



(RETURN TO SALEM YMCA)

SALEM YMCA SUMMER CAMP 2017 ENROLLMENT PACKET

***Parents must complete enrollment packet in its entirety
before children will be admitted to camp***

Parent Check List:

Camp Registration Form All fields must have information or N/A	
Initialed and Signed Enrollment Agreements	
Copy of Birth Certificate	
Completed Bus Form	
Signed Photo/Audio Visual/Narrative Release	
Signed Behavior Management Guidelines	
Health Physical Form	
Immunization Record	
Signed Authorization for Non-prescription Over-the-Counter Skin Products	
Review of Parent Handbook	



SALEM FAMILY YMCA

Camp Registration - 2017

All fields must be filled out for registration to be complete.

CHILD'S NAME: FIRST MI LAST NICKNAME

DATE OF BIRTH GENDER GRADE LEVEL OTHER PREVIOUS CHILDCARE

CHILD'S ADDRESS (street, city, state, zip)

PARENT/GUARDIAN #1: FIRST MI LAST

ADDRESS (street, city, state, zip)

HOME PHONE CELL PHONE WORK PHONE

PLACE OF EMPLOYMENT EMAIL

PARENT/GUARDIAN #2: FIRST MI LAST

ADDRESS (street, city, state, zip)

HOME PHONE CELL PHONE WORK PHONE

PLACE OF EMPLOYMENT EMAIL

In the event that the parent/guardian cannot be reached TWO LOCAL emergency contact persons must be listed and authorized to pickup.

EMERGENCY CONTACT #1: NAME ADDRESS PHONE

EMERGENCY CONTACT #1: NAME ADDRESS PHONE

PICK UP AUTHORIZATION

I authorize the following people to pick up my child from Y Summer Camp:

1.) 2.) 3.) 4.)

List names(s) of any particular person(s) who may NOT pick your child up from Y Summer Camp:

1.) 2.) 3.) 4.)

Appropriate papers such as custody papers shall be attached if a parent is not allowed to pick up the child. NOTE: Section 22.1-4.3 of the Code of Virginia states that unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center must be included, upon the request of such noncustodial parent, as an emergency contact for events occurring during school or day care activities.

MEDICAL INFORMATION

- The YMCA welcomes children of all abilities. Will your child need special accommodations? YES NO If yes, describe: _____
- Does your child have allergies? YES NO If yes, describe: _____
- Does your child take any medications? YES NO If yes, describe: _____

Doctors' Name Dentist's Name

Phone Phone

Preferred Hospital If no physician or dentist is listed, the following health care provider will be used: LEWIS-GALE MEDICAL CENTER 1900 Electric Road, Salem, VA

WEEKLY CAMP RATES

A \$10 non-refundable deposit per camp week is due at the time of registration. Payment in-full is required the Thursday prior to each camp week selected. Campers should bring a nut-free lunch and two snacks daily.

PRESCHOOL CAMPS:

MON-THUR 9:00AM-1:30PM M: \$95 / NM: \$120

SCHOOL AGE CAMPS:

MON-FRI 8:00AM-6:00PM M: \$130 / NM: \$145

*A multi-child discount of \$5/week for each additional child is available

MON-FRI 8:00AM-2:00PM M: \$110 / NM: \$125

CHILD'S NAME _____

PRESCHOOL CAMPS (AGES 3-4 YEARS)

All campers must be potty trained

- JUNE 19-22 STAR WARS & SPACE EXPLORERS
- JUNE 26-29 PASSPORT AROUND THE WORLD
- JULY 3, 5-7 TINY EINSTEIN
- JULY 10-13 CREATURE FEATURE CAMP
- JULY 17-20 OCEAN COMMOTION
- JULY 24-27 CONSTRUCTION ZONE
- JULY 31-AUG 3 FIT KIDS THE FUN WAY
- AUG 7-10 SUPER HERO
- AUG 14-17 GARDEN WEEK

Mon-Thur 9:00-1:30 PM	Tuition

SCHOOL AGE CAMPS (RISING K-5TH)

