders
- Volunteer & Internship Program - volunteer coordination & training

The YMCA is a non-profit organization. The YMCA of Austin began in 1953 and now serves more than 65,000 facility members and 50,000 nonmember program participants. We believe no child or family should be denied services because of the inability to pay, and we provide financial assistance to ensure everyone is served.

CAMP OVERVIEW

YMCA of Austin camps are offered throughout the winter holidays, spring break, and the summer. Specific camp site locations vary throughout each camp session.

For specific information regarding your child's camp, please consult the YMCA of Austin Summer Camp webpage at (www.austinyymca.org/camp/summer-day-camp).

YMCA Summer Camp, Spring Break Camp, and Winter Holiday Camps offer children & teens a safe, exciting, and memory-making day camp experience. Each camper will have the opportunity to build self-confidence, independence, and creativity, and parents have peace of mind knowing your kids are in a safe and enriching place. At YMCA day camps, campers make friends while learning the values of diversity and cooperation. We strive to provide a happy, healthy environment for children to learn and grow.

CAMP FOR A BETTER US

This summer, the YMCA of Austin will offer 20 camps across Travis, Hays, and Bastrop Counties including Kinder, Theme, Sports, and Trailblazer camps. All camps will offer swimming, field trips, games, crafts, and character development activities. Camps will operate from 7:30 am - 6:00 pm at designated schools, churches, and YMCA facilities. Campers will enjoy changing weekly themes, sports, and adventures as well as weekly field trips and twice weekly trips to the pool. Activities are based on the YMCA of Austin's character values (Respect, Responsibility, Honest, Faith, and Caring) and the Search Institute's 40 Developmental Assets.

Our summer camp program offers a constructive balance of counselor led activities and time for child exploration. Moreover, the Y delivers CATCH (Coordinated Approach to Child Health) physical activity lessons daily for Kinder and Theme camps. Campers are divided into age-appropriate groups for many of the daily on-site and off-site activities.

We are so happy that you have chosen our YMCA Summer Day Camp Program!

A "TYPICAL" DAY AT CAMP (schedule)*

- 7:30–9:00 Sign in - quiet activities/centers
- 9:00–9:15 Daily opening ceremonies
- 9:15–9:30 Morning snack
- 9:30–11:00 Organized games, songs, playground, & theme related rotations
- 11:00–11:30 Character Development Activity
- 11:30–12:00 Wash up and prepare for lunch
- 12:00–12:30 Lunch/clean-up
- 12:30–1:00 Story/quiet time
- 1:00–2:30 Theme related afternoon rotations
- 2:30–3:30 Indoor organized activities
- 3:30–4:00 Organized gym times
- 4:00–5:00 Afternoon Snack / Closing Ceremonies
- 5:00–6:00 Camper's free time/clean-up and prepare to go home

*** Field trips and swimming days differ greatly.**

Consult camp field trip and swimming calendar posted online and provided at camp location.

GENERAL CAMP INFO

CAMP HOURS OF OPERATION

- Monday–Friday 7:30am–6:00pm
- Camps may depart very early during Sharks `n Minnows weeks for morning swimming lessons. Please check camp calendar and weekly Activity Plan.
- On field trip days, parents MUST have children at camp by 8:30 a.m., unless otherwise notified by staff.

Please note that staff will not stay at camp to care for late arriving campers. If you are late, parents are permitted to drop off campers at field trip or swimming locations.

LATE FEES–FEES AND PARENT GUIDELINES

Late Pick-Up Fees will be charged for children not picked up by 6:00pm as follows:

- One to 15 Minutes late \$10.00 per child
- 15 to 30 minutes late \$15.00 per child
- 30 minutes late or more \$25.00 per child

If your child has not been picked up by 6:30pm and the YMCA Program Services Branch has had no contact with the parents/guardians, the proper authorities will be contacted. Please note that any late fee charges will be added to the account and charged within 10 days from the day it was issued.

PERSONAL PHONE CALLS

If you need to get a message to your child or to the camp staff, please contact your child’s camp directly. If you are unable to get in touch with the camp, call our Program Services Branch, (512) 236- 9622 and we will relay the message.

WHAT TO BRING & WHAT NOT TO BRING

WHAT TO BRING	WHAT NOT TO BRING
Please label all items with your child’s full name.	Please do NOT bring the following items to camp:
Bag Lunch with Drink	Items of Value to you or your child
Swimsuit, Towel, Sunscreen, and Hat	Water Guns
Water Bottle *Mandatory daily for Trailblazer Camp	Personal Items such as cell phones, tablets, trading cards, and/or toys.
Backpack for your belongings	Money (unless notified)
A Great Camp Attitude!	

