



2025



Parent Handbook
PARKVIEW FAMILY YMCA

MOVE: Teen Summer Series
June 2nd - August 1st, 2025

Welcome to the Parkview Family YMCA

MOVE: Teen Summer Series

Hello! Finally, summer is here and we are looking forward to making an impact in our community. Our staff is well-equipped and passionate about working with your teen and facilitating a meaningful, fun filled experience. Please, never hesitate to contact us with any concerns or questions you may have. Let's have a great summer!

Thanks!

YMCA MOVE Director, Coordinator & 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 participant.

YMCA MOVE: Teen Summer Series Goals

Specific Goals Include:

- Develop leadership skills through trips, trainings and group projects.
- Explore making a difference in your community through community service projects.
- Build a healthy spirit, mind and body by engaging in activities that challenge you to be your best self.
- Experience team building while making new friends.
- Travel around Fort Wayne and emerge yourself in different cultures.
- Hands on learning with camp role models.
- Life skill development through activities that encourage emotional intelligence, confidence and compassion.

Staff Contacts:

MOVE: Teen Summer Series

Primary Contact

Brielle Thielke

Teen Coordinator

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Secondary Contact

Janel Herring

Youth and Family Director

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Parkview YMCA

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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.



MOVE aims to provide Meaningful Opportunities for Volunteering and Education for teens entering 6th through 9th grade. During the summer series teens will participate in activities that will build a sense of community, character development, core values and confidence through service projects and hands on leadership experiences.

MOVE Teen Summer Series, is an engaging summer program providing week long service and hands on learning projects. MOVE runs Monday-Friday, 9:00am – 4:00pm. Parents/ Guardians are responsible for signing-in their child at the front desk and being in the teen room by 9:00am each day of camp. If you are not able to sign them in please let the Director or Coordinator know your teen is responsible for signing themselves in. There will be no before or after care provided. Teens 11 and up are allowed to be in the YMCA by themselves until the start of the program or picked up.

Youth will be traveling by foot or on YMCA mini buses to service the community and engage in hands on learning projects in the Fort Wayne area. Some places that we may visit this summer include Community Harvest Food Bank, StoryPoint, Neighbor Link and more.

Under the supervision of certified and trained YMCA adult team leaders, youth will take time to learn about and volunteer for each individual agency they will serve. Staff and youth will discuss the goals of each project and end each day with a reflection process. In addition, the group will engage in meaningful conversations and activities around building a healthy spirit, mind and body as well as how to be caring, honest, respectful and responsible.

General Summer Program Information

Admissions Criteria

MOVE: Teen Summer Series participants must be entering 6th through 9th grade in August 2025.

Equal Access

We serve all teens 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 teens, whatever their needs, can learn and develop in a happy, caring, and educational environment. We strive to include everyone, but take into account the safety and well being of all participants when determining the participation of any single youth. Decisions are made on a per case basis.

Lost and Found

Lost and found items can be found by inquiring about them at the front desk. The Parkview Y is not responsible for lost items.

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 teen in these promotional materials.

Feminine Needs

On occasion, females may need personal products. Please pack enough for their needs, and in an emergency. Counselors will also carry supplies if needed. Please let the director/Coordinator know if you have any questions!

Lunch/Snack Procedure

All participants are required to bring their own lunch each day of camp. Some days a snack may be provided but participants should not anticipate food being provided regardless of activities. Please be aware that we will not be sharing food and will respect other teens lunch choices.

Staff Relationships Outside of Y Program

For the safety and protection of your teen and our staff, Y employees are not allowed to babysit for program participants, spend time outside of the program with your family, 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.

Swimming

Test. Mark. Protect.

All swimmers 13 years of age and younger are required to pass a swim test before being allowed into the deep end of the Y pool. 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 teens counselor.

Green Band Approved: Teens can swim in any area of the pool unassisted.

Not Approved: Teens must stay in water no deeper than below the shoulder line.

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.

Late Arrival and Early Pick Up Procedures

Late-Arrival & No Show Procedure

MOVE camp could be leaving the Parkview YMCA for activities as early as 9:05am. It is imperative that your teen arrives on time. We will not be able to wait for late arrivals. If you know that your teen will need to be dropped off later in the day, we can arrange for you to meet us at our current location within the City of Fort Wayne. Communication with Brielle Thielke, Teen Coordinator is key in making the late-arrival successful.
(P): 260.755.4867; (E): brielle_thielke@fwymca.org)

Beginning at 8:55am we will use the sign in sheet to verify who will be participating in the MOVE program for the day. If your child is signed in and is not in the teen room at 9am we will give a courtesy call to the parent see if your child is participating that day. Communication with your teen on being responsible for their own actions and arriving on time at 9am will help make our program begin promptly. We will not be able to wait for late arrivals.

Early-Pick Up

MOVE potentially could not be returning to the Parkview YMCA branch until 4:00 pm to 4:15 pm each day. Due to exploring and volunteering for agencies across Fort Wayne; we will not always be at the branch. Any early-pick ups will need to be arranged with Brielle Thielke, Teen Coordinator.
(P): 260.755.4867; (E): brielle_thielke@fwymca.org)

Drop-Off/Pick-Up Procedures

Drop-Off and Pick up

MOVE begins at 9:00am each day. There will be no before and after care provided for MOVE participants.

