Afterschool and Summer Camp at the Y

MEMORIES
BELONGING
FRIENDSHIPS

Parents’ Manual
Summer 2020

Policies & Procedures
Afterschool and Summer Camp
Ages 5 through 12 years

www.ymcasems.org
Dear Parents,

We appreciate the confidence you have placed in the YMCA by entrusting us with your most precious asset... your child. We promise to do all we can to make your choice the right one. It is our intention to provide your child with a loving and caring atmosphere through guidance and training.

The next several weeks will contain some special challenges. All children go through an adjustment period when dealing with new situations. Being accepted as part of a group is a big event for children. Since each new child deals with change differently, we observe each closely to ensure a smooth transition.

Our goal is to provide a positive environment and variety of experiences that will allow your child opportunities to grow. The YMCA challenges children to accept and demonstrate positive values. Respect, Responsibility, Honesty, Caring and Faith are values emphasized in all Y programs.

This booklet contains the policies and procedures that govern our Day Camp Programs. We encourage you to get to know your child’s counselors. Speak to our staff about all aspects of your child’s experience and let us know of any special needs your child might have. We know you and your child will find your time at the Y a positive experience.

We look forward to working with you and your child.

Sincerely,

Ann Culpepper
Interim Executive Director
The Family YMCA
TYPES OF CHILD CARE SERVICES

**After School Camp:**  
**Ages: K5 – 12 years**
Supervised activities for youth **grades K-6th:** We offer swimming, games, sports, exercise activities and a study time for those who want to complete their homework before going home.

**Date:** August thru May  
**Time:** School’s Dismissal until 6:00 p.m.  
(NO LATE PICK-UPS – see page 3 #4)

We offer transportation service from several area schools. Call Hattiesburg or Petal for more information.

**School’s Out and Holiday Camp:**  
**Ages: K5 – 12 years**
A full day of fun for Kindergarten-6th graders when school is dismissed for staff development or holidays.

**Time:** 7:00 a.m. – 6:00 p.m.  
(NO EARLY ARRIVALS see page 4 #5)  
(NO LATE PICK-UPS see page 3 #4)

**Summer Day Camp:**  
**Ages: 5 – 12 years**
Fill your child’s summer with fun activities, such as swimming, physical activities and more. Weekly themes will enhance your child’s mind and activities.

**Date:** May thru August  
**Time:** 7:00 a.m. – 6:00 p.m.  
(NO EARLY ARRIVALS see page 4 #5)  
(NO LATE PICK-UPS see page 3 #4)

**Locations:**  
The Family YMCA: 3719 Veterans Memorial Dr.  
Hattiesburg, MS 39401 601-583-4000

Petal Family YMCA: 547 Hillcrest Loop  
Petal, MS 39465 601-583-9399
POLICY AGREEMENT

1. ENROLLMENT
   A. All families who use our service are encouraged to become a YMCA Member due to substantial discounts received.  
   B. As a member, tuition is discounted $20 per week off the non-member rate.  
   C. Full Time registration will be required for Summer 2020 enrollment.  
   D. Families receive a $5 discount for each additional child registered. This applies to members and non-members.  
   E. Waiting lists will be used when spots are filled, compiled on a first come, first served basis.  
   F. Your child is guaranteed a spot as long as your account is current. (See C. below).

2. FEES AND TUITION
   A. Fees can be paid by cash, check or debit/credit card. Checks are to be made payable to The Family YMCA or Petal Family YMCA.  
   B. Tuition for Full-Time summer camp is based on the entire summer; (from the scheduled beginning date of camp until the scheduled closing date of camp regardless of attendance OR all remaining weeks of Summer Camp from date of registration to the scheduled closing date of camp regardless of attendance.)  
   C. Payments are due on Thursday the week before attendance. Account balances must be kept current  
      • Any childcare account not paid up to date in full by the Friday prior to the next week of service, will be assessed a $10 fee.  
      • Failure to pay for a week of summer camp not attended will result in your child’s space being given to the next child on our waiting list and you will be charged full fees for the week of absence.  
      • Your child’s space will not be held without payment. Re-enrollment will only be allowed if space provides.

3. HOLIDAYS DURING THE SCHOOL YEAR
   Camp will be open throughout the year for afterschool care, summer camp and holiday/teacher work days with the exception of the following holidays: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, 1:00 p.m. Christmas Eve and all day Christmas Day. If a holiday falls on a weekend, the Camp will close on the following Monday to compensate. If additional closings occur, the Director will give sufficient notice.

