



# **Beaver County YMCA Camp Rise Parent Handbook**

Beaver County YMCA  
2236 3<sup>rd</sup> Ave  
New Brighton, PA. 15066  
Phone: 724-891-8439 ext. 338  
[camprise@beavercountyyymca.org](mailto:camprise@beavercountyyymca.org)



Welcome to Camp Rise. We're excited that you and your Campers have decided to spend the summer 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.

Camp Rise 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 engaging activities to help your child grow and learn over the summer months.

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 Cathy Scullin, Camp Director at 724-891-8439 ext. 338, or by email at [camprise@beavercountyyymca.org](mailto:camprise@beavercountyyymca.org)

Here's to a great summer together!

**SUBJECT:** Nondiscrimination in Services

**To:** Parents and Child Care Children

**From:** Cathy Sculli  
Camp 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 Camp 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.
- **Photo/Video Recording Release-** Either accept or decline this release and sign.
- **Permission Slip-** Various permissions for Camp.

## Payment Procedures

All payments will be made through the online registration portal. When you select the weeks for which you need care, you will be prompted to enter a method of payment. If you have any questions or concerns regarding payments, please contact Chasity Smith by phone at 724-891-8439 ext. 312, 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 camp. 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 written agreement.

## **Pick Up & Drop Off**

Pick up and drop off will be at St. John the Baptist Church, 1501 Virginia Avenue, Monaca PA 15061. For the Campers' protection, only persons authorized in writing by parents/guardians may pick up a Camper from camp. 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.

## **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. All camp staff are mandated reporters by state law. Additionally, select staff are certified in proper restraints and have de-escalation training.

## **Emergency Procedures**

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

- The Camp Director, School Age Director, or Childcare Director 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.

In the event of an emergency off-site, whereas there is an accident or injury to a child in care, the following procedures will be followed:

- The Camp Director or Camp staff 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 Camp Director will accompany the injured child to the Emergency Treatment Facility with the child's file and emergency contact data.

## 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.
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.

## **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: \_\_\_\_\_