



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



SUPER SUMMER ADVENTURE CAMP



21st Century
Community
Learning Center

Summer Program 2015



YMCA OF FLORIDA'S FIRST COAST

PARENT HANDBOOK

21st Century Community Learning Center

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PURPOSE

YMCA summer camps seek to provide a safe, fun-filled, creative and educational day camp experience utilizing positive leadership to help children achieve a higher physical well-being, social growth and development of values. Our program reflects four core values, which are Caring, Honesty, Respect and Responsibility.

PROGRAM OVERVIEW

The 21st Century Community Learning Center summer camp is a unique space for campers to enrich their academics, serve the community, and engage in exciting project-based learning. Through a partnership with teachers and school administrators, students, parents, and the YMCA, this 6-week camp will reinforce and complement classroom learning. Enrichment activities broaden students' experiences and reflect multidisciplinary approaches to arts education, physical and health education, social studies, and community services.

OBJECTIVES

- To improve children's grades in Reading, Math and Science to satisfactory.
- To demonstrate improved knowledge or understanding in visual/performing arts.
- To improve children's knowledge and exposure of health, wellness and physical activity.
- To support the "whole" family in their child's education and developing a well-rounded child.

ACHIEVEMENT AT CAMP

This summer, we're encouraging all campers to become a superhero and discover their own super powers through achieving their goals. Success means something different to everyone. It may be meeting a new friend, learning how to swim or singing in front of a group of people. Whatever your child's goal, we're here to help achieve it!

Our achievement strategy consists of the following:

- Actively listen to learn more about what the parent's expectations are for their children at camp
- Identify the top 10 achievement goals and integrate them into our summer programs
- Ensure that Y staff incorporate Achievement focus into our Y culture
- Celebrate successes by demonstrating achievement measures
- Reward system is collection of "Camp Swag" (character traits bracelets)

ACHIEVEMENT GOALS

- Meet a new friend
- Learn a new skill (sports, theatre, adventure, arts)
- Be more physically active while learning the importance of nutrition
- Build self confidence
- Learn leadership skills and teamwork
- Feel good about something new
- Express their creativity
- Learn the importance of respect, caring and sharing
- Learn the importance of giving back through service learning
- Appreciate nature and the outdoors
- Learn how to swim
- Improve reading skills
- Learn diversity



Jacksonville
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PARENT COMMUNICATION

Communication is vital to keeping the program innovative, safe and fun. If you have any questions or concerns, please feel free to speak with the Director. The best way to communicate with the Director is in person or by phone. Please note that pick up and drop off times are very busy and may not be the best opportunity to meet with director. Please request a time to meet with the director for in-depth conversations and concerns. We truly value your inputs and concerns. We want to provide you exceptional service.

STAFF QUALIFICATIONS

Each YMCA Camp site is staffed with qualified, professional individuals. They receive comprehensive training and are locally and federally screened and drug screened in accordance with state requirements.

All Camp Staff receive training the in following areas:

- CPR PRO/First-AID
- Child Sexual Abuse Prevention and Risk Management
- YMCA Code of Conduct, YMCA Association Wide and Site Specific Camp Training

FIELD TRIPS/SPECIAL EXPERIENCE DAYS

We believe that a variety of field trip experience create a well round summer experience. Your child will participant in a mixture of in house field trips and off site field trips. On your child's designated field trip day/Special Experience Day, you are required to have your child at camp by 8:30 am, unless otherwise notified. **Camp shirts must be worn on these days.** Specifics about lunches, money and times will be available at your child's camp listed on the Bright Spots Newsletter. Please consider the nature of the field trip when dressing and packing.

BREAFAST & LUNCH

Breakfast and lunch is provided to every child. Breakfast is served daily from 8:30am to 9:00am. Lunch is served daily from 11:30am to 1:30pm.

Water bottles should be sent daily.

