



# **Beaver County YMCA Summer Camp Program Parent Handbook**

Beaver County YMCA  
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[schoolagechildcare@beavercountyyymca.org](mailto:schoolagechildcare@beavercountyyymca.org)



Welcome to the Beaver County YMCA Summer Camp 2021. We're excited that you and your Campers have decided to spend the summer at Summer Camp with us! Our safe, caring environment gives Campers the opportunity to experience fun activities, try new things, and challenge themselves. Teamwork and character development, including the Y's core values of caring, honesty, respect, and responsibility, play an important role in all aspects of Camp.

The Beaver County YMCA Summer Camp Program provides care for children in a setting that is safe and secure. First and foremost, we adhere to all guidelines and recommended practices from both the CDC and the State of Pennsylvania as they relate to the COVID-19 virus and diminishing its spread. We provide exciting, engaging activities to help your child grow and learn over the summer months. We provide community and a "real camp feel" to our Campers, even though our Camp takes place in a suburban setting.

The Beaver County YMCA program operates in accordance with Pennsylvania's Office of Child Development and Early Learning's inclusion policy. Inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging, membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports (2009).

We are committed to making Camp a fun-filled, positive experience for your family this summer and look forward to seeing you at Camp! If you have any questions, please contact Megan Bever, School Age Childcare Director by call or text at 724-650-4193, or by email at [schoolagechildcare@beavercountyyymca.org](mailto:schoolagechildcare@beavercountyyymca.org)

Here's to a great summer together!

**SUBJECT:** Nondiscrimination in Services

**To:** Parents and Child Care Children

**From:** Megan Bever  
School Age Child Care Director  
Beaver County YMCA

Admissions, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, curriculum modification, the provision of aides, alternative service delivery locations, and inclusionary classroom strategies. Structural modifications shall be considered only as a last resort among available methods.

Any parent or child who believes they have been discriminated against may file a complaint with any of the following:

- Beaver County YMCA  
2236 Third Avenue  
New Brighton, PA 15066
- Department of Human Services  
Bureau of Equal Opportunity  
Room 223, Health & Welfare Building  
PO Box 2675  
Harrisburg, PA 17105
- U.S. Department of Health and Human Services  
Office of Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19105-9111
- Bureau of Equal Opportunity  
Department of Public Welfare  
Western Field Office  
301 Fifth Ave, Suite 410, Piatt Place  
Pittsburgh, PA 15222
- PA Human Relations Commission  
Eleventh Floor  
Pittsburgh State Office Building  
300 Liberty Avenue  
Pittsburgh, PA 15222

## Registration

All registration for this program will be online through our website. Please visit [beavercountyyymca.org](http://beavercountyyymca.org) under the "Childcare" tab for more information or to register. Once you complete all portions of the online registration process, the Director will reach out to you with next steps to complete before you receive your start date.

After completing the online registration process, you must submit the following paperwork to [schoolagechildcare@beavercountyyymca.org](mailto:schoolagechildcare@beavercountyyymca.org). Paperwork will be emailed to you, and is also available on our website at [beavercountyyymca.org](http://beavercountyyymca.org) under the "Childcare" tab.

- **Emergency Contact Form-** Fill out all portions of this sheet, including the signature boxes at the bottom and all portions of the requested health insurance information, etc. This form also has a place to list all of the individuals to whom your child may be released.
- **Child Care Services Agreement-** This agreement lists fee information and requires your signature.
- **Child Health Report-** Your child's pediatrician or a registered nurse must complete this form. Send it, completed, along with a copy of your child's latest shot records to the Director no longer than 60 days after enrollment. We are unable to provide care if an age-appropriate health assessment is not on file within the designated timeframe.
- **Photo/Video Recording Release-** Either accept or decline this release and sign.
- **Permission Slip-** Various permissions for Summer Camp.

Emergency contact and registration forms will be updated twice per year in accordance with the DHS.

## Payment Procedures

All payments will be made through the online registration portal. When you select the days for which you need care, you will be prompted to enter a method of payment. If you have child care coverage through ELRC or if you need to make alternative payment arrangements, please contact Chasity Smith by phone at 724-891-8439 ext. 320, or by email at [officemanager@beavercountyyymca.org](mailto:officemanager@beavercountyyymca.org).

## Babysitting

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. **Please**, do not ask staff to babysit.

## Authorization to Pick Up Child

For the child's protection, only persons authorized in writing by the parents may pick up a child from the center. We must have your written consent on the agreement form in order for your child to be released. Please inform the person picking up your child that photo identification (driver's license, etc.) will be asked of them upon arrival until staff members are able to identify them by sight.

A Verbal Request for Release of Child form will be completed to document a verbal request by a parent for the release of a child to a person(s) not indicated on the verbal agreement.

