

Lebanon Valley Family YMCA



Summer Camp Parent Handbook

Lebanon Valley Family YMCA
A.L. Hanford Center
201 North 7th Street
Lebanon, PA 17046
(717) 273-2691 (Main YMCA)
(717) 376-1384 (Direct Childcare #)
(717) 376-0345 fax

www.lebanonymca.org



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME!

Lebanon Valley Family YMCA 2020 Summer Camp Rates

YMCA MEMBERS (Must be a Family Membership)

5 Days at Camp \$125

Non-Members

5 Days at Camp \$160

Welcome to Lebanon Valley Family YMCA Summer Camp Program! YMCA programs are unique in their approach – promoting quality care, values, fitness, and education. The Lebanon Valley YMCA is a nonprofit association whose mission is to “put Christian principles into practice through programs that build healthy spirit, mind and body for all”.

PHILOSOPHY

The YMCA offers a summer camp program that meets the needs of working parents and their children. This program offers a child directed curriculum with age appropriate activities designed to meet the developmental needs of children. The YMCA program promotes a positive self-concept and a safe, secure and stimulating environment for each child. The program incorporates the YMCA core values of Caring, Honesty, Respect, and Responsibility into everyday curriculum.

OUR PROGRAM INCLUDES

Arts/Humanities	Fitness Activities
Community Service Projects	Literature
Food preparation/experiences	Guided Play
Outdoor play	Music
Active Games	Science Activities
Dramatic Play	

ELIGIBILITY

Children who have completed Kindergarten through the age of 12 may participate in the YMCA school age summer camp programs. The YMCA summer camp locations are open Monday through Friday 6:30a.m. – 6:00p.m. Children need not attend on a daily basis but will be charged according to the contract.

REGISTRATION AND TUITION PROCEDURES

At the time of registration, a one-time, non-refundable registration fee of \$25.00 per family, as well as the first week tuition is due. A one week tuition deposit will also be due for CCIS recipients. The registration will be valid as long as the child is attending during the summer camp. If the parent withdraws a child from the program and chooses to use the program again, a \$25.00 registration fee per family will be charged. The registration will be valid as long as the child is attending during the summer camp.

Payments are due by **TUESDAY at 6pm**, no exceptions. If this is impossible for you, special arrangements must be made in advance with the Childcare Administrative Assistant. If payment has not been received by 8:00am Wednesday, a \$10 late fee will be added to your next bill. If your bill becomes delinquent your child’s care will be terminated until payment is made in full.

Revised 2/2020

The Lebanon Valley Family YMCA school based summer camps are regulated by the Commonwealth of Pennsylvania. Our licensing agency is the Department of Human Services. In accordance with the Department's procedure for admission, the YMCA will provide the parent a complete registration packet. All paperwork must be filled out completely and returned to the Child Care Administrative Assistant for registration.

The YMCA Federal Tax ID number is 23-1243980

Bank Draft is available!

To sign up for bank draft, complete a bank draft form at the time of registration, and provide a cancelled check. Your fee will automatically be deducted weekly. For questions concerning bank draft contact the Childcare Administrative Assistant at 376-1384.

PAYMENT options include check / money order / credit card / debit card or cash. Please note at sites, payments must be made by check or money order only. At the YMCA childcare office, payments may be made by credit card, check, money order, or cash. A \$20.00 charge will be added to your balance for any returned checks or returned bank drafts. Money orders or cash (paid at the childcare office) will be the only payment method accepted after two returned checks. All checks can be made payable to the "Lebanon YMCA".

We cannot give credit for absences due to illness. Credit **will only be given** for days that the building is closed due to inclement weather or building maintenance. If care is provided at another YMCA center, you will not be given credit.

Payments can be placed in the payment box at the site. You may also call the Childcare Administrative Assistant to make a credit card or debit card payment.

Centers offer a 10% sibling discount for multiple children in the family. This discount applies to the youngest child in the family and cannot be used in conjunction with any other discounts.

DELIQUENT ACCOUNTS

The following procedure will be in effect in the event your account becomes delinquent:

1. You will receive notice stating your account must be paid in full before your child may receive care.
2. If tuition remains unpaid, child care services will be terminated.
3. If space is available, re-registration is necessary for your child to return with account paid in full, including all accumulated late fees.

The YMCA strives to work on a case-by-case basis with any family having difficulty meeting child care payments. If you anticipate a problem with payment on your account, please contact the Childcare Administrative Assistant at 376-1384 **before** your account becomes delinquent.

