

Summer Camp Guide



Goldsboro Family YMCA

Child Care Center

900 S. Harding Drive

Goldsboro, NC 27534

(919) 947-0124 Fax: (919) 947-0044

Summer Camp Policy and Procedure Information

Welcome

The Goldsboro Family YMCA staff welcomes you to the Summer Camp Program. We have dedicated ourselves to ensuring the safety of your child while the campers have the time of their lives! Summer Camp not only needs to be enjoyable for the children, but the parents as well. We will strive to keep you well informed. If you have any questions or concerns, please call us at 919-947-0124.

Mission Statement

Guided by Christian principles, the YMCA provides to all persons services and activities that develop and enrich their lives and help them achieve their fullest potential in spirit, mind and body. The Goldsboro Family YMCA has established five program themes:

1. Promoting healthy lifestyles.
2. Strengthening family relationships.
3. Developing leadership qualities.
4. Increasing international understanding.
5. Participating in community development.

Our Purpose

Our purpose is to provide a quality, Christian-oriented Summer Camp experience that is safe, convenient, and creative. This program presents age appropriate opportunities and activities, which will enhance your child's spiritual, physical, social, intellectual and emotional growth.

Objectives

The YMCA Summer Camp Program seeks to help each child grow personally, learn values, improve personal and family relationships, appreciate diversity, become a better leader, develop specific skills, and have fun!

YMCA Child Care Philosophy

The YMCA is proud of its history of dedication to youth. Our primary purpose is to provide dependable, safe care in an environment that helps each child develop to his/her fullest potential. The YMCA provides services to all families without regard to race, religion or national origin.

Staffing

Under the direction of the Youth and Family Service Director and the Youth Coordinator, the Goldsboro Family YMCA summer camp staff are carefully selected from leadership clubs, church groups, high school and college organizations where they have already proven themselves as leaders. They are selected for their experience with children, their character, work ethic, and enthusiasm. Ensuring staff quality begins with a careful screening procedure which includes a background check and a lengthy interview process. Employees then enter a training program which includes 20 hours of YMCA child care training. All staff are CPR certified and trained in First Aid. We take pride in the high expectations we set for our summer program staff each year and we evaluate them on a regular basis. To reach the Youth Coordinator, feel free to call the Goldsboro Family YMCA Child care Center during the times of facility operation.

Parent Understandings

1. I understand that the YMCA staff and volunteers are not allowed to transport or provide babysitting services to children at any time outside of the YMCA program.
2. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.
3. I understand that state law mandates the YMCA to report any suspected cases of child abuse or neglect to authorities.

Custody Issues

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file, expressly forbidding such parent from picking up the child from our program, or from picking up at times not allowed by the court decree.

Parent Responsibilities

1. **Updating Information:** Keep proper registration, current phone numbers and a valid email in the child's permanent records. Services may be withheld if this information is not provided.
 2. **Medication:** An Authorization to Dispense Medication form must be completed by the parent if a child requires medication while at camp. Medicines must be in the original containers. Please give specific instructions. Medication is stored in Youth Directors office, locked away from campers.
 3. **Health:** If your child has the following, you should keep him/her at home or you will be required to pick-up him/her: temperature of 100 or more. contagious illness, vomiting, or diarrhea.
 4. **Evaluations:** Most importantly, we need your comments and ideas for this program. Periodically, we will hand out evaluation cards. Please fill them out and return them. Evaluations are used to inform staff of strengths and weaknesses.
1. **Open Door Policy:** You are always welcome to visit the Summer Camp Program. We also encourage you to talk with our counselors, the Coordinator, or the Director about the program and any needs or special successes your child is experiencing.
 2. **Parent Assembly:** One of our goals is the strengthening of families. Periodically, we will hold special events for families after our normal Summer Camp hours. We encourage you to participate.
 3. **Traumas:** Children's actions in Camp often reflect problems they are experiencing at home (i.e. pet's death, parents' divorce, sibling disagreements, etc.). If any such disruptive or traumatic experience should occur, please inform the Coordinator or Counselor. This will enable us to better meet the needs of your child.

Early Arrival

All programs begin with supervision at 7:00am. Campers may not be dropped off or signed in before 7:00am. This allows program staff to properly prepare for the day without interruption. Program staff will be ready to greet your child promptly at 7:00am.

