



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

IT'S THE SUMMER TO DISCOVER

Summer Camp Parent Handbook
ED AND RUTH LEHMAN YMCA
AT TWIN PEAKS CHARTER





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

March 1, 2014

Dear Parents,

Welcome to Summer Y Camp! We have a summer of discovery in store for your child. Our state licensed camp program is designed to meet Colorado state guidelines and provide a fun and safe learning environment for your child. We are a specialized **youth development program, NOT a daycare.**

The policies and procedures outlined in this handbook have been developed to define the relationships that exist among children, parents and the YMCA. **Policy is in place to ensure a positive experience for all. It is important that parents, staff, and kids know it and abide by it.** We welcome your comments, concerns and questions. We also ask you to be honest and complete with your child's information so we can best serve your family.

It may be necessary to amend or add to the policies described in this handbook. You will be notified of any such changes with a written note available at the parent information table. Any time you have questions or concerns about the program, please do not hesitate to ask!

Please read this packet thoroughly and carefully with your camper so you both will have a greater understanding of Summer Y Camp.

I look forward to working with you and your children. Please let me know how I can make this the best camp experience possible. We are **BETTER TOGETHER!**

Brianna Barber
TPCA YMCA Site Director
(720)280-1265
sactwinpeaks@longmontymca.org

5 Reasons Why Kids Should Experience Summer Camp



For Adventure: Summer camp is all about fun and adventure! We help kids ease outside of their comfort zones and learn new skills and hobbies they can practice their entire lives. We strive to help children become incredibly productive additions to our society.

For New Experiences: Residential and day camps are about learning outside of school, exploring and appreciating the outdoors, developing new skills, making friends and showing leadership.

For Personal Growth: While being away from the routine at home, youth have a chance to develop confidence and independence by taking on new responsibilities and challenges.

For New Friendships: Amid the fun of camp games, sports, songs, swimming, and talent shows, campers meet new friends. Children learn how to appropriately socialize and communicate with children and adults from all sects of life.

For Memories: Summer camp is an unforgettable experience that will give each camper memories (and campfire stories) that will last a lifetime.

CAMP GOAL

Our primary goal is to help promote the **maximum** development of youth in spirit, mind, and body. We have carefully prepared a developmentally appropriate curriculum and environment providing a place for your child to feel significant and successful. We are constantly trying to promote our four core values: **caring, honesty, respect and responsibility.**

How to Register:

- 1) Parent/Guardian must read entire packet and sign.
- 2) Fill out one registration packet per child. Please make sure to fill out completely. Leave nothing blank. Write "N/A" instead of leaving blank areas.
- 3) Provide immunization records **before** child begins camp.
- 4) Registration fee of \$20/child.
- 5) Register at TPCA, in the cafeteria, with Mrs. Bri (7-8a and 3-6p, M-F). Call 720-280-1265.

CAMP LOCATION

Twin Peaks Charter Academy
340 South Sunset Street, Longmont

Please park in the South East parking lot, next to the playground. The cafeteria entrance is where we do all pick-ups and drop-offs. This parking lot can be accessed from River Road, off Boston Avenue.

HOURS OF OPERATION

7 AM to 6 PM
Monday – Friday
June 2nd through August 8th, 2014

CAMP CLOSINGS

Friday, July 4th for Independence Day

CAMP OPTIONS

Full-time enrollment: This camp is for children 5-12 years old. Full-time enrollment covers M-F, 7a-6p. We have three camp options per week: Arts, Healthy Living and STEM (Science, Technology, Engineering and Math). Upon registration please sit down with your child and discuss the different camp options. **No child will be able to switch camp during the week unless parents come to Mrs. Bri and provide legitimate reasoning.** At TPCA there are 10 weeks of camp. You must check the box for the camp your child chooses.

Part-time enrollment: This registration is all dependent on state-mandated ratios and if we are at capacity. Our capacity is 45 children. Mrs. Bri prefers that you register your child one week in advance, but will always accept kids if there is room, last-minute. Call **(720)280-1265** to check availability. Just like full-time enrollment, parents and children must choose which camp they will attend (Art, Healthy Living, or STEM). Your child can only do one camp per week unless previously discussed with Mrs. Bri.

STAFF/CHILD RATIOS

The State of Colorado's minimum standards for staff to school age child ratio is 1 to 15. We plan for a staff to child ratio of 1 to 12 or fewer so that we can provide children with a higher level of individual attention.

