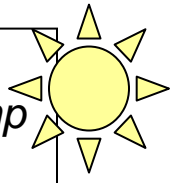


Dear Parents,

Welcome to the Shasta Family YMCA Summer Day Camp Program! We are pleased you have selected our exciting program for your child.

Set in a friendly and safe environment, we are sure you will find your child's time spent with us a delightful and enriching experience. Your child will be part of fun, excitement, sharing, and learning. Your child will inevitably make new friends, have new experiences and their days will be packed with a variety of different activities.

On behalf of the Summer Day Camp staff at Shasta Family YMCA, we look forward to meeting you!!!



PROGRAM GOALS

To provide affordable quality care for children regardless of socio-economic background.

To help children to develop their fullest potential, focusing on:

- ~ The YMCA Four Core Values:
 - CARING – To put the needs of others above myself.
 - HONESTY – To have integrity by being truthful and trustworthy in every part of my life.
 - RESPECT – To value others, treating them as I want to be treated.
 - RESPONSIBILITY – To be accountable for my attitudes and actions.
- ~ Accepting responsibility for one's actions by understanding and accepting the consequences for negative behavior.
- ~ Self-awareness, confidence, and feeling of self-worth.
- ~ Respecting the rights of self and others by learning to protect their rights without violence, and to realize that others have this same right.
- ~ Acceptance of limits and routines by being aware of what is and what is not acceptable behavior.
- ~ Interpersonal relationships.
- ~ Physical skills.
- ~ Health and nutrition.

To deliver the program in a positive environment of safety, support, and care, focusing on:

- ~ Providing that all children be safe and happy in the program.
- ~ Broadening the community, country, and world understanding for children and parents, including experiences that foster exposure to ethnic and cultural diversity.
- ~ Conducting the program in accordance with YMCA operating principles and philosophy.

Our Staff are Unique

The trained camp staff meet your child's social and emotional needs, as well as being organized, creative and able to manage children in group situations. All staff are cleared through the Child Abuse Index. In addition, some staff members have degrees.

The staff recognizes children as individuals who are respected and taken seriously. Children are encouraged to verbalize their feelings. Staff provide an atmosphere of trust and security by helping the children to build self esteem and to solve problems. We will act as facilitators by actively listening, offering praise and by being consistent in a nurturing and positive manner.

The YMCA summer camp staff consistently strives for and maintains these standards to provide excellent care by focusing on the YMCA four core values: Caring, Honesty, Respect, and Responsibility.

POLICIES FOR ENROLLMENT

1. Meet with YMCA child care staff for enrollment and pre-admission information.
2. Parents of children with special needs must call the YMCA to see if the program is an appropriate placement for their child.
3. **Class size is limited!** Mark the sessions on the enrollment packet you wish to reserve for your child. Unless the Y is notified one week in advance of a schedule change, you will be charged for the sessions and days reserved. And, there is no guarantee that space will be available for your child for weeks you have not reserved in advance.
4. When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised upon your return.
5. Children on the waiting list for vacancies will follow first in chronological order, then, in the order that the Y is able accommodate your requested schedule.
6. To confirm registration, please return the enrollment forms indicating your child's starting date and days of planned attendance for each week reserved. Please include the registration fee and the first week's tuition. Upon receipt of the above items, your child's enrollment is confirmed. *(You will not be contacted by the YMCA unless there are questions regarding your enrollment.)*
7. The YMCA cannot enroll your child on the same day your registration packet and payment are received.
8. YMCA Financial Assistance is available for families who qualify. We also accept most alternative payment programs.
9. Scholarship and third party payment arrangements must be made and confirmed prior to attending the program. If the third party agency does not agree to full payment for child care service as set by the YMCA, the parent/guardian is responsible for the remaining fee.

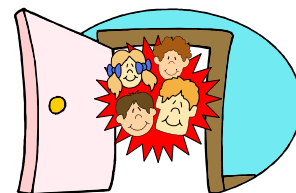
NON-ENROLLED CAMPER

When a child who is not enrolled in the YMCA Summer Camp arrives on the site, the parents will be called. A non-enrolled child will not be able to participate in any camp activities until the registration and tuition fees are paid and the enrollment forms are completed.

