

# PARENT HANDBOOK



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Parent Handbook YMCA of Central Virginia Summer Camp 2025

### Camp Dates:

Lynchburg City ..... June 9th - August 1st

Amherst County ..... June 4th - August 1st

Closed on June 19th and June 31st - July 4th



ACHIEVEMENTS | REALTIONSHPIS | BELONGING

Dear Parents,

Today, parents and guardians are continuously seeking ways to invest in their child's learning experience, especially over the summer. For 168 years, the YMCA has provided summer day camp programs that reinforce our core values of caring, honesty, respect and responsibility.

At the Y, we know that it is vital that children are engaged in activities in which they are continuously learning and provided experiences that build self esteem. Y summer day camps are designed to accommodate the developmental needs of children K - 5th (kindergartener must be 5 years old) and include programs where children learn about the environment, technology, science, and philanthropy, enhance literacy skills, learn self expression through performing arts, and are physically active.

Our professionally trained expert staff will encourage every child to explore while creating fun and exciting memories that can be lifetime childhood investments. Learning never stops and the fun never ends at a YMCA summer day camp!

Program Directors,  
Teena Williams and Michelle Power  
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## A TYPICAL DAY AT Y CAMP

7:00am - 8:30am: Open/Games  
8:30am - 9:30am: Breakfast/Assembly Time  
10:00am - Noon: Field Trip\*  
Noon - 1:00pm: Lunch  
1:00pm - 2:30pm: Group Activities  
2:30pm - 3:30pm: Group Activities  
3:30pm - 4:30pm: Snack  
4:00pm - 6:00pm: Afternoon Games/Closing

\*Swim times and field trip days vary by camp and week. Please check your individual camp newsletters weekly. All camps spend at least 60% of their week outside or offsite on field trips.

## ABOUT THE YMCA OF CENTRAL VIRGINIA

**OUR COMMITMENT:** The Y is more than a gym—we're a community dedicated to youth development, healthy living, and social responsibility, ensuring everyone has the support they need to thrive.

**OUR PROMISE:** No matter how the world changes, the Y remains a place for connection, confidence, and belonging, strengthening our community one person at a time.

**OUR MISSION:** To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

**OUR LEGACY:** Since 1856, the YMCA of Central Virginia has been a trusted hub for growth, wellness, and community, evolving to meet the needs of every generation.

## BENEFITS OF MEMBERSHIP

Members of the YMCA of Central Virginia save up to \$100.00 over the course of the summer on camp tuition. We have many membership options and the benefits are endless. To learn more about our membership options, visit [www.ymcacva.org](http://www.ymcacva.org).

## CAMP FEES

- Pre-Registration is required to be completed online. Campers will need to be registered no later than one week prior to the week they need to attend.
- No camper will be accepted unless they have proper paperwork needed to complete their file.
- No child will be refused admittance to the program due to race, religion or gender.
- Fees are to be paid prior to the start of camp. Payments are due on Monday the week of attending. Regardless if your child attends or not. If not, your account will be assessed a \$35 late payment fee.
- Your child cannot start the same day that you register.
- At the time of registration, to secure your child's spot, you will be responsible for paying a \$75 (nonrefundable) registration fee and a \$5 (nonrefundable) deposit for each week they attend.

## WEEKLY FEE

Full Week - Y Members: \$130 per week

Full Week - Non-Members: \$150 per week



## PAYMENT INFORMATION

- Payments are accepted through automatic draft, each Monday, the week of camp.
- Payments will not be pro-rated due to absences,
- holidays, or inclement weather.
- A fee of \$30 will be assessed for all return drafts.
- Cash, checks and credit cards are not accepted at the camp sites.
- Few of the operating costs of the facility are eliminated when a particular child is absent; we are prepared for each child, each day, whether the child attends or not. Because of the aforementioned, there will be no refunds for days absent.

## FINANCIAL ASSISTANCE

- The YMCA makes every attempt to register a family regardless of economic hardships through our open doors scholarship program. Scholarships are provided to all qualifying families. Applications must include:
- Pay stubs for everyone living in the household
- A copy of your past years tax return
- A completed scholarship request form
- Please keep in mind that it takes 10 to 14 days to process a scholarship application.

## FINANCIAL ASSISTANCE

Each year, generous members and participants support the Y's Annual Campaign, ensuring access to child care, summer camp, and healthy living for all—regardless of financial ability. To contribute, contact Mary Taylor at [marytaylor@ymcacva.org](mailto:marytaylor@ymcacva.org).

## CAMP EXPECTATIONS

- All campers must arrive by 9:00am; Failure to comply may result in your child not being able to attend that day. Campers may be picked up between the hours of 5:00 and 6:00pm. If your child has a scheduled appointment and needs to be picked up early, please notify your Camp Director in writing prior to appointment.
- If your child will not be attending on a given day, please contact your Camp Director by 9 a.m. to notify them. This helps us plan for the day and staff the program appropriately.

## REGISTRATION - IMPORTANT DETAILS

All parents must complete online registration and submit physical and Immunization documents / All forms must be accompanied by a copy of the Commonwealth of Virginia's physical and immunization form with a doctor signature on both documents ... and provide proof of birth documents - no later than one week prior to the week they need to attend. No child will be accepted unless they have the proper, completed paper work in their file. We are unable to except phoned or faxed registration forms.

- EVERY CAMPER who is attending camp is required to complete a registration form.
- Current immunizations, physical forms and birth certificate are required for registration.
- Amherst County Location: Amelon Elementary School
- Lynchburg City Location: Sandusky Elementary School

- During the registration process, please complete the following:
  - Read all Day Camp Policies and Procedures in the Day Camp Handbook Complete entire registration form (forms with empty lines will not be accepted.)
  - Provide correct address and phone numbers of all persons authorized to pick up your child.
  - Provide current and updated immunization chart and physical along with child's original birth certificate or passport
  - Children must be in K - 5th (kindergartener must be 5 years old) to participate in camp.