- JUNE 19-23 STAR WARS & SPACE EXPLORERS
- JUNE 26-30 PASSPORT AROUND THE WORLD
- JULY 3,5-7 SCI KIDS
- JULY 10-14 CREATURE FEATURE CAMP
- JULY 17-21 SOAKING WET
- JULY 24-28 CONSTRUCTION ZONE
- JULY 31-AUG 4 GREAT AMERICAN NINJA WARRIOR
- AUG 7-11 SUPER HERO (K-2nd) / I SPY (3-5th)
- AUG 14-18 GARDEN WEEK
- AUG 21-25 LICENSED TO THRILL
- AUG 28-SEP 1 ANYTHING GOES

Mon-Fri 8:00-6:00 PM	Mon-Fri 8:00-2:00 PM	Tuition

SWIM LESSON ADD ON: M\$16 / NM \$24

Preschool: Mon-Thur 1:30-2:10 pm | School Age: Mon-Thur 8:10-8:50am

Week's my child will participate: _____

Parent/Guardian Signature _____

Date _____

We must receive the following information the Thursday prior to the first day of camp:

- Completed registration form
- Completed enrollment packet
- Copy of birth certificate
- Copy of immunization records
- Copy of physical
- Payment



ENROLLMENT AGREEMENTS:

NOTIFICATION OF A SICK CHILD: The YMCA agrees to notify me whenever my child becomes ill, and I agree to pick my child up as soon as possible thereafter. If I cannot pick up my child immediately, I must contact someone who can. _____Initial

PERMISSION FOR MEDICAL CARE: The YMCA has my permission to obtain immediate medical care if any emergency occurs when I cannot be reached.

If there is an objection to seeking emergency medical care, a statement should be obtained from the parent(s) or guardian(s) that states the objection and the reason for the objection. _____Initial

AGREE TO INFORM THE YMCA: The parents/guardian agrees to inform the YMCA within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for the life threatening disease which must be reported immediately. _____Initial

PERMISSION FOR TRANSPORTATION: The YMCA has permission to transport my child on fieldtrips using the YMCA school bus to any location they deem appropriate for each week of camp. I also understand, and give permission for my child to walk to locations outside of YMCA property, as long as there is proper supervision and staff/child ratio is within Virginia law guidelines. I give permission for my child to receive medical care to any medical facility should an emergency occur. This includes but not limited to, any hospitalization, surgery or medicine needed to provide proper care for the child. _____ Initial

PERMISSION FOR WATER ACTIVITIES: The YMCA has my permission for my child to participate in water activities. I understand that all precautions will be taken to ensure the safety of my child. My child's swimming skills are (Circle one below)

1. Excellent 2. Good 3. Fair 4. Poor _____Initial

I will apply sunscreen daily to my child before they come to YMCA camp _____Initial

POTTY TRAINING REQUIREMENT: I understand that my child must be fully potty trained and cannot wear pull ups or swim diapers to YMCA camp. I understand if accidents are re-occurring and bathroom breaks are within licensing standards, my child will not be able to attend camp and no refunds will be given. _____Initial

STAFF: The YMCA of Roanoke Valley code of conduct prohibits staff members from babysitting children met through any YMCA programs. _____Initial

PICK UP POLICY: Parents must come into the YMCA each morning/afternoon to check their child in/out. Due to camp schedule, field trips and other program plans we ask that drop-off and pick-up times are as follows:

- Half-day program: drop-off no later than 9:00am and pick-up no earlier than 1:30pm (preschool) and 2:00 pm (school age)
- Full-day program: drop-off no later than 9:00 am and pick-up no earlier than 5:00 pm

Special allowances will need to be discussed with camp director. This allows the schedule to flow seamlessly and keep our staff with proper staff/child ratio at all times. Advance notice of schedule changes in writing to camp director is encouraged. _____Initial

I understand that my child will not be allowed to leave the YMCA Summer Camp with an unauthorized person. Any person who will pick up my child must either be listed with the YMCA or other arrangements must be made via contacting camp director or sending a letter in advance to camp counselor. _____Initial

ENROLLMENT PACKAGE: I understand and agree that all enrollment information must be completed prior to my child's first day of attendance. _____Initial

PAYMENT: I understand that a \$10 deposit per camp week that my child will be attending is due upon registration. Camp can be paid in-full at the time of registration or a payment plan can be arranged to make payments over time using a credit card or bank account. **Payment in-full is due the Thursday before camp starts** and any remaining balances for the upcoming week will be drafted from the credit card or bank account on file. _____Initial

REFUND POLICY: Due to high demand, there are no refunds for our summer camp program. _____Initial

FOOD: I understand that I am responsible to provide **nut free** lunch and snacks, which are labeled **DAILY** with name and date. _____Initial

I parent/guardian of _____ have read the Y Summer Camp Parent Handbook and agree to abide by the policies in it as well as those outlined above.