Visitation Policy

All YMCA summer camp programs have an OPEN DOOR parent visitation policy; parents may visit at any time. However, care must be taken so that the parent doesn't interfere with implementation of the program. Parents must remember that when at the YMCA summer camp site, our program is governed by the State Department of Education and the Department of Social Services and their regulations will be enforced concerning the following behaviors:

- No inappropriate behavior or language.
- No use or evidence of use of Drugs, Alcohol, or Tobacco products.
- No display of rude or disrespectful conduct directed to staff or children.
- No use or threat of corporal punishment towards children.



CHILD CARE POLICIES

(Complete policies are included in the summer camp enrollment packet.)

1. Parents are responsible for informing the Camp Director and Y office of any change in address, phone, work, or emergency telephone numbers, etc.
2. Parents are to walk their children into the camp site, sign them in upon arrival and out upon leaving.
3. We require **prior notification** if your child is to be absent for **any** reason. Cancellation notices must be received at least one week in advance to keep your account from being charged for days/weeks cancelled.
4. If any camper is enrolled but cannot attend camp for that day, a parent needs to call the Camp Director so we may accurately verify contracted attendance.
5. If a child is ill, he/she may not attend the YMCA camp program.
6. Drop-off and pick-up times for half-day camp segments are strictly enforced to keep safe child/staff ratios. **Parents are strongly encouraged to arrange their schedules so that their children will arrive and leave during the hours reserved and contracted. Non-compliance to this request will result in a \$1 per minute late pick-up or early drop-off fee.**
7. The camp will close promptly at 6:00 pm. A late pick up fee of \$1 for every minute will apply. In the event we cannot reach you or an authorized person by 7:00pm, the Shasta County Child Protection Services will be called.
8. Lunches are not included in the weekly fee. **Lunch must be brought to camp every day, even field trip days.** Nutritious snacks are provided each morning and afternoon. Please advise us of any special dietary needs on the forms provided.
9. The YMCA is not responsible for personal items brought from home.

PROGRAM HIGHLIGHTS

YMCA Summer Day Camp is a great place to be! YMCA camp programs give kids the chance to express their talents in the arts, sports, and other areas of interest, taking full advantage of all the Y has to offer. The following are planned components of the daily program:

- Themes and curriculum plans which are posted at the camp site.
 - Enrichment Clubs are offered as a regular choice and will change frequently to provide a wide range of experiences.
 - Art & Craft projects which are open-ended to encourage creativity.
 - Snack time that encourages good nutrition and participation of the children in preparation and clean-up.
 - Indoor games, puzzles, and building materials which increase cognitive learning, small motor skills, and social skills.
 - Outdoor play and sports games to enhance physical fitness and coordination.
 - 40 Developmental Assets are incorporated into the daily activities.
 - Community service projects and collaborations with outside agencies are a part of regular programming.
-
-

FIELD TRIPS

Field trips are scheduled weekly at our day camp programs. Parents will be notified in advance and will be required to sign a permission slip. Children may walk or take a bus to field trip sites.

Please note: Field trip days and times are subject to change.



In order for your child to go on a field trip, he/she must: Arrive on time (15 minutes before the group is scheduled to leave.) This is necessary to get sunscreen applied, use the restroom, and hear the trip rules and expectations. Water bottle and a hat are suggested.

Shasta Family YMCA Summer Day Camp Field Trip Behavior Policy

To insure the safety of children on field trips, the following policy will be enforced:

- A. Students displaying disruptive behavior will be given ONE warning and redirected in a positive manner.
- B. If disruptive behavior continues, the parents may be called to pick the child up from the field trip or the child may not be allowed to attend the next outing. The consequence for the disruptive behavior is left up to the discretion of the YMCA camp staff based on the severity of the behavior and the location of the field trip.
- C. If disruptive behavior continues on the next field trip in which the child participates, the child will not be permitted on any future trips from the camp site. Alternate child care may not be available at the camp site when the group is away.

Disruptive behavior is behavior that has a negative effect on the group or program, or act or actions dangerous to self or others. It is vital that children are well-behaved for their safety and the safety of the group, especially when the group is away from the camp site. As a YMCA group, we need to be good guests at the sites in the community that we are visiting or we may not be welcomed back.

PERSONAL RIGHTS

Each child shall have personal rights, including:

- ~ Dignity in personal relationships with staff.
- ~ A safe, healthful, comfortable environment.
- ~ To be free from corporal punishment.
- ~ To be informed (or have parents be informed) of the mechanism for complaints.



DRESS CODE

~ Please dress your child appropriately for a fun and safe day at camp. No Spaghetti straps or bare mid-drifts. No Flip-Flops or Stacked heels / Platform shoes. One piece swim suits are required. Water shoes may be worn for water play, but not for regular camp activity or field trips.

ELECTRONIC DEVICE POLICY

~ No Cell Phones. All electronic devices must be pre-approved by the Site Director. Absolutely no trading, swapping or sharing of any items with other campers.

FEES & BILLING POLICIES

FEE POLICY:

1. The Program Registration Fee is \$20.00 for all children and is non-refundable.
2. **There is a 3-day minimum charge per week.** You may choose a varying schedule, Monday through Friday. Without a written doctor's note, weekly charges remain the same regardless of absences, illness, vacations, etc.
3. Accounts will be charged based on weekly schedules and weeks reserved.
4. A \$5.00 overdue balance fee will be added each week to all accounts that remain unpaid through the next payment night. Fees not paid beyond one week may result in suspension of child care services.
5. You may pay either, WEEKLY, BIMONTHLY, or MONTHLY.
6. Cancellations and schedule changes are required one week in advance. A two-week notice of program withdrawal is required when the camp site is maintaining a waiting list.
7. Payments may be made at your YMCA summer camp site or at the YMCA, 1155 N. Court Street, Redding, CA 96001. Please make checks payable to "YMCA."
8. A \$15 "Returned Check" fee will be charged for each check returned from your bank due to non-sufficient funds.
9. Drop-off and pick-up time for half-day camp segments are strictly enforced. **Parents are strongly encouraged to arrange their schedules so that their children will arrive and leave during the hours reserved and contracted. Non-compliance to this request will result in a \$1 per minute late pick-up or early drop-off fee.**
10. YMCA Financial Assistance is available. For those who qualify, a discount in tuition will be granted. It is our intent that individuals contribute toward their program fees. Financial Aid forms are available at the main Y office or at your summer camp site. The YMCA also accepts most alternative payment programs.
11. When possible, you will be notified 30 days before any fee changes are implemented.

REFUNDS & CREDITS:

Refunds (excluding the registration fee) or credit for missed days will only be given upon receipt of a written Doctor's excuse, or if the camp director receives written notification by the Wednesday one week prior to the reserved week of care. Days missed cannot be transferred or refunded. For 3 & 4-day campers, changing of days is available upon request if days requested are available.

ACCOUNT HISTORY REPORTS:

1. Tuition payments are the responsibility of the person listed on the account.
2. Each family will receive an Account History Report on a quarterly basis by mail. If you need one more frequently, please call the YMCA Child Care Business Office.
3. All account discrepancies must be adjusted *within 30 days* of receipt when there are any questions regarding charges and/or payments, or we will accept your account as being correct. ***All accounting concerns must be directed to the YMCA Child Care Business Office and NOT to the child care staff. (They do not have access to your account and they cannot make adjustments for you.)***
4. PLEASE notify the YMCA Child Care Business Office immediately of any address or phone number changes.
5. We provide a year-end report of all payments made on your account. Our tax ID number is 94-1212141.

PICK UP POLICY

Always have photo identification with you. Be prepared to show your ID at any time. For your child's safety, it is required that each person authorized to pick up your child from child care must be 18 years or older and be listed on the enrollment form. We do NOT release your child into the care of anyone, who is not authorized, without contacting you first. We will ask for identification of all newly authorized persons or any authorized person who is unfamiliar to the staff on duty. Parents are to walk their child into the camp site and sign them in upon arrival and out upon leaving.

Children must be picked-up by 6:00pm. Pick-up times for segments enrolled are strictly enforced. Parents are strongly encouraged to arrange their schedules so that their children will leave during the hours contracted. Failure to adhere to this request will result in a \$1 per minute late pick-up fee.

Court Orders/Custody Issues: State law mandates that a child must be released to either parent regardless of custody arrangements. The ONLY exception is when a current court order stating a parent may not have custody at all is in our possession.

Concerns for Safety: The YMCA is concerned for the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

1. Parent / Adult suspected "under the influence" of drugs or alcohol.
2. Parent / Adult is abusive or threatening to child or staff.

If deemed necessary for the safety of your child and others, the YMCA staff have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.

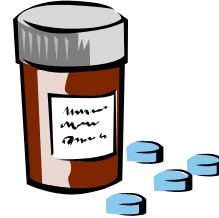
HEALTH, MEDICATION, & ACCIDENT POLICIES

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition involving a child who may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the child must be taken home and not return to the program until symptom free for at least 24 hours. Children cannot attend if they are ill; you must make alternate arrangements for child care.

MEDICINE POLICY

Medicine may be given if needed for ambulatory illnesses only. **Please DO NOT send any medication which is not absolutely necessary.**

1. Medicine must be accompanied by a signed Request For Medication Form filled out by a licensed physician and signed by the parent containing the following information:
 - a. Date
 - b. Name of child
 - c. Name of medicine
 - d. Amount to be given
 - e. Time of day to be given and how often
 - f. Number of days to be given



(All Medication is administered by a staff person, witnessed by another staff person, and documented.)

2. The container must be from the pharmacy and the information should agree with that given by the doctor. All medications can only be administered with specific written instructions from the physician and written permission from the parent/guardian. This is in compliance with California Education Code #49423.

MEDICAL/ DENTAL/ EMERGENCY PROCEDURE

1. *Minor Injuries :*
 - a. Staff will administer the necessary first aid and notify parents when they pick up the child from camp.
 - a. If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.
2. *Serious Injuries:*
 - a. One staff member will call for an ambulance and then make contact with parents or other authorized person.
 - b. A second staff member will administer whatever first aid is possible until the ambulance arrives.
3. You will be notified in writing of any injury through an accident report.

Mandated reporters: If staff suspects a child is being abused in any way (physically, sexually, emotionally), we are required by the state of California, Education Code # 11166, to file a report with Child Protective Services. We are not required to notify the parent or guardian prior to, or after, the report has been made.

FIRE DRILL/EMERGENCY EVACUATIONS

Fire drills will be held monthly. In case of an emergency evacuation, children will be taken to the following evacuation site:

Shasta Family YMCA ► 1155 N. Court Street, Redding.
(For all Y Day Camps)



DISCIPLINE POLICY

We take great pride in joining you in guiding your children to become successful and happy individuals who are learning to independently get along with others. We work for this achievement through the following:

- ~ Role Modeling: Effectively exemplifying good qualities needed for acceptance in a group.
- ~ Positive Reinforcement: To encourage repetition of good behavior.
- ~ Redirection: Removing a child from a negative situation and involving the child in a more acceptable positive activity.
- ~ Re-enforcing Problem-solving Skills: Such as predicting consequences, settling disagreements without aggressiveness, and thinking about the feelings of others. If deemed necessary for the safety of your child and others, the YMCA staff have permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.
- ~ Logical Consequences: The removal of privileges when appropriate.
- ~ No corporal punishment is allowed.

When and if these procedures do not result in a positive change of behavior, suspension of the child may occur.

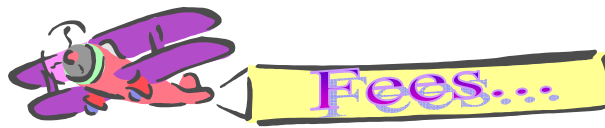
With these positive working strategies, the child is hopefully able to realize that negative behavior is ultimately non-productive. The safety of all enrolled children is our primary goal. Extreme behavior problems may require individualized behavior contracts, meetings with parents, suspension and/or alternate placement. Disciplinary incidents are documented and may be shared with appropriate camp personnel depending on the severity of the incident.

Daily Schedule

(Activity Choices & Times May Vary)

7:30 – 9:00	Arrival / Free Play
9:00 – 9:30	Morning Snack
9:30 – 10:00	Moring Rally - Announcements / Songs / Group Roll Call
10:00 – 10:30	Group Time – Lunch Counts/ Daily Schedule/ Sunscreen
10:30 – 12:00	Rotations – Garden/ Arts & Crafts/Sports/Water Play/ & Cooking
12:00 – 1:00	Lunch - Gym Activities/ Outside
1:00 – 1:30	Quiet Hour - Stories / Free Reading / Writing
1:30 – 2:30	Group Time – Summer Building Project
2:30 – 3:00	Snack Time / Announcements / Reflect and Share
3:00 – 4:30	Activity Choices – Arts & Crafts / Organized Games / Performing Arts
4:30 – 5:15	Extreme Challenge
5:15 – 6:00	Extended Child Care / Free Play

Approximate schedule times may vary



YMCA Summer Day Camp at Turtle Bay School

Site:
Turtle Bay School
1330 Arboretum Dr.
Redding, CA 96003

For school age children who attended
Kindergarten through age 14

Camp Phone #: 245-7724

<u>Full Days:</u> (7:30 a.m. – 6:00 p.m.)	
Daily Rate:	\$ 30
Weekly Rate:	\$112

<u>Registration Fee for Each Child</u> <u>This registration fee is non-refundable</u>
\$20 if received by May 21 st \$30 if received after May 21 st

<u>Half Days</u> AM 7:30 a.m.– 1:00 p.m. PM 12:30 p.m – 6:00 p.m.	
Daily Rate:	\$17.50
Weekly Rate:	\$75.00

<u>Discounts</u> 10% Sibling Discount on 2 nd & 3 rd child <i>3-Day minimum charge must be met</i>
<u>YMCA Members</u> get 10% off all rates

1. Payments are due in **ADVANCE** every **WEDNESDAY** prior to care.
2. Parents will complete the Schedule/Payment Card included in the enrollment packet for each of their children by clearly marking days of planned attendance for each week being reserved. See instructions on the card for more information. (Days and/or weeks your child is *not* scheduled to attend must be zeroed out). If changes need to be made to pre-set schedules, please use the Cancel/Change form provided at your summer camp site.
3. Charges for days and weeks marked and/or reserved will not be removed unless the Y office receives written notice at least one week prior to the change and/or cancellation. Adding days to your weekly schedule is only permissible if approved by the Camp Director.
4. A line will be drawn through the scheduled week(s) on your monthly Schedule/Payment Card as each week is processed by the YMCA office. The Schedule/Payment Card will be returned to your camp site to view throughout the summer. Parents will find this method helpful because the Schedule/Payment Card also reflects how far in advance you have paid. **Parents are NOT to remove Schedule/Payment Cards from the camp-site or make changes directly on the card after the initial submission to the Y office during registration.**



Turtle Bay Summer Camp

Weekly Theme Schedule

June 7 – August 5

Week 1:	6/7-11	"Slip n Slide & Tie Dye"
Week 2:	6/14-18	"Go Wild, Jungle Style"
Week 3:	6/21-25	"Be Green, Keep it Clean"
Week 4:	6/28-7/2	"Happy Birthday America"
Week 5:	7/5-19	"Tiki Tropics"
Week 6:	7/12-16	"Everyday is a Holiday"
Week 7:	7/19-23	"Y Factor"
Week 8:	7/26-30	"A Campin' We will GO"
Week 9:	8/2-5	"Wild, Water, Week"

NO CAMP AFTER THURSDAY, AUGUST 5th!!!

Ask About Information on Excursion Camps for Aug 9th – Aug 13th, Located at the Main YMCA

What to Bring

To successfully participate at camp, campers need to be prepared for every type of activity offered. To make sure this happens, please pay close attention to the following list of

"What Every Camper Needs to Bring":

One piece Swim suit ~ towel ~ change of clothes ~
~*water shoes ~ water bottle ~

Children need to be dressed for the weather and for active play. (For your child's safety backless shoes and flip-flops are not allowed.)

Please remember to pack a lunch each day!

EVERYTHING MUST BE MARKED WITH YOUR CHILD'S NAME.

*Water shoes may be worn for water play, but not for regular camp activity or field trips