GENERAL CAMP INFO (continued)

CAMP UPGRADE

This year we have pledged to incorporate the YMCA of the USA's Camp Upgrade into our Day Camp program. The purpose of Camp Upgrade is to help further the social and emotional development of children. The Upgrade provides intentional structure and time devoted to promote youth reflection, youth choice, and youth affirmation. This initiative new upgrade will help youth feel like they belong, allow them to try new things, and put them in a position to make new friends. At the YMCA, we strive for all children to have a sense of belonging, achievement, and the opportunity to develop positive lasting relationships.

ENRICHMENT ACTIVITIES

Includes arts & crafts, science & math activities, nutrition/wellness activities, reading, journals, and performance opportunities, such as talent shows, music, comedy, cooking, etc. Other projects will also be implemented that encourage children to use team skills, be creative, and challenge themselves.

CHARACTER DEVELOPMENT

The YMCA of Austin has five character values that are interwoven and emphasized throughout our daily activities: Responsibility, Honesty, Caring, Faith, and Respect. Staff is encouraged to teach, model, and reward these character values at all times. Additionally, curriculum activities are designed or chosen to correspond to the Search Institute's 40 Developmental Assets. The Assets are "40 common sense, positive experiences and qualities that help influence choices young people make and help them become caring, responsible, successful adults."

CENTERS

Children will be able to choose from a variety of board/card games, drawing/writing materials, books, manipulatives, and other supplies.

HEALTHY SNACKS

The YMCA will provide a healthy morning and afternoon snack each day. The Y uses the MEND (Mind, Exercise, Nutrition, Do-It) guidelines to order low-fat, low-sugar, and low-salt snacks. Additionally, we are constantly pushing our food vendors to provide more ordering options. Parents may pack a drink or alternative snack. A snack menu is posted on the site bulletin board. Parents must tell site staff of a child's allergies or negative reactions to food. Although nutrition is considered and the YMCA is working with food vendors to order and deliver nutritious snacks, the YMCA is not responsible for the nutritional value of food provided.

HEPA STANDARDS

Healthy Eating and Physical Activity Standards (HEPA) standards were created in conjunction with Michelle Obama's Let's Move Campaign. Implementing these standards helps ensure that the Y is serving your kids with healthy best practices, including fresh fruits and vegetables and other nutritious snacks, water available at all snacks and meals, limited screen time, and at least 60 minutes of moderate to vigorous physical activity each day.

The YMCA has partnered to deliver CATCH® Kids Club games and activities. CATCH (Coordinated Approach to Child Health) has 25 years of university-led research and has been shown to have statistically significant and positive impacts on child health behaviors including: increase in moderate to vigorous physical activity levels, improvement in self-reported food choice habits, positive family impact, and reduction in childhood obesity levels and risk factors.

GENERAL CAMP INFO (continued)

OFFSITE INFORMATION

Swimming

Each week camps will travel to local swimming pools (YMCA owned and Austin Parks and Recreation pools). Campers will swim at least twice a week, subject to weather and transportation. Lifeguards will always be present when children are swimming.

Swimming skill tests will be given to all children prior to admission to water. Non-swimmers are only permitted in shallow water. All personal flotation devices must be Coast Guard approved to be permitted.

Please bring a swimsuit, towel, and sunscreen on all swim days as well as a way to stay organized (ie. backpack or drawstring swim bag).

Field Trips & Busing

Field trips are planned for each week of the summer. Camp trips and locations have been selected to enhance the theme for the week. Trips are usually 2-3 hours in length (But can be longer).

Transportation is provided by local school districts. Children must be at the day camp site by 8:30 am, unless otherwise noted on weekly activity plan.

Field trips are subject to change due to transportation, weather, and unforeseen events. Most trips will return to the day camp site by 4:00 pm. Traffic and child management concerns may delay returns to the site. Please be patient as our concern is always the safety of your child(ren).

Please bring a sack lunch and drink (some sites may participate in free lunch program through the Central Texas Food Bank), wear good walking shoes, and possibly bring sunscreen and a hat (depending on field trip destination). A backpack or other type of bag will help your camper stay organized.

WHAT TO EXPECT THE FIRST DAY OF CAMP

Camp opens each morning at 7:30 AM. You are welcome to drop off your camper at any time after camp opening. On the first few days of camp, campers will wear name tags. Parents are required to sign their camper in and out each day. After signing your camper in, encourage them to place their belongings in their proper place (ie table). The more routine, the better. Between 7:30 and roughly 8:45 am, centers will be available for all campers. Centers may include board games, manipulatives, dolls, books, and coloring sheets.

*Please take note of field trips & swimming, as indicated on the camp calendar, and make sure you arrive in time to catch the bus.

ABSENCE POLICY-ILLNESS OR INJURY

Please notify the staff at your child's camp by 8 am of any absences. Refunds are not available for day-to-day absences from camp. Refunds will only be made available for serious illness or injury to your child with accompanying note from your child's physician. Request for refunds, under this circumstance, can be emailed, along with physician's note to programservices@austinyymca.org.