FINANCIAL ASSISTANCE

Through the United Way and the YMCA's Campaign for Kids, our programs are able to offer limited financial assistance for child care services to families who qualify. It is the YMCA's expectation that the parent(s) initiate these discussions with the Administrative Assistant at 376-1384.

Please note there are guidelines and procedures involved in applying and receiving financial assistance. Both parents must be working a minimum of 20 Hours a week and have applied for CCIS first in order to be eligible for assistance.

If your child receives YMCA financial assistance the parent/caregiver will only receive assistance during the hours they are working or attending school. The YMCA requires all families to enroll with either a 3 day or 5 day contract. Therefore, the parent/caregiver is required to privately pay for the remainder of the contract. For example, a family that only receives financial assistance for 2 days during the week will be required to pay the daily rate to cover the remainder of their contract, one day for a 3 day contract or 2 days for a 5 day contract.

Lebanon County's Local Management Agency, Child Care Information Services (C.C.I.S.) also provides child care assistance to eligible families. Call C.C.I.S., at 274-6552, for income eligibility guidelines. Verification of subsidy must accompany registration, or full fee must be paid until verification is received. . If you receive CCIS and your child is absent a total of 25 days within the fiscal year (July 1st to June 30th), you will be charged the YMCA's daily rate per your selected contract.

ABSENCES

On occasion children will be absent from our program due to family vacation or with illness. Please make sure to inform the staff on site or the Child Care Administrative Assistant if your child will be absent for 5 or more consecutive days. In the case that you do not inform the program of consecutive absences, the YMCA reserves the right to terminate enrollment in our program after a child is absent for 6 consecutive days. You will be responsible for all charges that are incurred during your child's absence

ATTIRE

Sandals/Crocs/wheeled shoes are not acceptable. For the safety of the children sneakers MUST be worn everyday. Children may not remain in care without close-toed sneakers (Parents will be asked to take children home and not be brought back until properly shoed). The children will play hard and may get dirty, so please wear appropriate clothing.

PERSONAL ITEMS

Toys, games or other personal items may not be brought in unless it is for a specific day. The YMCA is **NOT** responsible for stolen/ broken toys or damage to clothing from active play or art projects.

AUTHORIZED PICK-UP

At the time of registration, you will be asked to name those who have your authorization to pick up your child at the center/site. Only those persons designated by you on the enrollment form are permitted to pick up your child. A child will not be released to anyone who is not listed on this form. Anyone listed for authorized pick up, who is not familiar to the caregiver, will be asked for picture identification. If a sibling is picking up a child at a center/site the child must be 16 or older, have a picture ID and be on the paperwork as an authorized pick up person.

RECORD KEEPING AND ACCESS

A personal file is kept for each child who attends camp. State regulations require us to have emergency information, a tuition agreement, a current physical with immunization records, and a first aid treatment consent form.

HEALTH/PHYSICAL

Upon admission, an age-appropriate physical for each child by a licensed physician is required within 30 days and must be given to the Director

Health appraisal forms are available at your child's site and at the child care office. **FAILURE TO COMPLY WITH THIS REGULATION WILL RESULT IN TERMINATION OF CARE FOR YOUR CHILD UNTIL THE PHYSICAL FORM IS COMPLETED.** Re-registration will be necessary for your child to return, if space is available.

SIGN IN/SIGN OUT

Revised 2/2020

It is a YMCA regulation that you sign your child's name and parent (s) signature (first initial and last name is required for signature) and the time he/she arrives at camp each day. Upon picking up your child, please sign your name and time of departure. If you fail to sign in/out, you will be asked to do so the next time. Continued failure (3 times) of this policy may result in termination of childcare.

SUPERVISION POLICY

The Lebanon YMCA follows the Supervision regulation put forth by the Department of Human Services which states the following:

3270.113. Supervision of children.

(a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.

(1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.

(2) The requirement for supervision on and off the facility premises includes compliance with the staff: child ration requirement in 3270.51-3270.55 (relating to staff: child ratio)

(b) A facility person may not use any form of physical punishment, including spanking a child.

(c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.

(d) A facility person may not use harsh, demeaning or abusive language in the presence of children.

(e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Cross References

This section cited in 55 Pa. Code I 3270.13 (relating to waivers); and 55 Pa. Code I 3270.241 (relating to requirements specific to school-age programs).

I 3270.113a. Supervision of children—statement of policy.