REGISTRATION

- Please register in person. Register at Twin Peaks Charter Academy, in the cafeteria, with Brianna Barber from 7-8a or 3-6p, Monday through Friday. Registration starts March 3, 2014. Make all other appointments by calling (720)280-1265 or emailing sactwinpeaks@longmontymca.org.

All registration paperwork must be completed fully and legibly and turned in at registration.

Any changes to pick-up lists, medical information, or schedule must be given to Mrs. Bri immediately in writing and on the correct form.

DUE UPON REGISTRATION:

- ✓ TPCA YMCA Summer Camp Registration Form (every section must be filled out entirely)
- ✓ Immunization Records
- ✓ CCAP Authorization and Parent Fee (if applicable)
- ✓ Payment Agreement, signed with account information

- ✓ Current Photo of your child
- ✓ Registration Fee (we only except EFT or credit/debit cards, **no cash** will be accepted)

CAMP RATES

Registration fee: \$20/child
 Part-time enrollment: \$40/day
 Full-time enrollment (5 days per week): \$199/week

***** The cost of our program, when enrolled full-time, is \$3.62/hr.! *****

CCAP-Child Care Assistance Program of Boulder County

- We accept CCAP. All paperwork must be approved and authorized before your child begins camp.
- **Only 3 absences are allowed per month** without written notification on the Schedule Change Form due no later than the Monday prior. **If you miss more than 3 scheduled days without proper notification, you are responsible for full cost of the day(s) missed.**
- **You must withdraw from camp on the Schedule Change/Withdrawal Form if you are no longer attending or you will be charged THE FULL RATE.**
- **You must have your CCAP card and swipe in and out daily. No card, no camp.**
- CCAP requires Parent Fee payments to be made at the 1st of the month prior to camp.
- **Provider number for your case worker: 1562493.** This number is for the TPCA Y program only.
- Their website is: <http://www.bouldercounty.org/family/financial/pages/ccap.aspx>

FINANCIAL ASSISTANCE

Scholarships are available to a limited number of families who qualify for financial assistance. There are a limited number of scholarships available. Financial disclosure will be required, but kept confidential. Discounts are not retroactive. Parents will be responsible for full payment until their scholarship is received. To apply for assistance, please make an appointment with Brianna Barber, (720)280-1265.

The YMCA's Annual Scholarship Campaign funds families, who could otherwise not afford to come to camp, so please consider donating.

PAYMENT POLICIES

- A \$20 per child registration fee will be charged within 48 hours of turning in your child's application.
- Weekly camp fees are due each Monday. These funds will automatically be drafted from your checking account through Electronic Funds Transfer (EFT) or debit/credit card at 12:00 a.m. on each Monday. Please plan ahead to avoid non-sufficient funds (NSF).
- A \$5 late fee will be added to payments that are returned due to NSF. An additional \$10 will be added for each day that payment is not submitted. .
- If your payment is not received by Wednesday at 6:00 p.m. your child will not be allowed to attend the remainder of the week, or until payment is submitted in full.
- Any balance more than 30 days past due will be sent to our collection agency.
- No reduction in cost is made for late arrivals, early departures, or days missed due to illness, vacation, or opting not to come to camp without proper notification (See Schedule Change Policy).

- We no longer accept cash as a form of payment. Upon enrollment you must submit a debit card, credit card or checking account (routing number + account number).

WITHDRAWAL POLICY

Written notice must be given to withdraw from camp! Your child will be enrolled for all days marked on the registration form and you are responsible for full payment of said days unless you give written notice on the Schedule Change/Withdrawal Form due no later than the Monday prior to the week of withdrawal (one full week in advance of your child's withdrawal from the camp program) or you will be charged. Any outstanding balance must be paid at the time of withdrawal.

SCHEDULE CHANGES

All changes in camp schedule must be done in writing on the Schedule Change Form. Additions will be made based on availability. Dropping days without at least 1 week's written notice (**due no later than the Monday prior to the week of the change**) will still be charged to you.

ADMINISTRATION/STAFF

Camp staff is selected for their experience and knowledge of youth development, talent, maturity, enthusiasm, patience, leadership qualities. They have completed 15 hours of YMCA Staff Training, are certified in CPR and 1st Aid, and have completed OSHA and the National YMCA Child Abuse Prevention Training.

The **Executive Branch Leader** is responsible for the operations of every camp the YMCA runs.

