

**Mason City Family YMCA
School Age Programs
Policies and Procedures Handbook**



Dear After School and Camp Families,

Welcome to the Mason City Family YMCA School Age Programming. We offer opportunities for positive growth and development in an environment that is safe, fun, and educational. This is a place where your child will play games, develop new skills, and participate in team building, all while forming long lasting friendships.

As you read through this handbook, you will receive a better understanding of how our program operates. Please set aside some time with your child to read this handbook, as it will give you some suggestions to help prepare for a fun and exciting experience at the Y. If you have further questions or concerns please feel free to contact us. We are very enthusiastic about this program, and we look forward to introducing your child to new friends and memories to last a lifetime.

Sincerely,

Haley Harrison, Youth Development Director
641-422-5992
hharrison@masoncityymca.org

MISSION, GOALS, VALUES, & LEADERSHIP

YMCA Mission

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

After School and Day Camp Goals:

- Grow personally
- Learn core values
- Develop specific skills
- Improve relationships
- Develop leadership abilities
- Appreciate diversity
- HAVE FUN!

Core Values

The Mason City Family YMCA works to accomplish its mission by living and sharing the following core values:

Caring: To love others, to be sensitive to the well-being of others, and to help others (related values are compassion, forgiveness, generosity, and kindness).

Honesty: To tell the truth, to act in such a way that you are worthy of trust, to have integrity, making sure your choices match your values (related values are integrity and fairness).

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself (related values are acceptance, empathy, self-respect, and tolerance).

Responsibility: To do what is right, what you ought to do; to be accountable for your behavior (related values are commitment, courage, health, service, and citizenship).

Staff Leadership

All YMCA Day Camp and After School Staff have been carefully selected for their maturity, character, creativity, special talents, and experience with children. All staff have been thoroughly screened with a complete background and criminal history check. Children are placed in age appropriate groups, and there is a trained Lead Counselor for every group. All Camp staff are certified in First Aid, CPR, Bloodborne Pathogens, and Mandatory Reporters of Child and Dependent Adult Abuse.

ENROLLMENT CRITERIA

All registration forms must be filled out completely and signed by a parent or guardian. Your child will not be able to attend Day Camp or After School Program unless all forms are complete and on file at the YMCA. These forms are required for the safety and security of your children.

Summer Day Camp forms must be updated each year. We require that new forms be filled out and completed at the start of each summer for your children to attend. Packets are valid through the school year.

Forms Included:

- Registration Packet/Health & Medical Record
- Credit Card Form
- Policies and Procedures for Camp

WHAT TO BRING TO CAMP

Please be sure to label all of your child's items!

Food: Lunch is provided by the schools during the months of June – August. Lunch menus will be available. Your child may bring a sack lunch from home if they do not want to eat what is provided. We have limited refrigerator space so please bring a non-perishable sack lunch. An afternoon snack is also provided. Bring a LABELED water bottle every day. During the school year, snack will be provided after school. If you are attending any of the Break Camps, please bring a sack lunch each day.

Appropriate Clothing: Tennis shoes and socks are appropriate footwear for camp. Campers should NOT wear clothing that cannot be played in. A jacket or sweater may be needed on cool mornings. Camp is held indoors and outdoors. Dress to get messy!

Swimsuit and Towel: Campers should pack a swimsuit, towel, and a plastic bag for their wet swimsuit every day in a backpack clearly labeled with their name.

A Great Attitude: Campers need to be prepared to have an active day outdoors. A good night's sleep and breakfast are essential for a healthy camper. Swimming, sports, games, songs, arts & crafts, and much more will be offered during a regular camp day. Our goal is to keep everyone active and busy throughout the entire day.

After School: Bring a book or homework. We will set aside time each day to accomplish school goals.

What NOT to Bring to Camp

The following items are not allowed in the Mason City Family YMCA Day Camp Programs:

- Cell phones or any electronic devices
- Knives or weapons of any kind
- Alcohol, drugs, or tobacco
- Expensive jewelry
- Personal video games, toys, or card games
- Money (unless it is specifically allowed for field trips or special events)

Please help us maintain a safe environment by not allowing your children to bring any of these items to the program. The Mason City Family YMCA is **NOT** responsible for lost, stolen, or broken items that are brought to camp.

GENERAL CAMP POLICIES

Camper Eligibility

The minimum grade for a child to attend our program is Kindergarten, and the maximum grade is 8th grade. We will accept children going into Kindergarten and children going into 8th grade.

Non-Discrimination

The YMCA does not discriminate on the basis on race, color, national origin, age, religion, or gender in its programs or employment.

Lost and Found

Check with the Camp staff about its location and the procedures for returning items to campers. Labeling your camper's items will reduce the risk of items being lost.

