



Garland YMCA Parent Handbook



Garland YMCA

1709 N. Garland Ave.

Garland, TX 75040

972-272-3484

www.garlandymca.com

YSUMMER CAMPTM
We build strong kids, strong families, strong communities.

**We build strong kids, strong families,
and strong communities**

YMCA of Metropolitan Dallas Day Camp Programs Medication Form

Name of Child: _____ Date: _____

Medicine: _____ Dosage: _____

Diagnosis: _____ Is Condition Contagious? _____

Time(s) to be Given: _____

(Note: We will only dispense medication as per labeled instructions)

Parent's Signature: _____ Phone #: _____

Valid for one week at a time for the length of prescription as stated by physician, e.g.: antibiotic 10 days, unless otherwise stated by physician.

We will not administer any medication without this completed form.

All prescriptions must be in the original container. Staff will hold and dispense medication according to Dr.'s instructions or instructions on over-the-counter medication with a written prescription from their doctor.

Name of Child: _____ Date Received: _____					
Medicine received: _____					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
Staff Sig.					
Time to be given:	Monday	Tuesday	Wednesday	Thursday	Friday
PM					
Staff Sig.					

The YMCA's Position on the Nation-wide problem of Child Abuse

We make an active effort to prevent child abuse. Including but not limited to:

A background check, including but not limited to, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

Programs are structured and observed so that staff and volunteers are never the only adult present with children with the possible exception of emergency conditions.

Periodic interviews/evaluations are conducted with children and parents regarding day to day experiences, encouraging reports of any event out of the ordinary.

Staff are not to fraternize with children outside the programs, especially babysitting or inviting children home.

A Final Word

We believe that every child needs to experience the fun and excitement of summer camp. The staff at the YMCA believes this because we love working with youth. Every staff person involved, from summer camp counselors to the Executive Director is involved with this program because we believe in providing fun and safe activities for our children. Nothing makes us happier than seeing out campers smile! If there is anything we can do, please let us know. We look forward to seeing you and your child this summer!

If you have any questions, please contact: Lindsey McCoy at 469-586-6510

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A Letter from the Camp Director

Dear Parent!

Welcome to another exciting Summer with the Garland YMCA! We are glad you are here.

This handbook contains lots of great information about our Programs; please take some time to read. But if you find that you still have questions, please feel free to contact me.

The Garland YMCA summer camps strive to provide a quality summer program that enriches the lives of all involved. Changes have been made in the past year to continue to ensure that we are providing parents the best possible programs for their children and families. Summer Camp is not just day care, it is the chance for your child to participate in activities that cannot happen during the school year. Camp is an experience your child should not miss!

We have a goal of helping campers develop positive self esteem, providing social opportunities, strengthening their self discipline skills, and encouraging their self expression. As active YMCA participants we continuously introduce campers to the Four Character Values: Respect, Responsibility, Honesty and Caring; helping our campers and staff develop character is all their actions.

The Garland YMCA summer camp programs maintain a staff to child ratio, compliant with State of Texas requirements. All of our summer camp programs are licensed by the State of Texas and meet their standards, as well as the YMCA of Metropolitan Dallas Policies.

We do understand that you have many options when it comes to finding a Summer Camp for your child, we are glad that you have chosen to be a part of the YMCA of Metropolitan Dallas Summer Camp Program.

See you at Camp!

Erica Carson
 Childcare Programs Director
 ecarson@ymcadallas.org

Lindsey McCoy
 Summer Camp Director
 limccoy@ymcadallas.org

Garland YMCA ~ 972-272-3484



Payment Information

Pay-

ment Policies

- A \$45 supply fee is due at registration, this fee is non-refundable.
- A \$25 deposit is *required* for each week your child plans to attend. The deposits are applied towards the total weekly fee.
- The balance for each week is due the Friday *before*. Please see the payment schedule included below.
- Deposits are non-refundable, non-transferable after June 7, 2010.
- We require a two week notice to cancel any weeks of camp, fees paid may not be refunded if this timeframe is not met.
- We are not able to pro-rate fees for illness or absence within a week or for a full week that has not been cancelled.

Session Number	Session Dates	Balance Due By:
1	June 7th	June 4th
2	June 14th	June 11th
3	June 21st	June 18th
4	June 28th	June 25th
5	July 5th	July 2nd
6	July 12th	June 9th
7	July 19th	July 16th
8	July 26th	July 23rd
9	August 2nd	July 30th
10	August 9th	August 6th
11	August 16th	August 13th

General Questions

Is the YMCA Summer-Day Camp licensed?