GENERAL CAMP INFO (continued)

SCHEDULES

Parents will receive an Activity Plan each week. The Activity Plan will include all field trips days, swim days, guest speakers, and special items to bring for the day. All schedules are subject to change dependent on transportation, weather, or unforeseen conflicts.

USE OF YMCA & PUBLIC SCHOOL FACILITIES

The YMCA conducts the Y Day Camp program at local public schools, churches and YMCA of Austin's owned and leased facilities. Public school facilities, playscapes, and grounds may not fully comply with TDFPS Minimum Standards. Where deficient, the YMCA of Austin will prohibit the use of these activity areas and work to provide the necessary safeguards.

T-SHIRTS

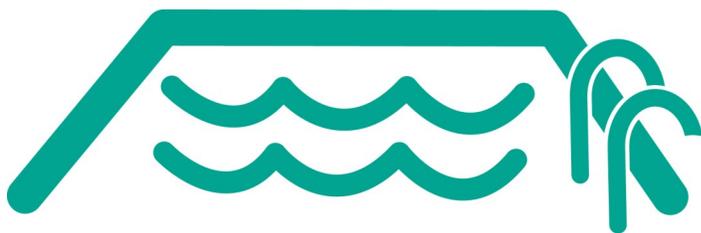
While supplies last, the YMCA will provide one t-shirt per camper. Although not required, campers are encouraged to wear their Y camp t-shirt on field trip days.

TOILETRY

All Y Campers must be toilet trained prior to starting camp. Camp counselors do not provide personal care assistance but do understand that occasional accidents may happen. When an accident does occur, a parent or authorized contact will be called to inform them of the toileting accident. The parent or authorized contact will be asked to travel to the camp facility to change the participant's clothing. If the child has an extra change of clothes and is able to change and clean him/herself, the parent or authorized contact will be informed but not requested to travel to camp.

Children must be able to do the following at camp:

- Can inform camp counselor when they need to go to the bathroom
- Can attend to their own hygiene
- No longer is wearing diapers or disposable underwear such as pull ups.



SAFETY, STAFF, SIGN IN

SAFETY

Safety always comes first at the YMCA of Austin, and it begins before the first day of camp. Staff are carefully chosen using in-person interviews, reference checks, and training attendance. The Y looks to hire experienced, caring, enthusiastic, and responsible staff for all positions.

STAFF

All YMCA Camp Counselors and Assistant Site Directors are required to be at least 18 years of age and graduates of high school. YMCA Site Directors are required to be at least 20 years of age, graduates of high school, and must have at least one year of licensed childcare experience. The vast majority of staff hired has previous childcare experience. Staff are interviewed in-person, three references are contacted, and three separate background checks are run. When hiring, YMCA Program Directors look for staff who are smart, driven, organized, creative, hardworking, and reliable. The ability to commit to a full summer of employment is also taken into consideration, as we desire to provide a consistent staff team to kids and parents.

After getting hired, staff must also complete computer based new-hire orientation, child abuse sexual prevention training, blood borne pathogens training, a week-long TDFPS mandated Pre-Service training, and an on-site first-day orientation training. All staff is also required to become certified in Adult, Child, and Infant CPR, Standard First Aid (FA), and Basic Water Rescue.

Lastly, staff must continue to participate in training seminars once employed. Staff who work a full calendar year (afterschool and camp) will receive more than 20 hours of continuing education (not including Pre Service, CPR, or FA hours), which exceeds TDFPS Minimum Standards. Training topics may include active supervision, developmental stages of children, age-appropriate activities, CATCH®, positive guidance & discipline, customer service, working with special needs kids, songs, and safety & risk management.

PROCEDURES

Sign In/ Out

Parents or authorized adults must sign campers in and out of camp every day. Children will only be released to authorized people who are listed on the child's enrollment forms. Authorized persons must bring a photo ID in order for a child to be released from the program. A child will not be released to anyone who is not listed on the enrollment form, unless the YMCA is notified by the parent or guardian that an additional person is picking up the child. IDs will be checked if the staff is not familiar with the adult. Children will not be released unless they have been signed out and will not be allowed to stay on the premises after being signed out. Children will not be allowed to leave the facility to walk or ride their bike home. All authorized pick-ups must be at least 16 years old and present a valid ID to sign out a child.



INVOLVEMENT

PARENT INVOLVEMENT

Parents are invited and encouraged to visit the centers at any time. Please notify staff at time of arrival. We ask that you are respectful of the children's routines and programmed activities, as well as the staff's need to be with the children. We encourage you to schedule time with the Site Director to discuss your child's progress and address any other concerns.

VOLUNTEERS ENCOURAGED

Parent support their child's camp through special talents or hobbies, helping on field trips, and fundraising. Please let the Program Director know in advance of your interest in volunteering. All volunteers will need to be screened through our volunteer background process. In addition to asking for certain behaviors from our youth participants, the Y requires that each parent conduct him or herself appropriately at all times. This includes communications and interactions with Y program and office staff. Inappropriate language, conduct, or action toward any participant, Y staff, child, or other parent will NOT be tolerated. Failure to abide by this policy will result in termination of services without refund of previously paid services.