Access Policy

Parents must notify the Youth Development Director prior to any visitors or contractor's planned visit before they are allowed to come to the YMCA. Visitors or contractors will be supervised during their visit.

Registration Changes

Any changes in registration information concerning you or your child must be arranged in advance through the YMCA. Pick up authorization changes must be communicated to the Youth Development Director. It is the parent's responsibility to notify us immediately of any changes that may affect the care of their child (emergency phone number changes, change of address, extended vacations, work/home phone number changes, insurance carriers, etc.). If you are changing your child's scheduled days, advanced notice must be given.

Confidentiality of Records

All information contained in your child's records is privileged and confidential, and it cannot be released without your written consent.

Sex Offender's Policy

Any individual who is required to register on the sex offender's registry must meet with the Youth Development Director and establish a written agreement for your access. We do not allow sex offender's into the YMCA facility.

Telephone Policies

Emergency calls to campers should be done through the YMCA. The Youth Development Director will be contacted and, if necessary, will return the call. Typically, campers are not allowed to make a call from Camp. In cases where consultation is required with parent or guardian, a camp counselor will accompany the camper to the phone where a call will be placed. On occasion, a counselor may call to discuss behavior or special circumstances.

Parking

We use the NE doors of the building for our Camp Entrance. Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. Please DO NOT park in the fire lane.

Door Code Entry

In order to provide the safest environment, we have a keypad entry on the NE doors. All staff and parents are assigned a code to enter into the keypad to open the door. The doors will remain locked at all times and will only be able to be opened with the correct code. Codes are assigned at the time of registration. If you cannot get the code to work, the front door is always open as a backup entry option.

Remind App

We utilize a communication app called "Remind." This is a free, secure app that can be downloaded to any iPhone or Android device which will allow for us to communicate easily with you via text messaging. We send out reminders in regards to upcoming field trips, changes in schedules, or other important information. This does not take the place of email communication, however, it does allow for quick communication to everyone at once. Sign up instructions are sent out through email and posted on the parent news board.

Weekly Themes/Planning

Check out our flyer for the weekly Summer Camp themes. Camp activity calendars will be available. If needed, day campers will receive a note from their counselor concerning the week's activities on Monday mornings. If you would like more information about activities, talk to a camp counselor.

Swimming

All children are required to swim unless a parent or physician otherwise notifies us in writing. Children not participating in swimming will be required to remain in the pool area so that they will be under direct supervision of their counselor.

Fire Drills

In case of a fire, campers will be escorted to the North East side of the parking lot. Each Lead Counselor will have their roster in hand. They will stay in the parking lot or outside the building, a safe distance away, until notified differently.

Tornado Drill

Campers will be located in the girl's locker room. Lead Counselors will have rosters with them. They will stay until further notice.

In both fire and tornado situations, parents are free to come and get their child from the Y.

FIELD TRIP POLICY

We periodically go on field trips throughout the summer months. **Please check your email frequently to see any updates.** The schedule could change due to weather or space availability. Email will be your best way to know what is going on in camp.

There are 2 types of field trips: ALL CAMPERS and GROUPS

ALL CAMPERS – We are a Day Camp, not a Day Care. When there is an ALL CAMPERS field trip, there will be **no care** at the YMCA during that time. Please be aware of drop off and pick up times and plan accordingly. Please make sure to sign out with your child's Lead Counselor.

GROUPS: There WILL BE care at the Y when only specific groups are on trips (Example: Green group went to Lime Creek, so there is care at the Y for all other groups). Please get to know what group your child is in and get to know their Lead Counselor's name. If your child needs to be dropped off when their group is on a trip, they can join another group until their group returns. If your child has swimming lessons during a group trip, they will remain behind with another group so they can join their swimming lessons unless otherwise discussed between Youth Development Director and parent.

Cost

Most GROUP trips are free. Some trips will require an extra fee. Please pay this amount in cash or talk with the Youth Development Director about charging your account. Extra costs will help with partial payments towards entry fees and travel. The more you can help out, the more field trips we can go on!

Transportation

Staff members with their chauffeur's license, which allows them to carry up to 16 passengers, will provide all transportation during day/summer camps. This includes field trips and other traveling around the city. If we require an out of town trip, or we have an all campers trip, we will use the North Iowa Bus Company that transports for the Mason City School District.

LATE PICK-UP POLICY

Closing Time is 6PM!