Late Pick-Up

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up on time (6:00pm). A late fee of \$5.00 will be charged for each child for the first 5 minutes and \$1.00 per minute per child after that. The late fee is payable when you enroll your child for the next session. Summer camp counselors are not permitted to sign any child out for any reason or drive them to and from camp. If your child is not picked up by 7:00pm and we cannot contact a parent or relative listed, Social Services will be contacted.

Emergencies

Our camp staff will treat routine cuts, scrapes and bumps. In case of emergency, every effort will be made to contact you or the contacts listed on your information sheet. If none can be reached, we will take the necessary actions for the health of your child. In the event you cannot be reached, your signed authorization on your child's health form allows us to secure prompt treatment. Should there be any changes in the emergency contact phone numbers, please notify us immediately.

Illness

The YMCA cannot provide care for sick children. A child who is sick before the program begins should be kept home for his/her sake and that of others. If a participant has any sign of illness or fever, the parent will be called to pick up the child. If a camper has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and unable to participate, the parent will be called. If a parent cannot be reached, the staff will call the emergency number listed on the participant's health form. NO REFUNDS will be given for days missed.

Inclement Weather

In the event that light rain is falling, we will still participate in outdoor activities. If thunderstorms do exist, we will move the program indoors until it is safe to return outdoors. If rain or thunderstorms occur during sign in or pick-up, everything will be indoors and signs will be posted. If the weather is severe (i.e. hurricanes), the YMCA will close programs with proper notification going home with campers.

Lost Articles

The lost and found for each session will be stored separately. Labeled items will be returned. Unlabeled items will be held for two-weeks after which they will be donated to Goodwill. Unlabeled socks and underwear will be thrown away at the close of each day. We are not financially responsible for children's losses, but will make every effort to locate the lost items. Please clearly label all items with your child's first and last name.

What To Wear

- Comfortable play clothes
- Tennis shoes
- Sunscreen (staff will not apply sunscreen unless you send your child with spray-on sunscreen)

What NOT To Wear

- Halter tops
- Jeans
- Shorts that come above fingertips
- Black colored clothing (it gets hot)
- Expensive clothing
- Flip flops

What To Bring

- Bathing suit & small towel in bag
- Water bottle
- Spray Sunscreen

What NOT To Bring

- Money
- Alcohol
- Drugs/cigarettes
- Weapons
- Electronics (games, i-pods, cell phones)
- Toys (including trading cards, water guns, etc)
- Flotation devices

If these items are brought to camp they will be taken by the director and will be returned at the end of the day. The YMCA is not responsible for any items that are misplaced, damaged, and/or stolen.

Disciplinary & Behavior Management Policy

A child's participation in the Summer Camp Program depends upon his/her behavior. We certainly want each child to enjoy the activities planned and benefit from his/her experience with the Goldsboro Family YMCA.

Basic Rules of Safety and Conduct are reviewed below. Please make certain that your child is aware of these rules. Parents will be informed by phone, in writing and through parent conferences if their child continues to display poor behavior. General discipline techniques involve positive reinforcement for good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. Physical discipline will not be used nor will food or restroom privileges be denied as punishment. **Failure to comply with the following rules may lead to disciplinary action, possible suspension and/or termination from the program.**

1. Engaging in fighting as a way to solve an issue.
2. Stealing or defacing the facility or other children's property.
3. Refusing to follow basic safety rules.
4. Repeated disrespect or rude and discourteous behavior toward counselors or other children.
5. Displaying an inability to follow established guidelines.

The parents will be given written notification of termination. Immediate termination could occur if the YMCA staff feels they cannot maintain the safety and welfare of the child and/or other children.

Medication Policy

If medication must be administered you will need to:

- Fill out an Authorization to Dispense Medication Form.
- Bring medication directly to Youth Director or Senior Program Director for approval.
- Bring medication in original container.
- Campers may not keep their medications on them for any reason, unless permission through Youth Director.
- INHALERS: If your child has an inhaler and needs to have the inhaler with them due to medical reasons, you must notify Youth Director and fill out all proper paper work.
- Medications are locked up in First Aid cabinet, located in front of Youth Directors office.