All the YMCA Summer-Day Camps are licensed by the state of Texas. Each has standards and requirements that must be met or exceeded to maintain operation. The state of Texas and the YMCA of Metropolitan Dallas inspect all camps on a regular basis.

How are staff screened and hired?

Each applicant is interviewed by a YMCA Program Director, prior to reference checks and a group interview. The YMCA of Metropolitan Dallas completes a multi-state wide background history check on all applicants before hiring.

How are the staff trained?

All Summer-Day Camp staff complete over 30-hours of training before the summer begins. Staff are trained and certified in CPR and first-aid, age-appropriate activities, positive behavior guidance, communication skills with children, Group building skills, transportation safety and procedures, specialty activities, games, songs and plenty of other fun activities.

Can parents visit their child during the day?

Definitely. Parents are always welcome to our camp, even grown-ups need a dose of FUN! But, due to the different locations of the children during the day, we do not recommend calling to speak with your children, unless it is an emergency. You will be able to hear about all of the FUN on your way home.

Will the children get too hot?

Please remember that the YMCA Day Camp is traditional summer camp. We do spend roughly half the day outside in the heat. We make every effort to provide water, shade and indoor activities, throughout the day.

- Sunscreen is very important. Apply sunscreen before camp, even on cloudy days. Staff will remind children to apply sunscreen at various times during the day.

- Children also need to have plenty of water with them and drink it often during the day. Water coolers are available, so children should bring a water bottle with their name clearly marked each day.

- Hats are a terrific way to help keep the sun off the children's face. Be sure to have their name clearly marked on the hat if they decide to wear one.

Summer Camp Schedule

Garland Day Camp

Ages 5-12

The Garland YMCA Summer Camp has the following goals:

- Provide a fun safe atmosphere
- Develop positive self-esteem in your children
- Provide social opportunities
- Strengthen self control
- Stimulate curiosity
- Encourage self expression

Planned, safe activities are set to a weekly theme centered this year on cultural diversity and exploration. We provide a well trained caring staff, safe supervised activities, and structured daily activities.

Summer Day Camp

Your camper will begin each week with Opening Ceremony, the time to reconnect with new and old friends, meet the camp counselors, and finally find out what the country we will "travel" to for that week.

Camp Themes or Specific information!

Camp Dates	Theme	Field Trip/ Event
Week 1 June 7-11	Australia	The Science Place
Week 2 June 14-18	Italy	Movies
Week 3 June 21-25	Kenya	Dallas Zoo
Week 4 June 28-July 2	United States	Dallas Cowboy Stadium
Week 5 July 5-9	Mexico	Family Fiesta
Week 6 July 12-16	Brazil	Rainforest Cafe
Week 7 July 19-23	Russia	Moon Jumper
Week 8 July 26-July 30	Egypt	Pyramid Party
Week 9 Aug 2-Aug 6	India	Palace of Wax
Week 10 Aug 9-13	England	Bowl-o-Rama
Week 11 Aug 16-20	Greece	Olympic Games

MISSIONS STATEMENT AND GOALS

“To put Christian values into practice through programs that build healthy spirit, mind and body for all.”

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self confidence, self respect and an appreciation of their own worth as individuals.
- Grow as responsible members of their camp community.
- Appreciate that health of mind and body is a gift and that physical fitness and mental well-being are conditions to be achieved and maintained.
- Recognize the worth of all persons and work for interracial and inter-group understanding.
- Develop a sense of Camp (world) mindedness and work for Camp (world) wide understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

It is the purpose of the YMCA to give every child the opportunity to participate in programs to learn the importance of good sportsmanship and fair play through Christian values. The YMCA Philosophy is to allow children to participate in a low-key, non-competitive program with emphasis on having fun, development of character, respect for others and fair play. The YMCA provides a variety of summer camp programs including preschool camp, Traditional Day Camp, Adventure Outdoor camp, Teen camp and Specialty camp. The YMCA offers financial assistance for all programs. No family will be turned away because of the inability to pay.



Camper Behavior Information

Behavior Guidance

The YMCA attempts to teach all children the values of respect, responsibility, honesty, and caring. Parents will be notified if Behavior problems occur. The general practice at the YMCA is to encourage and reward positive behavior, and redirect misbehavior. Although we make every attempt to work with children and teach proper behavior, we will suspend or terminate children from the program as a last resort. Fighting will not be tolerated and could lead to dismissal.