## Late Pick Up Policy

The center closes at 6:00 PM each day (Monday through Friday). If you arrive to pick up your child between 6:01 and 6:05 PM, a \$5 late pick up fee will be applied to your account. For each additional five minutes, you will be charged \$10. In the event that we are not able to reach someone to pick up your child by 6:30 PM, the local police department will be contacted. Late pick up fees must be paid before the child can be dropped off for care on his/her next scheduled day.

## **Pick Up & Drop Off**

**Drop Off:** The YMCA requires that all Campers are to be properly signed in by an adult and turned over to a YMCA staff person. Before Care check in will be located in the Youth Center. At 9 a.m., students will be checked out of Before Care and checked into their Camp Cabin. For those students attending Camp only, Campers will be checked in at the Life Center. Once checked in, Campers will be taken to their Cabin.

At our Hopewell site, Campers are to be properly signed in by an adult and turned over to a YMCA staff person. Check in will take place at the church doors at 8 a.m. If check in location is moved, parents will be notified.

**Pick Up:** Parents/Guardians will need to sign their Campers out to pick them up from Camp. Campers can be signed out and picked up at 4 p.m. at the Life Center. If your Camper is attending After Camp Care, they will be checked out of Camp and taken to the gym for pick up. After Camp Care closes at 6 p.m. For the Campers' protection, only persons authorized in writing by parents/guardians may pick up a Camper from the center. We must have written consent on the agreement form in order for your child to be released. Please inform the person picking up your child that photo identification (driver's license, etc.) will be asked of them until staff members are able to identify them by sight.

At our Hopewell site, parents/guardians will need to sign in their Campers out to pick them up from Camp. Campers can be signed out and picked up at the Church doors. Camp closes at 5 p.m. For the Campers' protection, only persons authorized in writing by parents/guardians may pick up a Camper from the center. We must have written consent on the agreement form in order for your child to be released. Please inform the person picking up your child that photo identification (driver's license, etc.) will be asked of them until staff members are able to identify them by sight. If pick up location changes, then parents will be notified.

## **Personal Items**

Please do not send any non-essential personal items, toys, games, electronics, or phones, etc. to Camp with your Camper. This is in an effort to minimize the spread of germs to and from our center, and is in accordance with CDC guidelines related to COVID-19. A list of essential items to bring to Camp will be included later in this handbook.

## **Practitioner Requirements**

Employee requirements meet or exceed the Department of Human Services (DHS) requirements, and staff/child ratios are maintained and meet or exceed DHS regulations. All employees are required to have background clearances through Childline Verification, the Pennsylvania State Police, the Federal Bureau of Investigation, and the National Sex Offender Registry in order to comply with DHS regulations. Two letters of reference are kept on file for each Child Care staff member. Practitioners are also required to have bi-yearly health appraisals and a Mantoux tuberculosis test as a condition of their employment. The DHS requires all Child Care practitioners to be certified in CPR and First Aid. Six hours of additional training is also required each year. All practitioners are annually trained in Water Safety, Fire Safety, and Child Abuse Prevention.

## **Emergency Procedures**

In the event of an emergency inside of the Child Care Center, whereas there is an accident or injury to a child in care, the following procedure will be followed:

- The Child Care Director, School Age Director, or Group Supervisor will accompany the child to an Emergency Treatment Facility with the child's file and emergency contact data.
- Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- During this time, the overstaffed areas of the Child Care Center will be called upon to adequately staff the group where the incident took place to assure compliance of ratios in this area.

In the event of an emergency outside of the Child Care Center, whereas there is an accident or injury to a child in care, the following procedures will be followed:

- The Group Supervisor who is with the child will call 911 for an ambulance transport.
- The Child Care Center will also be called. Office personnel or other designated staff member will make every attempt to contact the parent/guardian or other emergency contacts to inform them of the injury.
- An available staff person from the Child Care Center will immediately go to the outside area to supervise the group of children where the injury took place.
- The Group Supervisor will accompany the injured child to the Emergency Treatment Facility with the child's file and emergency contact data.

## **Meals**

The YMCA will provide a daily lunch and snack. Your Camper may pack a lunch if desired, but everything in their lunch should be disposable (no lunchboxes, Tupperware, or silverware).

## **Holidays**

The Beaver County YMCA will observe and be closed on Independence Day.