PROPER CAMP ATTIRE

- Campers should wear comfortable, cool clothing that is able to get dirty and worn out.
- Campers may not have bare feet, sandals, open-toed shoes or flip-flops. Closed-toed shoes must be worn. Only non-marking shoes will be allowed on the gym floor.
- **Camp shirts must be worn on field trip days and must have their name/initials marked on the tag due to the number of similar shirts.**
- Appropriate clothing is a must. No strapless shirts, spaghetti strap shirts, halter-tops, or midriff shirts. Bikini bathing suits will not be allowed.
- Apply sunscreen prior to camp. **Staff members are not allowed to apply sunscreen to campers. Please bring spray sunscreen for reapplication.**

PERSONAL BELONGINGS

Please do not allow your child to bring toys, electronic devices or any other valuable items to the Y Summer Day Camps. If a child brings personal items, the YMCA is not responsible for lost or stolen items. Please label all personal belongings with the child's name in permanent marker for identification purposes. If an item is missing, you can check the lost and found at the site. Cell phones are permitted, but must be stored in the child's backpack and must not be a disruption to the program.

MEDICATION

Medications that need to be administered to a child during Summer Day Camp must be brought in the original prescription bottle or original over the counter packaging with the child's name and instructions for administration clearly printed or labeled. Parents must completely fill out and sign an "Authorization for Medication Form" required by the Florida Department of Children and Families. Please provide the appropriate measuring tools for proper dosage of medication. The Y is required to track each dosage and the number of pills transferred. Children **CANNOT** carry any medicine including over the counter items such as cough drops, etc.

ALLERGIES AND SPECIAL DIETARY RESTRICTIONS

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the "Allergies" section of the child's registration form. Please include any reactions and treatments.

CHILD ILLNESS

We ask that if your child is showing any symptoms of illness that he or she be kept at home for the protection of self, other children and staff. Parents will be notified and asked to remove the child from camp if symptoms develop while in our care. Parent may be asked to show proof that the contagious condition no longer exists prior to a child returning.

We ask that children who have vomited, had diarrhea, fever, runny nose, etc. within 24 hours of beginning of the camp day be kept home until they are symptom-free for at least 24 hours. We thank you for being sensitive to the health and safety of all our campers.

If your child becomes seriously ill or sustains an injury, all efforts will be made to contact a parent, guardian or emergency contact immediately. As in any severe emergency, 911 will be called. PLEASE KEEP YOUR CONTACT INFORMATION UP TO DATE IN CASE OF EMERGENCY.

SPECIAL CIRCUMSTANCES

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Upon being informed of such circumstances, the Site Director may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

I understand and acknowledge that: (i) it is the responsibility of the parent(s)/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of my child/ward to participate, as described above; (ii) it is the responsibility of the parent(s)/guardian to inform the YMCA of any requested accommodation believed by the parent(s)/guardian to be necessary and readily achievable for such participation; and (iii) full disclosure of any special circumstances is material to the YMCA's evaluation of the child's/ward's ability to participate and the YMCA's consideration of any requested accommodation

COMMUNICABLE DISEASE

When faced with a health issue such as chicken pox, impetigo, meningococcal illness, head lice or mononucleosis, please contact camp immediately. If camp staff should identify possible symptoms of a communicable disease, the child will be removed from the camp group and the parent will be contacted. The child should be taken to a physician for diagnosis. The parent must follow up with the Camp Director with the diagnosis. The child will be unable to return to camp until all symptoms have passed and doctor's release has been submitted.

LOST & FOUND

Due to health issues and limited space, lost and found will be cleared out weekly and donated to those in need. Please check the lost and found every day for any belongings your child/children may have misplaced. The YMCA assumes no responsibility for the loss of personal property.

EMERGENCY PROCEDURES

All emergency procedures including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne pathogen control and hazardous materials control are available at the front desk in the Emergency Procedures Flip Book.

SAFETY PROCEDURES

All staff will be required to wear staff shirts and YMCA name tag. Camp staff will provide direct supervision

of campers and only staff and campers are permitted in program areas.