Site Directors are responsible for all aspects of camp programs and are in charge of each site. They can be reached by site phone.

Program Leaders are the staff that will be working directly with your children in most circumstances. They must be 18 and have multiple years of working with children. They are responsible for aiding the Site Director in caring for the group's safety and well being.

Program Assistants are staff work are at least 16 and have experience working with children.

PARENT/STAFF RELATIONS POLICY

We are all about building relationships, but we keep them professional. For the safety and protection of your child and our staff, YMCA employees are not allowed to babysit for program participants, spend time outside of camp with our families, transport children in their private vehicles, or contact families by personal phone, email, or social network. Please do not put our staff at risk of losing their position with us by asking them to do so.

PARENT SUGGESTIONS AND COMMENTS

Y staff and parents need to work together to support a positive camp experience. **Whenever you have a suggestion, question or concern related to the camp program, please report it immediately to the site director.** Proper action can only be taken when clear communication takes place. If you need to express a concern to Colorado Human Services Childcare Division, you may call at (303) 866-5958 or write at 1575 Sherman St. 1st Floor, Denver, CO 80203-1714.

THE PARENT TABLE

It is important that we communicate with parents. **Information is found at the Parent Table.** Please take a moment and read what is there. It is meant to keep you in the loop. We also have mailboxes for every child so please check them!

SECURITY AND CONFIDENTIALITY

Please discuss any special family circumstances with the site director. If you are working with an agency for your child's welfare or if there is a restraining order or custody restrictions concerning your child, we must have a current copy in our files. We will not release any of your personal information to anyone who is not on your emergency pick up list. We may need to discuss issues concerning the health and welfare of your child with staff.

RULES AND CORE VALUES

The Y promotes an anti-biased, multicultural approach where teamwork and problem solving skills are modeled and taught. **Respect for self, others, equipment and the environment are crucial.** Our staff promises to demonstrate and develop the core values of the Y in all aspects of working with youth. All aspects of camp programming and interaction highlight the core values of the YMCA:

Caring - to be sensitive to the well being of others, to love and help others

Honesty - to tell the truth, be worthy of trust, and have integrity

Respect - to treat others as you would like to be treated. Value the worth of everyone.

Responsibility - to do what is right and be accountable for your words and actions

GUIDANCE & DISCIPLINE

We **guide campers to become responsible for their own actions** and help them grow in their respect for the rights and feelings of others.

We will be honest and respectful in communicating with parents about their children. At the same time, the YMCA expects the full cooperation of parents to ensure the success of any plan developed to support campers.

Discipline shall not embarrass or damage the child's self-image. It is never done in anger. When possible, campers will contribute to resolving his/her conflict. Only staff will carry out any disciplinary action, not volunteers, observers, or other children.

Teaching techniques used to help youth develop are:

- **Ignoring:** an effective strategy for attention-seeking behavior that does not interfere with or harm others. These children will always be monitored and never in harm's way.
- **Logical consequences:** repairing the damage or genuinely apologizing
- **Re-direction:** offering a different activity or area
- **Review of program rules:** a simple reminder of the expectation and WHY they are in place
- **Choices:** Giving youth the opportunity to make the right choice

- **Negotiation and mediation:** especially in conflicts between children
- **Discussion:** reflective talking and listening
- A brief **separation** from the group to allow time to calm down and reflect
- Written **behavior journals:** help us pinpoint difficult times during the day
- **Stoplight System:** monitors those who struggle with impulse control
- **Behavior contract:** outlines staff and camper expectations and improvements
- **Suspension:** the camper is sent home for the day due to serious behavior issues. Parents have 1 hour to pick the child up from camp.
- **Termination** from the program: Camp is not always the right fit for everyone.

A **serious behavior problem** is defined as one in which a child is hampering the smooth flow of the program requiring an extraordinary amount of attention; is inflicting physical or emotional harm on self or others; or otherwise unable to conform to the rules and guidelines of the program.