Once the teen is signed in they are released to the YMCA facility until 9am when the program begins. According to our YMCA policy all youth ages 11+ can be on their own in the facility. **You MUST come in and sign in your child at the front desk-this or inform us ahead of time they are responsible for signing themselves in. This ensures we know they are supposed to be here and participating for the day. You do not need to sign them out at the end of the day.**

If your teen *is* a member of the YMCA of Greater Fort Wayne and is at least 11 years of age they can use the YMCA facility before 9am and after 4pm. For your teen to use the Wellness area they have to complete youth fit. To register for that stop by the front desk and reserve a time to complete it.

If your teen *is not* a current member of the YMCA of Greater Fort Wayne but is at least 11 years old, then the option to use the YMCA facility once dropped off or released from the MOVE program for the day is limited to only the lobby and teen room until the program begins or they are picked up.

Any time spent in the YMCA by your teen before 9am and after 4pm will not be under the direct supervision of a YMCA staff member. We expect your teen to follow all YMCA policies and procedures while using the YMCA facility and in the MOVE program.

MOVE Campers will not be using the carpool line for pick up UNLESS you have children in the other camps

Dress and Electronic Policies

What to Bring/Pack

All MOVE participants are asked to bring a backpack for our program. Please pack the following items everyday:

1. Closed toed shoes
2. Non-refrigerated lunch and snack.
3. Water bottle
4. Sun Screen and bug spray
5. Swim suit and towel
6. Pen, pencil, paper
7. Lock for lockers

What to Wear

Part of the MOVE program will involve volunteering at local agencies. Due to strict guidelines with different agencies we suggest wearing the following

1. Comfortable neutral work clothes
2. Sunglasses
3. Bandannas or Hats
4. Hair ties for teens with long hair

Please be mindful of weather conditions each day and bring an extra jacket, umbrella or other weather related items as needed.

Cell Phone and Electronics Policy

Teens are allowed to bring their cellphones during MOVE, but will **not** be permitted to use them without permission from staff. If you need to contact your child you must call the Teen Coordinator, Youth and Family Director, or the front desk of the Parkview YMCA. As always we are not responsible for lost, stolen, or broken items.

Payments

Deposits

A \$15 *non-refundable, non-transferable* deposit per MOVE week is due at registration. This deposit is to hold your teens spot in the MOVE program on the weeks of your choice.

Balance

Payment for the week your teen will be attending MOVE is due the **Monday before the week begins**.

How to Cancel a Week of Camp

You must call 3 weeks *prior* to the week of attendance to cancel a week of MOVE and receive a full refund. Please see attached payment due date and refund schedule for further information on refunds. You must contact the Teen Coordinator or Youth and Family Director to cancel a week of camp.

(P): 260.755.4867; (E): brielle_thielke@fwymca.org)

(P): 260.755.4858; (E): janel_herring@fwymca.org)

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, please call the Parkview Family Y at 260.497.9996 or download an application from the website. Once approved you will receive an award letter.

Illnesses & Injuries

Illness

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

Illnesses Occurring During Program Hours

If your teen becomes ill during the MOVE program, they may be isolated from other participants and you will be contacted to pick him or her up. The YMCA is not equipped to handle illness beyond securing their immediate comfort. You will be asked to drive to our current location take your teen 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.

1. The YMCA reserves the right to inspect a MOVE participants head in the event lice is suspected in order to protect all of the other students, staff, and parents.
2. In the event nits/head lice are found among your teen, a parent/guardian must pick-up them up within one hour of the notification.
3. The YMCA will notify all parents of all nits/head lice cases when found or reported.
4. Participants 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 teen is injured during MOVE hours, the YMCA will contact you by phone if:

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

Medication During Program

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

1. Be accompanied by a "Permission to Medicate" Form with a Dr.'s signature.
2. Be brought in its original container with the teens name, physician's name, and drug name on the container
3. Have specific Doctor instruction for dosage, times, etc.
4. No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
5. Staff cannot split pills or administer amounts other then specified on bottle.

Allergies

The YMCA is only made aware of allergies through the health form that you fill out during registration. If your teen has a severe allergy, please be sure to notify the YMCA staff with any additional instructions before their MOVE session starts. If your teen 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 behavior at all times. The overall safety of all participants 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 teen understand the inappropriateness of his or her actions and agree to an 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 teen 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 teen and parent, and requires a parent/guardian signature. If a child receives three write-ups, a parent conference will be required.
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.

Serious Behavior Issues

When a teen has a serious discipline problem, the parent may be called by staff and asked to pick up the teen. They may be suspended from the program for a period of one to five days or may be removed from the program entirely. No teen 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 teen may be released from the program, without refund, for the following misconduct:

1. Leaving the MOVE premises without permission, or going into unauthorized areas
2. Using foul language, being rude or discourteous to staff and other children
3. Defacing property
4. Physical Violence (fighting, biting, putting hands on another child, threatening)
5. Bringing or using any illegal substances and weapons
6. Any demonstration of sexual contact/words
7. Any behavior that jeopardizes the safety of staff or participants
8. Stealing

Other Behavior Related Issues

No staff member will ever, strike, swear at, abuse, or threaten with physical intimidation either a participant or parent. No staff member will allow a participant 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 participant.

Parent Conferences

Informal or formal conferences may be requested by staff or parents regarding their teen's behavior. Conferences are requested after multiple behavior reports. Staff will make every attempt to better provide for a teens needs when we are made aware of these changes.



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FOR SOCIAL RESPONSIBILITY**