

# 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 our Summer Day 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 for 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**

Here at the Goldsboro Family YMCA, our mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. With a commitment to nurturing youth development, promoting healthy living, and fostering a sense of social responsibility, the Y ensures that every individual has access to the essentials needed to learn, grow, and thrive.

## **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. Our activities do not simply keep campers occupied—every experience is used to nurture the potential of every child and teen.

## **Objectives**

The YMCA Summer Camp Program seeks to nurture the potential of every child and teen. To deliver that commitment, we intentionally focus on three essential dimensions of well-being:

1. Achievement—Campers experience achievement when they try different activities, learn what they like, and discover what they are good at.
2. Relationships—Campers have the opportunity to form healthy relationships

## **YMCA Youth Development Philosophy**

Youth Development is the social-emotional, cognitive, and physical processes that all youth uniquely experience from birth to career. At the Y, we know that a successful development process fulfills children and teens' innate need to be loved, spiritually grounded, educated, competent, and healthy.

### **Staffing**

Under the direction of the School Age Child Care Director, The Goldsboro Family YMCA summer camp staff are carefully selected and 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 School Age Child Care Director, 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.

## 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.
5. **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.
6. **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.
7. **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.

## **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**

- Jeans
- Short shorts that come above mid-thigh
- Black colored clothing (it gets hot)
- Expensive clothing
- Flip flops

### **What To Bring**

- Swimsuit & small towel in bag
- Refillable water bottle
- Spray Sunscreen

### **What NOT To Bring**

- Money
- Alcohol
- Drugs/cigarettes
- Weapons
- Electronics (games, i-pods, cell phones)

## **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 Coordinator or Youth & Family Services Director for approval.
- Bring medication in original container.
- Campers may not keep their medications on them for any reason, unless granted permission through Youth Coordinator.
- INHALERS: If your child has an inhaler and needs to have the inhaler with them due to medical reasons, you must notify Youth Coordinator and fill out all proper paper work.
- Medications are locked up in Youth Director's 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.



# **2019 Summer Camp Descriptions**

## **Kinder Camp**

This camp is 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 \*5-11**

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

Our Traditional Summer Day Camp Program provides a well-rounded experience for elementary students. We place campers in age groups with their peers so that activities and skills can be taught most efficiently in an age-appropriate manner. Campers will enjoy games, crafts, field trips, and more all based on the YMCA's mission to build a healthy spirit, mind and body.

## **Teen Camp - Ages \*12-16**

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

This camp is 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 In 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	\$140/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 **Wednesday 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, along with your 2017 IRS 1040 Individual Income Tax Return, must be submitted with the Registration Packet. Once processed, you will be notified whether your application was approved. Your child will not be registered for camp until after the Financial Assistance Application has been processed. 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 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.
- Full payment has not been received by the due date

<b>Camp Themes</b>	<b>2019 Camp Dates</b>	<b>Registration Ends &amp; Payment Due By</b>
Week #1: Spirit Week	June 17-21	June 12
Week #2: STEM Week	June 24-28	June 19
Week #3: Baby You're a Firework	July 1-5*	June 26
Week #4: Water Week	July 8-12	July 3
Week #5: Blast From the Past	July 15-19	July 10
Week #6: Color Run Fun	July 22-26	July 17
Week #7: Growing Up Goldsboro	July 29-Aug 2	July 24
Week #8: Summer Olympic Games	Aug 5- 9	July 31
Week #9: Going Green	Aug 12-16	Aug 7
Week #10: Walk Like An Egyptian	Aug 19-23	Aug 14

\*Week 3– The Goldsboro Family YMCA will be closed on Thursday, July 4 in observance of Independence Day.

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





# 2019 Summer Camp

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

Name: \_\_\_\_\_

CIRCLE the camp you are registering for:

Kinder Camp (Rising Kindergarteners)

Traditional Camp (Rising 1st-6th grade)

Teen Camp (\*Middle & High school)

\*For kids who have completed 6th grade

Camp Registration Fee: \$25

Weekly Camp Deposit:

\$10 per week and goes toward your weekly camp fee.

	Week 1	June 17-21
	Week 2	June 24-28
	Week 3	July 1-5*
	Week 4	July 8-12
	Week 5	July 15-19
	Week 6	July 22-26
	Week 7	July 29-Aug 2
	Week 8	Aug 5-9
	Week 9	Aug 12-16
	Week 10	Aug 19-23
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### 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: \$140 per week

# Payment Policy

I understand that camp must be paid for in advance. Registration and full payment are due the Wednesday 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. I understand that all deposits are non-refundable.

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	<b>Camp Dates</b>	<b>Payment Due By</b>
Week #1: Spirit Week	June 17-21	June 12
Week #2: STEM Week	June 24-28	June 19
Week #3: Baby You're a Firework	July 1-5* July	June 26
Week #4: Water Week	8-12 July	July 3
Week #5: Blast from the Past	15-19 July	July 10
Week Week #6: Color Run Fun	22-26 July	July 17
Week #7: Growing Up Goldsboro	29-Aug 2 Aug	July 24
Week #8: Summer Olympic Games	5- Aug 9 Aug	July 31
Week #9: Going Green	12-16 Aug	Aug 7
Week #10: Walk Like an Egyptian	19-23	Aug 14

Please contact the School Age Child Care Director for Financial Assistance.

**Contact Information**

Mother/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: \_\_\_\_\_

**Emergency Contacts**

If neither Guardian can be contacted, call the following:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

# 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

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_

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



# Individualized Care Plan

This form is to be completed when a parent/guardian has indicated that the child will be taking a prescription medication, requires special attention, has a special need or disability while participating in Summer Camp

MEDICATION

INFORMATION: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

An Authorization to Dispense Medication form is available on site and must be completed before staff will administer medication.

TELL US MORE ABOUT YOUR CHILD:

If you listed a medication or indicated that your child has a special need, please explain so that our staff are familiar prior to your child attending the program.

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## 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.

## 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.

**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 trans-

**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.

**Summer Camp Polices and Procedures**

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## 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,

### 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

### 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.

this center will practice the following discipline and behavior management policy:

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.



GOLDSBORO FAMILY Y PRESCHOOL & CHILD CARE CENTER

Electronic Funds Transfer (EFT) Authorization Form

900 S. Harding Dr. Goldsboro, NC 27534

Section 1: Update Automatic Payment Personal Information

After School Camp Preschool

Request Automatic Payment:

Adult #1 Full Legal Name:

Adult #2 Full Legal Name:

Child's Name:

Child's Name:

Child's Name:

Section 2: EFT Payment Authorization\*

EFT transactions are posted to your account the Monday payment is due. Draft will continue until cancelled. I understand that failure to provide correct banking information will result in immediate termination of program registration. Initial Here

I understand that if, for any reason, my bank refuses to honor a draft, program registration will be terminated immediately. Registration will be reinstated only after full payment of all fees. The YMCA collects no service charge or interest for the use of the bank draft plan, but does charge a \$30 fee for drafts returned for reason of insufficient funds, closed accounts or stopped payment.

Initial Here

I, \_\_\_\_\_, authorize Goldsboro Family YMCA to draft my bank account for \$\_\_\_\_\_ on the Friday before the registered week of camp for payment of my program fees.

Name on Account
Routing Number Account Number
Account Type: Checking Savings
Signature