The Y has a **zero tolerance policy** pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in a negative experience for fellow campers. **Youth who act in this manner will be removed from camp without refund for that week.**

DISCHARGE POLICY

The YMCA tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent and child. However, the YMCA reserves the right to terminate enrollment of a child for one or more of the following reasons:

1. Camp does not meet the needs of the child. Factors considered may include:
 - Consistent problematic and disruptive behavior
 - Extra demands on staff time
 - Behavior detrimental emotionally or physically to the others in the program
 - Child cannot adjust to the program's environment
2. A parent fails to meet their obligations as set forth by the YMCA, including but not limited to the following reasons:
 - Nonpayment or persistent late payment of fees
 - Failure to comply with the procedures for arrival and departure of the child
 - Physical or verbal abuse of children or staff by the parent
 - Disrespect for policies and procedures of the day camp program

TRUANCY POLICY

Head counts and name-to-face roll calls are done on a regular basis to ensure all children are accounted for. If a child leaves the program, our staff will search for the child and notify parents immediately. If parents are not reachable, we will call the police department. A meeting between the Executive Branch leader, site director, parents, and child is required before the child may return to camp. Any lost child incident is reported to the Colorado Department of Human Services within 24 hours.

MEDICATION

If your child needs prescription or over-the-counter medication during camp hours, the medicine **must** be delivered to the site director. **At no time should medication be in a child's possession.** In compliance with section 12-38-132, CRS of the Nurse Practice Act, it must be in its original container with the exact dosage for

the day and accompanied with a doctor's note and signature including dosage, times, and your child's name. Medications are given only by Medication Administration Certified staff.

Written permission for non-medical products such as deodorant, Chapstick, lotion can be given by filling out the medication form and giving it to the site director. **Medications and other topical or ingestible products found on children without proper authorization will be confiscated.**

Special arrangements must be made for inhalers and EPI pens. If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must provide an action plan for staff to follow in the event of an emergency.

SUNSCREEN & BUG REPELLANT

We are outside in the sun every day. Please make sure your camper arrives at camp with sunscreen on. **You must supply a 30+ SPF sunscreen labeled with your child's name** for application with the help of staff every 2-3 hours. Bug repellent is optional, but strongly recommended.

Parents who do not provide sunscreen or refills will have to sign a sunscreen waiver clearing the Y from all liability.

INJURY

Please keep in mind that summer camp encourages campers to take healthy risks. The occasional bump and bruise incurred along the way are a part of the experience.

Camp administration and counselors are First Aid and CPR Certified. A first aid kit is with them wherever they go. Parents or an emergency contact will be notified if your child is seriously injured. Campers with serious injuries requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel.

ILLNESS

Please respect other camper's and staff's health enough to keep your child home when he/she is ill.

Your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge
- Lice nits/egg sacs

Conversely, if your child is well enough to be at camp, he/she is considered well enough to participate in full camp activity including outdoor play and swimming.

If your child becomes ill at camp, he/she will be isolated and placed on a sick mat away from activities under the care of a staff person. You will be notified immediately to pick up your child. **A parent or authorized person is to pick up within 1 hour of notification.**

Children who are sent home **may not return to camp until they have been symptom free for 24 hours.** If it is a communicable disease, they may not return to camp without a doctor's note.

If you need care for a sick child, call Children's Services at 441-3180 for available options.

HEALTH AND WELLNESS

We ask that parents give us full disclosure of their camper's health needs including allergies, physical or emotional limitations, and behavioral issues. Complete candor and honesty helps staff to better understand the capabilities and challenges of each camper.

IMMUNIZATIONS

Immunization records are a required licensing mandate for every child. **They are due upon registration.** If you have a religious exemption, please provide the proper paperwork that excuses your child from this requirement.

SPECIAL NEEDS

We will make reasonable accommodations for children with special needs so that they may enjoy camp. Our objective is to provide all children with an amazing Y experience and learn to accept and understand diversity. An assessment will be made by the Youth Development Director to determine our ability to meet the individual needs of the child. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

REPORTING CHILD ABUSE

Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Examples include, but are not limited to, physical, verbal, or sexual abuse; lack of care in personal hygiene or nutrition; leaving a child alone or in the care of another child under the age of 12. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent before making a report.

If a parent suspects child abuse, they may report it to the Department of Social Services at 529 Coffman St. Suite 100, Longmont, CO 80501 or call (303) 678-6029.

All staff are Mandated Reporters and will contact Social Services if child abuse is suspected. Failure to do so can result in penalty of law.

WHAT TO BRING

- a bag or backpack labeled with their name
- bathing suit and towel (Mondays and Wednesdays only)
- sunscreen (30+ spf)
- a water bottle filled with water, labeled, NO GLASS
- a healthy, balanced lunch (**NO LUNCHABLES ALLOWED**)
- appropriate clothing for camp (expect to get dirty)
- Gym shoes and socks are required. **No sandals/flip-flops/Crocs** as they can be a safety hazard. Children in inappropriate footwear will be sent home with parents to change.