These guidelines are for the camper's safety. Should you have any questions, please call the Youth & Family Services Director.

Field Trips

On field trip days please drop your child off at camp no later than 8:00am and expect to pick them up after 5:00pm. If there are any days when a field trip will require special circumstances (ie. extended hours, extra spending money, bathing suit, extra clothing, etc.) you will be notified.

Family Nights

One of our goals is to strengthen families. During the summer we will have Family Night. If your child is/was enrolled in camp you are invited to join us for Family Night. Please take this opportunity to join your YMCA family in sharing good conversation and fellowship with all the families and staff of Summer Camp.

Swimming

All children will be assessed before getting in the pool. Your child's swimming skills will be evaluated by YMCA lifeguards. To keep campers safe, the YMCA will incorporate Water Safety Training as part of our summer camp. Campers will be assigned their swim level accordingly and by the discretion of the YMCA Aquatics staff.

2017 Summer Camp Descriptions

Kinder Camp

Perfect for children who are at least 5 years old and are entering Kindergarten, but packed with enough excitement for those who have completed Kindergarten. Kinder Camp offers age-appropriate field trips, games, crafts, and lots more. This camp has a little more quiet time yet all the fun and activities of Traditional Camp.

Traditional Camp– Ages *5-12

***This camp is for rising 1st through 6th graders**

The Goldsboro Family YMCA's Traditional Summer Day Camp Program is aimed at providing a well-rounded experience based on the YMCA's mission to build healthy spirit, mind and bodies. Our campers are placed in age groups with their peers so that each activity can be most efficient in promoting the mission. Each age group will have well-trained and excited counselors that will guide them through their summer adventures.

Teen Camp - Ages *12-17

***This camp is for middle and high school students**

Designed for teens to learn leadership skills, outdoor adventure skills, and sports skills. Campers will still have weekly field trips, enjoy games, crafts, and lots more. This camp will enrich your teen with specific skills and give them all the great experiences that Traditional Camp has to offer. Teen Camp will also give teens the opportunity to see what it is like to be a Summer Camp Counselor through our Counselor Training Program. Teens will be given the opportunity to mentor, under close supervision, younger campers in our camps.

Fees & Payment Policies

CAMP	MEMBER	NON-MEMBER
KINDER CAMP	\$100/WEEK	\$125/WEEK
TRADITIONAL	\$100/WEEK	\$125/WEEK
TEEN	\$115/WEEK	\$135/WEEK

Payment Policy

To reserve your child's spot for camp, there is a **non-refundable** \$10 deposit per week, per child. The balance of your payment for camp is due on the **Friday** prior to the week of camp.

Cancellation/Refund Policy

There are no refunds for programs, unless the Youth Director is notified ahead of time in writing and parents have proof of illness. **NO EXCEPTIONS.** Fees for programs are based on a per week basis. The YMCA will not deduct days missed from your fee. When you enroll for a week of programs, you are reserving time, space, staff and provisions for your child, whether or not he/she attends.

Financial Assistance

The YMCA is committed to providing quality programs, regardless of one's ability to pay the standard fees. Our financial assistance program is available for those who would otherwise be unable to enjoy the benefits of YMCA programs. Eligibility is determined based on applicant's income and is administered on a sliding scale. The financial assistance application must be submitted with the Registration Packet. Once processed, you will be notified whether your application was approved. Your child will not be registered until after for camp. You will be notified before asking to pay the balance due. Please inquire at the front desk for more information.

Admissions & Enrollment

The Goldsboro Family YMCA will not discriminate by race, color, sex, nationality, origin, or creed. The child **MUST** be registered by the Friday prior to the week of camp. **NO** registrations will be accepted once the week has begun. Each participant must submit the following for enrollment:

- Completed Registration Packet
- \$25 Camp Registration Fee
- \$10 deposits on all weeks attending

The Goldsboro Family YMCA reserves the right to deny camp services if any of the following conditions exist:

- The participant is not participating in or benefiting from the program.
- The staff cannot provide adequate or safe care for the participant.
- The staff cannot provide adequate or safe care to other enrolled participants due to the behaviors of a participant.
- The child has not been properly registered.

*Week 4– The Goldsboro Family YMCA will be closed on Tuesday, July 4 in observance of Independence Day.

