

PARENT HANDBOOK

The Sewickley Valley YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow, and thrive.

CAMP ENROLLMENT

An enrollment form is required for each child who will be participating in the summer day camp at the time of registration. All registrations must occur eight days before the start of the session(s) your child wants to attend. The full fee is required for the first session of camp enrolled.

Multiple session registrations require the full fee for the first session and a \$50 non-refundable deposit for each subsequent session(s). Multiple Early Late Care session registrations require the full fee for the first session and a \$35 non-refundable deposit for each subsequent session(s).

LATE ENROLLMENT POLICY

A \$25 late enrollment fee will be charged for all registrations occurring after the dates below for each session. The following dates will be the last opportunity that a participant can register for Camp without a late registration fee:

Session A: Monday, June 3
Session B: Monday, June 17
Session C: Monday, July 1
Session D: Monday, July 15
Session E: Monday, July 29



PAYMENT POLICY

The following dates pertain to any participant that has a remaining balance owed after the first session has been paid in full.

Session A: Paid in full at the time of registration.
Session B: Monday, June 17
Session C: Monday, July 1
Session D: Monday, July 15
Session E: Monday, July 29

REFUNDS

Refunds will not be given. No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether or not he or she attends.

FINANCIAL ASSISTANCE

Financial assistance is available to those who qualify. A sliding-fee scale is used to determine appropriate levels of assistance based off of low-income guidelines. To apply for financial assistance:

- Pick up a financial assistance application at the Sewickley Valley YMCA or download the application online at www.sewickleymca.org.
- Complete the application and return it to the membership desk at the Y. Attach a copy of your most recent tax return or copies of your most recent paycheck stubs.
- Please allow 5-10 business days for your financial assistance application to be processed.
- Please contact Barb Herman, Membership Manager, at 412-741-9622 ext. 131 for more information.

CAMP TRANSFER

Any transfer(s) must be made by Marc Smith only. If you transfer the camper to another camp prior to the seven days before the start of the next session and there is space available to the camp you wish to switch to, the full amount including the \$50 deposit will be transferred. A switch or transfer of a camper will not occur inside of the seven-day deadline. **Please do not cancel or switch camps with our Camp Counselor Staff.**

CANCELLATION POLICY

All cancellations must be made in writing or telephoned to Marc Smith at 412-741-9622 ext. 103. Cancellations of a camp registration by the parent/guardian must occur by the following dates:

Session A: Monday, June 3
Session B: Monday, June 17
Session C: Monday, July 1
Session D: Monday, July 15
Session E: Monday, July 29

If cancellation of a camp occurs by the dates above, all non-refundable deposits will be forfeited. This means a \$50 deposit for a full or half day camp and/or a \$35 deposit for early/late care cancellation must occur before closing time of camp (6:30 p.m.) to Marc Smith. After these dates, payment must be paid-in-full regardless of the attendance of the participant. If a cancellation of a camp occurs, the \$50 deposit for a camp and the \$35 deposit for early/late care cannot be transferred to the balance of another camp.

POLICY ASSOCIATED WITH

LATE PICK-UP

If a parent/guardian are going to be late for pick-up, please call 412-741-9622 ext 103 to inform the camp director. If repeated late pick-ups occur - the camper may be removed from the camp program. Please respect the pick-up times for staff/safety concerns.

EARLY PICK-UP

Camps will always be at their designated pick-up locations at 1 p.m. and 5 p.m. If you need to pick-up your child earlier, please come directly to our front desk at the YMCA so they can locate the appropriate camp. Since the camps have freedom to roam throughout our camp area during the day, please allow time to locate your child.

INCLEMENT WEATHER

During rain please refer to our YMCA App for updates and whether the camps are inside or out. Look for the rainy day signs that will be posted at the entrance of the parking lots as well as in War Memorial Park.

AQUATIC SAFETY IS A TOP PRIORITY

At the Y we care about our campers' safety at the pools. Adhering to all policies and procedures concerning pool safety is vital to ensure that our campers enjoy their time in the pool safely.