The phrase "supervised at all times" means that each staff person shall be able to SEE, HEAR, DIRECT AND ASSESS at all times.

DISCIPLINARY PROCEDURES

All children are expected to follow YMCA rules. These are posted at your child's site. YMCA Child Care staff believe that unacceptable behavior of a child should be dealt with objectively and privately. The child and the site supervisor will discuss the situation calmly and completely. It is our policy never to use methods of resolving conflicts by using physical or verbal abuse.

Similarly, we cannot allow others, including the children and parents, to do so within the center. The YMCA has the right to terminate childcare if a parent is verbally abusive to staff or other children. (Credit will not be given).

A DISCIPLINE REPORT will be filled out if a child has been warned once and unacceptable behavior continues. The parent must sign a copy, and the Childcare Services Administrator receives a copy. **TWO DISCIPLINE REPORTS** may result in a parent conference with a Child Care Director. Child may be suspended until a conference is scheduled. A **THIRD DISCIPLINE REPORT** could result in termination (credit will not be given). Physically fighting, kicking, hitting, continual use of inappropriate language to teachers and other children, or intentional damage of property will result in an **IMMEDIATE DISCIPLINE REPORT** and possible suspension or removal from the program with the parent financially reimbursing the YMCA for any damaged property. Children will be asked to fill out behavior journals for less serious infractions and parents will need to sign those reports.

In the event that we call the parent to pick up their child due to a disciplinary act, the parent will have 1 hour from the time of the call to arrive before late-pickup fees are assessed.

POLICY OF NON-VIOLENCE

Our philosophy encourages cooperation and promotion of communication to solve our disagreements. We are concerned over the increase of violence in the lives of young children in American society. Therefore, we do not permit ANY form of weapons, real or otherwise, in our center. Gun/weapon play is **STRONGLY** discouraged. Any item of this nature sent into the child care will be taken and kept by the teacher until the child is ready to go home. Please do not allow your child to bring action figures depicting fighting/violence into the center. The YMCA does not tolerate threats from children. Children may be suspended or terminated as a result of such actions at the discretion of the Director of childcare Services.

Parents, staff, as well as children, are expected to show respect and appropriate behavior to children, other parents and staff. Abusive language, gestures and/or actions will not be tolerated, termination of child care contracts will occur.

SAFETY

In compliance with state regulations, fire drills are conducted every 30 days. All staff members receive annual training in Fire Safety and Water Safety, and a minimum of 6 additional training hours in child development.

The State of Pennsylvania requires that all members of child care institutions report to the state and the local child protection services agency all cases of suspected child abuse or neglect. The YMCA employees are mandated child abuse reporters and have all been trained through the University of Pittsburg on identifiers, reporting process and proper procedures when making a report.

"An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to Child Line as mandated by the -Protective Services Law."

Revised 2/2020

ACCIDENTS

In the event of an accident, appropriate procedures, which are posted in each center, will be followed and the parents of any injured child will be notified. Reports are kept on all accidents and originals are released to the parents.

BIRTHDAYS & SPECIAL OCCASIONS

Parents are welcome to send a snack to share with their child's friends on birthdays, or special occasions. Please let your child's teacher know in advance that you will be bringing a treat. Staff will inform you of any allergies in the classroom that will need an accommodation.

PARENT/STAFF COMMUNICATION

Communication between staff members and parents is highly encouraged. Parents are urged to keep the center informed of significant home events. This will allow staff to deal tactfully and sensitively with each child in all situations.

GRIEVANCES

Questions concerning policy, overall program, or individual staff members, should be addressed to the Camp Director. If an adequate response is not given or a resolution to a problem is not reached, the parents should redirect his or her concerns, in writing, to the Child Care Services Director at the YMCA.

OPEN DOOR POLICY

YMCA Child Care Services maintains an open door policy and encourages parents to visit at any time. Please remember, children need to stay in their appropriate rooms and follow the designated schedules. Parents are invited to join in with activities.

ILLNESS

YMCA summer camp Programs are "Healthy camp" facilities. The goal of each camp is to aid the positive growth and development of the children we serve. This commitment includes understanding the needs of the parents, plus maintaining a healthy environment for children and staff.

Health care and disease prevention are a priority of our staff. We educate ourselves, employ techniques that prevent the spread of illness, model and teach good personal hygiene to children

of all ages. The YMCA consults with a health care consultant at the Good Samaritan Hospital as necessary. In spite of all preventive measures, illness will occur.