## **Health Policy**

**(Note: The Beaver County YMCA program uses the Caring for Our Children Website <https://nrckids.org/CFOC> to establish all policies and procedures)**

1. Staff will perform a health check for each child upon drop off at Camp **daily**. If a child displays **any signs of illness**, including but not limited to respiratory symptoms or fever, (s)he will not be admitted to Camp. Staff will also take each Camper's temperature daily before the child is permitted into Camp. If the Camper's temperature is 100.4 or higher, parents will be asked to keep the child out of care.
2. Each Camper enrolled in the program must have a completed health form, including immunization records, on file at Camp.
3. A child who is ill will not be permitted to stay at Camp.
4. Any Camper with an infectious or contagious virus or disease (i.e., conjunctivitis, measles, mumps, chicken pox, tuberculosis, viral flu, impetigo, etc.) shall not attend Camp.
5. Any Camper who becomes ill (i.e., fever of 100.4 or higher, vomiting or diarrhea two times, unexplained rash, etc.) at Camp and/or is suspected of having an infectious virus or communicable disease shall be separated from the other children until a parent, guardian, or other authorized pick up person comes for them. An ill child must be picked up within an hour of notification. They may not return to the Camp for a minimum of 24 hours from the time they are picked up, or until the illness has been cured or diagnosed by a physician or authorized health professional as not being infectious or contagious.
6. Any child attending Camp must be able to participate in regularly scheduled activities.
7. If medication is to be given to a Camper, all medication (prescription only) must be in the original container. Medication should be handed to a Camp staff member. All medications must be clearly labeled with the Camper's first AND last name. Prescriptions must have the pharmacy label with administration instructions printed on them, and must contain the child's first AND last name. A medication log must

be completed by the parent/guardian upon drop off. Staff administering the medication will chart the dosage and the time given. The Camp Staff will maintain records of medications given.

8. Camp staff will not administer any daily medications. The only prescription medications we will accept/administer are those related to emergency situations (EpiPen, inhaler, etc.)
9. Camp staff may refuse to admit a child to the Camp if the child is suspected of having any infectious or contagious illness.

## **Discipline**

Discipline will be administered in a firm, but positive manner. A stimulating environment with scheduled activities shall be provided to prevent behavior problems. Being aware of the problem and redirection should eliminate any need for discipline; however, a "thinking spot" or a "cool down" area will be used if needed. During this time, the teacher will talk with the child and when ready, the child will return to the group.

If a child behaves in such a way that is uncontrollable, causing harm to self, other children, staff, or property, the YMCA Summer Camp Staff will take the following steps:

1. Document all situations and types of behavior involving the child for two weeks, alerting the parent either by phone or in person each time a situation occurs.
2. If no improvement is seen in behavior, the Director will schedule a meeting with the parent to discuss behaviors and steps to improve them.
3. A behavior modification plan will be used to encourage the child to improve the behavior.
4. If no improvement is seen in behavior after four weeks, the Camp Staff will again begin documenting the observed situations and behavior involving the child. The child's parent(s) will be contacted either by phone or in person each time a situation occurs.
5. At this time, we may reach out to OCDEL 1-800-692-7288, Lifesteps, Pennsylvania Early Childhood Mental Health or the Beaver County Intermediate Unit for additional help.
6. If no improvement is seen in behavior, the Director will schedule a meeting with the parent(s) to discuss behaviors, to create a behavior modification plan and to discuss alternative methods of meeting the child's needs.

We strive to provide a safe, secure environment for both children and staff. The following behaviors are not acceptable:

- Verbal attacks toward other children and staff.
- Fighting with other children and staff.
- Swearing, kicking, hitting, spitting, biting, and stealing
- Destroying property belonging to the YMCA or to another child.

In accordance to PA OCDEL's guiding principles, the YMCA has established developmentally appropriate social-emotional and behavioral health promotion practices, and discipline and intervention procedures.

These practices and procedures are clearly communicated to all staff, families, and community partners, and implemented consistently and without bias or discrimination.

Preventive and discipline practices are used as learning opportunities to guide children's appropriate behavioral development. Children's desired behavior are reinforced and consequences for challenging behavior are developmentally appropriate and consistent. Our program pays distinct attention to the developmental appropriateness of both behavioral expectations and consequences for challenging behavior, given the substantial developmental and experiential differences among children birth through age five and the range of what is age-appropriate across this age range. The YMCA will create positive climates and focus on prevention; develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors; and ensure fairness, equity, and continuous improvement.

### **Parent Statement of Understanding**

I have reviewed the Parent Handbook and acknowledge that it is my responsibility to review the handbook and comply with the policies. If I have questions regarding a specific area of content, a YMCA staff member will clarify for me.

Child's Name: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# A DAY AT CAMP



## What to Bring:

- ✓ Mask
- ✓ Labeled, Wipe-able Backpack
- ✓ Change of Clothes (don't forget socks!)
- ✓ Swimsuit & Towel (labeled)
- ✓ Water Shoes
- ✓ Water Bottle
- ✓ Sunscreen
- ✓ A Good Book



## What to Wear:

- ✓ Comfortable Play Clothes
- ✓ Weather Appropriate Clothing (watch the forecast daily)
- ✓ Tennis Shoes or other Closed-Toe Shoes
- ✓ Sunglasses (optional)
- ✓ A Warm SMILE! 😊