All Camp participants must have a swim test before they enter the pool. We will divide our campers into three categories to run efficient swimming lessons. Children swimming in the large pool will wear colored "Safety Necklaces" that will designate the level/ability the camper has in the swimming pool. Camp staff and Lifeguards will always be with the campers during the swim time. Children will be separated into three categories based on skill level:

BEGINNER (RED)

Children who have little or no swimming background. Possibly have a fear of the water. Lessons would be held in the shallow (3 ft.) end of the pool. A "Swim Trainer" water back float will be provided for all non-swimmers for children 6 years old and under.

INTERMEDIATE (YELLOW)

Children who can doggie paddle or float and have no fear of the water. Lessons will be held in the middle (4 ft. to 5 ft.) of the pool.

ADVANCED (GREEN)

Children who have taken swimming lessons before and demonstrate the ability to use freestyle or front crawl for ½ the length of the pool without stopping. Lessons will be held in the deep (5 ft. to 12 ft.) end of the pool.

SESSION THEMES

Session A	Will it fly/Does it float
Session B	Star Spangle Banner
Session C	Super Heroes
Session D	Wacky Water
Session E	Super Sloppy

WHAT TO BRING TO CAMP

- Water bottle
- Backpack or shoulder bag
- Lunch (brown bag or cooler-style)
- Swimsuit and towel
- Sunscreen
- Lock (for safety of valuables)
- Athletic shoes (no open-toe shoes permitted)
- For the safety of your child: All participants will receive a camp t-shirt which should be worn the day of field trips.

PERSONAL BELONGINGS

We are asking parents to not allow their children to bring **cell phones**, toys, DS, MP3 players, IPod's, games, cards, and books. These items are not to be brought to the program unless they are to be donated. If these items are brought, the staff will not be responsible for the loss or damage of these belongings. Children will not be permitted to play with any personal items that are not the property of the program.

DRESS

Please dress children in play clothes. We will be outside as much as possible so dress for the weather. Suggested dress for cold and rainy day should include a sweatshirt or jacket and a raincoat. Remember, any child who is not well enough to go out, should not be in camp that day. Campers must wear athletic shoes every day; jellies or sandals are not permitted, however, closed toe sport sandals are appropriate. All Camp participants need to be **potty-trained. No pull-ups, diapers, or training pants will be permitted.**

PHOTO ID

A photo I.D. must be shown by anyone who will be picking up children from the YMCA. Anyone who does not have a photo I.D. will not be allowed to pick up a child. Thank you for your cooperation in helping to keep our children safe.

PARENT LUNCHEONS

The Youth Camps will have Parent Luncheons through the summer. This is an opportunity for you, the parent, to come and join us for a part of our summer camp. The luncheons will take place in Sessions B and D for both age groups. Please look for exact dates and times in our Camp Newsletter. For more information, contact Marc Smith at 412-741-9622 ext. 103.

FIELD TRIPS

Field trips will be scheduled throughout each session. We will use school busses for transportation. Parents are welcome to participate as volunteer chaperones. Cost for these trips is included in the Camp Registration Fee. Half day youth campers share the option of attending all day field trips. Preschool, Youth and Teen Field Trips will be on the following dates:

PRESCHOOL

Session A	Thursday, June 20
Session B	Wednesday, July 3
Session C	Thursday, July 18
Session D	Thursday, August 1
Session E	Thursday, August 15

YOUTH & TEEN

Session A	Friday, June 21
Session B	Friday, July 5
Session C	Friday, July 19
Session D	Friday, August 2
Session E	Friday, August 16

DROP-OFF TIME & AUTHORIZATION FOR PICK-UP

You may drop off your camper no earlier than 8:55 a.m. There must be a counselor present when your child is dropped off. Everyone who picks up a child from the summer day camp must be on the authorization list that is provided by the parent(s)/guardian. Anyone who is not on the authorization list will not be permitted to pick up a child. **Parents, please remember to add yourself to the authorization list.**

If you are picking up your child before the 5 p.m. checkout – please go to our Front Desk at the YMCA to have a staff person locate your child / camp. Please allow time for our staff to locate your child due to the large volume of children and locations.