In our concern for each child's health and the prevention of the spreading of germs, we request that you help us maintain a healthy center. In order to protect the health of all children, **YOU MUST KEEP YOUR CHILDREN HOME WHEN**

1. They have a fever of 100.4 or above and/or normal behavior has changed.
2. They have nausea, abdominal pain or diarrhea.
3. They have an undetermined / undiagnosed rash.
4. They have a contagious/infectious disease that is active and transmittable.
5. They have yellow or green mucous draining from the nose or eyes.

It is **IMPERATIVE** that the site be informed of children diagnosed with an infectious/contagious illness. Rashes must be diagnosed by a physician as non-contagious before returning. The information should be forwarded to the Center Director, or camp staff, as soon as possible to be posted in each class in accordance with the Department of Human Services Regulations.

Please contact the child care staff immediately if your child contracts a communicable disease, i.e. chicken pox, so that the teacher may post a notice informing other parents who can then take preventive measures against the disease. The child's name will remain confidential.

Finally, of course, you or your physician may wish to impose more stringent conditions for your child. For the safety of our other children and staff, we will adhere to all of the above and below requirements.

If your child becomes ill at the camp, you will be notified of the following information:

1. How your child looks (i.e. glands are swollen, etc.)
2. Your child's prior activity (was not engaging in play)
3. What your child's diet consisted of that morning/afternoon
4. Any unusual bowel movement or vomiting

Your child will be sent home for the following reasons:

1. Your child is lethargic and/or behavior has changed.
2. Your child has a fever of over 100.4 with behavior change.
3. Diarrhea, vomiting or yellow mucous draining from nose or eyes.
4. Your child is unable to participate in all day activities, i.e. outdoor play time.

We will not accept a child at camp who has had a fever in the morning and has been administered a pain/temperature reducing medication. Misuse of this policy may result in termination of child care services.

If your child is sent home or you keep him/her home with any of the above symptoms, the policy is the child must stay home for 24 hours before returning to the center. If a child is placed on antibiotics by a doctor, he/she is to remain home for 24 hours after the initial dosage of the antibiotic before returning to the center. We do go outside daily (weather permitting). Therefore, your child will go outside even though he/she has just returned from illness. If your child cannot go out, he/she should not be attending child care. Parents need to have a plan for such an emergency. The contact person's name, address and phone number must be listed on the child's Emergency Contact Form.

BECAUSE OF THE RISK INVOLVED TO OTHER CHILDREN, PARENTS ARE EXPECTED TO ARRIVE PROMPTLY WITHIN ONE HOUR WHEN CALLED TO PICK UP A SICK CHILD!

A \$10.00 late pick-up charge will be accrued for every 15 minutes or a fraction thereof after the one hour notification. If you are late picking up your child, a \$10.00 late-pickup fee per child will be expected for 6:01 to 6:15p.m, and an additional \$20 from 6:16 p.m. on per every 15 minutes or fraction thereof (**according to the facility clock.**) If a child is not picked up by 6:30 p.m., the proper authorities will be notified.

The Lebanon YMCA has the right to refuse care to a child who has a contagious disease and to a child who is visibly ill (vomiting, high fever, diarrhea, yellow/green mucous draining from the nose or eyes). This rule is to protect all the children who are in care throughout the facility. Children who become ill on the premises will be isolated from the other children, and parents will be contacted. Children with contagious diseases will be excluded from child care for a specified period of time, as indicated below:

Chicken Pox -- Until all rash/blisters have scabbed or crusted over. (Usually 5 to 7 days after the rash appears)

Conjunctivitis (Pink Eye) -- Until child has been on antibacterial medication for 24 hours.

Diarrhea (viral) -- Until diarrhea is completely gone and stools are normal for the child.

Diarrhea (parasitic, ex. Shigella, Giardia) -- Until stool cultures are negative.

Hand-Foot-Mouth Disease -- Until fever is gone.

Meningococcal Disease -- Until child is well and also has completed a 2-day course of Rifampin.

Hepatitis A -- Until 1 week after illness begins and also fever is gone.

Impetigo -- Until sores are crusted over or can be covered and child has been on antibiotics for 24 hours.

Pertussis -- 5 days after beginning antibiotic treatment.

Ringworm (body) -- Until affected area is dry or crusted over.

Ringworm (scalp) -- 24 hours after treatment is started.

Streptococcal sore throat (Scarlet Fever, Scarletina) -- Until child has been on antibiotics for 24 hours and is without fever for 24 hours.