REPORTING SUSPECTED CHILD ABUSE

In order to ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parents, other staff or any other persons on the subject of reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

BABYSITTING POLICY

The YMCA strives to employ the very best staff possible in all of our programs. After they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with former staff of the YMCA are separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. Current YMCA staff is prohibited from babysitting while under employ of the Y. **The YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such babysitting activities**

PROGRAM RULES

The purpose of rules is to set boundaries for a child's behavior. Please read and discuss these rules with your child. We will encourage your child to make choices and to help them understand the consequences for their choices, as we are all responsible for our actions.

- 1. Respect other children, staff, equipment, facilities and yourself.**
- 2. Keep hands, feet and objects to yourself. Aggressive behavior and hitting is not allowed.**
- 3. Use appropriate language at all times.**
- 4. Cooperate with staff and follow directions.**
- 5. Stay in program areas with your group at all times – running away is not acceptable.**
- 6. Maintain a positive attitude.**

BUS RULES

- 1. Be seated, facing forward while the bus is in motion.**
- 2. When seat belts are provided, they must be worn.**
- 3. Keep all heads, arms, legs and objects inside the bus.**
- 4. Maintain a reasonable noise level.**

POOL RULES

- 1. Running, shoving and horseplay is not permitted on the pool deck, in the water or in the locker room.**
- 2. Hanging on staff or fellow campers is not permitted.**
- 3. Obey lifeguards and staff at all times.**

DISCIPLINE POLICY

We want each camper to enjoy the planned activities and benefit from his/her experience. Staff will review basic rules of safety and conduct at camp. We hope that parents will explain rules of camp prior to the first day. Please emphasize to your child failure to abide by these rules may limit his/her activities. Staff has been trained in the YMCA's policies on discipline procedures. The YMCA does not condone or permit corporal punishment, ridiculing, threatening or using an inappropriately loud voice, leaving children unsupervised or use of profanity.

In order to effectively deal with a child, we first try to understand the child's motive. Consistency is the most important aspect of discipline and is stressed in the program. The following are progressive steps used for inappropriate behavior:

1. Redirection of child's activity
2. Time out of activity or loss of privileges
3. Documentation of inappropriate behavior on Parent Communication Form
4. Parent conference as needed
5. Removal from program

The Parent Communication Form will be used for all disciplinary issues and will require the signature of the parent or guardian. Referral will be kept on file at the site.

Behaviors that will result in mandatory suspension and may result in immediate dismissal include but are not limited to:

- Any action that could threaten or pose a direct threat to the physical or emotional safety of the child, other children or staff
- Fighting, biting, stealing and running away
- Possession of a weapon of any kind
- Vandalism or destruction of YMCA property or property of others
- Sexual misconduct
- Possession or use of alcohol or controlled substances

The YMCA reserves the right to expel any child from the program who poses serious or continual behavior issues with no fee reimbursements. Infractions deemed serious may result in immediate suspension and/or expulsion regardless of previous disciplinary action, whether or not all of the steps in the progressive discipline plan have been completed.

INVESTIGATING AN ISSUE OR CONCERN

You may occasionally have an issue or concern you wish to bring to our attention. We welcome your thoughts and comments. In the event you have reported an issue at the site, please be assured that we will complete a thorough investigation which includes speaking to any pertinent staff and sometimes the children. So that you can be aware of our process, listed below are the procedures we follow when dealing with parental concerns:

- Speak to the parent/guardian to get all the information regarding the concern. We are unable to speak with anyone other than the parent/guardian (this includes grandparents, aunts and uncles, etc.).
- If necessary, we will bring our Human Resources Representative in to work with us.
- Once we have gathered all the pertinent information, we will follow the YMCA of Florida's First Coast Policies and Procedures. Depending on the circumstances, disciplinary action may be required. Due to confidentiality, we are unable to discuss any details – regardless if it involves another participant or a staff member.
- There is no time limit with an investigation. We will take as much time as necessary to thoroughly investigate all issues.