General Rules

Be Kind - keep hands, feet, and objects to yourself

Be Respectful - to staff, others, yourself and facility (clean-up)

Be Safe - stay with a YMCA staff member, walking inside

Rewards For Good Behavior

- Praise from the staff
- Positive phone calls to parents
- Special surprises: special guests, special project, extra activity time
- Super camper awards
- Being made a “good example” for the group

Steps which will be taken if Camp Rules are Broken

- Quick reminder of “Camp Rules”, then re-direction to other activity
- 5-10 minutes to think and counselor time to discuss
- Repeat “think time” and counselor time to discuss what can be done “next time”
- At check-out parents are informed of problem and how it was resolved
- Parent is called for suggested help
- Parents are called in for conference with Director
- For continually repeated offenses, child is sent home/suspended from program (no refunds)
- Dismissal from program

Any physical, emotional, or mental harm/threats to ones self, another person or property may result in immediate suspension or dismissal.

Parent Conferences

Parent conferences are available if needed. Please call the Camp Director to arrange for a conference. Lindsey McCoy 469-586-6510

Your Child's Paperwork

Camper's enrollment forms must be filled out legibly and completely. We also must have a **copy of your child's immunization records**. We will need new copies of these each year. Any pertinent information regarding your child should 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.

Clothing/Belongings/Lost and Found

Lost and found items will be held in a baskets in the Front Desk. Please check this box at the end of each day for your child's belongings. Following the last week of camp, we will donate items left in the baskets to charity.

Your Trash is Our Treasure

Anytime during the year that you have any of the following, please donate it to camp for our crafts supplies. THANKS!!

old wax candle	spoons	rice
marbles	leather scraps	tissue paper
butter tubs w/ tops	coffee cans w/lids	foil
dried flowers	pipe cleaners	felt
sandpaper	wrapping paper	glitter
cigar boxes	glue	toilet paper tubes
ribbon	styro-foam balls	puzzle pieces
golf balls	masking tape	buttons
baby food jars w/ lids	washable ink pads	spools
paper towel tubes	wax paper	beads
pom pom balls	clear contact paper	paint brushes
balloons	markers	

Parent's Rights

Parent's/Guardian's, upon presentation of identification, have the right to enter and visit the day camp facility in which their child(ren) is receiving care, without advance notice to the provider. Entry and inspection is limited to normal operating hours while their child(ren) is receiving care. The law prohibits discrimination or retaliation against any child or parent/guardian exercising their rights to visit. The law authorizes the person in charge of the child care facility to deny access to the parent/guardian under the following circumstances: The parent/guardian is behaving in a way that poses a risk to the children in the facility.

Under no circumstances should a parent/guardian approach another child other than their own. Any parent who behaves in this manner will be asked to leave the facility.

Child's Personal Rights

Each person receiving services from a day camp facility shall have rights, which include, but are not limited to, the following: To be accorded with dignity in his or her personal relationship with staff and other persons; To be accorded safety, healthful and comfortable accommodations, furnishing and equipment to meet his or her needs; To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.

Summer Camp Information

A Typical Day At Camp

7:30 - 9:00 am	Pre-Camp Fun at Camp
9:00	Opening Ceremonies
9:30 - Noon	Group activities or Activity Choices
Noon - 1:00 pm	Lunch with your favorite Counselor
1:00 - 3:45 pm	Group activities or Activity Choices
4:00 - 5:00 pm	Swim time fun or water activities
5:00pm-6:30 pm	Post-Camp Fun at Camp

We take age-group field trips on Tuesdays, Wednesdays and Thursdays. **Campers need to arrive at camp no later than 8:30 on field trip days to ensure campers are ready to go. Sack lunch [first and last week only] water bottle and hat should be packed for all Field Trips. Your camp shirt must be worn on field trip days.**

Sign In/Sign Out

Every morning one of our counselors will greet parents and campers at the back door, poolside, for morning drop off /sign in. Children may be dropped off as early as 7:30 AM and we will be here until 8:30. After 8:30 parents will need to bring their camper to the parent table in the lobby. *To ensure the safety of your child, every child must be signed in to our program.* If weather does not cooperate, sign-in/out will be in the lobby.

Afternoon Pick-up happens at the back door, poolside from 5:00 PM – 6:30 PM. Any parent wishing to pick their child up before 4:30 PM, please go to [the](#) Front Desk and they will help you locate our camp.