	Camp Dates	Payment Due By
Week #1	June 12-16	June 9
Week #2	June 19-23	June 16
Week #3	June 26-30	June 23
Week #4	July *3-7	June 30
Week #5	July 9-13	July 7
Week #6	July 17-21	July 13
Week #7	July 24-28	July 21
Week #8	July 30– Aug 4	July 28
Week #9	Aug 7-11	Aug 4
Week #10	Aug 14-18	Aug 11
Week #11	Aug 21-25	Aug 18

All Camp sessions must be held with a \$ 10 Non-refundable deposit. No space is guaranteed until completed application and deposits have been processed.

Please keep this parent information packet.

Submit the registration packet that begins on the next page.



2017 Summer Camp Registration Packet

OFFICE USE ONLY	
_____	Scholarship
_____	Enroll, Post, Pay
_____	Authorized Pick-up
_____	Allergies/Medical Issues
_____	Auth to Dispense Meds
_____	Shirt Size
_____	Recurring Payment Form
_____	Email Address
Initial/Date: _____	

Name: _____

DOB: ____/____/____ Age: _____ Last grade completed: _____

Email: _____

CIRCLE the camp you are registering for:

Kinder Camp (Rising Kindergarteners)

Traditional Camp (Rising 1st-6th grade)

*Your child must be 6 on or before Aug 31, 2017

Teen Camp (*Middle & High school)

*Your child must have completed 6th grade

Check the boxes for **ALL WEEKS** you would like to register and pay deposit for today:

<input type="checkbox"/>	Week 1	June 12-16
<input type="checkbox"/>	Week 2	June 19-23
<input type="checkbox"/>	Week 3	June 27-July 1
<input type="checkbox"/>	Week 4	July *3-7
<input type="checkbox"/>	Week 5	July 11-15
<input type="checkbox"/>	Week 6	July 18-22
<input type="checkbox"/>	Week 7	July 25-29
<input type="checkbox"/>	Week 8	August 1-5
<input type="checkbox"/>	Week 9	August 8-12
<input type="checkbox"/>	Week 10	August 15-19
<input type="checkbox"/>	Week 11	August 21-25

Camp Registration Fee: \$25

Weekly Camp Deposit:
\$10 per week and goes toward your weekly camp fee.

Weekly camp deposit guarantees your child a spot for the weeks you sign-up for.

Kinder Camp

Members: \$100 per week
Non-members: \$125 per week

Traditional Camp

Members: \$100 per week
Non-members: \$125 per week

Teen Camp

Members: \$115 per week
Non-members: \$135 per week

Camp Shirt: YOUTH S ___ M ___ L ___ XL ___
ADULT S ___ M ___ L ___ XL ___ XXL ___ XXXL ___

Payment Policy

I understand that camp must be paid for in advance. Registration and full payment are due the Friday before the week of camp. If I have a past due balance my child will not be able to attend camp until all balances are paid up to date.

Parent Signature

Date

	Camp Dates	Payment Due By
Week #1	June 12-16	June 9
Week #2	June 19-23	June 16
Week #3	June 26-30	June 23
Week #4	July *3-7	June 30
Week #5	July 9-13	July 7
Week #6	July 17-21	July 13
Week #7	July 24-28	July 21
Week #8	July 30- Aug 4	July 28
Week #9	Aug 7-11	Aug 4
Week #10	Aug 14-18	Aug 11
Week #11	Aug 21-25	Aug 18

Please contact the Youth Program Coordinator or Youth & Family Services Director for information on Financial Assistance and payment arrangements.

Contact Information

Mpthr/Guardian's Name: _____

Phone: (c) _____ Phone: (w) _____

Father/Guardian's Name: _____

Phone: (c) _____ Phone: (w) _____

Child Medical Information

Does your child have any known allergies? Yes _____ No _____

Explain: _____

Is your child on regular medication? Yes _____ No _____

Explain: _____

Does your child have a history of significant illness? Yes _____ No _____

Explain: _____

Does your child have any disabilities? Yes _____ No _____

Emergency Care Information

Doctor's Name: _____ Phone: _____

Dentist's Name: _____ Phone: _____

Insurance Carrier: _____ Policy #: _____

Emergency Contacts

If neither Guardian can be contacted, call the following:

Name: _____ Relationship: _____

Phone: _____ Phone: _____

Name: _____ Relationship: _____

Phone: _____ Phone: _____

Medical Release

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither guardian nor the family physician can be contacted immediately.