WHAT NOT TO BRING

The Y is not responsible for lost or broken items from home. **Campers are not allowed to bring toys, action figures, trading cards, books, dolls, money, music devices, or cell phones to camp. These items will be collected until the end of the camp day.**

The Y is a candy-free zone. This includes gum and soda pop. **Healthy foods create healthy kids!**

LOST & FOUND

Lost and Found items will be collected in a marked bin and placed by the parent table. These items are kept for 1 week then donated to local charities.

Counselors will encourage their group to look through lost and found items before the end of each week.

Please label your child's belongings to make sure they find their way back home.

PICK UP AND DROP OFF

Enter **Twin Peaks** thru the cafeteria door on the south side of the building.

AM DROP OFF is from 7AM to 9AM. **Parents are required to walk their child into the building to sign in everyday** with the time and their signature.

If you need to drop off at a later time, please consult the camp daily schedule to locate your group once camp has officially started. Any abnormal drop-offs or pick-ups need to be arranged with Mrs. Bri. Please consult your site schedule for field trip dates and times.

PM PICK UP is from 4:30 PM to 6:00 PM. If you need to pick up at an earlier time, please inform the site director and consult the camp daily schedule to locate your camp group. **Parents and others on the pick up list (18 or older only) are required to sign out every day** with the time and their signature. Proper **picture identification is required**. We will not release a child to anyone who is not on the pick up list or cannot provide ID.

LATE PICK UP is stressful on both staff and children. Camp ends promptly at 6:00 PM. Camp staff put in a full day of fun but exhausting work, and children become anxious about being last at camp, so please arrive in a timely manner.

A **late fee** of \$10.00 for the first late pick up, \$20 for the 2nd late pick up, and \$30 for the 3rd or later pick up will be strictly enforced after 6:00 PM. If you are late 3 times, your child will not be allowed back to camp. Parents are asked to call if running a few minutes late. This however does not excuse you from the late fee.

NOTE: After attempting to contact parents and emergency contacts, if no one is reached, law enforcement will be contacted at **6:15PM**.

SEVERE WEATHER CONDITIONS

For threats of **thunderstorms**, all groups will seek shelter immediately and remain there until 20 minutes after the weather clears. Should there be a **tornado** warning, all children and staff will go to a predetermined safe room. They will sit on the floor against the wall until the threat passes. Weekly drills are done for safety purposes.

On excessively **hot days**, camp will provide outdoor activities in shaded areas with water and more activities indoors. Water is accessible to children at all times and they are encouraged to drink fluids throughout the day.

FIRE SAFETY

Camp will evacuate the building should a fire occur. We will leave together and gather by a predetermined site (far SE corner of SE parking lot) where we will remain until the fire department instructs us further. Weekly drills are done for safety and licensing purposes.

SWIMMING

The summer aquatic program is a **recreational free swim time**. Children must **bring their swimsuit and towel** to participate in swim days twice a week. **Staff will be in the pool with the children** for fun and safety purposes. **Lifeguards will always be on duty** while children are present. **No alternate activity is offered during swim time as staff are needed to help monitor swimmers.**

Children will be required to take a swim test to be allowed into the deep end of the pool. Those who do not complete the swim test can utilize the shallow end. Swimmers who have passed the swim test will wear a colored wrist band to indicate their ability to swim and play in the deep end.

Swim Days: Mondays and Wednesday, 1-4 p.m. (If you need to pick-up your child at this time you will need to come to the YMCA on 9th and Lashley and **have made plans to do so with Mrs. Bri**).

FIELD TRIPS

Each camp participates in local field trips to area parks and local businesses. This gives us a great opportunity to be away from camp, get a change of scenery, explore our community yet still be in a safe supervised environment. Parents will be notified in advance of field trips and must have their camper present 30 minutes before departure in order to attend. Camp rules apply both onsite and off.

Field trip day: Tuesdays, 1-4 p.m.

TRANSPORTATION

When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Parents must sign all paperwork giving the YMCA permission to transport their child to and from camp. Our staff are not allowed to transport children in their personal vehicles.