## ADMISSION POLICIES

The YMCA of Central Virginia Camp program admits children in K - 5th (kindergartener must be 5 years old) . Children of any race, color, religion, sex, national and ethnic origin are granted all rights, privileges, programs and activities generally accorded or made available at the school. The YMCA of Central Virginia does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in administration of its personnel and admissions policies. It is our hope to have a cultural diverse population within our staff, participants and programs. Licensing standards mandate that child care staff see and record the state ID number of your child's original birth certificate or passport. Please bring it at the time you register.



## DO NOT BRING

- Cell phones, smart watches, tablets, cameras
- Electronics or video games
- Toys
- Personal items
- Valuables
- Peanut Butter from home
- Campers found with weapons, drugs, alcohol or engaging in activity that is deemed extremely unsafe or negligent will be expelled immediately from camp. No refund will be issued in these circumstances.
- It is highly suggested that all items brought to camp are labeled, included clothing.
- The YMCA Camp is not responsible for lost or broken items.

## PERSONAL ITEMS POLICY

We have plenty of equipment and activities to keep your child busy. The YMCA of Central Virginia does not consider the use of videos, or hand held games as quality programming. Therefore, it is our policy not to provide or offer those things to children. Exceptions may be made, however, in inclement weather or under special circumstances. Please do not allow any toys, video games, iPods or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for AND WILL NOT REIMBURSE FOR.

## DROP OFF AND PICK UP

### • SIGN-IN/SIGN-OUT

- Parents are expected to sign their children in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon. There is a SIGN IN/SIGN- OUT pre-printed sheet available as you come into the program.
- **We cannot be held responsible for your child if we are uncertain of his/her presence.**
- All persons signing children in/out must be at least 18 years of age. There must be an exchange of responsibility from one adult to another. Not from a child to a staff.
- **We cannot release minors to minors.**
- **A driver's license must be presented to the staff before the child can be released.**
- Staff will become familiar with parents on the pick-up list and not ask for I.D. at camp. However, at any time staff working the sign in and out table may ask for I.D.
- Please be ready to present picture I.D. when asked.
- **We will not release children to unauthorized persons.**
- Only the person who signs enrollment form can change information on the form and must do so in writing. Under no circumstances should a parent/guardian approach another child other than their own. A parent who behaves in this manner will be asked to leave the facility.

## AUTHORIZATION TO PICK-UP

- Authorization to pick up a child is located on the summer camp registration form.
- No child will be released to a person not authorized by the custodial parent. We must have written authorization for changes in this respect. Children will not be released to siblings. Staff will question those persons with whom they are unfamiliar and check authorization before releasing a child. Identification will be requested of anyone that we do not know.
- A staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights.
- If your child has not been picked up by 6:00 p.m. and we cannot reach you by phone, your emergency contact number will be called and asked to come and pick up your child(ren).
- After 30 min, if either you or your emergency contact can be reached your child(ren) will be taken to the Downtown YMCA.
- If you know you are going to be late, call us. We do understand that things come up and traffic can be challenging even in the best of times. We tend to worry about your safety just as much as your child does. Please be considerate.

## DROP OFF/ PICK UP LOCATIONS

- Amherst County - Amelon Elementary
- Lynchburg City - Sandusky Elementary

## LATE PICK-UP POLICY

- Our summer day camp program closes at 6 pm.
- If your child is not picked up by the end of his/her program, a late fee will be charged and collected at that time.
- If it is 6:01 p.m. (by our clock), you are late and a late fee will be assessed. The fee of \$10 for the first 1-10 minutes per child and \$1 per minute per child for each additional minute.

## EXCESSIVE LATE PICK-UP

The YMCA of Central Virginia has found that it is necessary to have an excessive late pick-up policy, which could result in you being asked to remove your child from our program. This policy is as follows:

- If you are late more than three times in any program cycle, you may be asked to remove your child from our summer day camp program indefinitely.
- Many of our staff go to school or have other positions within the YMCA which requires them to be on time for those duties.

## PARENT RELEASE

- It is the parent's responsibility to submit a written notice when child will not attend program due to participation in other activities not affiliated with the YMCA, such as physician appointments, summer school, tutoring, or any athletic programs, etc.



## **EMERGENCY OR INCLEMENT WEATHER**

- If water or electricity remains off at our camp location for more than 20 minutes we will contact each parent or emergency contact to pick up children as soon as possible.
- In the event of an emergency including but not limited to natural disaster, chemical spills, intruder, we will make every effort to contact parents or emergency contact. We also ask that parents tune into WSET-13 and or our website at [www.ymcacva.org](http://www.ymcacva.org).
- If your child has not been picked up within an hour of notification and we cannot reach you or the emergency contact number by phone your child will be taken to the YMCA and Child Protective Services will be called.
- Please be sure to update your emergency contact information so Y staff can contact you in an event of an emergency.

## **THUNDERSTORMS/ RAIN PROCEDURES**

- In the event of an approaching storm, camp will move indoors. Please pay close attention to the weather forecast for the day.

## **HEAT RELATED ISSUES**

- During heat advisory days we will keep the children hydrated and do our best to keep children in shaded areas. Where inside areas are available to us we will utilize those spaces during the hottest part of the day.