Head Lice -- Until medicated shampoo is applied and **all nits** are gone.

MEDICATION POLICY

When your child is ill, please explain to your physician that your child attends camp and ask to arrange the medication so that it can be administered by you at home and not during hours of child care. If this is not possible, you must bring the medication with your child daily. The label must include the child's name, doctor's name, dosage, date, and present in the original container.

Prescription and non-prescription medications may be administered by the staff of the center with the following guidelines:

1. A medication form must be completed fully and accurately by the parent EACH DAY the medication is to be administered.
2. All medications must be in their original containers with complete label and must have a child safety cap.
3. Prescription drugs will only be given to those for whom the drug is prescribed and only if the date of the label is current.
4. Nonprescription medication will be administered only with a doctor's note and must be within the recommended amount for the child's age and/or weight. If the label does not indicate dosage for the child's age/weight, no medications will be given.
5. All medications must be handed directly to a caregiver.

EMERGENCY MEDICAL CARE PROCEDURES

In the case of an injury or medical emergency, the teacher in charge will:

1. Contact parents.
2. If unable to reach a parent, a teacher in charge will contact the emergency person listed. You must have at least 1 additional person on emergency contact other than parents.
3. If unable to reach the emergency contact person, a teacher in charge will contact the doctor listed on emergency medical form.
4. If emergency treatment is needed, the teacher will call an ambulance for transportation.
5. In case of a life- or limb-threatening emergency, an ambulance will be called before the parent.
6. If an ambulance is called, the parent is responsible for payment of emergency services.

All emergency phone numbers, addresses, etc., must be updated every 6 months or as needed. Give the site supervisor the new/correct information, and then it will be forwarded to the YMCA. It is extremely important that we can contact the parent in the event of an emergency

SUMMER CAMP ATTENDANCE

All camp locations require a contract that does allow parents to choose any week of camp, or any combination of weeks. These contracts are viewed on a case by case request. Please see the Childcare Administrative Assistant for more information regarding summer camp contracts.

LUNCH

Please send a nutritious bag lunch and plenty of liquids (no soda) with your child each day. Microwave food will not be accepted due to limited time and space. Snacks will be given every morning and afternoon. In partnership with LCCM, lunch may be available to children on certain days during summer camp. See the staff at your child's camp for more information.

TRANSPORTATION TO THE YMCA

We will be taking trips as a group to the YMCA and possibly other locations. Staff cannot be split to stay behind with a child. If you do not want your child to attend a particular event at the YMCA or swimming, you must make alternate arrangements for childcare on those days.

SWIMMING

Swimming during the summer is available at the Lebanon Valley Family YMCA. Each camp will swim once a week. Bathing suits, towels and sunscreen must be labeled with child's name and placed in a labeled backpack/bag. If sunscreen is not provided daily, we will call the parent and request that it be delivered. We encourage the children to reapply the sunscreen throughout the day. A medicine log must be filled out for the child to apply their sunscreen. The YMCA is not responsible for sunscreen reactions and cannot apply any sunscreen that is not provided by a parent.

The swimming ability of each child must be discussed with each supervisor and noted on the emergency form and on the swimming ability form. Children will be tested at the YMCA pool to confirm ability levels. Children will not be permitted to swim if they have open sores or cuts.

DEPARTMENT OF HUMAN SERVICES

All of the YMCA Childcare facilities meet the Department of Human Services' regulations. These regulations are important for the safety of each child. Each center is staffed by a qualified supervisor, who has child development training and the appropriate credentials. The number of teachers is determined by the number of children enrolled and the ratio is 1 staff for 12 children. A copy of the Department of Human Services' regulations book is available in the Parent Corner.

NON-DISCRIMINATION IN SERVICES

Admissions, the provision of services and referrals of clients 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 persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides and the use of alternate service delivery locations.

Structural modifications shall be considered only as a last resort among available methods. Any student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Lebanon Valley Family YMCA
Childcare Services
201 N. 7th Street
Lebanon, PA 17046

Pennsylvania Human Relations Commission
Harrisburg Regional Office
Riverfront Office Center
1101 South Front Street
Harrisburg, PA 17104

Department of Human Services
Office of Civil Rights
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg.
PO Box 2675
Harrisburg, PA 17105

U.S. Dept. of Health & Human Services
Suite 372, Public Ledger Bldg.
150 S. Independence Mall West
Philadelphia, PA 19106-911