Bus Rules:

1. Obey the driver's directions at all times.
2. Remain in your seat with your seatbelt securely fastened until the door opens.
3. Sit erect facing forward with your feet on the floor and your hands to yourself.
4. Personal items are stored under your seat. Remember to take it when you leave.
5. Windows can be opened only with the permission of the driver. Please keep your entire body inside the bus.
6. Use inside speaking voices while in the bus. It is a safety risk to distract the driver while the bus is in motion.
7. Food and beverages are not allowed on the bus.
8. Children and their parents will be held responsible for any damage, vandalism or destruction of property purposely caused to the bus.
9. Potentially dangerous items are not allowed on the bus. This includes weapons, pets, large items, liquids, powders, or anything the driver may deem as a hazard.

VEHICLE FAILURE OR ACCIDENT

Vehicles used by the YMCA are supplied with first aid materials and emergency information about each child. We will administer first aid treatment as necessary and notify authorities.

VISITORS

Although Y-Camp has an open door policy for all parents who would like to visit the program, visitors must fill out the information required in the visitor's log, provide a photo ID, and get authorization prior to the visit.

AUDIO/VISUAL POLICIES

On the rare occasion that movies are shown at camp, only rated G movies will be shown. Alternative activities will be provided for those not interested in the movie. Parents have the option to exempt their child from viewing. Music stations will be tuned to appropriate channels. CDs will be prescreened and child-friendly.

We take pictures at camp and use them for our camp show, advertising, website, and Facebook page. Permission to take your child's picture is on the registration page. **If you do not want your child's photo taken or used, please submit this request in writing to your site director.**

VOLUNTEERS

Volunteers must be 18 or older and go through full camp training and background checks in order to help with the children involved in Summer Y Camp.

OUR DAILY SCHEDULE

7:00 – 9:00a	Drop-off, Activity Stations, AM Snack
9:00 – 10:00a	Sunscreen application, AM Outside Time
10:00-11:15a	AM Program Time
11:15-12:00p	Camp Clean Up, Wash Hands, Lunch
12:00-1:00p	Mrs. Bri's Exploration Hour
1:00-3:00p	PM Program Time/Field Trip/Swimming
3:00-3:30p	PM Snack Time/Returning from Y or Field Trip
3:30-4:00p	Campfire time/Returning from Y or Field Trip
4:00-6:00p	Activity Stations, outside time, Pick-ups

CAMP CHECK IN

Stop by the parent table each morning 7 AM – 9 AM to make sure you know what's happening and you have everything you need for the week! You must bring your child inside the building and sign them in. Under no circumstances should you ever drop your child off and leave without signing them in. This is grounds for dismissal.

SNACK AT CAMP

Morning and afternoon snacks are provided. We plan a variety of healthy choices with treats on occasion. Snacks are served with milk, 100% juice, or water. Parents can check the Snack Calendar at the Parent Table to see what is for snack each day.

Hand washing will be a natural part of the snack process.

If your child has any food allergy or special diet, it should be noted on the registration form and followed up by talking with the site director.

LUNCH AT CAMP

Parents are responsible for packing a nutritious, satisfying, disposable sack lunch and drink for their child. We advise an ice pack to prevent spoilage and a labeled plastic water bottle that can be refilled throughout the day. **Glass bottles are not permitted. NO LUNCHABLES ALLOWED** as these are not nutritious meals. **No refrigeration or microwave service is available.**

If your child has any **food allergy or special diet**, it should be noted on the registration form and followed up by talking with the site director.

BATHROOM BREAKS

We encourage campers to use the bathroom during scheduled breaks. **No camper may travel to the restroom without a staff person.** Staff will stay in ratio at all times taking groups to the rest room allowing 2-3 campers to enter the bathroom at a time and monitoring them outside the restroom by sound.

Campers waiting their turn will use this time to reapply sunscreen and fill water bottles while staff leads a fun transition game or activity.

SWIM/FIELD TRIP TIME

Each counselor is responsible for providing fun and educational afternoon activities for their group based on age, interests, and weekly themes. Plans are approved by the site director and will be distributed weekly at the parent table. Swim and field trips are scheduled within this time.

THANK YOU FOR JOINING US FOR SUMMER Y CAMP!
WE LOOK FORWARD TO OUR ADVENTURES TOGETHER!





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WEEKLY CAMP OPTIONS

****Please check the box of the camp your child will be attending each week. This form must be turned in with your child's registration.****

If you need further explanation of each camp please see Mrs. Bri.