UPDATING INFORMATION

It is the responsibility of parents to inform in writing the Program Services Branch of any changes to the enrollment/contact information, session changes, new child information, phone numbers, home/ mailing address, emergency and authorized pick-ups, billing information, and changes to other pertinent information. Please submit a new payment method authorization form any account billing changes at least two (2) business days before the payment due date. This information must be in writing and sent to the Program Services Office via email (programservices@austinyymca.org) or mail (3208 Red River, Ste 100, Austin, TX 78705)

Please Note: The Primary Parent listed on the Camp Enrollment form is the ONLY authorized party to make any account or enrollment changes, unless the primary parent has approved the second parent to make changes by indicating this on the camp enrollment form. Any change in family status which impacts authorized parties for pick-up will require official documentation from proper authority.

Both parents must be listed on the child's enrollment form, unless court documentation is provided to the Y, justifying the exclusion of one parent. Without court documentation, YMCA staff cannot deny access to a biological parent. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child, or other children in the program.

EMERGENCY CONTACTS/AUTHORIZED PICKUPS

A local person, other than the names listed as the primary and secondary parent, must be listed as an Emergency Contact per licensing requirements. To be in compliance with the YMCA of Austin Program Services' policies and those provided by DSHS and TDFPS, the individual authorized to pick up your child must be 16 years or older. Anyone listed as an emergency contact is also authorized to pick up the child.

PERSONAL BELONGINGS / TEXAS WORKFORCE & (CCS)

PERSONAL BELONGINGS

Jackets, backpacks, lunchboxes, and other items left at the end of camp will be placed in the YMCA Lost & Found area. Parents are encouraged to frequently check lost and found. As stated, children are asked not to bring personal items to their Y Camp. The Y is not responsible for items lost, broken or stolen during program hours. Please keep at home: cell phone, tablets; other electronics; scooters/bikes; toy guns or weapons of any kind; money; other personal items or items of high value.

TEXAS WORKFORCE & CHILD CARE MANAGEMENT SERVICES (CCS)

To register for a Y Camp under the Texas Workforce Childcare Commission also known as CCS, please follow the following steps:

- Contact your local Workforce office for information regarding their application process
- Complete the YMCA of Austin Camp Registration paperwork
- Upon approval from Workforce, you will get assigned a Case Worker. Contact your Case Worker for approval to attend the Summer Camp program and have them send their approval notification to programservices@austinyymca.org.
- Submit your completed Y Camp registration paperwork in one of the following ways:
 1. Scan completed forms and email to programservices@austinyymca.org
 2. Mail to Program Services Attn: Workforce Coordinator

Once you have submitted your completed Y Camp Registration Paperwork, this does not mean your child has been registered. Registration will be processed within 1-2 business days from when we receive notification from your case worker. Once the registration is complete, the Workforce Coordinator will contact you to let you know your child's start date. Upon being registered for a Y Camp, it is the Parent/Guardian's responsibility to swipe in and out of the program daily. Any family that misses more than three days of swiping in a row is subject to losing their CCS approval status and being removed from the program.

****If your child is absent due to illness or injury, please notify the Program Services and Workforce Coordinator. Please note, three (3) or more consecutive absences could result in automatic program termination.****

COMMUNICATION AND MESSAGING

The Y strives to ensure quick and appropriate communication at all times. We use the following ways to communicate information quickly to families in the event of any emergencies, bad weather, and/or bus delays:

- Email
- Phone
- Text Messaging by OPTING IN on summer camp registration
- [YMCA of Austin website](http://www.AustinYMCA.org) {www.AustinYMCA.org}
- Facebook: Please "Like" our [Facebook page](#) for camp updates and pictures.

HEALTH & SAFE ENVIRONMENTS

IMMUNIZATIONS

All immunizations must be current and up to date. Your child's immunization record, including TB test and vision and hearing screening (if required by school district), must be current and on file with the school nurse. If child's immunization record is not on file at local elementary school, the immunization records must be submitted along with the registration information. A copy of exemption from Immunizations for Reason of Conscience must be submitted along with the Y Camp registration forms.

ILLNESS & INJURY

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In cases of serious illness or injury, the Site Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The YMCA will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

Please keep sick children at home. Children 100.4+ degrees, or those experiencing vomiting, diarrhea, or other infirmities are not allowed to attend Y Camp until fully recovered.

MEDICATION

All medication to be administered by YMCA staff must:

- Delivered directly to the Site Director and be in the original container, with physician's name/number.
- Signed Child Medication Form with clear written instructions regarding dosage and times to be administered
- All medication will be kept in a locked box and will only be administered by the Site or Assistant Site Director.