On certain occasions, when a parent must be late, the YMCA has established the following policies:

- Parents must call the YMCA staff to inform them that they will be late and what time they are expected to arrive, or to inform us of other transportation arrangements they have made.
- In the event of consistent tardiness, a conference will be convened to discuss possible alternatives. Extra charges will be added to your account.
- In the event that the YMCA does not receive a prior phone call from the parent, the following procedures will be immediately implemented:
 - A YMCA staff member will contact the parents for instruction.
 - If contact can't be made, the staff member will call the emergency contact list to arrange pick up.
 - If 30 minutes from official closing time has passed and contact cannot be made to the child's parents or the emergency contacts, a call will be made to the Child Protective Services to report an abandoned child. Staff members will then follow instructions given by Child Protective Services as to what further arrangements are necessary.
 - Parents will be informed to contact Child Protective Services for further instructions.
 - Extra charges will be applied to your account and your child will not be allowed to return until payments are made.

FINANCIAL PROCEDURES

Summer Day Camp Charges:

\$3.15 per hour up to \$115 per week

\$25 registration fee required upon registration (\$30 after May 1)

\$25 per week minimum (only for weeks registered)

After School Program Charges:

\$10 per day up to \$115 per session (sessions run about 1 month long)

After the session is complete, hourly/daily rates will be totaled and billed the following Monday – Wednesday.

All participants are required to have a valid credit/debit card on file. The card will be charged during billing time. If paying cash or check, please wait to pay for camp until you are emailed an invoice with the correct hourly/daily amount. If you are wanting to make early payments, that is okay. Please know those payments are final.

Please stop by the front desk and give them an email that you frequently check.

Please make sure to let us know if your expiration date on your card changes.

When you check your child in and out on the iPad, this keeps track of your time. Please make sure that the parent or guardian is the one signing in and out.

Please pay promptly. Your child may not attend programs if your balance is **2 weeks overdue**. Your card will be charged after a 2 week period to collect late payments. Please contact the Youth Development Director for payment and billing questions or specific arrangements.

We are a state licensed program. We receive state funding. Please call *866-448-565* (DHS) if you are needing financial assistance. Your child may start programming before DHS processing is complete. Please know that if you are denied, you will be financially responsible for your child's time at our program.

Financial Assistance

Because of loyal supporters of the Mason City Family YMCA, we are able to offer financial assistance in the form of scholarships to North Iowa families. The YMCA believes no one should ever be denied membership or program participation because of the inability to pay. Please note that in order to apply for a scholarship through the YMCA, you must first apply for DHS and bring in your denial letter for assistance through them.

If you or your child would like more information on scholarships/financial assistance, please contact Haley Harrison, Youth Development Director, at 641-422-5999, or stop at the front desk for an application.

BEHAVIOR MANAGEMENT

General Guidelines

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that our staff must take seriously.

YMCA Camp Rules

- Show respect for yourself and others
- Speak for yourself, not for anyone else
- Use put-ups, not put-downs
- Listen and others will listen to you
- Play safely and fairly
- Follow all facility and pool rules
- Respect YMCA property

Progressive Methods of Discipline Approved For YMCA Child Care Workers

- Establish "House Rules" - Make sure they are stated in the positive. Tell children what they CAN do. Children should help establish these rules.
- Allow transition time and warnings before they occur.
- Give verbal warnings/reminders.
- Redirection - Talk through the problem with the child. The child is encouraged to suggest alternative solutions and assist in implementing them.
- Cool Down Time
 - Remove child from activity (a time away from the group within view of the staff)
 - After 2-3 minutes, maximum 10 minutes, ask the reason why he/she was removed and if they are ready to return to the activity.
 - Explain the behavior expected in the future
 - Discuss problematic situations with the child's parent(s) and incorporate his/her suggestions into the child's behavior management plan.

Prohibited Discipline at the YMCA:

- Corporal punishment (hitting, spanking, biting back, squeezing, slapping, or any other bodily harm)
- Isolation
- Using or with-holding food
- Emotional abuse
- Harsh language, put-downs, hurtful sarcasm or humiliation

BEHAVIOR NOTIFICATION

The behavior notification (green sheet) is a written warning to be signed by the counselor, parent, and director. Severe behavioral issues which cause children to harm themselves, others, or property are to be taken to the Youth Development Director for immediate attention. Depending on the severity of the behavior (Director's discretion) 2 things may occur:

1. Child will spend time with Director away from the group to discuss appropriate behavior. If child can return to group without problems, parents will be notified upon arrival.
2. Parent will be called immediately if child is not cooperating and will not calm down. Immediate removal for the day will occur.

Three written behavior notifications will result in a suspension from the program. Upon return, if another behavior notification is written, suspension or removal from the program will occur.

Suspension or Release

In all cases, suspension and/or release of a child from the program is the final decision of the Youth Development Director. Although it is always our last resort, release from the program may be necessary to ensure the safety of your child as well as others in the group. These forms will be kept at the YMCA for our records. If you would like a copy, please ask the director.

BEHAVIOR WARNING

The behavior warning (pink sheet) is a written warning to be signed by the counselor, parent, and director. These behaviors include talking back, not following instructions, disrupting activities, name calling, swearing, and other related behaviors. If a behavior warning is given, the child will be separated from the group to discuss behavior with a counselor and may return to the group after the situation is resolved. These warnings do not result in suspensions, but multiple behavior warnings (pink sheet) may lead to a behavior notification (green sheet).

BITING NOTIFICATION

"Bite" is a word that brings to mind all forms of fears and worries. We try to catch the deeds before they happen. Unfortunately this is not always possible. Preschoolers, especially toddlers and twos, are not always verbal, do not or cannot express feelings, and often show their feelings physically. As they grow older with help and guidance, they will learn to replace biting with appropriate responses.

Our center has set forth the following guidelines in an effort to effectively deal with "Biting Occurrences:"

- **The biter:** will have mouth cleaned out with water and checked for any traces of blood. A biting notification will be filled out and parents will be called immediately. The biter is sent home immediately and not allowed to return for the rest of the day. They may come back the next day.
- **The bitten:** Any time a child is bitten, the injury is immediately attended to by cleaning and disinfecting the area, applying ice packs if needed. An accident/injury report will be made. Parents will only be called if skin is broken.
- Parents are never to direct discussions of their child being bitten to another child in the classroom. Teachers and the Youth Development Director are responsible for taking care of these situations.
- Parents of the child who was bitten are not given the name of the "Biter."

ACCIDENT/INJURY REPORTS

Staff will treat children experiencing minor injuries or illnesses such as bumps, bruises, scrapes, bee stings, and upset stomachs, taking note of specifications on the child's health form. Sick children will be isolated from other

program participants, and we will monitor their condition. Parents will be informed of all First Aid administered to their child and asked to sign the report upon pick up. If the child's symptoms persist, parents will be asked to pick up their child as stated in the Health Policy.

In case of a major emergency such as broken bones or teeth, puncture wounds, etc. the child will be taken/transported to the hospital by an ambulance. Health forms on file must include child and parent information, emergency numbers where parents can be reached, and a medical release to seek treatment if parents can't be reached.

If a child is injured at a field trip location, a staff member will assess the injury and instruct a fellow staff member to obtain the child's emergency contact numbers and phone an ambulance if needed. The child will then be transported to the designated medical facility accompanied by a staff member. The staff member will stay with the child until the parents, guardian, or emergency contact person arrives at the medical facility.

Please provide your child's doctor and dentist's name and phone numbers on the registration form. In case of an emergency, the Y will use these numbers to contact medical professionals.

Found Injury Report – this is a form that counselors will fill out if they notice a bruise or mark on a child that did not occur at camp. This form can also be filled out if a child talks of an incident which happened outside of the YMCA that the counselor feels should be brought to parent's attention. All counselors have gone through Mandatory Reporting and will make parents aware of these reports if filled out.

HEALTH POLICY

The YMCA Day Camp promotes both physical and emotional sides of a child's development. We ask for parents' complete cooperation in accepting the rules we've made for the health and safety of each child.

Medical Insurance

It is the sole responsibility of the parent for payment of all medical bills. The YMCA does not hold medical insurance on program participants. Please make sure your child's insurance carrier and policy numbers are listed on information forms.

Allergies and Emergency Medical Information

Any allergies to foods, chemicals, or other materials should be listed in the "allergies" section of the child's information form. All staff will be informed of children's allergies and instructed to avoid these products.

Administration of Medications

Any medications, prescribed or over the counter, must have prior written parental and doctor notification. For the YMCA to administer, all medication must be in their original containers. Prescription medication must have child's name on the container with the name of the drug and directions for usage and storage on the label. The program will keep a written record of the administration of any medication which will include the time and date of each administration, the dosage, the name of the staff member administering the medication, and the child's name who is taking the dosage. All unused medication will be returned to the parent/guardian.

Sickness

Please keep your child at home if he/she seems lethargic, unusually irritable, complains of a stomachache, headache, earache, has a fever, or seems to be unusually flushed or pale. It is better to be over cautious than to risk exposing an illness to the rest of the children or staff. If a child becomes ill during camp, we will call and ask the parents to come pick up the child within an hour of the illness. The child will be able to return to day camp once he/she is symptom and fever free without medication for 24 hours.

Please notify the YMCA if your child is infected with a contagious disease. All parents will be given a notice if a child in the program has been infected with a specific type of contagious disease. Notices will include information on symptoms and the type of contamination. A release form from your physician will then be needed for your child to return to day camp.

Here are a list of illnesses in which your child should stay home:

1. Temperature of 100 degrees Fahrenheit or above.
2. Conjunctivitis (pink eye)
3. Impetigo
4. Diarrhea (more than one instance in a 12 hour period)
5. Vomiting
6. Severe cold with fever
7. Contagious disease
8. Head lice
9. Ring worm