- A High Heat Schedule will take effect if the heat index is over 100 degrees. Until 11:30 a.m. we will run all outdoor activities as planned. After 11:30 a.m. the High Heat Schedule will go into place. The only activities that will be held outdoors are those in a fully shaded environment and where water is accessible.
- On days with an all-day heat warning, we will go on a Critical Heat Schedule. All activities will take place indoors on schedule. Water is a must. Campers will be encouraged to drink plenty of water throughout the day. The YMCA Day Camp has water fountains throughout the facility.
- Please send a full water bottle with your camper every day. Please label with name and date. On heat advisory days please pay attention when dropping off your child for the daily activities may change.

## **EMERGENCY PREPAREDNESS INFORMATION**

The center shall have an emergency preparedness plan that addresses staff responsibility and facility readiness with respect to emergency evacuation and shelter in place. The plan, which shall be developed in consultation with local or state authorities, addresses the most likely to occur emergency scenario or scenarios, including but not limited to natural disaster, chemical spills, intruder, and terrorism specific to the locality. Please see your Camp Director for your site's evacuation plan.



## FIELD TRIP INFORMATION

In order to reduce paperwork, the field trip agreement authorizes the YMCA Child Care program to take your child on all field trips. We do this, rather than having a separate permission slip go home for every trip and risking confusion, loss, and the possibility of not being able to take your child due to lack of permission. (on registration form) Children will be transported by a YMCA bus with a YMCA certified driver. Parents need to drop off children no later than 9am each day for their child to participate in the day camp. Early pickup on camp days need to be arranged with program directors at least 24 hours prior to that said day. As we strive to plan great field trips for your child, we do understand if you choose to not have your child participate. However, If you do not want your child to attend a scheduled field trip, they may go with a group that is staying at camp, if all groups are out on field trips it will be the parents responsibility to make other arrangements.

## SPENDING MONEY FOR FIELD TRIPS

To ensure that your child's money makes it to the field trip please do the following:

- Send no more than \$10 with your child at any given time.
- Your child will be responsible for his/her money once it is given to them.

## TRANSPORTATION POLICY

Teaching your child safety is one of the responsibilities we feel that we share with our parents. Field trips are an excellent way for us to teach trip safety. Motor vehicle injuries represent the greatest threat to a child's life. Whenever the YMCA of Central Virginia transports children, the parents can be confident that every precaution will be taken to insure your child's safety.

- The insuring of your child's safety is accomplished by being alert to potential dangers, eliminating or avoiding these dangers, and knowing what to do when an emergency occurs. We will never transport more children in a vehicle than we have capacity for. The children will be expected to keep their hands to themselves, and remain relatively quiet. At no time will a child be permitted to put his/her arms, hands or head out of the vehicle's windows. No roughhousing will be tolerated at any time.
- Loading and unloading the children will be done only when the vehicle is pulled up to a curb, the side of the road, or in a driveway, and we will only release them to an authorized adult.
- At no time will an adult DRIVE AND DISCIPLINE AT THE SAME TIME.
- CHILDREN WILL NEVER BE LEFT ALONE IN A VEHICLE.
- On the YMCA buses children sit in age appropriate groups.

## POOL SAFETY

Because your child is participating in our swimming program, it is of the utmost importance that you know and understand our POOL SAFETY RULES. These rules will be gone over with your child at the beginning of the swimming program.

### **Please review these rules with your child on a daily basis.**

- Each child will be given a swim test to determine their swim ability.
- Lifeguards will make the determination as to who will be able to swim without a life jacket.
- This test will be given each time your child swims.
- No running, pushing or shoving.
- Stay off the ropes.
- No shoes on the deck.
- Proper swim attire is required
- No food or drinks allowed in the pool area.
- When the whistle blows, pay attention to the lifeguard.
- No abusive language.
- No unauthorized flotation devices allowed.
- Follow the instructions of the YMCA staff at all times.
- The life guard has the right to dismiss anyone who is careless or a danger to others.



## RED BAND ZONE

- CHILDREN MUST PASS A SWIM TEST OR WEAR A LIFEJACKET UNLESS ACCOMPANIED BY AN ADULT WITHIN ARMS REACH
- CHILDREN UNDER THE AGE OF 9 YEARS OLD MUST BE SUPERVISED BY AN ADULT.
- CHILD MUST BE ABLE TO: Demonstrate comfort in the water and swim 9 yards to the 5' depth marker stop, turn around and swim back. Doggie paddle is allowed. They may hold onto the wall once to turn around. The child must be able to show a strong and sustained stroke remaining parallel to the surface when swimming.

## GREEN BAND ZONE

- CHILDREN MUST PASS A SWIM TEST OR WEAR A LIFEJACKET UNLESS ACCOMPANIED BY AN ADULT WITHIN ARMS REACH
- CHILDREN UNDER THE AGE OF 9 YEARS OLD MUST BE SUPERVISED BY AN ADULT.
- CHILD MUST BE ABLE TO: Demonstrate comfort in the water and swim 9 yards to the 5' depth marker stop, turn around and swim back. Doggie paddle is allowed. They may hold onto the wall once to turn around. The child must be able to show a strong and sustained stroke remaining parallel to the surface when swimming.

## SWIM TEST POLICY

- WHAT IF MY CHILD DOES NOT PASS EITHER SWIM TEST?
- Children that do not pass either swim test must wear a life jacket and remain in the shallow swim zones.

## WHAT'S HAPPENING EACH WEEK

The weekly day camp themes create an atmosphere of fun and learning at same time. The themes guide the weekly activities like arts & crafts, nature activities, games, contests, team building games, speakers and field trips.