Thank you for your cooperation.

INJURIES

If a child is mildly injured during the daily activities, the camp staff will administer first aid. If the injury requires outside medical attention, the child will be taken to the Emergency Room at the hospital by ambulance and accompanied by the Camp Director or Head Counselor. The parent will be called and should meet the child at the Emergency Room. An incident report will be filled out for all injuries for the YMCA records.

MEDICAL CONSIDERATIONS

Please be sure to inform the Camp Counselor of any food allergies that your child may have. If any medical consideration(s) should arise with your child during the course of the summer, please notify the counselors immediately. Medication should be sent in the original prescription bottle with only the dosage allotted for that day. Any variations of this will not be accepted.

TSS / CAMP AID INFORMATION

All campers that require a TSS or Aid to accompany them throughout a school day, must have the TSS or Aid in the Day Camp Program. All parties must touch base with Rachel Pontis 412-741-9622 ext. 122 two weeks prior to the beginning date of camp with completed forms (Act 33 & 34 clearances along with his or her company's liability insurance). Please remember that the same TSS or aid must accompany the child for the entire two-week session. (The YMCA does not allow multiple TSS or aids per child). **All Camp participants need to be potty-trained.** No pull-ups, diapers, or training pants will be permitted. If payment is being made by an outside agency or school district, there will always be space, but certain camps cannot be guaranteed.

BEHAVIOR MANAGEMENT

Basic rules include having respect for each other, the property of others, the YMCA facility, the child's safety and the security of the group. Children have input in deciding the rules for their group and in the establishment of acceptable group standards. Behavior management is accomplished through a positive approach which will respect the child as an individual. Discipline procedures are handled individually, usually with a mild consequence that is associated with the particular infraction. "Time Out" is used on a limited basis. No child shall be subjected to punishment that subjects a child to verbal abuse, ridicule, humiliation, denial of food, rest, or bathroom facilities. There is no punishment for soiling, wetting, or not using the toilet, and no punishment related to eating or not eating food.

PROCEDURE FOR REPORTING

SUSPECTED CHILD ABUSE

Our YMCA has a zero-tolerance policy for abuse. As a YMCA day camp program, we are mandated by PA state law to report all incidents of suspected child abuse or imminent risk to authorities via the child hotline. The state law requires reporting of suspected adult-to-child abuse and peer-to-peer abuse. All staff and volunteers in the day camp program will be trained on child abuse prevention and reporting procedures required by state law. For more information on this law, visit: keepkidssafe.pa.gov

RELEASE OF A CHILD TO IMPAIRED PERSON POLICY

An impaired condition specifically relates to alcohol, mind-altering chemicals or other medical conditions that render a person unable to operate a motor vehicle and thereby endanger the safety of a child who would be transported by the impaired person.

If, in the judgment of the responsible personnel at the Day Camp, a parent or designated person appears to be unable to safely transport a child, the Day Camp personnel will ask the parent or designated person to arrange such transportation. If the person is unwilling to provide such alternate transportation, the matter will be referred to the police before the child is released for transportation. Hopefully the necessity to implement this policy will not arise, but should it, the parent/designated person must be apprised of the policy.

TERMINATION AND SUSPENSION

The Sewickley Valley YMCA reserves the right to suspend and/or terminate day camp services with a one-day advance notice to families. When the health, welfare and safety of other children are at stake the YMCA reserves the right to terminate the day camp services immediately. Possible reasons for suspension and/or termination of a child from day camp include: inappropriate behavior considered to be harmful to your child, staff or others, chronic tardiness at pick-up time, overdue fees, parent/guardian behavior, as determined and discussed with the Day Camp Director.