



Beaver County YMCA 2023 Summer Camp Program Parent Handbook

Beaver County YMCA
2236 3rd Ave
New Brighton, PA. 15066
Phone: 724-891-8439
schoolagechildcare@beavercountyyymca.org



Welcome to the Beaver County YMCA Summer Camp 2023. 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 5 core values of caring, honesty, faith, 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. We provide exciting, engaging activities to help your child grow and learn over the summer months, as well as opportunity to build lasting friendships. We provide community and a real "camp feel" to our program.

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 Summer Camp a positive and exciting experience for your child/children, and look forward to seeing all of our happy campers soon! If you have any questions, please feel free to contact us using the information below. Let's have a great summer together!

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SUBJECT: Nondiscrimination in Services

TO: Parents and Child Care Children

FROM: Danielle Simoni

School Age Assistant 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 beavercountymmca.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@beavercountymmca.org. Paperwork will be emailed to you, and is also available on our website at beavercountymmca.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.
- **Photo/Video Recording Release-** Either accept or decline this release and sign.
- **Permission Slip-** Various permissions for Summer Camp.
- **Authorized Release photos-** You must submit a photo i.d. of person(s) listed as “authorized to release to” on your emergency contact form. These photos will be used to confirm identity of person(s) picking up your child.

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, please contact Chasity Smith by phone at 724-891-8439 ext. 312, or by email at officemanager@beavercountymmca.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 and a submitted photo i.d. in order for your child to be released. 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.

Late Pick Up Policy

Camp ends at 4pm, and after camp care closes at 6pm each day (Monday through Friday). If you arrive to pick up your child between 1 and 5 minutes late of your respective pick up time, 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 Gym. At 8:45 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 Commons. Once checked in, Campers will be taken to their "Cabin".

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 Commons. 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 gym. 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.

Personal Items

Please do not send any non-essential personal items, toys, games, electronics, or phones, etc. to Camp with your Camper. 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 biyearly 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 mandatory reporters by state law.

Emergency Procedures

In the event of an emergency at Summer 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 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.

In the event of an emergency on a field trip of Summer Camp, whereas there is an accident or injury to a child in care, the following procedures will be followed:

- The Camp Director who is with the child will call 911 for an ambulance transport.
- The YMCA 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.
- The Camp Director 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. If you send a refillable water bottle with your child, PLEASE make sure their name is clearly visible on it.

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.
6. Any child attending Camp must be able to participate in regularly scheduled activities.
7. 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.) If a camper does require emergency medication, it must be handed to a camp staff member in its original container, clearly labeled with the pharmacy label containing the child's first and last name and administration instructions.

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. At this time, we may reach out to OCDEL at 1-800-692-7288, Lifesteps, Pennsylvania Early Childhood Mental Health or the Beaver County Intermediate Unit for additional help.
3. If harmful behavior continues, the YMCA reserves the right to terminate the camper’s enrollment.

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.
- Leaving/running away from their group

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. 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.

(PLEASE SIGN & RETURN)

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: _____

SUMMER CAMP ENROLLMENT CHECKLIST



DID I...

- ✓ Register online for Summer Camp?
- ✓ Sign parent statement of understanding?
- ✓ Fill out Emergency Contact Form in its entirety?
- ✓ Complete and sign photo/video release form?
- ✓ Complete and sign summer camp permission slip?
- ✓ Submit photo i.d. of authorized person(s) to pick up my child?

A DAY AT CAMP



What to Bring:

- Labeled backpack
- Change of clothes (don't forget socks!)
- Labeled swimsuit and towel (bag for wet clothes)
- Labeled water bottle
- Sunscreen



What to Wear:

- Comfortable play clothes
- Weather Appropriate Clothing
- Tennis shoes or other closed-toe shoes
- Sunglasses (optional)

Leave at Home:

- Items from home (toys, electronics, stuffed animals, etc...)