***It is the parent's responsibility to pick up all medication at the end of each day or week.**

HEAD LICE

The YMCA will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment which results in the complete removal of live lice and nits. YMCA will notify all other parents of incident. Upon return, the child's head will be checked by YMCA staff. There is no financial or time compensation for missed days.

PINK EYE

Children with pink eye should stay home, but may return 24 hours post-treatment.

RATIOS

The Texas Department of Family and Protective Services requires a minimum of one staff per 22 to 26 children. The Y is proud to strive for a 1:15 ratio for on-site activities and a 1:10 ratio for active play, swimming, and field trips.

HEALTH & SAFE ENVIRONMENTS (continued)

LARGE GROUP FORMAT

Due to the large group format of our program, the YMCA is unable to provide one-on-one care and makes no claim to do so for any child. Exceptions include: injuries, immediate disciplinary issues, and certain personal care needs customarily provided to all children.

SPECIAL NEEDS

Y Camp is open to all children, and the YMCA will work with children of all abilities. Parents have a duty to disclose significant medical, physical, or behavioral needs at the time of enrollment. Due to the large group format of camp the Y is unable to provide one-on-one care except on intermittent basis. If your camper has a special need and may need an accommodation or assistance from camp staff, we strongly encourage parents to contact the YMCA Program Director before the camper's first day to discuss how to best prepare that camper for success.

EMERGENCY PREPAREDNESS PLAN

All Y Camp sites have an emergency preparedness plan customized to their location and facility. Weather drills are practiced regularly. We monitor bad weather and take precautionary measures to keep children safe during severe storms.

SUN EXPOSURE

The YMCA is aware that the summer heat in Austin can be unbearable, even severe at times, and has long-term implications. We try our best to schedule outdoor activities for only short periods of time as well as provide plenty of water breaks and time in the shade. Children will not participate in outside activities when the temperature exceeds 104 degrees. In advance of planned outdoor activities, we encourage parents apply sunscreen on their camper before sending them to camp. We also encourage parents to send SPF 30 or higher sunblock with your camper throughout the summer. Children over 7 years old are taught to self-apply sun block daily. Younger children are assisted by staff prior to outdoor activities.

WINTER WEATHER

During the cooler winter months, the YMCA will not go outside to play when the temperature drops below 38 degrees. Please make sure you send your child to camp with a winter coat.

GANG FREE ZONES

According to TDFPS guidelines, we are required to inform parents that under the Texas Penal Code, any area within 100 feet of a child-care center is considered a gang-free zone. The YMCA of Austin adheres to and endorses these guidelines.

SAFETY OF CHILDREN'S PRODUCTS

According to TDFPS guidelines, the YMCA of Austin will post and notify parents and employees of the Consumer Product Safety Commission (CPSC) recall list. The YMCA of Austin is also required to certify in writing annually that no unsafe products are in the center.

HEALTH & SAFE ENVIRONMENTS (continued)

LICENSING

TEXAS Department of Family and Protective Services (TDFPS) and Department of State and Health Services (DSHS)

Texas Department of Family & Protective Services (TDFPS) Minimum Standards and Texas Department of State Health Services (DSHS) Standards will be observed during the conduct of the YMCA of Austin's Summer Day Camp. Standards including those pertaining to staffing, facilities, transportation, and aquatic activities will meet either or both of these state agencies requirements.

In order to obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year. TDFPS Minimum Standards are available onsite for viewing. Parents may contact TDFPS 1-800-862-5252 or locally at 512-834-3195 or visit www.dfps.state.tx.us. The YMCA conducts the Camp Programs at specific local public schools. These facilities, playscapes, and grounds may not comply with TDFPS Minimum Standards.

CHILD ABUSE HOTLINE

Child abuse can occur in any setting. The YMCA provides extensive training in child abuse prevention skills and understanding how children can be abused. Texas law requires the suspicion of child abuse be reported immediately. The following Hot Line phone number is available 24 hours a day for anyone to report a suspicion of child abuse.

HOT LINE: PHONE 1-800-252-5400

Your report will be documented by staff from the Texas Department of Family and Protective Services. When people make a report of suspected child abuse in good faith, they are immune from any liability. When the department investigates a complaint, the identity of the complainant is not revealed.

Please report any concerns to the YMCA Staff immediately: Call the Program Services Branch at (512) 236-9622, or Email programservices@austinyxca.org.



CARING FOR OTHERS

FINANCIAL ASSISTANCE

Our YMCA Programs are designed to benefit persons of all backgrounds. While participants are expected to pay their fair share, as long as funds are available, the YMCA will assist any individual who wants to participate but cannot afford the fee. Contact our Program Services office for more information. Application and prior participation is not a guarantee of award.

Completed Financial Assistance applications can be submitted via:

- Email all documents to programservices@austinyymca.org Attn. Financial Assistance Coordinator
- Mail all documents to Program Services YMCA Attn. Financial Assistance Coordinator

***Please note that it will take up to two (2) weeks to process the completed financial assistance application once it is received. Feel free to contact Program Services at 512-236-9622 for follow up on your application and for questions regarding our Financial Assistance Program.**

ANNUAL CAMPAIGN

More than 60 years ago, the YMCA of Austin planted the seeds of community. Now, we grow stronger together. We are a nonprofit organization that believes everyone, regardless of age, income, or background, should have the opportunity to learn and grow with us at the YMCA. That's why we offer 'Membership for All', our financial assistance program that ensures no one is turned away for economic reasons. We are a powerful advocate for the community, because we are the community.

Each year, through our Annual Campaign, 100% of donations received are used to support program & membership financial assistance. In 2016, the YMCA of Austin invested \$2.3 million into the Austin community through programs such as Summer Camp, Afterschool Care, Youth Sports, Swim Lessons, LIVESTRONG at the YMCA, Youth & Government and so much more. Every dollar donated makes a big difference. Here are some ways your donation will provide opportunities for others:

- **\$50 will give:** one session of swim lessons, ensuring a lifetime of fun and safety in the water
- **\$100 will give:** one week of summer camp for a child, creating life-changing experiences
- **\$250 will give:** one cancer survivor strength & wellbeing with LIVESTRONG at the YMCA
- **\$500 will give:** one youth sports team a season to build confidence, teamwork & healthy habits

For more information visit www.AustinYMCA.org/our-impact



Y CAMPER CODE OF CONDUCT

The YMCA of Austin takes seriously the protection and safety of the children enrolled in programs.

AS A PARTICIPANT IN THE YMCA OF AUSTIN Y CAMP PROGRAM, I AGREE TO:

1. Keep my personal belongings in my storage area.
2. Remain seated and quiet during roll call or announcements and answer only for myself.
3. Follow all rules during free play, snack time, activity time, and emergency drills.
4. Follow all instructions given by Y Staff.
5. Tell staff counselors if I am sick or hurt.
6. Follow Timeout instructions.
7. Respect all other children at all times.
8. Respect all supplies, equipment, and property.
9. Respect all personal belongings of other children.
10. Help clean up after myself following all activities.
11. Never leave without permission from the Y Staff.
12. Check out only when signed out with a staff member.
13. Remain seated, quiet and keep body parts inside when riding the bus. I will also obey all bus driver instructions.

BEHAVIOR CONTRACTS

Good behavior is important to everyone in daily life. Children involved in YMCA camps are expected to adhere to basic rules which promote a good, safe and secure learning experience. When a child ignores or disregards rules, everyone's experience is diminished. A Behavior Contract is the first formal step to help solve rule violations. The Behavior Contract involves parents, child, staff, and requires participation of all parties.

If your child's behavior becomes an ongoing concern, then a Behavior Contract will be issued. Failure to correct behavior may result in suspension or dismissal. Not all of the steps of a Behavior Contract will be taken every time a child breaks a YMCA rule. Disciplinary action is determined for each child based on the severity of the action. Violence or issues compromising the safety of YMCA staff or participants will not be tolerated and can result in immediate suspension or expulsion from the program.

A Behavior Contracts will be in place for 10 program days. A child can receive up to two behavior contracts. If a child cannot correct the behavior by the end of the second contract, then the child may be removed from Y Afterschool and Camp programs for one calendar year. If there is a desire to re-enroll the child in Y Afterschool or camp programs, a meeting between the family and a YMCA Program Director is required to discuss how both parties can work ensure a child's successful participation.

Termination from the program may result from:

- Inappropriate behavior of child or parent that endangers the participant, other children or YMCA staff
- Failure to pay program fees
- Consistently late in picking-up child
- Inappropriate language, conduct, or action by a parent
- Custody issues which disrupt the program

Please note that if termination of program occurs due to behavioral concern, no refunds or credits will get applied for the remaining days of the camp session. Any deposits and/or registration fees paid are also non-refundable or non-transferable. No exceptions.

STATEMENT OF UNDERSTANDING

AS THE PARENT OF A CHILD IN THE YMCA OF AUSTIN CAMP PROGRAM, I UNDERSTAND THAT:

- I may not leave my child at the YMCA site unless a YMCA staff member is present.
- If I, or another authorized person appears under the influence of drugs or alcohol, YMCA staff are empowered to contact local law enforcement authorities and place my child in their custody. I will not place staff in a position to make this judgment.
- I understand that my child will not be allowed to leave the program with an unauthorized person or staff. Custody issues which disrupt the program.
- The YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The Child Abuse Hotline is 1-800-252-5400.
- I will be charged Late Fees if I fail to pick-up my child by the agreed upon times.
- YMCA staff is not allowed to baby-sit or transport children outside of program hours.
- A student Behavior Contract is the first formal step to help resolve repeated rule violations on the part of my child, and involves me, my child and staff. Refusing to sign the Behavior Contract does not nullify the contract. Failure to correct specified inappropriate behavior may result in my child's suspension or dismissal from the Camp or Afterschool program.
- I will be notified of any policy changes made by TDFPS, DSHS, or the YMCA of Austin via printed or email newsletter made available at the childcare site.
- I will update all information on Y records at the camp or afterschool site including change in telephone/mobile contact numbers, emergency information and unauthorized parties for child pick up.
- I understand that my deposits and registration fees are non-refundable/non-transferable.
- Adhere to payment procedures as outline in the parent handbook under fees and payment guidelines.
- I understand the my child must be fully toilet trained prior to the start of camp.
- I understand that inappropriate behavior, language, conduct or sexual harassment will not be tolerated from parents or persons pick up your child.
- I may request a meeting with the Site or Program Director to ask questions about policies and procedures. I may contact the Program Services Office (512-236-9622) any time if I have a concern or comment about the operation of this site. The new TDFPS contact information has been provided to me. Local contact information is 512-834-3195 and www.dfps.state.tx.us.
- I am encouraged to participate in my child's activities or special events and may visit the site at any time. The Directors are available for questions on becoming more involved.
- A copy of the TDFPS or DSHS Site Inspection Report is posted on the site bulletin board.
- A copy of the Minimum Standard Rules for Licensed Child-Care Centers is available at the Y Camp site in the Posted Book located at the sign-in, sign-out table.
- UNDERSTAND THAT I MUST SUBMIT A MINIMUM OF 5 DAYS WRITTEN NOTICE to the YMCA office when making changes or withdrawing my child(ren) from weekly summer day camp.

STATEMENT OF UNDERSTANDING (continued)

STATEMENT REGARDING INVOLUNTARY DISENROLLMENT

The YMCA of Austin reserves the right to remove a camp participant for the reasons detailed in this parent handbook. Participants may also be removed for other circumstances during a camp session that are deemed to be relevant to the safety and well being of our participants, staff, or families. The Program Director or appropriate personal will make this decision.

GUIDANCE & POLICY

The Texas Department of Family and Protective Services (TDFPS) requires all licensed child care providers to present the policies that govern the care of children enrolled. To that end the YMCA of Austin adheres to the following policies:

Parents are required to acknowledge receipt of: Parent Manual Discipline & Guidance Policies. Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self control

A caregiver may only use positive methods of discipline and guidance, encouraging self-esteem, self-control, and self-direction which include the following:

1. Using praise and encouragement of good behavior
2. Reminding a child of behavior expectations
3. Redirecting behavior using positive statements
4. Brief supervised separation or time out from the group, limited to no more than one minute per age of child

There must be no harsh, cruel or unusual treatment of any child. The following types of punishment are prohibited:

1. Corporal Punishment or threat thereof
2. Punishment associated with food, naps, or toileting
3. Pinching, shaking, or biting a child
4. Hitting a child with a hand or instrument
5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child in a locked or dark room, bathroom, or closet
9. Requiring a child to remain silent or inactive for inappropriately long period of time



FEES AND PAYMENT GUIDELINES

REGISTRATION FEE

Any registration fee applied is Non-refundable / Non-Transferable \$30 per child (waived in February & March)

CAMP DEPOSIT

Camp deposits are Non-refundable / Non-Transferable A Camp Deposit of \$15.00, per week, per child is required for all camp sessions. (Example: If you are registering for three camp sessions, a \$45.00 deposit will be required to hold your spot for those sessions of camp.) The \$15.00 deposit is applied to the weekly camp fee. However, in the case that you cancel those weeks of camp, all deposits of \$15.00/week are non-refundable.

CAMP FEES

If you are registering for multiple sessions, you must complete the Payment Method Authorization form authorizing payment for the balance of sessions. Automatic drafts will occur (12) twelve days prior to the beginning of each session. All camps must be paid in advance or on the due date. Only paid participants are allowed to attend camp. Payments made from 11-5 calendar days before the desired session will pay an additional late fee of \$30.00. Checks and EFT will only be accepted as a form of payment on or before payment due date. Money Orders, exact cash, and valid credit cards will be accepted at any time as a form of payment. Unpaid camp sessions will be canceled by the Wednesday before each session. If canceled due to non-payment, the camp spot, deposits, and registration fee are forfeited and \$25 cancellation fee will incur. Re-registration is not guaranteed for any cancellations due to non-payment. The Camp Parent Handbook and Map to Sites are available online.

MEMBERSHIP DISCOUNT

Once there is a change in membership, the Primary Member on the account must notify Program Services prior to the upcoming draft or payment due date in order to have the discount applied towards the camp fee. Once Program Services is notified, the discounts will be applied towards future payments and fees. All non-member camp rates are reapplied when membership status changes from member to non-member prior to camp payment dates.

NSF PAYMENTS

A \$30.00 fee is charged for all non-sufficient funds and declined credit card charges. Children will not be allowed to attend camp unless payment for camp session has been received and recorded by the Program Services Branch. If two consecutive payment returns occur due to non-sufficient funds, a different form of payment will be required for future payments.

CANCELLATIONS AND TRANSFERS

After initial enrollment, no refunds or credits will be given for registration fee and camp deposit(s). All changes to a child's enrollment or cancellations must be received by the Program Services Branch, by completing the [online cancellation form](#) or [transfer form](#)

- 14 Calendar Days or more Before Camp Session: Cancellations and transfers requests submitted as indicated will receive no additional charge
- 13 (two Tuesdays before) - 5 (Wednesday before camp week) Calendar Days before Camp Session: Cancellation fee of \$25 charged upon receipt of written notice. Transfer fee of \$10 charged upon receipt of written notice.
- On or After the Thursday Before Camp Session: No cancellations or transfers will be accepted. No credits will be awarded. No refunds will be given. You will be held responsible for the full amount of camp fees, regardless of whether or not your child attends camp.
- Emergency Registration: An emergency registration is defined as any registration occurring Thursday or Friday before the desired camp session. The emergency registration will only be accepted up until 12pm on Friday and an additional \$50.00 Emergency Registration fee will apply for all requests.

PROGRAM SERVICES CONTACT INFO

CONTACT	TITLE	CONTACT NUMBER	EMAIL
Sarah Christensen	Program Director	512.236.9622 ext. 361	sarah.christensen@austinyymca.org
Shana Chung	Program Director	512.236.9622 ext. 333	shana.chung@austinyymca.org
Geena Sendejar	Program Director	512.236.9622 ext. 324	geena.sendejar@austinyymca.org
Antonio Soto	Program Director	512-236-9622 ext. 336	antonio.soto@austinyymca.org
	Program Director	512.236.9622 ext.	
Adan Gaona	Training & Staff Devl. Director	512.236.9622 ext. 329	adan.gaona@austinyymca.org
Marisol Prins	Program Director II	512.236.9622 ext. 321	mprins@austinyymca.org
Amanda Doll	Program Director II	512.236.9622 ext. 325	amanda.doll@austinyymca.org
CONTACT	TITLE	CONTACT NUMBER	EMAIL
Andrew Wiggins	District Executive	512.236.9622 ext. 328	andrew.wiggins@austinyymca.org
CONTACT	TITLE	CONTACT NUMBER	EMAIL
Sarah Schweitzer	Accounts Coordinator	512.236.9622 ext. 335	sarah.schweitzer@austinyymca.org
Ishmael Behrhorst	Outreach and Resource Coordinator	512.236.9622 ext. 360	ish@austinyymca.org
Marisa Redd	Accounts Director	512.236.9622 ext. 323	marisa.redd@austinyymca.org
Shayna Molinar	Business Director	512.236.9622 ext. 322	shayna.molinar@austinyymca.org

PROGRAM SERVICES CONTACT

Office Hours of Operation

Phone Monday—Friday 7:30am–6:00pm
Office Open: Monday—Friday 9:00am–5:00pm

OFFICE LOCATION & MAILING ADDRESS

3208 Red River, Suite 100; Austin, TX 78705

WEB

www.AustinYMCA.org



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

CAMP FOR A BETTER US

**“WE LOVED OUR YMCA EXPERIENCE THIS YEAR!
WE WILL BE BACK NEXT SUMER.”**

- KINDER CAMP PARENT, SUMMER 2016 -

**“I WAS VERY IMPRESSED WITH THIS CAMP. MY DAUGHTER
LEARNED QUITE A BIT AND LOVED IT.”**

- THEME CAMP PARENT, SUMMER 2016 -

**“GREAT LOCATION, AMAZING STAFF, AND ALL AROUND WONDERFUL
EXPERIENCE FOR AUSTIN YOUTH.”**

- ADVENTURE CAMP PARENT, SUMMER 2016 -

YMCA OF AUSTIN - BRANCH LOCATIONS

ASSOCIATION OFFICES
3208 Red River, Ste 200
Austin, TX 78705
512.322.9622

BASTROP
1112 Main St
Bastrop, TX 78602
512.321.9622

EAST COMMUNITIES
5315 Ed Bluestein
Austin, TX 78723
512.933.9622

HAYS COMMUNITIES
465 Buda Sportsplex
Buda, TX 78610
512.523.0099

NORTH AUSTIN
1000 W Rundberg Ln
Austin, TX 78758
512.973.9622

NORTHWEST
5807 McNeil Dr
Austin, TX 78729
512.335.9622

PROGRAM SERVICES
3208 Red River, Ste 100
Austin, TX 78705
512.236.9622

SOUTHWEST
6219 Oakclaire
Austin, TX 78735
512.891.9622

SPRINGS
27216 RR 12 S.
Dripping Springs, 78620
512.894.3309

TOWNLAKE
1100 W. Cesar Chavez
Austin, TX 78703
512.542.9622