## WEEKLY THEMES

- **Bee Great** 🐝
- **Life's a Beach** 🏖️
- **Camping Craze** 🏕️
- **Pirates** 🏴‍☠️ **and Princess** 👸
- **Summer Scientists** 🧪
- **Cloudy With a Chance of Fun** ☁️
- **Movie Magic** 🎬
- **Music Fest** 🎵
- **Game Over** 🎮

## DISCIPLINE POLICY

The YMCA believes that punishment is unnecessary but discipline is needed to help children gain self-control. We further believe that children are entitled to a pleasant and harmonious environment at any YMCA Child Care program. Respect for your child will be demonstrated at all times and the same respect will be expected from your child to his/ her peers and the YMCA Staff at all times. Reasonable efforts will be made to guide the child(ren) to appropriate behavior. When disciplinary action is necessary, age appropriate methods will be implemented. YMCA Child Care Programs adhere to all policies and procedures established by the local school systems and by the Virginia Department of Education State Licensing Standards.

Although we will make every effort in providing positive discipline for your child, we cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as:

- Fighting and aggressive behaviors
- Running from staff and/or hiding from adults.
- Any action that requires our staff to physically move or restrain a child.
- Acting in a way that requires a counselor to spend an inordinate amount of time with them or any other disruptive behaviors that a Director may deem inappropriate.

If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program. There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking, forcing a child to assume an uncomfortable position, restraining to restrict movement through binding or tying; enclosing in a confined space, box or similar cubicle; or using exercise as a means of punishment. Children will not be shaken at any time. The center will never force or withhold food, nor force or withhold naps, as means of discipline. Toileting accidents will not be disciplined. There will be no abusive language which would include, but not be limited to, threats or belittling remarks about any child or the family. There are clear and appropriate behavioral expectations for the children in our care. We try to set limits, help children understand rules and give clear definitions of acceptable and unacceptable behavior. Children are more likely to follow rules that have been introduced from the beginning.



# RECOGNITION FOR POSITIVE BEHAVIOR

- Smiles and praise from the staff
- Positive talks with the parents
- Camper of the week awards

## PHILOSOPHY

Discipline is seen as an opportunity to guide campers in their relationships and actions by working with the camper and not against. The best interests of the camper are put first. The goal of discipline is to have the camper control his/her actions and

to give the camper reasonable conscious decisions concerning his/her actions and to give the camper reasonable ownership of

the consequence. Campers that show a strong sincere desire to improve will be worked with as long as they are not considered dangerous to themselves or others. Corporal punishment is not acceptable under the YMCA philosophy and policy.

STEP 1: We find out what the problem is. We attack the problem, not the person. When a camper acts out for the first time, the negative behavior is discussed between the counselor(s) and camper until an agreement is reached. If a second time out is given to the child in a single day, an incident report may be written. Parents will be required to read and sign. This form will be kept in the child's file.

STEP 2: We listen to each other. We care about each other's feelings. If negative behavior continues, then the director will become more directly involved.

Once again the behavior will be discussed until an agreement is reached with some possible consequences of breaking the agreement. If a second time out is given to the child in a single day, an incident report will be written. Parents will be required to read and sign. This form will be kept in the child's file.

STEP 3: We are responsible for what we say and do. If negative behavior continues; camper will meet with the director. Parents/ guardians may be called to help resolve the situation. If camper is unwilling to work within set boundaries, he or she will be sent home. If the child receives 3 written behavior related incident reports, a meeting will be scheduled with the Program Director to determine if the child will be suspended for 1 day. Parents will be responsible for payment of tuition during the time of suspension.

STEP 4: If the child is reinstated in the program and receives a 4th behavior related incident report, the Program Director may suspend the child immediately and recommend further action including discharge without the right of reinstatement.

Note: A system of "TIME-OUTS," redirection and suggestions from parents on what they have discovered works well at home, will be used. Logical and natural consequences will be allowed where applicable. On occasion, our staff will identify behaviors that require disciplinary action.

If a child should exhibit an inappropriate behavior while under the supervision of a YMCA staff person, the following sequence of actions will be taken: The behavior will first be addressed by the counselor with the child, in private. If the inappropriate behavior continues, the counselor will notify the site director and the situation will then be discussed with the parent. The behavior form will be used to document these continuing behavior problems. If a child's behavior jeopardizes the safety of them or others, the suspension policy could be ignored and the child may be removed from the program immediately.

## FOOD POLICY

- The Y Camp serves a USDA approved breakfast and lunch as part of the Summer Food Service Program (SFSP). Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service.
- Parents are responsible for providing their child an afternoon snack each day.
- In the event that a parent wants to provide a lunch for their child, it must meet USDA/SFSP guidelines. We ask that you provide lunches in a small cooler or insulated lunch bag to keep them cool and fresh. The lunch needs to be labeled clearly with the date and your child's first and last name. A refrigerator or microwave is not available, so pack your child's lunch and snack accordingly. Please make sure your child(ren) has enough food for the day (2 snacks and a lunch).
- Please refrain from bringing fast foods for your child's breakfast or lunch. Foods from popular restaurants like McDonald's, Burger King and Taco Bell, do not support our mission in building strong kids, strong families, strong communities. No glass bottled drinks are allowed due to safety requirements.
- Children are not allowed to consume SOFT DRINKS or high sugar snacks while attending Y Camp. Please do not send these foods in your child's lunch or backpack. We consider these items to include any type of soft drink (diet or regular), candy, cakes, cookies, punch, sugar- added juices, gum and especially chocolate. Counselors who discover these foods at meal time will be asked to return them home in your child's lunch box with a gentle reminder. Your cooperation will help make meal times pleasant as well as nutritious.
- Although foods containing artificial sugars may be a necessary alternative for children with diabetes or other food related challenges, we do not recommend it for typical children who are trying to develop a desire for healthier choices. We suggest fruits with natural sugar for those with a propensity for sweets. Items such as raisins, popcorn, pretzels, vegetables and dip, or frozen yogurt are just a few of our suggestions.
- We utilize the YMCA Food & Fun Curriculum to help teach children about making good nutritional choices as well as provide hands-on opportunities in the classroom to prepare and eat healthy foods. If you would like more information or suggestions about providing nutritious meals for your family, please let us know and we would be delighted to provide you with support as well as resources. The Y has adopted the Healthy Eating and Physical Activity Standards recommended by YMCA of the USA in order to support our mission.

## PERSONAL ITEMS POLICY

- We have plenty of equipment and activities to keep your child busy. The YMCA of Central Virginia does not consider the use of videos, Nintendo, or hand held games as quality programming. Therefore, it is our policy not to provide or offer those things to children. Exceptions may be made, however, in inclement weather or under special circumstances .
- Please do not allow any toys, video games, iPods or cell phones to accompany your child. This eliminates fights, theft and/or lost items that we cannot be responsible for AND WILL NOT REIMBURSE FOR PERSONAL SPACE is important for every child.
- To make it easier for your child to keep up with his/her personal belongings, we are requesting that each child has a backpack to keep all of their belonging in as well as a laundry basket to keep everything in one place. The basket will be clearly labeled with your child's name on it.
- Please be sure to label all of your child's belongings (swimsuits, towels, lunch coolers, water bottles, etc.) It is expected that the parents will provide proper seasonal clothing, and bathing suit with towel for occasional swimming trips.

## BULLYING POLICY

- The YMCA Summer Day Camp has a zero tolerance policy for
- any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your camper may have to be picked up immediately if any sort of bullying occurs. This zero tolerance policy includes parental behavior towards staff. The camper may not be allowed at camp if there is poor behavior from anyone (including parents/guardians).

## NO BABY-SITTING POLICY

- All staff are not to fraternize, babysit or have contact with children outside of the program hours. This restriction extends
- to transporting of family members to and from the YMCA, or any other function that is not YMCA program related.

## REFUNDS/ CANCELLATIONS

Refunds are not available under any circumstance. Please see camp director for questions.

## CHILD ABUSE PREVENTION POLICY

The growth and development of men, women, boys, girls and families has been the YMCA's principle concern for over 150 years. Through programs of health and fitness, aquatics, sports, camping, parent-child, family programs and child care, the YMCA is responding to the needs of the children and families. Many changes have occurred in the lives of children and families today. Some of these changes are positive; however, the alarming increase in child abuse is of particular concern to the YMCA. Throughout its history, the YMCA has been a strong advocate for the child and children's rights. It is therefore most appropriate that mistreatment or neglect of children and the resulting severe effects would be of primary concern to the YMCA.

The YMCA advocates a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining children in small locked rooms, or verbal or emotional abuse. Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving a peaceful adult. However, YMCA staff and volunteers need to be sensitive to each persons need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children. Based upon its concern for children, parents and YMCA staff, the following standards related to reporting procedures, staffing, standards, code of conduct and resources for parents and children, have been developed.

**\*\*Note:** The YMCA, like many other public institutions, is mandated by law, to report suspected child abuse. "CHILD ABUSE is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Child abuse may be physical, verbal, emotional or sexual. Its effects may result in severe emotional and physical handicaps, anti-social behavior, even death."

## PROCEDURES

1. At the first report or suspicion of child abuse, the staff or volunteer or whom it has been reported, will immediately inform their supervisor.
2. The YMCA will make a report to Child Protective Services and will request that the situation be investigated.
3. In the event the reported incident or suspicion involves an employed staff person or volunteer, the responsible executive director will suspend the person from all responsibilities, and if appropriate, without pay until the investigation is complete.
4. All staff members and volunteers must be sensitive to the need for confidentiality in the handling of information in this area and are therefore instructed to only discuss matters pertaining to abuse or suspected abuse with their supervisor.
5. YMCA staff and volunteers may not make contact with children or parents involved in a child abuse incident without permission of the branch executive.
6. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
7. All incidents or alleged offenses will be documented the day of occurrence.





## SUSPENSION POLICY

If inappropriate behavior continues, the site director will notify the parent that a conference needs to be held within 48 hours. At that conference, the director may suspend the child from the Y-child care program for 1 day. A second infraction will result in a suspension of 3-5 days. If the behavior has not improved, the child will be immediately removed from the program and no refund will be given. If the parent refuses to work with us during this process we will be forced to terminate the child from the program. The YMCA has rarely been forced to use suspension from the program. We believe that if the child perceives the YMCA as concerned, involved, consistent, caring, and respectful, and if we exhibit calmness, few words and a firm but kind attitude, the results will usually be positive. We would like to meet the needs of every child in our program but if the YMCA staff feels that it is not a good fit, the child can be terminated immediately.

## PARENT CONDUCT

The YMCA understands the parent's desire that their child is entitled to a pleasant and harmonious environment at any YMCA Child Care Program. Respect for every child, parent and staff will be demonstrated at all times. Parents are expected to display themselves in a reasonable manner at all times while participating in YMCA Child Care Programs. If it is found that parents are exhibiting inappropriate behavior, disciplinary action will be taken. CHILDREN CAN AND WILL BE DISMISSED FROM ANY YMCA PROGRAM BECAUSE OF THE BEHAVIOR OF THEIR PARENT.

## YOUR CHILD'S FILE

Children's files must be filled out legibly and completely. We also must have a copy of your child's physical and immunization records and need to view your child's birth certificate. We need new copies of these each year. Any pertinent information regarding your child will be added to their file throughout the summer (ex. Child counseling forms, additional information from parents, additional pick up information).