Parent/Guardian Signature Date

Director/Administrator Signature Date

**Y Summer Camp Use Only
IDENTITY VERIFICATION**

Place of Birth _____ Birth Date _____

Birth Certificate Number _____ Date Issued _____

Other Form of Proof _____

Name of Verifier _____ Date Verified _____



BUS FORM



Child's Information:

Child's Full Name: _____ Nickname: _____

Address: _____ City: _____ Zip: _____

Age: _____ DOB: _____ Gender: _____ School: _____ Grade: _____

Parent/Guardian Information

Last Name: _____ First: _____

Address: _____

Home Phone: _____ Cell: _____

Employer: _____

Work Phone: _____

Parent/Guardian Information

Last Name: _____ First: _____

Address: _____

Home Phone: _____ Cell: _____

Employer: _____

Work Phone: _____

Please list 2 local emergency contacts:

Emergency Contact #1

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Emergency Contact #2

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Medical Information

Doctor's Name: _____

Phone: _____

Dentist: _____

Phone: _____

Preferred Hospital: _____

**If no physician or dentist is listed, the following health care provider will be used- Lewis Gale Medical Center
1900 Electric Road, Salem, VA**

Any Medicines to be taken: _____

Allergies: _____

***Must have a completed Medication
Authorization form signed by a Physician.**

Is there any Medical or Behavioral Information
the YMCA needs to be aware off?



PHOTO/ AUDIO VISUAL/NARRATIVE RELEASE

I am 18 years of age or older and, if not, my Mother/Father/Legal Guardian has also signed below.

My Consent. For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA), and/or YMCA OF ROANOKE VALLEY (YMCA), I give my consent, now and for all time, to YMCA of the USA, YMCA and collaborating third parties to make, reproduce, edit, broadcast or rebroadcast:

- video film or footage of me
- sound track recordings of me
- photo reproductions of me
- any narrative account of my experience

My consent gives permission to use the above materials for publication, display, sale or exhibition in promotions, advertising, education and legitimate business uses. Use includes reproductions in any form and media, adaptations and/or revisions, throughout the world and forever.

I understand and agree there may be no compensation for this, and I will not make any claim for payment of any kind. I may, or may not be, identified in such reproductions; however, my name will not be used to endorse any particular commercial products or commercial services.

Ownership, Confidentiality, and Shared Use. With respect to any of the above uses, I further agree:

- All uses shall belong to YMCA of the USA and YMCA and either may share them with others;
- There is no obligation of confidentiality
- YMCA of the USA, YMCA, and collaborating third parties will not be liable for any use or disclosure to a third party
- YMCA of the USA and YMCA shall exclusively own all known or later existing rights to the uses worldwide.
- YMCA of the USA and YMCA can use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account for any purpose and without compensation to me.

Release from Liability. I agree that my consent is irrevocable. I hereby release and discharge YMCA of the USA, YMCA, their related parties and those they have given permission to use the above, from any and all claims, actions, lawsuits or demands of any kind arising out of my consent, the use, or the shared use of the above materials.

Child's Name: _____ Age: _____ Date: _____

I am the Mother/Father/Legal Guardian of the child above. For the consideration contained herein, I hereby consent to the foregoing on behalf of my minor child.

Signature of Mother/Father/Legal Guardian: _____

Printed name: _____



BEHAVIOR MANAGEMENT GUIDELINES

It is the Y's goal to provide a healthy, safe, and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the Y's four core values and to interact appropriately in a group setting.

Behavior Guidelines:

- We will **care** for ourselves and for those around us.
- **Honesty** will be the basis for all relationships and interactions.
- People are **responsible** for their actions.
- We **respect** each other and the environment.

When a camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent or caregiver will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken.
5. Staff will schedule a conference with the parent or caregiver so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow-up conference.
7. If the problem persists, staff will schedule a conference that includes the parent or caregiver, camper, staff, and program director. The program director will have all documentation and the notes from the previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent or caregiver may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the Y reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children or staff, members, and volunteers
- Stealing or damaging Y or personal property
- Leaving the day camp program without permission
- Continually disrupting the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion. Immediate expulsion may occur if a camper is in possession of or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

Parent or Caregiver Signature

I have reviewed with my child the Behavior Management Guidelines. I understand and agree to all of the terms presented in this document.

Parent or caregiver's signature

Date



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

**Authorization Form for
Non-prescription Over-the-Counter Skin Products
Licensed Child Day Centers
VDSS Division of Licensing Programs Model Form**

INSTRUCTIONS:

This form must be completed by the parent/guardian to authorize the use of:

- Sunscreen
- Diaper ointment or cream
- Insect repellent

_____ has my permission to apply the non-prescription
(Name of Provider)

over-the-counter (OTC) skin product listed below to my child, _____
(Child's name)

Product Name: _____

Known Adverse Reactions (if any): _____

- All OTC products must:
 - Be in the original container and, if provided by the parent, labeled with the child's name
 - Be used according to manufacturer's recommendation and instructions for application
 - Not be used beyond the expiration date of the product
- Sunscreen:
 - Must have a minimum sunburn protection factor (SPF) of 15
 - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
 - Children nine yrs. and older may self administer sunscreen if supervised
- Diaper ointment/cream and Insect repellents:
 - Shall be kept inaccessible to children
 - Record of use shall be kept that includes child's name, date, frequency of application, and any adverse reactions

This authorization is effective from: _____ until: _____
(Start date) (End date)

Parent's Signature: _____ Date: _____



(KEEP FOR YOUR REFERENCE AND CONVENIENCE)

THE SALEM FAMILY YMCA SUMMER CAMP 2017

Dear Summer Camp Family,

The YMCA has a grand tradition of camping. We are excited and honored to serve your family this summer and add your child to the vast legacy of YMCA campers. We take pride in the quality that we offer our families.

Y Camp provides youth with supervised activities that teach core values, conflict resolution and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork and growing in self-reliance. For youth, Y Camp is a fun and happy place to enjoy the summer, play games, create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature and discover and value our many cultures.

Each staff person is thoroughly screened and receives instruction and training related to safety, risk management, child development, behavior management, and program delivery. All staff members are CPR/First Aid certified and Child Abuse Awareness trained yearly.

Please read through our enrollment packet, fill out, initial and sign all appropriate forms (all fields must be filled out, even if N/A is the only option) and return to the Salem Family YMCA. Please keep this handbook for your convenience. The deadline for enrollment package is the Thursday before your child will be attending camp for the first time. If you should have additional questions, please contact us at any time.

Happy Camping,

Amy Ralston
Youth and Family Director

YMCA OF ROANOKE VALLEY
Salem Family YMCA
1126 Kime Lane., Salem, VA 24153
(P) 540.387.9622
(E) aralston@ymcaroanoke.org
www.ymcaroanoke.org

The Y: We're for youth development, healthy living and social responsibility



PARENT HANDBOOK

MISSION STATEMENT AND PHILOSOPHY

The YMCA of Roanoke Valley is an association of people of all ages, ethnic backgrounds and religious affiliations. We are united in a common effort to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

At the Salem Family YMCA, our commitment is to youth. We desire for campers to have fun learning essential life skills that build positive relationships, a feeling of belonging and a sense of achievement in a safe, supportive environment.

The YMCA works to help youth to discover their full potential by providing opportunities to learn, grow and thrive amidst caring, supportive adults.

These experiences are grounded in the set of objectives that characterize our core values.

- Honesty
- Respect
- Caring
- Responsibility

GENERAL INFORMATION

WHO:

Preschool: 3-4 years

Rising Kindergarten – 5th grade

DAYS/HOURS:

Rising Kindergarten- 5th grade

8:00am-2:00pm Mo- Fri

8:00am-6:00pm Mo- Fri

Preschool: 9:00am-1:30pm Mo-Th

FEE:

Preschool – M: \$95 / NM: \$120

Rising kindergarten – 5th grade – 8a.m.-2pm M:\$110.00 / NM: \$125.00

8a.m.-6pm M:\$130.00 / NM: \$145.00

A \$5/week discount is available for each additional child

***Fees are non-refundable based on high demand and limited spaces**

REGISTRATION:

Registration is not complete until we receive the following

- Registration form
- Enrollment packet form in its entirety

Registration deadline is Thursday prior to participants first day of camp. Failure to have all documentation on time will result in child being unable to attend camp, no exceptions and no refunds will be granted.

FINANCIAL ASSISTANCE:

The YMCA of Roanoke Valley turns no one away due to the inability to pay. Inquiries are confidential and are handled promptly. Financial assistance to members is made possible by the generosity of friends of the YMCA who donate to the Y annual giving campaign.

There is a 50% minimum payment per each camp registration.

ENROLLMENT:

As mentioned above, registration will be done at the Welcome Desk. Once registered, parents will need to complete a set of enrollment forms in their entirety.

PAYMENTS:

Fees are non-refundable for days of illness, early pick up, or absences due to participation in other activities. Parents are responsible for payment the weeks their child is registered whether the child attends the program or not. If a child is absent due to an extended illness or family emergency, please contact Camp Director.

ABSENCES:

Parents are required to pay for all weeks selected on the Summer Camp registration form regardless of the child's attendance. If you have an extenuating circumstance, please contact Camp Director.

DISCIPLINE AND DISMISSAL:

Children's safety is our first priority. The YMCA behavior management guideline form can be found in the enrollment packet. Please take some time to go over this information with your camper and sign before their first day of camp.

TRANSPORTATION:

Field trips are the only time YMCA transportation is offered.

LATE PICK UP:

Please pick up your child/children on time. A late fee of \$1.00 per minute after program end will be applied and due at time of arrival. If by 6:30pm no form of contact has been made, local authorities will be called. Continued late pickups could result in suspension or termination of camp involvement.

ARRIVAL AND DEPARTURE:

Parents must come into the YMCA each morning/afternoon to check their child in/out. Due to camp schedule, field trips and other program plans we ask that drop-off and pick-up times are as follows:

- Half-day program: drop-off no later than 9:00 am and pick-up no earlier than 1:30pm (preschool) and 2:00 pm (school age)
- Full-day program: drop-off no later than 9:00 am and pick-up no earlier than 5:00 pm

Special allowances will need to be discussed with camp director. This allows the schedule to flow seamlessly and keep our staff with proper staff/child ratio at all times.

If someone unfamiliar to the Camp Staff is going to pick up your child, a written notice must be given in advance. If an emergency arises, a phone call from a parent will suffice.

Camp Staff will ask for photo identification upon pick up, please have identification with you at all times, this is for the safety of your child.

Any person picking up a child from the YMCA must be at least 16 years or older and be on the authorized list.

Any Custodial matters and dealings with court issued documents that cause concern for your child's safety in our care must be discussed with the camp director before child's first day of camp.

PARENT VISITATION:

You are welcome to visit the YMCA at any time without an appointment. We like when our parents observe the fun we are having. However, please be mindful that staff/volunteers are engaged and building memories with your kids. Distraction can occur when a parent is present. Remember, we have a Salem Family YMCA Facebook that keeps you updated as well.

CAMP STAFF:

Each staff person is thoroughly screened and receives instruction and training related to safety, risk management, child development, behavior management, and program delivery. All staff members are CPR/First Aid certified and Child Abuse Awareness trained yearly. The camp Director is available to parents who have questions and concerns.

REPORTING OBLIGATION:

As a licensed child care provider, we are required by law to report to the Virginia Department of Social Service and Child Protective Services anything we suspect to be child abuse or neglect. Our camp director and camp counselors receive special training on this topic from Child Abuse Prevention council and the YMCA of the USA. This also includes the reporting of parents who appear to be impaired by drugs or alcohol.

SICK CHILD POLICY:

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure to note on enrollment packet. If there are any special instructions, feel free to contact the camp director.

having an elevated temperature of 100 degrees or above, vomiting or diarrhea, the parent may not leave the child. If a child becomes sick later at the YMCA suffering from the above complaints, a contagious disease or an accident requiring medical attention, the parents will be notified to pick up the child immediately. If the parents cannot be reached, the emergency numbers will be called. Immediate arrangements must be made for picking up a sick child. A child will be isolated away from other children until a parent or guardian arrives.

Children with visible signs of illness will not be allowed to stay at camp. We reserve the right to deny access for any child with any of the following visible signs of illness:

- Fever (100 degrees underarm)
- Sore Throat, Swollen Glands, Severe Coughing, Rash, Vomiting, Diarrhea, Earache, Irritability or Confusion accompanied by Fever (100 degrees underarm)
- Diarrhea (runny, watery or bloody stools)
- Vomiting (twice or more in 24 hours)
- Eye Discharge (thick mucus or pus draining from eye, or pink eye)
- Yellowish skin or eyes
- Runny nose with color
- Child is irritable, continuously crying, or requires more attention that we can provide without risking the health and safety of other children in our care
- Head Lice
- Any childhood communicable disease such as Chicken Pox, Hand Foot Mouth, Fifth Disease, Impetigo, etc.

In order to help prevent the spread of sickness and disease, we take many precautions such as hand washing and cleaning of toys and equipment in our environment.

Working together, we can make sure that we provide a safe, healthy and happy environment for your child.

If a child in our program has contracted a communicable disease the YMCA, we will notify parents within 24 hours. If your child comes in contact with a life threatening disease, please contact the Camp Director immediately at 540-387-9622.

HAND WASHING AND TOILETING:

Children are required to wash with soap and running water after toileting, after any contact with blood, feces or urine and before and after meals. Staff are required to wash their hands with soap and running water prior to serving lunch, before and after helping a child use the toilet, toileting, or any bodily fluid contact. If running water is not available, a germicide-cleaning agent administered per manufacturer’s instructions may be used.

LUNCH AND SNACK:

Parents are required to pack **nut free** lunch and snacks.

SAMPLE OF A DAILY SCHEDULE: Rising Kindergarten – 5th grade 8am-6pm

8:00-9:00am	Arrival Morning activities
9:00-9:30am	Camp sing along
9:30-10:00am	Arts and Crafts
10:00-10:25am	Bathroom Break / Wash Hands/snack
10:25-11:00am	Outside Play (weather permitting)
11:00-11:15am	Story Time
11:15-11:45am	Special Themed Activity
11:45am-12:15pm	Stem Activity
12:15-12:30pm	Bathroom Break / Wash Hands
12:30-1:00pm	Lunch
1:00-1:15pm	Bathroom Break / Wash Hands
1:15-2:30pm	Rest Time / Quiet Activities
2:30-2:45pm	Bathroom Break / Wash Hands/snacks
2:45-3:15pm	Swim
3:15-4:00pm	Arts and Crafts
4:00-4:45pm	Inflatable
5:00-5:15pm	Themed activity
5:15-6:00pm	Outside Play / Playground / Pick-up

Daily Schedule: 3years – 5th grade 8am-2pm

8:00-9:00am	Arrival, Imagination Stations
9:00-9:30am	Camp Sing-A-Long
9:30-10:00am	Arts and Crafts
10:00-10:25am	Bathroom Break / Wash Hands/snack
10:25-11:00am	Outside Play (weather permitting)
11:00-11:15am	Themed story time
11:15-11:45am	Themed activity
11:45am-12:15pm	Inflatable
12:15-12:30pm	Bathroom Break / Wash Hands
12:30-1:00pm	Lunch
1:00-1:15pm	Bathroom Break / Wash Hands
1.15-2:00pm	Swim

SUNSCREEN AND INSECT REPELLANT:

Parents are required to give written parental authorization for the application of sunscreen and/or insect repellent. We require each parent to provide the bottles labeled with your child's name, and any specific instructions. The sunscreen and insect repellent will be kept away from children, but not locked. A record of use of insect repellent will be recorded daily. Camp Director will be trained if the skin product is prescribed.

OUTDOOR PLAY:

A shady area shall be provided on playground during the month of June, July and August.

MEDICATION:

We will not be administering medication.

TRANSPORTATION AND FIELD TRIPS:

Youth and Tween camps may be transported via the Y Bus field trips as scheduled. There will always be the appropriate amount of staff with the children as well as a list of the children's names and phone numbers and a first aid kit.

INJURY PREVENTION PLAN:

All the cleaning supplies will be locked in a safe cabinet away from the reach of the children. There will no access to refrigerators at facility.

All teachers must check classrooms daily for any hazards and remove anything that can be harmful to a child (broken toys, plug covers).

Summer Camp setting will consider safe indoor and outdoor play, safe indoor and outdoor environments and equipment, and child abuse prevention.

The YMCA Accidents and Injuries Procedures will be followed.

ACCIDENTS AND INJURIES PROCEDURE:

1. Contact front desk and 911, if needed.
2. Administer first aid as appropriate to the injury.
3. Notify the Camp Director. Have staff assist, if necessary.
4. Keep spectators away from the immediate area.
5. Assist rescue staff, if requested.
6. Contact Youth and Family Director and Branch Executive.
7. Branch Executive will notify family.
8. Complete Incident Report and send to Branch Executive immediately. Due to Corporate office within 24 hours.
9. Refer all media contacts, if applicable, to Communications Director.

EMERGENCY INFORMATION:

THE YMCA of ROANOKE VALLEY EMERGENCY INFORMATION GUIDE WILL BE POSTED AT CAMP.

SAFETY PROCEDURE:

The procedure to identify where children are at all times:

1. Frequent counts, every 15 minutes.
2. Monitor bathroom use, one child at a time unless 2 staff assisting.
3. Designate groups of children to specific counselors.

The procedure to ensure that all children return to the site after a walking field trip:

1. Each child will be accounted for before the group leaves and upon arrival.
2. Each counselor will be responsible for his/her group.
3. Close communication will be kept between all counselors.

The procedure for the search of a missing child:

1. Keep the group assembled and orderly.
2. Assign a counselor or other responsible person to search for the child.
3. Notify the Camp Director.
4. Ask others if they know where the child might be.
5. Check with other camp staff and Y staff.
6. Check with the contact at child's last known location.
7. Check to see if the child was checked out early, if applicable.
8. Check all possible locations at your location.
9. Check daily attendance records to determine if a pattern is present, if applicable
10. Notify police (911). Have the following information available:
 - *child's full time
 - *address
 - *age
 - *current location or group
 - *parent information
 - *medical information
 - *summary of events leading up to disappearance
 - *what the child was wearing
 - *if possible, a picture of the child
 - *child's history, as you know it
11. Notify Youth and Family Director / Branch Executive.
12. Branch Executive should notify family.
13. Complete incident report and send to Branch Executive immediately; due to Corporate office within 24 hours.

The playground safety plan:

1. Children will be required to wear closed toe shoes to go outside.
2. Children must be 3 years old to play on the playground equipment.
4. Shade will be provided.
6. Counselors are on the playground area near each group of children.
7. If an injury occurs, the nearest counselor attends to the child. An incident report will be completed.
8. If needed, emergency services will be notified.
9. A Director or designated Camp Counselor will accompany the child to the hospital if necessary.
10. The YMCA will contact the parents.

Procedure for a child arriving late to our program:

1. Welcome late arriving child.
2. Make them feel welcome.
3. Quickly involve child in current activity.

PROCEDURE TO FOLLOW IN CASE OF A DISASTER (NATURAL OR MAN-MADE):

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, the Camp Director, and the Youth and Family Director will be in contact. The YMCA will contact each parent of the child/ren at our program, and inform them of any location changes or pick up instructions. If the Camp Director is unable to contact parents, Membership Director will be asked to assist in locating parents. YMCA will evaluate environment for safety and determine if the children need to be moved to a safer location. All attendance information, emergency and health supplies and each child's registration file will be taken with them. Director and Counselors will complete the evacuation checklist prior to leaving the site.

The Salem Family YMCA has an emergency evacuation plan and shelter available. If a disaster or emergency occurs, our Camp Director will have at least two cell phones available to contact parents and/or emergency personnel.

SHELTERS:

The summer camps will have designated emergency shelter noted in all camp areas.

INSURANCE:

The Salem Family YMCA has an accident insurance policy that covers the children while participating in sponsored activities in our programs.

LOST AND FOUND:

We encourage you to label your child's clothing and belongings. Please be observant of clothing, belongings, etc. that may accidentally come home with another name in them. Please help us maintain our supplies by returning any that are taken home. For the safety of your child's belongings, please do not allow your child to bring toys and games from home. Any items not claimed prior to the end of each month, will be discarded.

HOLIDAYS:

4th of July is on a Tuesday and we will not have camp. Camp this week will run Monday & Wednesday – Friday,

LICENSING INFORMATION:

The Salem Family YMCA Summer Camp is a licensed child care program through the Commonwealth of Virginia. Standards for licensed child care centers address certain health precautions, adequate play space, and ratio of children to Camp Counselor, equipment, program and record keeping.

Criminal record checks and specific qualifications for Camp Counselors are also required. Standards require the facility to meet applicable fire, health and building codes. If you would like additional information about the licensing of child care, the

address is: Piedmont Regional Office, Commonwealth of Virginia Building, 210 Church Avenue, SW., Suite 100, Roanoke, Virginia 24011-1779, or contact them at (540) 857-7971.

QUESTIONS AND CONCERNS ABOUT THE YMCA SUMMER CAMPS:

If you have any questions about the Salem Family YMCA Summer Camps, we encourage you to discuss them with the Camp Director at 540-387-9622. If further assistance is required, you may contact the Youth and Family Director, Felicia Branham at 540-387-9622.

LOCATION, ADDRESSES AND TELEPHONE NUMBERS:

Salem Family YMCA
540-387-9622
1126 Kime Lane
Salem, Va 24153

The following is a list of enrollment requirements and camp reminders:

Registration Form and Payment – Please fill out your registration form carefully ensuring that you mark all camps that you want to register for. You are responsible for payment the Thursday before your child’s camp. We staff based on the number of children signed up for a particular week.

WE MUST HAVE A WORKING EMAIL FOR OUR SUMMER CAMP COMMUNICATION.

- **Enrollment Packet**
- **Agreement Form**
- **Photo /Audio visual/narrative release**
- **Division of Licensing programs department of social services child registration form. Completed emergency contacts? (all fields must have information or N/A**
- **Immunization record**
- **Birth certificate**
- **Authorization form for non-prescription over the counter skin products**
- **Behavior management guidelines**
- **Health physical form**

Please fill out all above forms in their entirety. These forms must be turned in prior to the start of camp.

Copy of your Child’s Immunization Forms, Physical Forms, and Birth Certificate (proof of identity) – all must be turned in prior to start of camp.

Custody Papers (if necessary) – must be turned in prior to start of camp.

Arrival – Camp opens at 8:00am/ 9:00am. No early drop off.

Departure – Camp ends at 1:30pm 2:00pm and 6:00pm depending on the option you register for. Please be punctual. **We do not allow early pick up during primary program hours 9a.m.-2p.m. for 2pm option or before 5pm on 6pm option without camp director permission. Please be sure to talk with him/her if special accommodations are needed. There may be weeks these accommodations cannot be met due to field trips etc..**

Activity Calendar – There will be a posted Activity Calendar at camp each week.

Lunch/Snack – Parents are asked to pack their child’s lunch/snack (must be NUT FREE), label and date each day.

Note: *Children will not be admitted to camp without all the required documents.*

Y SUMMER CAMP 2017

ORGANIZATIONAL CHART

YMCA BOARD OF DIRECTORS

Chair – Tom Bowers
Vice Chair – David Thornhill
Treasurer – Skip Zubrod
Troy Henderson
Mitch Davis

YMCA PRESIDENT AND CEO – Mark Johnson

CHIEF OPERATING OFFICER – Scott Williams

BRANCH EXECUTIVE – Tricia Reynolds

YOUTH AND FAMILY DIRECTOR – Amy Ralston

CAMP DIRECTOR

CAMP COUNSELORS