A Drivers License or Photo ID must be presented to the staff before the child can be released to the parent. We will not release any children to someone who is not authorized on the child's registration form. Our summer camp program closes at 6:30 PM every day. A late fee of \$1.00 per minute will be charged for any child who remains in YMCA care after the close of Camp.

Aquatic activities

Campers should bring a swim suit and towel Tuesday through Friday. At least two lifeguards will be on duty while the summer camp children are in the pool maintaining a ratio of 1:25 at all times. Campers will have the opportunity to swim one hour of each day they are in the pool. In order for the campers to take part in swim time, each will complete a swim test and wear a wristband which signifies their swim levels.. This system allows our lifeguards and counselors to quickly know a campers skill level. A Green band means the camper can swim the length of the pool, a Yellow band means that they must stay in the shallow end and can touch the bottom, A Red band means participants can either not touch or cannot swim so they must stay in the shallow end and wear a life vest.

Calendars

A summer events calendar will be given to you when you register. Newsletters with themes, special events, and other important information are sent home every week. **If you have questions about the week's activities, please contact the camp director.**

Summer Camp Information

Cont.

Field Trips and Transportation

Children will be transported to and from field trips with a YMCA of Metro Dallas school bus and with a YMCA certified driver. Camp T-shirts must be worn on all field trips. If a camper does not wear their t-shirt on a field trip day then they will be issued a new t-shirt which must be returned at the end of the day. These shirts are important, as they are just one more measure of helping us safely keep track of your children.

Field Trip schedule will be as follows:

We leave the YMCA on field trip days as early as 8:30 AM, and return by 4:30 PM unless otherwise noted. All children must arrive at the YMCA by **8:30 AM** for field trips. Due to ratio issues, we are not able to put children in another group if they cannot make the field trip. Parents needing to drop off children later or pickup earlier, must either drive to the field trip site, or make other arrangements for that day.

Please refer to the Events Calendar for more specific weekly field trip information.

Absentees

All absences or late arrivals need to be reported to the YMCA by 8:30 AM. Parents should call the YMCA at (972) 272-3484 and speak with the front desk staff. You may also call the camp phone and leave a message after hours. The camp phone number is 469-586-6510.

Medication and Illness

Anytime a camper must bring medicine to camp, a **medication form must be on file** (located on pg. 15) from the parent authorizing the distribution of the medicine. The medication must be in the original container with the child's name clearly marked, and we must follow the instructions on the bottle. If a medication is prescribed, the label must contain the date, directions to administer and the name of the physician prescribing the medicine. All medicine must be given directly to a staff member. Children cannot administer medicine to themselves.

If a child becomes ill or is injured at camp, an attempt will be made to notify the parents. If no parent can be reached, the staff will use their judgment as to the seriousness of the condition. For those injuries and illnesses requiring medical attention, 911 may be called. *Children must be clear of fever, vomiting, and diarrhea for 24 hours before returning to camp.*

What happens if my child is ill?

Any child that becomes ill at camp will stay with staff until an authorized to release person can pick up the child. If your child is sick or has a fever of 100.4 prior to leaving your care, please do not send him/her to camp.

Summer Camp Information

Cont.

What to bring to camp

- We are very active, so be sure your camper eats a hearty breakfast before heading to camp, and pack a good healthy lunch. Lunches are not refrigerated. Campers may bring a little cooler with ice packs.
- June 14th—August 13th the City of Garland Summer Nutrition Program will provide breakfast and lunch. **Parents need to provide a healthy snack for these weeks.** Menus will be given in advance, and children may bring their own lunch should they dislike what is being served.
- **Bottle of water!** Please send a full bottle of water with your camper each day; they will have multiple opportunities to refill, throughout the day.
- Swimming suit and towel
- Camp bag or backpack for belongings
- Sunscreen

All clothing and items should be marked with camper's name. **Your Camp newsletter will alert you to any additional items needed.**

What not to bring to camp

As we will schedule lots of activities for your camper to do; please leave the following items at home: Radios, headsets, electronic games, poke-mon/ yu-gi-oh cards, toys, tobacco or tobacco products, alcohol or drugs, guns, large amounts of money, knives or pocket knives, pets.

What to wear

Camper will spend a lot of time outdoors. It is recommended that your child wear comfortable old clothes and a hat. The weather will be warm, so shorts and t-shirt are fine. Rubber sole, closed toe shoes are a must. No sandals, except for swim time. Camp t-shirts must be worn on field trips. If a camper does not wear his/her camp t-shirt they will be issued a new one and your account will be charged \$10.