



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Parkview Family YMCA Summer Camp 2025



Parent Handbook

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The YMCA Mission Statement:
To put Christian principles into practice
through programs that build a healthy
spirit, mind, and body for all.

Welcome to the Parkview Family YMCA Summer Day Camp Program

Hello! Finally, summer is here. We are looking forward to action-packed, fun-filled days at the Parkview YMCA Summer Day Camp. Our camp staff is well-equipped and passionate about working with children. We have a strong team this summer, and we're looking forward to the relationships we will build and the memories we will make. Please, never hesitate to contact us with any concerns or questions you may have. Let's have a great summer!

Thanks!
YMCA Camp Directors & Staff

Character Development

YMCA's throughout the USA strive to implement our character development program that exemplifies our core values of: CARING, HONESTY, RESPECT, RESPONSIBILITY.

These four core values provide a foundation that guide all YMCA programs, staff trainings, and operations. It is our goal to utilize these four core values to strengthen friendships, incorporate belonging and instill a sense of accomplishment in every camper.

YMCA Summer Day Camp Program Goals

Specific Goals Include:

- Provide an environment of safety, support and care
- Focus on instilling the four core values in each camper
- Develop the interpersonal skills of each camper
- Provide an environment that increases the self-confidence and the feeling of self-worth for each camper
- Build relationships, create a sense of belonging, and instill a feeling of achievement

Summer Day Camp Information

Admissions Criteria

Adventure and Specialty Campers must be entering 1st grade–entering 5th grade. Sports Campers must be entering 3rd–entering 6th. Kinder Campers must be entering kindergarten. Parents must complete the online registration.

Equal Access

The YMCA of Greater Fort Wayne, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in Y Child Care Programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Consideration is given to the individual needs of every child and the ability of the program to meet those needs.

Special Needs

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring, and educational environment. When it is determined by the YMCA Staff that a child needs assistance beyond the capabilities of the staff in areas of social, emotional, cognitive, language, and/or motor development growth, the parent (s) will be informed that our program does not have the adequate resources to care for their child. One-on-one care is not provided by the Y, but will be accommodated if the family provides someone and they meet our hiring and volunteer criteria. Unless family provided personal aide accompanies them, children must possess the ability to self monitor, be independently mobile, and have the ability to reasonably foresee the consequences of their actions. We strive to include everyone, but take into account the safety and well being of all campers when determining the participation of any single child. Decisions are made on a per case basis.

Field Trips

Throughout the summer we will be having in-house and off-site field trips. Each week you will be emailed a welcome email with the field trip information in it.

Bus Safety Rules

Please go over the following rules so your child knows what is expected of them on the bus:

- Passengers should remain seated at all times with all body parts inside the vehicle and wear seat belts when applicable
- Noise level and behavior should not be distracting to the driver
- No throwing objects inside the vehicle
- Passengers should enter and leave the vehicle under the direction of a staff member
- If the vehicle makes an emergency stop, passengers should follow directions of the staff, and use the buddy system if leaving the vehicle
- Clean up after yourselves! If you bring something onto the bus, make sure you take it back with you

Summer Day Camp Information

Parent Code of Conduct

Some of the most important principles upon which the YMCA is founded, the basis for how our programs operate and that children are expected to follow, are our four core values of caring, honesty, respect and responsibility. In order to create an optimal environment for each child it is essential that all parents and visitors be aware of their responsibilities and adhere to the expected code of conduct set forth below by the YMCA.

Parents are expected to:

- Recognize that the success of children is a joint responsibility of the parents and YMCA Child Care staff.
- Inform YMCA staff of changes in their home situation that may affect student conduct or performance.
- Observe all rules set forth by the YMCA when visiting or volunteering at one of the YMCA Child Care sites.
- Treat all Y staff, parents, and children with respect and therefore set a good example in their own speech and behavior.
- Inform Y staff of ways they can help to resolve any issues of concern.
- Be respectful in all communication and ensure issues are resolved through calm dialogue between the parties directly involved while respecting the dignity of others.

Conduct Prohibited:

- Disruptive behavior which interferes or threatens to interfere with the operation of any child care programs.
- Using loud, offensive or profane language or displaying a temper including:
- Abusive or threatening emails, texts, voicemails, phone messages, social media posts or other written communication.
- Yelling, taunting, threatening or derogatory remarks.
- Approaching another child, parent or guardian while in the program to discuss issues or chastise them. Parents may approach Y staff and privately discuss a situation to seek a peaceful resolution.
- Intentionally damage or destroy school property, YMCA property or any other person lawfully on school property or YMCA property.
- Refuse to comply with any reasonable request made by Y staff.

Parent Code of Conduct Continued

Parent Conflict Resolution

As our parent community, you deserve the best communication we can provide. We want to actively address any concerns and ensure that all concerns are dealt with fairly, appropriately, and effectively for all. We believe:

- Your child/ren and a positive environment are the focus of our work, and communication that concerns your child's well-being and progress is our focus.

Parent communication regarding your child/ren should first and foremost occur with the Y staff that works directly with the child. If a resolution is not made please contact the Childcare/Camp Coordinator.

Persons in violation of the Code of Conduct

Should a parent/guardian or visitor fail to heed the Code of Conduct set forth by the YMCA, we reserve the right to enact the following:

- Depending upon the severity of the incident:
- Prohibit parent and child participation in any YMCA child care programs.

Summer Day Camp Information

Lost and Found

Lost and found items can be found in Room A.
The Parkview Y is not responsible for lost or stolen items.

What to Bring

Please be sure all items are **marked with camper's name**.

ALL CAMPS WILL NEED:

- Water bottle
- Athletic shoes & socks (must be closed toe—no sandals, flip-flops, or Crocs)
- Extra set of clean clothes (recommended)
- Backpack for camper's supplies
- Non-refrigerated sack lunch with drink (No carbonated beverages)
- Non-refrigerated afternoon snack
- Bug spray, hand sanitizer, and sunscreen to share
- Appropriate swimsuit and towel, sandals (permitted in pool area and splash pad)
- Plastic bag for wet suits and towels

Camps will be outside everyday. Be sure your child is wearing play clothes and shoes because they will get dirty. An extra set of clothes is highly recommended in case your child gets wet or dirty.

What Not to Bring

We do not allow campers to bring personal items from home (including electronic devices, cell phones, personal sports equipment, personal vehicles, animals, sharp objects, weapons, firearms, explosives, etc) We are not responsible for any of these items. If participants are caught with any of the above items the staff will confiscate them. In the case of weapons, firearms, and explosives, expulsion from the program will result and the appropriate authorities will be contacted. We are also an alcohol and drug free environment.

Lunch & Snack Procedure

All campers are required to bring a non-refrigerated lunch and snack. Specialty Camps will **not** have lunch time. Specialty camps please bring a morning snack. The Y does not serve food at camp. If lunch is forgotten we will call parents to bring the forgotten lunch.

Summer Day Camp Information continued

Swimming

Test. Mark. Protect.

All swimmers 13 years old and younger are required to pass a swim test before being allowed in a Y pool without a US Coast Guard approved lifejacket or without direct adult supervision. This is to help ensure that all pool patrons are promoting water safety behavior. After successful completion of the test, green bands will be given by your child's counselor.

Green Band Approved: The child can swim in any area of the pool unassisted and can go down the slide as long as the height requirement is met.

Not Approved: The child must stay in water no deeper than below their shoulders **OR** they must have a "Coast Guard Approved" Lifejacket.

IMPORTANT NOTE: Lifeguards have the discretion to mandate a US Coast Guard Approved lifejacket on a swimmer at any time as well as require a swim test for any swimmer at any time.

Adventure & Sport Camps will go to the pool and splash park a few times throughout the week. Please make sure swim attire and accessories are here for the week.

We will only swim at public staff facilities where the staff are certified lifeguards. Our staff (who are CPR & First Aid certified) also act as look-outs to assist the guards in keeping the children safe.

Sunscreen & Bug Spray

Our counselors will help your children re-apply sunscreen. When you send your child to camp with sunscreen and/or bug spray it will be put in a community bin for the counselors to use on all children. It becomes too difficult for the counselors to carry multiple bottles around in their backpack. **Donations of sunscreen and bug spray (the spray form is preferred) is much appreciated.** If your child has allergies or sensitive skin, please notify the camp staff immediately.

Summer Day Camp Information

Inclement Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. Please check the forecast when you dress your child.

⇒ Heat/O-zone Advisories

At the Y we are committed to the safety of all children. All precautions will be taken to prevent heat related injuries. Staff are trained to do the following for your camper:

- Make sure there are frequent water breaks
- Lower the amount physical activities
- Act as role models, applying sunscreen & wearing hats outside
- Make sure campers are in the shade or indoors whenever possible
- Make sure there are opportunities for children to reapply sunscreen
- Watch for the signs of heat exhaustion

⇒ Rain/Thunderstorms

If there is lightning, camp will be moved indoors and continued as normal **as possible** until it subsides.

Marketing

On occasion, the Y takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting Y programs. On the registration form you will be asked for permission to include your child in these promotional materials.

Staff Relationships Outside of Y Program

For the safety and protection of your child and our staff, Y employees are not allowed to babysit for program participants, spend time outside of the program with your families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

Drop Off & Pick Up Procedures

Camp Hours

All camps will be held from 9am-4pm each day; however, adventure, sports, and kinder campers may take part in Before & After Camp Care at no additional cost. This program will begin at 6:30am and end at 6pm. Specialty Camps are half day 8AM-Noon with no before or after care. There is no before or after care for MOVE Camp or Huntertown Camp.

Sign-In & Sign-Out

We utilize a carpool line for both drop off and pickup. Parents are not allowed to come into the building while the carpool line is open to limit the number of people in the building. The carpool line is staffed from 6:30AM-9AM and from 4PM-6PM. If you come to pick up in between those times you will need to come into the building and go look at the bulletin board outside of the Room A Childcare Room and find your child's group. You will then need to walk to their current location and show their camp counselor the carpool tag. You will be emailed a carpool map. Please make sure you have your carpool tags displayed each day and your bring your ID. For your camper's protection, only people authorized in writing by the parents/guardians may pick up your child. If someone other than those authorized on the registration form is to pick up your child, you must notify the Childcare Services Director in writing or give them your carpool tag. The staff will ask anyone who is unfamiliar to them for identification to check the authorization form. Any restricted individual must have court ordered documentation on file with the Childcare Services Director.

Early or Late Pick-Up

Please inform staff ahead of time if you plan on picking your child up early. This is especially important in time sensitive situations such as a doctor's appointment. Without prior notification, the sign out process should be expected to take *at least* 10 minutes between 9 A.M. and 4 P.M.

The Day Camp Program ends at 6:00 P.M. (Noon for Specialty Camps) daily. A late pick-up fee will be assessed after the program closes. There will be an additional charge of \$1.00 per child per minute charged to your account on file.

Parents/guardians who have not notified the Childcare Services Director that they will be late can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as the YMCA staff members.

- **6:00 P.M.** Program closes. Staff begins calling parent/guardian contact numbers to check for problems or miscommunications. If contact is not made, alternate contacts listed on the Registration Form will be called.
- **6:30 P.M.** Staff member in charge will contact local authorities and the Childcare Services Director to apprise them of the situation.
- **6:45 P.M.** If there is no contact from the parent/guardian and no other safe option, the child will be turned over to the city or county police department.

Illnesses & Injuries

Camper Illness

If a camper has a temperature of 100 degrees or over, is vomiting, or shows other signs of illness, parents are asked to keep the camper at home. Your camper should not return to camp after an illness until they have been symptom free for 24 hours or are otherwise cleared by a doctor's note. Please be sure to alert staff of any changes in your child's medical needs daily.

Illnesses Occurring During Program Hours

If your child becomes ill during camp, they may be isolated from other children and you will be contacted to pick him or her up within 1 hour from time of first call. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. You will be asked to take your child home if they have a fever, are vomiting, or showing other signs of illness.

Communicable Disease and Head Lice

Communicable diseases are diseases that are transmitted from one individual to another and easily spread among children. Common communicable diseases among children are pink eye, ringworm and chickenpox.

- The YMCA reserves the right to inspect your child's head in the event lice is suspected in order to protect all of the other students, staff, and parents.
- In the event nits/head lice are found among your child, a parent/guardian must pick-up the child within one hour of the notification.
- The YMCA will notify all parents of all nits/head lice cases when found or reported.
- Children with nits/head lice must not return to the YMCA Day Camp Program until 24 hours after first treatment is completed.

Injuries during program hours

In the event that your child is injured during camp hours, the YMCA will contact you by phone if:

- 1) Your child sustains a head injury of any kind (head bumps included)
- 2) Your child is in need of medical assistance beyond basic first aid provided by the YMCA

Illnesses & Injuries continued

Confidentiality

Children's records are kept within groups, as staff needs to access them regularly.

Medication During Program

Any medication which needs to be administered during program hours must:

- Be accompanied by a "Permission to Medicate" Form with a Dr.'s signature.
- Be brought in its original container with the child's name, physician's name, and drug name on the container
- Have specific Doctor instruction for dosage, times, etc.
- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
- Staff cannot split pills or administer amounts other than specified on bottle.
- We cannot administer medications one on one, in a private setting, or if it violates our child abuse prevention policy.

Allergies

The YMCA is only made aware of children with allergies through the health form that you fill out during registration. If your child has a severe allergy, please be sure to notify the YMCA staff with any additional instructions before their camp session starts. If your child needs medication or emergency intervention due to allergic reactions, the proper forms (noted above) must be completed and turned in before YMCA staff can administer medications.

Behavior Management Procedures

Philosophy

The YMCA strives to maintain a positive approach to managing children's behavior at all times. The overall safety of all children is our highest priority.

Process

In cases of inappropriate behavior, the following will be employed:

1. **Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to alternate form of behavior. A verbal warning will be given at the onset of inappropriate behavior.
2. **Removal from the Specific Activity:** When a warning has been issued and behavior has not changed, removing the child from the activity for a personal time out is necessary.
3. **Behavior Reports:** When staff are not successful in correcting behavior, or the behavior is of a serious nature, a behavior write-up will occur. The write-up will be discussed with the child and parent, and requires a parent/guardian signature.
4. **Removal from the Program for Inappropriate Behavior:** If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program. If your child is removed from one of the YMCA of Greater Fort Wayne locations, they cannot enroll in another camp during the same session. To return the next session, a parent conference will be required and re-enrollment will be on a trial basis.

Serious Behavior Issues

When a child has a serious discipline problem, the parent may be called by staff and asked to pick up the child. The child may be suspended from the program for a period of one to five days or may be removed from the program entirely. No child will be allowed to continue in the program who becomes a safety hazard to him/herself or others. In addition to behavior management procedures outlined above, parents must be aware that a child may be released from the program, without refund, for the following misconduct:

- Leaving Y care premises without permission, or going into unauthorized areas
- Using foul language, being discourteous to staff or other children, or any demonstration of sexual contact/words
- Defacing property
- Physical Violence (fighting, biting, putting hands on another child, threatening)
- Bringing or using any illegal substances and weapons
- Any behavior that jeopardizes the safety of staff or participants
- Stealing

Behavior Management Procedures continued

Other Behavior Related Issues

No staff member will ever strike, swear at, abuse, or threaten with physical intimidation either a child or parent. Staff may need to physically assist your child if they are in imminent danger. No staff member will allow a child to be stricken, sworn at, abused or physically intimidated by anyone else in the program. No staff member will ever solicit or accept gratuities in consideration for any treatment of a child.

Parent Conferences

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Conferences may be requested after multiple behavior reports. Staff will make every attempt to better provide

Payment

for a child's needs when we are made aware of these changes.

Deposits

A \$15 *non-refundable, non-transferable* deposit per camp sessions is due at registration. This deposit is to hold your child's spot in the camp weeks of your choice. The deposit will be applied towards each week of camp.

Balance

The balance for the session your child will be attending camp is due the Monday prior before the week begins.

How to Cancel a Week of Camp

You must call the Parkview YMCA 2 weeks **prior** to the payment due date for the week you are cancelling (this would be 3 weeks before the date of attendance). If you do not call 2 weeks prior to the payment due date you will be responsible for paying 50% of that week's cost. Cancellations will not be granted at all with less than one week's notice from the day of attendance. Cancellations can only be made through the Director over your child's camp. All deposits are non-refundable for all reasons for holding your child's spot.

Financial Assistance

We believe that no one should be turned away due to the inability to pay. Our Annual Campaign is a Y initiative that provides scholarships for programs and memberships to children and families in need. Those families unable to pay the full cost of participation are encouraged to apply.