CUSTODY

Should you have court ordered paperwork for any parties who are not able to have contact with your child enrolled in the program, it is required that the legal custodial parent or guardian provide documentation of any custody and/or guardianship agreement at the time of registration and keep it updated regularly. The parent or guardian that has signed the registration form is responsible for paying weekly fees.

Occasionally we are asked to provide attendance records. Please know that in order to obtain any records from the YMCA, we require a court for them.

ATTENDANCE POLICY

As this is an invitation-only program, campers are expected to attend the program **every day**. If a child misses 3 days of the program they will be withdrawn.

PICK UP AND DROP OFF EXPECTATIONS

Children must be dropped off no later than 8:30 AM, and picked up no earlier than 3:30 PM or later than 4:00 PM. Each time parents are late for pick up, he/she will receive a written warning. If a parent receives 3 written late warnings, their child will forfeit their spot.

All children must be picked up by an authorized agent, as named on child's registration forms. All authorized agents must show an ID to pick up their child every day!

DROP-OFF AND PICK-UP PROCEDURES

A parent or authorized person must sign each child in and out daily at the time the child is picked up or dropped off. Only authorized individuals listed on child's registration form will be allowed to sign out child.

A photo identification must accompany the individual at Pick-up. It is imperative that your registration form includes all other appropriate individuals who may pick up your child in the event of unforeseen circumstances. Only in an emergency situation may you fax written authorization for someone other than who is on file to pick up including a copy of your photo identification and signature to verify. These are necessary safety precautions.

- Please adhere to the school's posted speed limit, be cautious of speed bumps and directional signs when picking up and dropping off.
- Smoking is prohibited at all locations
- **Pick up may take up a few minutes to gather your child and their belongings. Keep in mind the size of the camp site and the activities that may be occurring.**

CONCLUSION

Thank you for taking the time to review the information presented in this handbook regarding our YMCA Summer Day Camp. We sincerely hope that you and your child have an incredible summer camp experience and achieve their goals! If at any time you feel as if the program is not meeting your expectations, please do not hesitate to contact the YMCA so we can work together to address your concerns.

Contact your local Y for more information on the camp nearest you.

Arlington YMCA

10131 Atlantic Boulevard
Jacksonville, FL 32225
904.744.2234

Barco-Newton Family YMCA

2075 Town Center Boulevard
Fleming Island, FL 32003
904.278.9622

Brooks YMCA

10423 Centurion Parkway North
Jacksonville, FL 32256
904.854.2000

Camp Immokalee

6765 Immokalee Road
Keystone Heights, FL 32656
352.473.4213

duPont Family YMCA Campus

7373 Old Kings Road South
Jacksonville, FL 32217
904.731.2006

Dye Clay Family YMCA

3322 Moody Avenue
Orange Park, FL 32065
904.644.0072

Johnson Family YMCA

5700 Cleveland Road
Jacksonville, FL 32209
904.765.3589

McArthur Family YMCA

1915 Citrona Drive
Fernandina Beach, FL 32034
904.261.1080

St. Augustine YMCA

500 Pope Road
St. Augustine, FL 32080
904.471.9622

Ponte Vedra YMCA

170 Landrum Lane
Ponte Vedra Beach, FL 32082
904.543.9622

Yulee Kids Campus

86029 Pages Dairy Road
Yulee, FL 32097
904.548.0820

Give to the Y. Change your Community.

Donations made to the Y's Annual Giving Community Support Campaign provide scholarships for children to participate in recreational, learning and life-enhancing experiences, like summer camp. Anyone interested in sending a child to camp this summer by giving to the campaign may do so in person or online.

TO GIVE TO THE Y OR FOR A COMPLETE LIST OF LOCATIONS, VISIT
FirstCoastYMCA.org