- No one else except the YMCA staff, our licensing representatives, and yourself will be able to see your child's file.
- We cannot release internal YMCA record keeping documents to any party without a court order.

## CHILDREN WITH SPECIAL NEEDS

The YMCA welcomes all children regardless of ability and adheres to all ADA (Americans with Disabilities Act) provisions. However camp is often in areas where terrain and environment can vary. We ask that parents list any special needs on our enrollment forms and contact our camp directors for a meeting to assess if our camps will be a place where their child can be successful. The following questions will be asked, but will not be limited to, in assessing a child's ability to be successful:

- Can the child participate in 1:18 ratios? (state ratio)

- Can the child withstand heat and the outdoors and environmental change?
- Can the child perform toileting functions independently?
- Does the child frequently hide or run from adults?
- Does the child exhibit aggressive tendencies to solve conflict?
- Does the child require one on one attention?

## GENERAL RULES

Hands, feet and objects are kept to yourself ALWAYS ask permission to go anywhere Respect counselors and follow rules set by them Be kind and considerate to our day camp friends.

## DRESS CODE

In order for your camper to fully participate she/he should wear comfortable and appropriate clothing for indoor and outdoor activities. Being a traditional outdoor camp, please expect your camper to hike, collect bugs, and participate in a variety of other outdoor activities that may result in soiled clothing. We do not reimburse for clothing rips, stains or wear and tear.

## CLOSED-TOED SHOES MUST BE WORN AT ALL TIMES

Open-toed shoes or “cros” can be a safety hazard to your child. They are cool in the summer, but not safe on much of the playground equipment and hiking trails. If you send your camper in open toed sandals flip flops or cros you will be called and asked to bring different shoes for your child.

## CAMPERS CANNOT WEAR

- Tops that are revealing and/or allow undergarments to be seen i.e. spaghetti string or tube tops
- Shorts that are shorter than fingertip length
- Clothes that cannot get stained or dirty
- Shirts and hats with graphics deemed inappropriate by staff
- Tight and or restricting clothing i.e. skinny jeans Inappropriate two piece bathing suits
- Flip flops or sandals

## OPEN DOOR POLICY

Parents of currently enrolled children are welcome to visit the center anytime during regular hours of operation. We hope this handbook will help answer any questions you may have in your child’s experience this summer. Please feel free to call the Child Care Director, Teena Williams at your local YMCA (434)847-8750 with any questions you may have now or in the future.

## THINGS WE VALUE AT THE Y CAMP

- Safety First
- Low ratios of staff to children
- Monitored sign-in and sign-out only by authorized adult
- Intensive staff training
- We follow all safety standards from the YUSA

## GOOD FUN IN GOOD HANDS

For nearly a century, the YMCA has led the way as the nation's largest and most respected provider of summer time activities for youth ages 5 - 12. What makes Y camps so special? For starters, honesty, respect, responsibility, and caring are the cornerstones of every YMCA program. In addition, the Y adds a unique component to help children develop positive identities, values, and social skills. That component is known as "Development Assets." These 40 essential character building blocks that young people need to grow up to be healthy, competent, caring and responsible adults. So don't miss out on YMCA Summer Camp. We build strong kids, and stronger lives.

## PROGRAM GOALS

Our goal for you and your child is to provide quality leadership, education, guidance, and care in a safe environment. Your child is our first concern as learning, motor, and social skills in an atmosphere that emphasize our four core values, caring, respect, responsibility, and honesty.

## LOST AND FOUND

Lost and found items will be held in baskets on the group table. Please check this basket at the end of each day for child's belongings. Following the last week of camp, we will donate items left in the baskets to local charities.

## IRS STATEMENT

Statements for your childcare expenses will be given only upon request from the parent. For your tax records, please use the YMCA of Central Virginia identification number 54-0505924.

## STAFFING

The staff of the YMCA Child Care Program is the most important part of every child's experience. They are the key ingredient for an enriching, enjoyable experience for your child (ren). They are enthusiastic, caring, and positive role models, living by example. They are well trained, and experienced with children and families; they are knowledgeable about child development, needs and activities; they are flexible enough to work well with the children as they assert their emerging independence, and are able to alter plans with ease and sensitivity. Our staff accepts children as they are and knows that what they are is the result of all that has happened thus far in their life; they are able to give warmth and acceptance and remember childhood feelings of fear, anger, loneliness and adventure. And lastly, our staff is optimistic; they know it is contagious and children will sense it in those who care for them.

All staff must meet the following requirements:

- Interviewed by a YMCA Professional Staff
- Completed Criminal Background check
- Emergency Preparedness
- Pre-employment Drug Test

- Certified in CPR/First Aid
- Three completed reference checks
- Completed Central Registry check
- First Point Check
- Negative TB Test
- Completion of Training - 16 hours

Pre-Inservice covering the following:

- Licensing Standards
- Child Abuse Prevention
- Developmental Stages
- Positive Discipline/Guidance/Self-Esteem OSHA
- Aquatic safety
- Daily Health Observation
- Age Appropriate Activities
- Play Ground Safety

## QUALITY

To offer you the best quality child care, we follow YMCA of the USA's Day Camp Guidelines, found in the YMCA Day Camp Manual, while incorporating daily, the components of spirituality, sports, the arts, swimming and character development education with a significant amount of outdoor programming. We comply with all of our YMCA's policies and rules, and all local, state and federal laws and licensing requirements related to this program.

## SECURITY

We have a reputation for consistency, dedication and safety giving parents the confidence to entrust with us their child's camp experience. To ensure that we are looking after the well-being and safety of every child in our care, we continuously review our health and safety policies.