WEEK #	ART	Healthy Living	STEM
1 6/2-6/6/14	Tie-Dye	Zumba	Detective Camp
2 6/9-6/13	Piñatas	Football	Song-Writing
3 6/16-6/20	Simple Machines	Sensory Camp	Gardening
4 6/23-6/27	Crochet	Soccer	Mad Science
5 6/30-7/4	Duct Tape Creations	Swim/Splash	Beginner's Construction
6 7/7-7/11	Macramé	Training and Conditioning	Simple Robotics
7 7/14-7/18	Culinary Arts	Dancing	Hip-Hop
8 7/21-7/25	Painting	Kickball	Catapults
9 7/28-8/1	Sculpting	Disc Golf	Volunteering
10 8/4-8/8	Jewelry Making	Basketball	World Traveler



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**Ed & Ruth Lehman YMCA – Longmont
Third Party Responsibility Agreement**

This form must be signed and submitted at time of registration

Only parents with third party billing of CCAP/TANF need to fill out this form

The Ed & Ruth Lehman YMCA does accept CCAP (Colorado Childcare Assistance Program) at a much lower fee than our regular rates. It is important that you read the fee schedule so you are aware of the rates you will be charged for any YMCA services used which are not covered by your third party funding. This agreement is **REQUIRED** for all families who are subsidized by CCAP, Third Party agencies, or other individuals. Please read the following carefully and initial.

As a parent or legal guardian of (child's name) _____ I understand and agree to the following:

- _____ I am responsible for payment of my parent fee by the 1st of every month. I have read the **Parent Handbook and Fee schedule** including payment policies and understand that I am responsible for any fees not covered by CCAP or third party.
- _____ I am responsible for payment at the full fee for any care I use that is not authorized by CCAP. This includes, but is not limited to:
 1. Any care that occurs before or after the dates authorized by CCAP
 2. Care used on days/times not authorized by CCAP
 3. Late pick-up fees
 4. Late payment fees
 5. Non-notification fees
 6. ANY other fees as indicated in YMCA documents including the Parent Handbook.
- _____ I am responsible for contacting CCAP and notifying the YMCA immediately by using the Schedule Change Form if my situation changes (employment status, hours of work or enrollment in school, class schedule, custody issues, living arrangements, change of address).
- _____ Cancellation/Expiration of CCAP funds does not automatically cancel, enroll, or change my childcare with the YMCA. I am responsible for completing registration and change/cancellation forms according to YMCA policies. *If your CCAP expires, we assume you want to continue childcare as a full paying family until you notify us otherwise.*
- _____ I understand that YMCA financial assistance may be available if I do not qualify for CCAP. Financial assistance is **not retroactive** so it is important to apply 2 weeks before your CCAP expires.
- _____ I understand that failure to make payments as scheduled can/will result in termination of my care and will result in lack of CCAP benefits for future providers. Failure to pay all fees in a timely manner may result in dis-enrollment from the program and your account being sent to collection.
- _____ I understand that I must swipe my CCAP card daily according to CCAP rules and regulations or my child's enrollment may be cancelled and I will be responsible for any fees incurred.

My caseworker's name is: _____ Expiration Date: _____ Monthly Parent Fee \$ _____

Child's Name _____ Program Location _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____



**BETTER
TOGETHER**

**You are invited to FAMILY FRIDAYS at the TPCA
YMCA Summer Camp:
4-6p, Meet in Cafeteria**

**Friday, June 20th, 2014
Karaoke Night**

**Friday, July 18th, 2014
Carnival Night**

**Friday, August 1, 2014
YMCA Concert Night**

**These events are a chance for you to come see
what your children have been doing at camp and
enjoy some refreshments with some great company.**



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

This MUST be signed and turned in with your child's registration:

I have read, a fully understand and agree to, the policies for the YMCA's TPCA Summer Camp. I will abide by them and hold my child to said standards.

I am aware that I must pay with a debit/credit card or checking account and my payments will be withdrawn every Monday at 12:00 a.m.

If my payment is bounced I will pay an additional \$5 late fee and \$10 for each additional late day.

I understand that my child's attendance to this camp is based on their maturity and behavior. I am aware my child can be suspended and asked not to return if they do not meet the Y's behavior standards.

I will notify the Y staff of all medical concerns and behavior concerns involving my Y camper.

I am aware pictures of my child may be published and I approve of that.

I will support the Y staff's disciplinary choices and enforce them at home.

I will consult with Mrs. Bri with all questions and concerns immediately.

Date:

Printed name of Parent/Guardian:

Signature of Parent/Guardian:
