



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

# **SUMMER PROGRAMS HANDBOOK**



**Everyone is welcome. Financial assistance is available.** The **YMCA of Greater Seattle** strengthens communities in King and south Snohomish counties through youth development, healthy living and social responsibility.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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# WELCOME

Dear YMCA Summer Program Parent or Guardian,

Welcome to Summer Camp 2017 at the Y! We are pleased to offer a wide variety of exciting and enriching programs for you and your family this summer. We hope you will find a program which fits your child's interests, is conveniently located and provides your child with a lifetime of memories. Each week will be theme-based and offer a diverse and enriching curriculum for your child.

YMCA summer youth programs are tons of fun but also instructive for life. Our staff provides activities that have a positive, life-long impact on your child through:

- Developing self-confidence and independence
- Communicating core values of respect, responsibility, honesty and caring
- Creating lasting friendships and lifelong memories
- Stemming summer learning loss with enrichment activities and literacy-rich programs
- Encouraging learning and exploration in a supportive environment
- Infusing fun and good health into activities each day

Positive relationships among campers, staff and parents are critical for each child's healthy development and social growth. A small ratio of campers to staff enables YMCA leaders to engage in activities and conversations with each camper every day. In our quality programs, staff is upbeat and interacts with campers using warmth, patience, understanding and fairness. In addition they:

- Are responsive to camper's feelings, needs, cultures, abilities and languages
- Encourage leadership skills in campers by letting them offer ideas to expand or enrich an activity and suggest and initiate activities
- Allow campers - as a key part of learning - to make and learn from their own mistakes

We also make sure that there are positive relationships among staff. We know the campers look to camp staff as role models, watching and learning as they cooperate, communicate and solve problems with each other. We are excited about your interest in joining us this summer. If we can answer any questions for you, please do not hesitate to call your local YMCA. We look forward to having you as part of our Y family this summer!

Sincerely,

Courtney K. Whitaker  
Youth Enrichment Programs Executive  
YMCA of Greater Seattle

## LOCATION AND CONTACT INFORMATION UNIVERSITY YMCA

Camp	Site	Address	Camp Director
Outdoor Day Camp	YMCA Camp Sandpoint	Warren G. Magnuson Park, 7400 Sandpoint Way, Seattle	Miranda Gadau
Sports Camp	YMCA Camp Sandpoint	Warren G. Magnuson Park, 7400 Sandpoint Way, Seattle	Miranda Gadau
Specialty Camp	YMCA Camp Sandpoint	Warren G. Magnuson Park, 7400 Sandpoint Way, Seattle	Miranda Gadau
Trek Camp	YMCA Camp Sandpoint	Warren G. Magnuson Park, 7400 Sandpoint Way, Seattle	Miranda Gadau
Specialty Camp	The Y at Phinney Center	6532 Phinney Ave N, Seattle	Miranda Gadau
Discovery Camp	Sandpoint Elementary School	6208 60 <sup>th</sup> Ave NE, Seattle	Donya Saunders
Flying Horse Ranch Camp	YMCA Camp Sandpoint	Warren G. Magnuson Park, 7400 Sandpoint Way, Seattle	Miranda Gadau

## PARTNERING WITH YOU

A great summer program requires a partnership between summer staff and parents. As a partner in your child's success in our program, you have free access at all times, to all areas of the camp used by your child. We invite you to become familiar with the staff and encourage you to visit and to participate in the program as often as possible. If you plan to attend a scheduled field trip or need to pick-up your child early at camp or at a field trip destination, please make advance arrangements with the Camp Director.

### Parent/Staff Communication

A schedule of activities or newsletter will be provided to you at the beginning of each session to keep you informed of program plans and special events. Any problems your child may be having at home may affect his/her behavior at camp. Please keep the Camp Director informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared only with those who need to know.

## YMCA CORE VALUES

The YMCA of Greater Seattle is committed to a value-based character development curriculum. The teaching of the following core values is incorporated into all youth activities:

**Respect:** Special regard for others, including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.

**Responsibility:** Moral, legal and mental accountability, including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

**Honesty:** Fairness of conduct and adherence to facts. Other virtues that relate to this concept include sincerity, truthfulness, honor, tact, forgiveness, moderation, orderliness.

**Caring:** Interest and concern, including compassion, friendliness, generosity, kindness, love, mercy.

### Character Counts and High-5 Reports

Behaviors such as being disrespectful to other children or staff, dishonesty, destruction of property or failing to carry out responsibilities are also inappropriate at the YMCA. Families will receive written Character Counts reports for behaviors which need to be addressed, while High-5 forms will be written for positive behaviors to reinforce. The Character Counts or High-5 reports will be sent home and a copy will be put in your child's records. If a child receives one to three (dependent upon the offense) "Needs Attention Character Counts Reports" the Camp Director, child and parents will have a formal conference to determine a plan of action.

Through our values based programs, we expect all our participants to uphold the YMCA values of respect, responsibility, caring and honesty. We are aware that children sometimes copy the behaviors of other children. Therefore, in order for a child to understand the seriousness of their actions, **any** child engaging in behavior that is inappropriate at the YMCA, will receive disciplinary action. This **No Tolerance Policy** along with the **Character Counts Reports** will enable us to better communicate with our families.

# PHILOSOPHY AND PURPOSE

## YMCA OF GREATER SEATTLE CAUSE

We're for youth development, healthy living and social responsibility.

## YMCA OF GREATER SEATTLE MISSION

Building a community where all people, especially the young, are encouraged to develop their fullest potential in spirit, mind, and body.

YMCA summer programs will stimulate a child's physical, social, intellectual, and emotional development. We use small group experiences that are developmentally appropriate.

### In YMCA summer programs, your child will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate and challenging experiences.
- Expand awareness and appreciation for the natural world.
- Learn and display the four core values of the YMCA: Respect, Responsibility Honesty and Caring
- Increase appreciation for their own family, friends and surrounding community.

## NONDISCRIMINATION STATEMENT

All people are welcome at the YMCA regardless of race, sex, national origin, religion, or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Camp Director to make necessary arrangements. In our efforts to promote an awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. YMCA Camps will reflect and respect the diversity in our community. Religious education is not part of our program.

The YMCA of Greater Seattle is committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate to an anti-bias approach to curriculum.

## DAILY SIGN-IN/OUT PROCEDURES

- A sign in/out area will be available when you arrive at the site.
- You must sign your full name on the attendance roster when bringing children to camp and when picking them up.
- Your child will only be released to the parent/guardian or other authorized adult listed on the Youth Program Registration Form.
- Identification may be checked daily. While we know it can be inconvenient to show your ID every day, we appreciate you supporting our staff to keep your children safe.
- For the safety of your child, we will not automatically release your child to anyone who appears under the influence of drugs and/or alcohol, but will assist in making other arrangements for transportation home.
- If your child has not arrived by start of the camp day, we will assume he/she will not be attending camp, and we'll begin our day without him/her.
- Pick up your child on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress.
- **Quest, Trek & Lead Participants MAY have the ability to sign themselves in and out of camp**

## LUNCH, SNACK & MEAL PLANS

Each day you will NEED to provide a nutritious lunch for your child. Lunches provided by parents should strive to meet the USDA guidelines and contain a dairy product, a protein food, and two or more servings of fruit or vegetables. Please do not send candy, gum or soda with your child to camp. **It is not possible for us to provide refrigeration or a microwave for lunches, so please do not send foods that may spoil such as mayonnaise or require reheating.**

Children attending Wrap-Around-Camp will be offered a light morning and afternoon snack daily, with the exception of some Teen Programs. These snacks are not sufficient to replace breakfast or lunch. If you would like to provide alternate food for your child during snack time (e.g. food from home, extra food from their packed lunch) for dietary, health or other reasons please ask for a YMCA Parent Meal Plan Agreement (WAC 170-297-7525-Parent or Guardian Provided Food).

## PEANUT AND NUT ALLERGIES

To help the YMCA create a safe environment for children with life-threatening nut allergies, you may be asked to refrain from sending your child with food containing peanut butter or other nuts and/or other foods manufactured in a plant that processes nuts. If you have any questions please speak with the Camp Director.

## WHAT TO BRING

Dress your camper for the weather! Some programs, such as Outdoor Day Camp, are all outdoors. Please send a jacket if it's chilly and a poncho if it's raining! We won't let a few raindrops or a little dirt stop our summer fun! Wear shoes for running, playing, and getting dirty!

Following are some items to fill your child's backpack:

- Water bottle
- Sack lunch
- Swimsuit and towel on swimming day and field trip days
- Extra clothing

## WHAT NOT TO BRING

We ask that you keep these things at home:

- I-pods
- Cell Phones
- Money, gum and candy
- Trading Cards
- Weapons of any Kind
- Drugs, Alcohol & Tobacco Products
- Any Electronics
- Any Valuables, including personal sports equipment

Many of these items can be lost, broken or stolen while at camp. If these items accidentally show up at camp, staff will hold them for the camper and return them at the end of the day.

## STAFF RATIOS AND TRAINING

### Ages 3-5

A staff to child ratio of 1:10 is normally maintained.

### Ages 5-15

A staff to child ratio of 1:12 is normally maintained.

Staff-child ratios are adjusted to assure adequate supervision for the age group, ability and physical condition of all the campers.

All of our staff have had previous experience working with children and have attended and continue to attend regularly scheduled training events on behavior management, communication skills and creative activities to do with kids. Staff maintains current certification in CPR, First Aid, Child Abuse Prevention and other certifications required. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

To make sure your child remains safe outside of the YMCA's supervision and to protect our staff members and volunteers, we request that you do not ask a YMCA employee or volunteer to baby-sit, host sleepovers or spend one-on-one time with your child outside of YMCA programs.

## TRANSPORTATION AND TRIPS

Any fees incurred on a field trip will be paid by the YMCA and are included in the weekly camp price. Additionally, upon signing the Youth Program Registration form, **you have already given permission for the YMCA to transport your child** in the following vehicles: YMCA vans, YMCA buses, leased school buses and public transportation. Drivers of all YMCA vehicles are thoroughly screened and authorized by the YMCA, based on experience and good driving records. Each driver must also have a Washington State driver's license, be currently certified in First Aid & CPR and participate in an approved YMCA driver training program. Our vehicles are regularly maintained and undergo daily inspections before being driven.

## LOST AND FOUND

Please label all clothing and items brought to Camp with your child's First Initial and Last name. A lost and found center will be located at each Camp. At the end of each Camp week, unclaimed items will be held at the branch for one month and then donated to a local charity such as Goodwill.

## CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. **However, we are not a party to any custody orders and not in a position to enforce parenting plans.** If both parents are listed on the Youth Programs Registration Form (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure you have established clear expectations between the parties. We do honor Restraining orders, Anti-Harassment orders or other court orders created for the protection of the child. Please provide a copy to the Camp Director.



# PAYMENT, CREDIT AND REFUND POLICY

## Program Payments

Payment must be received to the YMCA the Saturday prior to your child starting camp. If payments are not received by the due date, your session will be cancelled and deposit will be forfeited. Failure to pay consecutive weeks on time may result in an earlier due date in order to continue participation. A \$30 fee will be assessed for any checks returned for insufficient funds. For your convenience, a Payment Schedule is located below.

## PAYMENT SCHEDULE

<b>WEEK OF:</b>	<b>PAYMENT DUE DATE:</b>
June 19 - 23	June 17
June 26 - 30	June 24
July 3 - 7	July 1
July 10 - 14	July 8
July 17 - 21	July 15
July 24 - 28	July 22
July 31 - August 4	July 29
August 7 - 11	August 5
August 14 - 18	August 12
August 21 - 25	August 19
August 28 - Sept 1	August 26

For cancellations or transfers, we request written notice **Wednesday at noon prior** to the start of the session. Deposits are non-refundable and may be non-transferrable. We will follow the schedule below related to refunds & credits. The Y reserves the right to charge a \$25 fee for multiple registration changes. \*All Camp will be closed July 4<sup>th</sup>.

## CREDIT & REFUND POLICY

<b>Notice Given Prior To:</b>	<b>Refund</b>	<b>Credit</b>	<b>Deposit</b>
Wednesday at noon prior to the start of the session	100%	100%	Eligible to transfer to another camp week
After Wednesday at noon prior to the start of the session	0%	0%	Deposit is forfeited

## FINANCIAL ASSISTANCE

Financial assistance and flexible payment plans are available through the YMCA for every program we offer. Please call your local branch for an application. These funds are made possible through our Annual Campaign and the United Way.

## SICK CHILD PROCEDURES

The YMCA cannot accept children for Camp when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care.

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 101°F or higher
- Draining Rashes
- Eye Discharge or Pink Eye
- Diarrhea
- Lice or Nits\*

\*Children must be nit and lice free prior to returning to camp. Lice are highly contagious and can take a while to eliminate from camp once introduced. Reintroducing children with nits prolongs contamination and prevents kids returning to camp.

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child. We will separate your child from other children until you can pick them up. Ill staff members will also be sent home. We will report communicable diseases to the local health department. We will also notify other parents in camp, so that they can take appropriate action to protect their children.

# MEDICATION MANAGEMENT

If it is necessary for your child to take medications while he/she is in our care, please give the medication directly to a staff member when you sign-in your child. Written parental consent is required for us to administer any medication, and you will be asked to complete a form when you hand over the medication. Medications are stored in a locked box out of the reach of children. We maintain a record of administration in the locked box on a medication log. The Camp Director or designee will be responsible to administer medication per a doctor's instructions.

All prescription medication must be in its original container properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such as manufacturer's instructions or prescription label. Please only send one week's worth of medication to Camp.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child.

- Antihistamines
- Non aspirin fever reducers/pain relievers
- Decongestants or non-narcotic cough suppressant
- Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
- Sunscreen\* (see separate policy on page 16)
- Medicated lip balm
- Mouthwash

A physician's written authorization is required for any non-prescription medication that is:

- Not included in the above list
- To be taken differently than indicated on the manufacturer's label
- Lacks labeled instructions

We cannot give aspirin except with a written authorization from a physician. Any unused medication will be returned to you or properly disposed of.

\*Please note that sunscreen is considered an over-the-counter medication by the Washington State Department of Health and the Department of Licensing. Written Sunscreen Authorization from parents is required. See page 16 for Sunscreen Policy.

## **MEDICAL EMERGENCIES**

The Youth Program Registration Form includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work or medical phone numbers.

In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid & CPR and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in First Aid & CPR, and we will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately, a written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Accident reports are completed for our records and recorded in our medical log.

We are required to notify the Department of Social & Health Services by phone and in writing of any serious injuries that require medical treatment, illness that requires hospitalization occurrences of food poisoning or communicable diseases.

The hospitals used for emergencies are:

### **Seattle Children's Hospital**

4800 Sand Point Way NE  
Seattle, WA 98105  
Phone: 206-987-2000

### **University of Washington Medical Center**

1959 NE Pacific St.  
Seattle, WA 98195  
Phone: 206-598-3300

## **SPECIAL NEEDS**

YMCA staff members are encouraging, patient and helpful in paving a pathway for children with mild to moderate disabilities to succeed at YMCA Camps. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support or have great difficulty in managing their behavior in a group setting.

If your child has a significant health issue or a special need, please contact the Camp Director to discuss appropriate accommodations.

## BEHAVIOR MANAGEMENT

YMCA Camps strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. If problems arise, we will use the following sequential procedures:

1. The child will be encouraged to use his/her words to try to solve the situation peacefully.
2. The child will be redirected to a new activity.
3. The child will be removed from the situation until he/she is able to rejoin the group.
4. Parents are alerted and encouraged to share ideas.
5. Parent and staff conference will be held with recommendation for an immediate behavior contract or short-term suspension from Camp.
6. Complete removal of the child from program.

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior in Camp. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment by anyone (including parents). We do not condone biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day.

## CHILD SAFETY

As a partner in your child's success, the YMCA of Greater Seattle is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the summer you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or call the Camp Director.

### **Personal Safety Talks**

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. YMCA staff will model the use of correct words for body parts and functions, and respond to conversations and questions in age appropriate ways.

### **Child Abuse Reporting**

YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor or police any instance when there is reason to suspect the occurrence of physical, sexual or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

# EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. The YMCA has written emergency policies for a variety of issues. A copy may be obtained from your Branch or by contacting the Camp Director.

## DISASTER PLAN

**Branch: University Family YMCA**

**Camp Sites: YMCA Camp Sandpoint, The Y at Phinney Center, Sandpoint Elementary, Flying Horseshoe Ranch**

Each branch is required by law to develop and implement a disaster plan designed for response to fire, natural disasters and other emergencies. The plan must address what you are going to do if there is a disaster and parents/guardians are not able to get to their children for two or three days. (WAC 170-295-5030)

**Q. How will your branch account for all children and staff during and after the emergency?**

A. Roll call; staff assigned to groups; specific meeting places; children and staff files move with children.

**Q. How will your branch evacuate the premises?**

A. Evacuation routes posted at each site, based on the school or site disaster plan.

**Q. At what location will you meet after evacuation?**

A. See site-specific plan posted at each site on the Family Board.

**Q. How will you contact parents/guardians or how will parents/guardians be able to contact your child care center?**

A. Site cell phone; most staff have cell phones; through emergency workers. Files remain with the children with emergency contact phone numbers. Each child has been asked to supply an out-of-state contact so that someone can be notified when in-state numbers are inaccessible.

**Q. What kind of transportation method will you use, if necessary?**

A. YMCA vans; parents; emergency worker vehicles. Private staff vehicles may be used only as a last option.

## INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all YMCA activities. The YMCA of Greater Seattle does not provide any accident or health coverage for its participants.

# CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA of Greater Seattle has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

Individuals are expected to:

- Uphold the YMCA core values of respect, responsibility, honesty and caring
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected statuses
- Be respectful and cooperative with YMCA staff and others

The following will NOT be tolerated at YMCA facilities and in YMCA programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression or violent acts
- Weapons of any kind
- Smoking
- Damaging or defacing property
- Possession, sale, use or being under the influence of alcohol or illegal drugs
- Offensive and unlawful conduct

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

## NO TOLERANCE POLICY

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to **prevent** these behaviors from occurring.

### No Tolerance Policy

The following will NOT be tolerated in our Camps:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts or bullying
- Weapons of any kind
- Damaging or defacing property
- Offensive conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

Failure to follow this code of conduct will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the Camp. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our Camp.

## STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting weekend trips, foster care etc. are not permitted. An exception must be approved in advance by the Director of Risk Management and the Branch Executive or SVP/COO
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that *any* child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an *employee* or *volunteer* abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated members of the Association office.



## INCLEMENT WEATHER

Some of our Camp activities will take place outdoors, and campers need to be prepared for whatever the weather will bring! Most commonly, the rain we experience in the Pacific Northwest is light, and Camp activities will continue in the drizzle. On days when the rain is heavier, Camp activities will continue as long as they are still safe, and some activities may be moved indoors at the YMCA branch or other nearby location. On rainy days, campers should wear water repellant rain gear as an outer layer, and something warm as an inner layer. If we encounter extreme heat, we will try to keep activities in the shade whenever possible, play lots of water games, and keep kids drinking water.

## SUNSCREEN POLICY

During our outside activities and on field trips, children may spend hours in the sun. In order to minimize the effects of this exposure to the sun, we encourage parents to do one or more of the following:

- provide your child with a long sleeve cotton shirt to wear in the sun
- provide a T-shirt to wear over his or her swimming suit
- encourage your child to wear a hat to protect the face
- educate your child regarding protecting his or her skin, as well as the early signs of enough sun
- purchase and use early warning sun patches
- use and appropriately apply sunscreen

The Y will provide sunscreen for all children in our camps. The sunscreen is Rocky Mountain Sunscreen/SPF 50 Broad Spectrum, Hypoallergenic, Water Resistant, PABA free and Fragrance Free. Active Ingredients: Avobenzone 3/0%, Homosalate 13.0%, Octisalate 5.0%, Octocrylene 7.0%, Oxybenzone 4.0%.

Written authorization from parents is required in our paperwork packets. If you wish to supply your own sunscreen for your camper you may indicate that as well. Y staff will administer sunscreen in the following manner based on the age of your child.

- Preschool – staff initiated, re-applied at appropriate intervals, staff will assist in application
- Elementary School Age–staff & child initiated, reminders for re-application by Y staff at appropriate intervals, staff may assist younger children under 7 with application, most children will be encouraged to rub sunscreen in themselves
- Middle School & High School–youth initiated, staff will remind youth at appropriate intervals or based on specific activities, youth will self-apply sunscreen

## PET POLICY

Our Discovery, Kids on Their Way and Preschool camps may have a pet. This gives children responsibility for feeding and caring for animals. A designated staff in each camp will be responsible for the pet's environment and supervision of the learning opportunities.

Reptiles and amphibians will be in a self-contained area except during educational activities. Children five years of age or less will not physically handle reptiles and amphibians.

List of possible pets: rabbits, hamsters, guinea pigs, fish, or insects.

Accommodating arrangements can be made if your child has allergies to any of these pets.

## PESTICIDE POLICY

You will be notified at least 48 hours in advance of the application of any pesticides, as we receive notification from the school district or city. This notification will include the product name of the pesticide being used, intended date and time of application, location where the pesticide will be applied, the pest to be controlled and the name and number of a contact person at the site. Signs and/or markers will be posted following the application of the pesticide. These will state, "This landscape has recently been sprayed or treated with pesticides." They will also state who has treated the landscape and who to call for more information.

## LATE PICK-UP POLICY

Children must be picked up by the time camp closes. If an emergency arises and you are unable to reach the site by close, please phone us to assure both the staff and your child that you are on the way. State law requires us to notify CPS when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

Each Camp follows these guidelines in response to a late pick-up:

1. Staff notifies the family to ensure that someone is on the way to pick up the child. If the family is not reachable, staff notifies emergency contacts.
2. If the family and emergency contacts cannot be reached, staff notifies the police.
3. If your child is picked up late on three occasions, your child's participation in the program may be terminated.

## PAPERWORK POLICY

In addition to your reservation form, additional paperwork is required to ensure the safety of all children participating in our programs. **Paperwork is due no later than 2 weeks prior to the start of your first week of camp.** Paperwork can be located on [ykids.org](http://ykids.org); paper copies may be accepted at the Branch.

Please complete the following paperwork online:

1. Youth Program Registration form (2 pages)
2. Policies for Summer Programs
3. Statement of Understanding

## CHALLENGE COURSE AWARENESS OF RISKS

YMCA summer programs for its youth may offer the use of various challenge course activities with both low course and high course elements, including climbing walls and climbing structures, ropes courses, zip lines, giant swings, Odyssey Course and Alpine Tower. The YMCA takes pride in providing safe environments, equipment and programs, but challenge course activities, by their nature, are not without risks. We do not want to diminish your enthusiasm for the experience, but we do want all participants to know in advance what to expect and what some of the potential risks are by participating in this activity.

All of the YMCA's challenge courses are "Challenge by Choice" activities. Participants need only participate to the extent they are comfortable, which may include choosing not to participate. Challenge program participants wear helmets, and harnesses are hooked into belay devices. Participants must follow safety instructions, remain in areas designated by staff, and refrain from behavior that is harmful to oneself or others.

Although all individuals in average health will be able to comfortably participate, it shall be each individual's responsibility to be sure they are in a healthy condition. Challenge courses may require a more strenuous physical activity level than participants have been accustomed. Because of the height of many of the challenge course elements, the activity can be stressful and some participants may be fearful. Participants who have heart ailments should understand that this activity might affect their condition. There are also the usual risks with this activity associated with being outdoors and having environmental exposures. Other risks associated with this activity include, but are not limited to: broken bones, muscle tears, sprains, heat exhaustion or heat stroke, allergic reactions, cuts, infections, mental anguish, disabling head or spinal injuries, paralysis or death. It is important that special health conditions or medical needs are communicated to YMCA staff.

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We look forward to having you as part of our Y family this summer!

### **University Family YMCA**

5003 12<sup>th</sup> Ave NE

Seattle WA 98105

206-524-1400

**Universityymca.org**