The child-to-staff ratio is a low 1:12 which enables the staff to build strong and genuine relationships and provide each child with positive and healthy guidance, while maintaining the stability that contributes so effectively to the comfort, security and development of the children in our programs. All staff related to camp programs have written job descriptions, goals and objectives for their areas of responsibility.

## LICENSING INFORMATION FOR PARENTS

The Virginia Department of Education helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Virginia Department of Education authority to license these programs. Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children to staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Virginia Department of Education. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.



- If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the:
- Piedmont Regional Office  
Commonwealth of Virginia  
Building
  - 210 Church Street Suite 405  
Roanoke, Virginia 24011
  - Telephone (540) 204-9622
  - Fax 540-857-6011
- Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection of the staff. If staff is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip.
- Staff shall not abuse children including: physical abuse, verbal abuse, sexual abuse, mental abuse, neglect. YMCA staff will, under no circumstances, release children to anyone other than authorize parent, guardian, or individual authorized by parents either verbally or in writing. Children will not be released to any person under 18 years of age. Staff will be alert to signs of child abuse or neglect and an occurrence report will be made immediately on any signs of physical injury.

## CODE OF CONDUCT

- Reference checks will be conducted, documented and filed on all employees working with children. A Criminal History Record check is required and will be done by the State Police.
- In order to protect YMCA staff and program participants, the children and staff must be within sight and sound of each other at all times. At no time may a staff person be alone with a child; the ratio must be at least 2:1. There must be at least one other person present.
- The YMCA will not condone or sanction any relationship between staff and program participants outside of the YMCA mandated service hours.
- YMCA staff may not date program participants or staff under the age of 18. YMCA staff may not date program parents.
- Restroom supervision:
  - Staff will make sure the restroom is not occupied by anyone other than program participants before allowing children to use the facilities.
- Staff will not except any social media (facebook, etc) with your child.
- Staff will strive to follow the mission and vision of the YMCA through programs promoting Character Development. Staff responds to children with respect and consideration and treats all children equally.

## PREVENTION OF INJURY AND ACCIDENTS

Staff members should be informed of procedures for reporting any unsafe situations they may have discovered in the building or on the playground. The following list shows a few examples of hazards of which staff should be aware. For a complete listing of hazards, please refer to the Licensing Standards. Unsafe Situations Include:

- Inside the Building:
  - uncovered electrical outlets
  - loose floor boards or bricks, nails sticking out
  - loose or broken locks or handles on doors that go outside, to
  - the basement, or that are used to lock away poisons
- Outside the Building:
  - holes in the ground
  - broken playground equipment
  - lack of resilient surfacing under playground equipment
  - light bulbs that have burned out
  - crack in concrete sidewalks or steps
  - exposed roots that might cause tripping
  - head and neck entrapment spaces on playground equipment splintered wood
  - poisonous plants
  - hot spots on metal playground equipment, broken latch on gates
  - loose hand rails
  - holes in the fence
- Toys or Equipment:
  - toys that are inappropriate to age group (small enough to be swallowed by children under four years of age)
  - toys with loose parts that might have sharp edges, or small pieces
  - too many toys scattered around on the floor.

1. Perishable food should be refrigerated immediately. This includes dairy products, meats and fish, infant formula (opened and mixed), baby food, and anything containing eggs such as mayonnaise.
2. Accidental spills or accidents in the bathroom should be cleaned up immediately either by a custodial staff member or by the staff member supervising that area.
3. Portable heaters of any kind, wood stoves, kerosene, oil, or gas stoves cannot be used in the center except in an emergency. If this situation occurs, staff members should be informed about procedures for using the heaters and shall follow the manufacturer's instructions for use. A barrier must be erected to keep the children away from the heater and to protect them from injury. Staff members should not bring heaters from home.
4. When the children are present, doors to the street and playground gates should be kept closed and locked from outside entry.
5. Matches should be kept out of children's reach at all times.
6. Cleaning supplies, insecticides, and any other potentially dangerous substances must be kept in a locked cabinet out of reach of the children.
7. Flies, insects, and rodents should be controlled by a pest control company. Poisons should not be placed on the ground even if they are hidden.
8. Temperature in classrooms for young children shall be maintained no lower than 68°F. and cooling units must be used when the temperature in the inside occupied area exceeds 80°F.

## **Additional Safety Guidelines**

- 9. Swimming or wading pools must be supervised by at least two staff members, and staff-to-child ratios must be maintained at all times. Wading pools should be emptied and sanitized daily or more frequently when the water is dirty.
- 10. Pools deeper than two feet require supervision by a life guard certified in water safety instruction or senior life saving must be supervising the children at all times (along with the required number of staff members). Written permission must be obtained from parents before a child can be allowed to swim or wade.

## INSURANCE

The YMCA complies with Virginia Child Care licensing standards related to participant insurance coverage. Limits and exclusions apply.

## MEDICATION POLICY

All medications and topical ointments that your child requires while in care at the YMCA must be given directly to YMCA staff and must be accompanied by a signed medical authorization form with signatures from parent and doctor. Do Not leave medication in your child's backpack or lunch bags. Medication prescribed by a doctor must be in its original container with the child's name on it. The name of the medication and dosage must match what is on the form to be given to the child. All medication will be kept in a locked box. It is the parent's responsibility to pick up any medication not used after the authorization period. Any medications not picked up will be destroyed. YMCA Child Care Staff are trained by a MAT Trainer to administer medication.

## OVER-THE-COUNTER SKIN PRODUCTS

- YMCA Child Care staff will administer sunscreen and/or
- insect repellent provided when:
- We receive written parental authorization noting any adverse reactions.
- Products are in original containers labeled with child's name.

## PARENTAL NOTIFICATION

Any time there is a serious accident or injury at the center, the parents will be notified immediately. If the injury is minor, parents will be notified at the end of each day. Examples of minor accidents or injuries would include small scratches, cut or scrape, minor bruise or discoloration of the skin. Be aware of children who have allergies such as bee stings. This should be noted on the health history and known to teachers and aides. Immediate action is needed in these cases.

## CHILD INJURY POLICY

If your child has an injury that may require more than our first aid skills allow, or your child has an injury to the head of any kind, we will make an immediate attempt to contact you and/or the person you have designated in case of such emergencies. If necessary, we will call an ambulance. The program will maintain a parent's signed consent form agreeing to this provision. Please make every effort to keep the YMCA up-to-date on phone numbers, emergency numbers and other pertinent information. This is of the utmost importance because the hospital will not treat your child without you being there.

## ALLERGIES

We strive to provide the best care possible for your child. If your child has a diagnosed allergy or illness, please be sure to include this on their registration form. This will need to be filled out by your physician.

## SICK CHILD POLICY

- The HEALTH and SAFETY of your child is a matter of major importance to all of us. In order to protect the children in the program who are well, we have very stringent rules about sick children. These rules are in compliance with all Commonwealth of Virginia licensing regulations. If your child becomes ill in our program, we will call you and you must make arrangements to pick up your child IMMEDIATELY.
- Sick children cannot be with well children. In cases of illness, children must be clear of: a cold that is less than two days old, a heavy nasal discharge, a constant cough, reoccurring vomiting or diarrhea, temperature of 100° and/or symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache and abdominal pain plus a fever) for 24 hours without aid of fever reducing medications.
- Children who are identified as having lice will not be allowed to return until they are 100% nit free and our staff will be required to do a head check at drop off the first day the child returns.

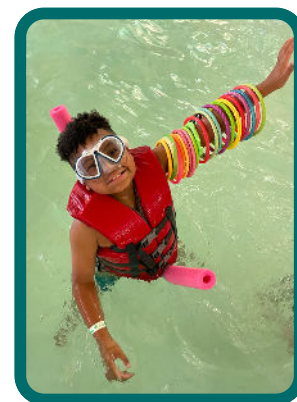
## COVID/FLU GUIDELINES

We take the health and safety of our campers and staff very seriously. Our program will practice multiple prevention strategies in an effort to keep everyone safe and continue following safety guidelines from CDC, VDH and VDOE.

Children and staff will be asked to stay at home if they have symptoms of an infectious illness. We will continue our health screening daily as the campers arrive. Please let us know immediately if anyone in your household tests positive for the influenza or COVID-19.

We ask that you monitor the health of your camper prior to coming to camp. If they are exhibiting any of the symptoms of the FLU or COVID-19, please do not send them to camp.

Please inform the YMCA Child Care Staff or Director within 24 hours or the next business day if your child or any other immediate household member has developed any reportable communicable disease as defined by the State Board of Health; any life threatening disease must be reported immediately.





## FAQ

### **How old does my child need to be before they can participate in camp?**

Participants must be at least 5 and no older than 12 to register for Day Camp.

### **How do I register?**

You must complete the Summer Camp registration form online and submit your child's physical, immunization and birth certificate along with supply fee.

### **Should my camper pack a lunch?**

The YMCA provides each child with a breakfast and lunch daily but parents can send packed lunch. Make sure your child's lunch includes plenty to drink and eat (USDA approved). Make sure your child's lunch is labeled and dated. NO peanut products please. Please send a healthy afternoon snack daily.

### **What should my child bring for summer camp?**

You should bring a laundry basket to store camper's belongings. All items belonging to campers must be labeled with the camper's first and last name. Please provide extra clothing to be kept at camp, a water bottle, swimsuit and a towel.

### **What if I need to pick up my child early?**

You can pick up your child early, however please refer to your child's schedule to pick him/her at the designated location. You also must sign your child out with a YMCA Staff.

### **Can I switch camps?**

Camps can be switched with a written permission form stating the correct dates with a new registration form along with complete physical and immunization chart and birth certificate.

### **If we go on vacation, do we get a discount on tuition?**

Parents can choose the weeks that they want their child to attend. However, once a parent has registered for a week refunds will not be given if a child does not attend camp during the reserved week.

### **Are campers divided into age groups?**

Yes. Our summer camp program divides campers according to age. Groups are according to age.

### **Can my child request to be grouped with his/her friends?**

No. State licensing requires division according to age group.

### **How will my child get his or her medications at camp?**

A medication form must be signed by the parent and the physician. Please see our medication policy in our parent handbook.

### **How do I know what is happening at camp?**

You will receive parent newsletters with activity schedules and reminders. Our staff informs you of your child's successes & challenges. A Camp Director is available by phone or in person to answer any questions. Be sure to sign up for text alerts and like us on Facebook for even more updates.

### **Is the YMCA licensed?**

Yes, we are licensed by the Virginia Department of Education.

# YMCA OF CENTRAL VIRGINIA

## BRANCHES:



**DOWNTOWN YMCA**  
1315 Church St  
Lynchburg VA 24504  
434.847.5597



**JAMERSON FAMILY YMCA**  
801 Wyndhurst Dr  
Lynchburg VA 24502  
434.582.1900



**YMCA ON OLD FOREST ROAD**  
3408 Old Forest Rd  
Lynchburg VA 24501  
434.455.5996



**LITTLE SCHOLARS ACADEMY  
PRESCHOOL**  
3031 Memorial Ave,  
Lynchburg, VA 24501  
434.455.5996