4. LATE PICK-UP CHARGES  
   Children must be picked up NO LATER than 6:00 p.m.  
   Our Child Care is licensed for operation from 7:00 a.m. – 6:00 p.m. only  
   • A late pick-up fee of $5 per child for every five (5) minutes late will be assessed and added to your bill.  
   • After 30 minutes: if you are more than 30 minutes late without notifying the YMCA Child Care Department, the YMCA is obligated by Mississippi Law to notify the Police Department.  
   • A YMCA staff member will remain with the child until a parent/guardian or authorized person arrives.  
   • Your child MAY NOT be transferred by YMCA staff to ChildWatch to await your arrival. However, YMCA members may sign children out from Camp and then in to ChildWatch (with a scheduled reservation) while parent remains in the building.

5. SIGN-IN AND SIGN-OUT  
   No child is to arrive BEFORE 7 am.  
   According to Mississippi State Department of Health Regulation Policy, each child should be signed in and out each day by an authorized individual. There is a strict penalty established by the Mississippi Department of Health regarding the early drop-off and late pick-up of children.
A child not signed in will not be officially in our program. The parent/guardian or authorized individual of any child dropped off without accompaniment will be called back to sign the child/children in.

The parent or guardian must bring the child into the facility and sign their name (parent or guardian) and the arrival time by the child’s name on the attendance sheet no earlier than 7:00 am.

This procedure must also be followed at sign out.

If you wish to have someone pick up your child other than those persons listed on your enrollment application, we must have a written authorization, hand delivered to the Child Care Director. THIS PERSON AS WELL AS ALL PEOPLE LISTED TO PICK UP THIS CHILD MUST PRESENT A PICTURE ID. No phone calls accepted.

6. TRANSPORTATION

Parents are expected to provide transportation to and from camp or make appropriate arrangements for busing.

- Staff members are not allowed to transport child enrolled in our program to or from the YMCA.

<table>
<thead>
<tr>
<th>Transportation Policies and Procedures</th>
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<tr>
<td>The Family Y is responsible for the safe transportation of an enrolled child, when such transportation has been authorized by the parent. This assumption of responsibility is subject to the following conditions and limitations.</td>
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1. Only the Director or a staff member assigned by the Director when transporting enrolled children may drive our van or bus. The vehicle will be maintained in safe condition to the best of our knowledge.

2. Information about insurance on our vehicles can be obtained from the YMCA Finance Director, 601-583-4000.

3. No child under the age of two and a half can be transported by The Family Y or individuals without an approved safety seat according to Mississippi license regulations.

4. All children and volunteers transported by The Family Y staff must wear a seat belt. When parked on the street or in any traffic way, children will enter and leave the bus from the curbside. No child will be allowed to cross a street or traffic way without adult escort.

5. Good order in the vehicle is essential to safety. Play will not be tolerated and we reserve the right to refuse future transportation services to any child when that child’s behavior is considered to be unsafe. Examples would include refusal to keep a seat belt on, not remaining in his/her seat or excessive and distracting noise.

6. There will be no exception to the above policies other than in a medical emergency.

7. HOMEWORK POLICY

Children will have an opportunity to complete homework Monday thru Thursday of each school week.

- One (1) hour is allocated as homework time for children to work on or complete their assignments.
- Counselors are available only to answer questions.
- It is the child’s responsibility to be honest about homework.
  - Counselors cannot make a child complete assignments.
  - Counselors cannot search backpacks for incomplete work.
- Homework that is not finished within this time frame will need to be completed at home.
8. RETURN CHECK CHARGE
A $30.00 charge will be assessed for checks and bank drafts returned by the bank for any reason. This fee will be charged to your account. YMCA fees associated with returned payment and the $30 bank fee must be paid along the next weekly payment in order for child to remain enrolled.

9. WITHDRAWAL POLICY
- **Withdrawal from Summer Camp 2020 will result in losing your child’s place in camp;** children absent from camp without payment for the week not attended will lose their place.
- Notice of withdrawal must be received by Thursday of the week prior to last day of attendance.
- Failure to notify the YMCA of withdrawal the week before last date of attendance will result in payment for 1 additional week.
- There are a limited number of spaces available for camp. Withdrawal from camp will result in your child’s space being offered to the next child on our waiting list. To hold your child’s space when absent, full week payment must be made for week(s) unattended.

10. CLOTHING
Clothes should be clearly marked with your child’s full name. Please dress your child in washable and comfortable play clothes.
- We recommend children wear athletic type shoes.
- **NO OPEN TOE SHOES ARE PERMITTED. THIS INCLUDES SANDALS or FLIP-FLOPS, due to camp activities. HEELLY’S WITH ROLLERS ARE NOT PERMITTED**
- If your child will be swimming, make sure they bring a towel and swimsuit.
- No T-shirts, cut-offs or boxer shorts are permitted for swimming.
- Children will not be permitted to call home for swimsuits.

11. FOOD
The Family Y ChildCare Programs, where applicable, will meet the nutritional guidelines set forth by DHS.
- We provide mid-morning and mid-afternoon snacks or you may pack your child/children a snack of their choice.
- We also supply breakfast and lunch.
- Please have your child **eat breakfast before arrival** at camp if they will be arriving after the designated breakfast time. Check with Child Care Director for times breakfast is served.
- During full day camps during the school year, children should bring a non-perishable and prepared to be eaten lunch and drink.
  - **We are not able to heat, cook or refrigerate** your child’s food.
  - **USE OF VENDING MACHINES IS NOT PERMITTED DURING THE CAMP DAY.**

12. TOYS, MONEY AND OTHER OBJECTS FROM HOME
Please refrain from allowing your child to bring personal items or toys from home. These items could become lost, broken or stolen and feelings will be hurt when they are not shared. **This includes cell phones, I-pads, or other electronic items.** If your child should bring one of these items, it should remain in their backpack and in their locker. **The Family Y and/or Petal Family Y is not responsible for the loss of personal items brought from home unless the item is for a specific YMCA activity.** We discourage participants from carrying money except on special occasions. Children can bring sunscreen to use during the day.
13. FIELD TRIPS
Field trips and nature walks are considered an integral part of the education program and will be taken periodically. Responsible adult supervision is provided for these excursions. Advance notice will be given to each parent informing him or her about upcoming field trips. The consent form is part of the application.

14. RELIGION
It is not the intent or desire of The Family Y or its staff to promote one religion or denomination over another. It is our hope, however, that the example we set and the values of Caring, Honesty, Respect, Responsibly, and Faith we teach are acceptable to those we serve regardless of their religion. We do have a devotional in the morning and say a blessing before meals, and we do celebrate Christmas and Easter.

15. VISITING
We invite you to visit our facilities at any time and want you to feel free to ask questions. Please consult with the Director or your child’s counselor should any concerns arise. Parents and caregivers must work together if your child is to receive the maximum benefit from their childcare experience. We encourage parent involvement!

16. DISCIPLINARY POLICY AND PROCEDURES
We encourage children to practice the core values of the YMCA...CARING, HONESTY, RESPECT, RESPONSIBILITY, and FAITH.

The Child Care Program will follow an assertive discipline policy. All of the children will be presented with the rules and the consequences for breaking those rules. The discipline used is time out, where the child is placed away from the group for a specified period of time. (See policy after this section) If the problem continues:

1st Offense: Time Out
2nd Offense: Parent Contacted
3rd Offense: Suspension from the program
   (1st suspension one (1) day)
   (2nd suspension length determined by the Director)

If your child cannot function in a group environment, we reserve the right to temporarily or permanently dismiss your child from the program. There are several rules that are to be followed by all participants. These rules will be reviewed on multiple occasions with your child by the staff.

FIGHTING WILL NOT BE TOLERATED

1st Offense: Your child will be removed from his/her group for fighting, you will be notified immediately and asked to pick up your child.
2nd Offense: We reserve the right to temporarily or permanently dismiss your child from the program.

As a parent, if you help your child understand the rules at the YMCA, there should not be a problem and we will have a GREAT, FUN YEAR!
DISCIPLINE POLICY

The Family Y Child Care Programs disciplinary practices shall be geared toward teaching the child acceptable behavior to help build self-esteem with consistent and individualized levels of understanding and never be humiliating, frightening or physically harmful to the child.

1. Absolutely no corporal punishment or total isolation will be used.

2. Class rules will be reviewed by counselor.

3. If violent behavior occurs, the child will be removed from the situation to prevent harm to the other children.

4. If unacceptable behavior occurs, or a child repeatedly breaks a class rule, "Time Out" shall be used. "Time Out" regulations are as follows:

   Five years - not to exceed 5 minutes (privileges may be restricted)
   Six - Twelve - not to exceed child’s age in minutes (privileges may be restricted)

5. We enforce a hands-off policy at the YMCA, and fighting will not be tolerated. If your child is removed from his/her group for fighting, the parent will be notified immediately. If the behavior continues, a child can be asked to withdraw from the program.

6. If a child repeats the same offense two or more times, a parent conference will be held and documented.

7. Children will be verbally praised for positive behavior patterns.

8. Children will be recognized for behavior improvements even if desired behavior has not been mastered.
DRILLS

1. Fire drills and disaster drills are practiced every month. A complete plan has already been arranged and is posted.

If an emergency occurs, that would require evacuation, the Hattiesburg Y children will be taken to the main pavilion at Tatum Park (behind the Y off Veterans Memorial Dr.) and Petal Y children will be taken to the pavilion at City Park (directly across from the Y). For further directions, tune to the local radio or TV station.

ILLNESS, ACCIDENTS & INJURY

1. Should your child have a contagious disease, please let the Director know immediately so that other parents can be notified.

2. A child who has been absent from the program because of a contagious disease must, upon his/her return, bring a written statement from their doctor. This statement must indicate that the illness is no longer contagious, what the illness is, and how it is being treated.

3. In cases of sudden illness or an accident resulting in injury which occurs at the facility, the child will be kept under observation and control by The Family Y personnel until the parent or another properly designated person takes charge of the child.

4. The following procedure will be followed in a potentially life threatening situation:
   a. Rescue emergency services will be called
   b. Parent/Guardian will be notified
   c. The child will be covered to prevent shock
   d. The child will be transported to a medical facility, accompanied by a Y Staff member.

5. In case of an emergency that requires your child to be transported to a medical facility, The Family Y/Petal Family Y will not assume responsibility for medical costs which are incurred. You will be responsible for these costs.
   a. We expect you to have personal medical insurance to respond to your child's sickness or injury.
   b. In the event you are unable to afford personal insurance, you will be expected to carry "CHIP", (Children's Health Insurance Program, from the State of Mississippi).
   c. Insurance carried by The Family Y/Petal Family Y is designed to be secondary to your personal insurance.
   d. In the event the secondary insurance from The Family Y is utilized, you will also be responsible for the $100.00 deductible per injury.
POLICY ON MEDICATION

1. The Mississippi State Department of Health stipulates that The Family Y is permitted to give medication to your child only if the following criteria is met: A) it is a prescription medication (no over the counter medication may be given) B) a daily medical consent form is completed. This form must be given to the Camp Director along with the medication. C) medication can only be administered if it is the mid-day dose. Only one (1) dose per day.

2. The Mississippi State Department of Health requires that your child’s medication Must be in a labeled prescription bottle with name and dosage to be administered. Be sure to complete a daily medical form so that all medication will be administered at the correct time and the correct dosage will be given.

3. The children should refrain from bringing their medicine into the program. This is to be brought in by adults only and a daily consent form signed. Please do not leave medicine in school bags. This includes ointments, aspirin, vitamins, cough drops, etc.

4. All medicine left at the YMCA for longer than three (3) days past the dates you specified to be given, will be thrown away.

BAD WEATHER

The Family Y and Petal Family Y will close for bad weather only during potentially dangerous situations, such as tornadoes, hurricanes and snow. Listen to your radio or TV for closings. Field trips will be rescheduled (when possible) if canceled due to inclement weather. Since it is impossible to contact/call each parent by phone (as we are caring for your child) stay tuned to local television and radio stations for updates.

PHOTOGRAPHY/VIDEO PERMISSION

To promote The Family Y and its’ activities, we often photograph the children while they are active in our programs. A consent form is a part of your application.
CODE OF CONDUCT FOR STAFF

All staff members and volunteers will be trained using the YMCA Child Abuse Prevention Training Format. This training program is for the safety of the child and of the staff member.

1. No staff member or volunteer may be alone with a child where others cannot observe them.

2. Staff will never leave a child alone.

3. Staff will conduct or supervise private activities in pairs – diapering, putting on bathing suits, showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.

4. Any type of abuse from the staff will not be tolerated and will be cause for dismissal. Only positive techniques of guidance will be used.

5. Staff noticing any fever, bumps or bruises on a child will address these issues to the parent or child in a non-threatening way. Any questionable marks or responses will be documented and reported if necessary.

6. Staff will respect the child’s rights not to be touched in ways that make them feel uncomfortable, and their right to say no.

7. Staff may not be alone with the children they meet in the YMCA programs outside of The Family Y. This includes baby-sitting, sleepovers and visiting children in homes.

8. Staff members are not to transport children in their own vehicles.

9. **Under no circumstances should staff release children to anyone other than the Authorized parent, guardian or other authorized adult on file with the Y and presenting picture ID.**
CHILD CARE REGULATIONS SUMMARY

A license to operate a child care facility has been required by law in Mississippi since 1972. In the 1990 regular session of the legislation, the law was revised to provide regulation of child care up to age 13 for any part of a 24 hour day.

New regulations require that childcare facilities provide parents with information concerning their policies and procedures which should include this summary of the licensing standards. These standards include the following:

1. Purpose of child care licensure, legal authority and definitions
2. Types of licenses, display and licensing requirements
3. Facility policy and procedures
   a. administration and operating information
   b. arrival and departure procedures for children
   c. program and activities information
   d. health and emergency procedures
   e. summary of the licensing regulations
4. Personnel requirements
5. Records and reports
6. Staffing ratios (number of caregivers to number of children), groupings
7. Program of activities (daily schedule), equipment, toys and materials
8. Building and ground requirements
9. Health, hygiene and safety
   a. staff and child health and hygiene
   b. cleaning of toys and equipment
   c. animals and pets
   d. fire/disaster drills
10. Nutrition and meals
11. Discipline and guidance (Corporal punishment is prohibited)
12. Transportation
13. Infant/Toddler care – diapering, toileting and feeding
14. Rest periods
15. Swimming and water activities
16. Children with special needs
17. Night care, school age care, summer day camps and hourly child care
18. Hearings, emergency suspensions, legal actions and penalties
19. Appendices
   a. Appendix A - Youth Court Act (Child abuse and neglect)
   b. Appendix B - List of reportable diseases
   c. Appendix C - Minimal standards for nutritional care
   d. Appendix D - Playground area and equipment
   e. Appendix E - Dishwashing procedures

The childcare center must have a copy of the regulations available for parents to review when requested. Contact the Mississippi State Department of Health if you have any questions, problems or complaints by calling (601) 960-7613. Complaints must reflect a clear violation of the regulations.
MISSISSIPPI CHILD ABUSE LAW

43.21.353. (1) Any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer, or any other person having reasonable cause to suspect that a child brought to him or coming before him for examination, care or treatment, or of whom he has knowledge through observation is a neglected child or an abused child, shall cause an oral report to be made immediately by telephone or otherwise and followed as soon thereafter as possible by a report in writing to the Department of Public Welfare and immediately a referral shall be made by the Department of Public Welfare to the intake unit and where appropriate to the youth court prosecutor. Upon finding evidence that a child has been abused the Department of Public Welfare shall promptly notify the district attorney’s office in writing within seventy-two (72) hours. When the knowledge or suspicion of such neglect or abuse of an attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister or any law enforcement officer is pursuant to the performance of services as a member of the staff of a hospital, school, child care center or similar institution or law enforcement duties, he shall notify the person in charge of the institution or his designated delegate, who shall report or cause a report to be made regarding said child. Such report shall contain the names and addresses of the child and his parents or other persons responsible for his care, if known, the child’s age, the nature and extent of the child’s injuries, including any evidence of previous injuries and any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator.

(2) The Department of Public Welfare shall maintain a statewide incoming wide area telephone service or similar service for the purpose of receiving reports of suspected cases of child abuse: provided that any attorney, physician, dentist, intern, resident, nurse, psychologist, teacher, social worker, school principal, child care giver, minister, or law enforcement officer who is required to report under subsection (1).

3. Reports of abuse and neglect, made under this chapter and the identity of the reporter are confidential except when the court in which the investigation report is filed, in its discretion, determines the testimony of the person reporting to be material to a judicial proceeding.

4. Reports made under subsection (1) of the section by the Department of Public Welfare to the district attorney’s office shall include the following, if known to the department:
   a. The name and address of the child.
   b. The names and addresses of the parents.
   c. The name and address of the suspected perpetrator.
   d. The names and addresses of all witnesses, including the reporting party if a material witness to the abuse,
   e. A brief statement of the facts indicating that the child has been abused: and
   f. What, if any, action is being taken by the Department of Public Welfare.

43-21-355. IMMUNITY FOR REPORTING INFORMATION.

Any licensed doctor of medicine, licensed doctor of dentistry, intern, resident, registered nurse, psychologist, teacher, social worker, school principal, child care giver, minister, law enforcement officer or any other person participating in the making of a required report pursuant to section 43-21-353 or participating in the judicial proceeding resulting there from shall be presumed to be acting in good faith. Any person or institution reporting in good faith shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.
The Family YMCA of Southeast Mississippi, Inc.

The Family YMCA

3719 Veterans Memorial Drive
Hattiesburg, MS 39401
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www.ymcasems.org

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The YMCA mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Financial assistance is available for all YMCA programs through funding from the United Way of Southeast Mississippi.