Guardian Signature_____
Date

WE CHECK I.D.

You MUST be prepared to show I.D. when picking up your child EVERYDAY! YMCA Staff will not release until I.D. is provided and verified. Please remember this is to provide a safe environment for your child.

Child's Name: _____ D.O.B.: ____/____/____

Authorized Pick-Up	Phone
1.(self) _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	

Transportation Authorization/Rules Form

—Vehicle Conduct Rules—

Children must follow these basic safety rules while being transported. With the first infraction, a parent will be notified and asked to discuss proper behavior with the child. With the second infraction, transportation services may be denied for a minimum of two-days. Parents will be notified.

1. No fighting, swearing or abusive behavior.
2. Must remain seated properly with seat belt on at all times.
3. Cannot have any part of his/her body out of the vehicle.
4. No eating or drinking on vehicle.
5. Cannot throw anything out of the window.
6. Potentially dangerous actions will not be tolerated

_____ (child's name) has my permission to be transported by a YMCA vehicle and participate in all YMCA program activities and related field trips.

I have read and understand the Transportation Policies/Rules.

Parent/Guardian's Signature

Date

Swimming Rule/Policies Form

—Rules of the Pool—

1. No running, pushing or dunking.
2. No diving in shallow water.
3. No abusive language.
4. No unauthorized flotation devices.
5. No rough play will be allowed.
6. Lifeguard has the right to dismiss anyone who is careless or dangerous to others.

_____ (child's name) has my permission to participate in swimming activities.

I have read and understand the Pool Policies/Rules.

Parent/Guardian's Signature

Date

Permission Slips/Form

I hereby give my permission for the YMCA to take photographs and videos of my child and use them in or for publicity if they so desire.

_____ Yes _____ No

My child, _____, has permission to accompany the YMCA Summer Camp staff to various destinations/field trips. Field trips include trips on YMCA premises such as the pool, walk/jog trail, play areas as well as trips to other businesses and parks throughout Goldsboro/Wayne and surrounding counties. I will be notified of all field trips and mode of transportation.

Parent/Guardian Signature

Date

Release From Liability Form

In consideration of my requesting my child's attendance with the group from the Goldsboro Family YMCA, I accept any and all responsibility for, and assume the risk of, and all injuries of his/her participation in the program and I hereby expressly discharge and hold harmless from any liability whatsoever, the Goldsboro Family YMCA, the various branches and subdivisions thereof, as well as the officers, agents, employees, and servants thereof, in their capacities as representatives of the Goldsboro Family YMCA, whether employed or voluntary.

I certify that I am familiar with the contents of this release and that I have read and understand the same and that it is my intention by signing this release, that the same be binding not only upon me, but also upon my heirs, administrators, executors, successors, and/or assigns.

Parent/Guardian Signature

Date

Summer Camp Polices and Procedures

I have received a copy, read and understand the YMCA Summer Camp Guide.

Parent/Guardian Signature

Date

Please Print Parent/Guardian Name

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this center will practice the following discipline and behavior management policy:

WE

- **DO** praise, reward and encourage the children.
- **DO** reason with and set limits for the children.
- **DO** model appropriate behavior for the children.
- **DO** modify the classroom environment to attempt to prevent problems before they occur.
- **DO** listen to the children.
- **DO** use short supervised periods of "time out".
- **DO** explain things to the children on their level.
- **DO** treat the children as people and respect their needs, desires, and feelings.

WE

- **DO NOT** spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish.
- **DO NOT** make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- **DO NOT** shame or punish the children when bathroom accidents occur.
- **DO NOT** deny food or rest as punishment.
- **DO NOT** relate discipline to eating, resting, or sleeping.
- **DO NOT** leave children alone, unattended, or without supervision.
- **DO NOT** allow discipline of children by other children.
- **DO NOT** criticize, make fun of, or belittle

I, the undersigned parent or guardian of _____, do hereby state that I have read and received a copy of the center's Discipline and Behavior Management Policy.

Signature of Parent/Guardian _____ Date _____