



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

# **BEST SUMMER EVER!**

**FRIENDSHIP. ACCOMPLISHMENT. BELONGING.**

## **Summer Day Camp Policy Book KENOSHA YMCA**



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# PROGRAM OVERVIEW

## MISSION

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

## PHILOSOPHY

The Youth & Family Department is an advocate for youth and families. We support our mission by offering programs that will nurture and encourage children while teaching character values of honesty, responsibility, caring and respect.

## PROGRAM HOURS

8:30 AM – 4:30 PM; Monday-Friday for Full Day Camp

Extended Care (included) 6:30 am to 8:30 am and 4:30 pm to 6:00 pm

## PROGRAM DATES

Our Program runs from June 14th -August 25<sup>th</sup>, 2023

## GROUP SIZE

Our programs will keep a 1:12/ 1:15 ratio. Kenosha Summer Campers will be divided by age groups. The site is licensed for 92 children including our early childhood program.

## STAFF

The Kenosha YMCA takes pride in the staff we hire. We look for people with a strong character, motivation to learn new things, and a love of kids. All of our staff are fully trained to deal with all aspects of camp including being CPR & First Aid certified. We believe the most important elements of a positive camp experience are the safety and well-being of your children.

## INVITATION

We invite parents to visit our programs at any time. Each site has a parent board with an itinerary and weekly activities posted. A copy of DCF 251 licensing rules is located on the sites and available for review.

## SCHOLARSHIPS

Scholarships are available for families with low income that have been declined from the Kenosha County Job Center's Wisconsin Shares Program.

- See the Membership Service Desk or Summer Site Director for the application. Parents will be asked to submit two income verification statements and the letter verifying the Wisconsin Shares Program declined services with the scholarship application. Scholarships are processed in 1-2 weeks by the Youth & Family Director or Assistant Director.





**WEEKLY THEMES**

This summer children will enjoy weekly themes to bring together activities like science, arts & crafts, large motor activities, sports, skits, and songs. The themes this summer are based on Adventures. Each week campers will explore a new adventure. Content will be taught through a variety of hands-on activities. The summer will be celebrated by a summer learning fun celebration where campers will participate in their own Luau.

**KIDS CARE CLUB**



One of the qualities of the YMCA curriculum is the emphasis of applying the Core Value of Care. Learning to be givers shapes children’s values and provides opportunities to develop kindness, a virtue that improves lives and reduces violence and bullying. Empathy is our ability to recognize and respond to the needs and suffering of others. We can see empathy-in-action all around us and we, the YMCA Youth and Family Staff, intentionally make a way for the kids to take part in that action. Authentic projects and activities are developed and facilitated that give children the opportunity and experience of coming alongside of others.

**KIDS PARTICIPATE IN LOCAL, NATIONAL & INTERNATIONAL COMMUNITY SERVICE PROJECTS**



**Writing letters  
to our Troops.**



**Meet our friends in India. Kids Caring for Kids...Raising money for school supplies.**



**Donation  
collection for Safe  
Harbor**





## WEEKLY FIELD TRIPS

Children will enjoy weekly field trips. Most of the field trips are free of charge. Field trip permission slips will be signed and returned before children are allowed to participate in any off-site field trips. Children are required to participate in these field trips. If your child is unable to, we ask that you make alternate arrangements as no staff stay behind.

Each Team (5-6 yr, 7-8 yr and 9-12 yr) has one day a week when they choose a fieldtrip just for them. Tuesdays = 5-6yrs; Wednesday = 7-8 yrs; Thursdays = 9-12 yrs;  
some Friday's the whole camp.

\*Dates and times TBA

## TRANSPORTATION

Children will be transported using the YMCA shuttles. Attendance will be taken as the children are boarding the bus and again upon arrival. After children have exited the bus, the driver will then do a walk through to make sure that all children have departed and turn off the alarm to indicate that all is well. A copy of each child's enrollment papers will be kept on the bus which includes information concerning emergency contact numbers and medical status and consent for emergency medical treatment. A binder with routes, directions, and scheduled stops shall also be kept on each bus.

## INCLEMENT WEATHER

Children will stay inside during rainy and heat advisory days.

## SWIMMING

Recreational swimming is available as a club option. A certified lifeguard will be on duty while children are swimming with staff. Each child interested in leaving the shallow end will need to complete a swim test with the lifeguard, swimming an entire length of the pool. Documentation of the assessment will be kept in the child's file. The waterfront supervisor will make sure that the children are monitored through the use of the buddy system, taking attendance every 15 minutes when the children are required to get out of the pool and rest a bit before returning to swim, as well as lifeguard and staff observations of the children while swimming. In addition, attendance will be taking before entering the pool initially and after leaving the pool to begin another activity.



## ADDITIONAL CLASSES

The Kenosha YMCA offers additional programs at the Callahan Family Branch. Parents have the opportunity to register campers for these programs while participating in the camps located at CFB. Please see staff for more information. We'll be happy to walk them to and from the program area if we have available staff to do so.

## DRESS

Dress or pack clothes for your child using the layering system. We will generally be outdoors all day. Children should wear rubber soled shoes covering the toes (no crocs), preferably gym shoes and comfortable clothing and NO Sandals unless the toes are covered, and they have a strap for the back of the heel.

### Label all items with child's name and bring:

- Mosquito Repellant and sunscreen. Apply first application of sunscreen before dropping off
- Water Bottle that does not leak when tipped
- Change of clothes (extra t-shirt, shorts, underwear, and socks)
- Swimsuit, towel, and ponytail holder if child's hair touches shoulders when wet
- Backpack to hold all personal gear
- Additional: choice to bring a life jacket (They are not guaranteed on-site)



Please do not bring anything of value. All toys, including electronic devices from home should not be brought to camp. There are exceptions for children needing security items (blanket, picture of family/home) or items for self-calming purposes. Please talk with the Camp Director to make arrangements.

The Kenosha YMCA is not responsible for lost or stolen items.

## CHRISTIANITY IN PROGRAMS

The YMCA has a foundation in Christian beliefs. Although the Kenosha YMCA does not directly teach Christianity, there may be occasions where Bible verses may appear on artwork and posters throughout the facilities.



# SUMMER DAY CAMP PROGRAM DESCRIPTIONS

## KENOSHA SUMMER MAIN KIDS CAMP

Children ages 5-12 will enjoy fun filled days in the sun with a low staff-to-child ratio (1:15). They'll participate in developmentally appropriate activities art & crafts, cooking projects, group games, core value activities, sports, listening to guest speakers and much more!

## CAMP SITE INFORMATION

Camp Name	Age	Address & Phone	Program Areas
Kenosha Y Summer Camp	Ages 5-12 yrs	Kenosha YMCA 7101 53rd Street 262-654-9622	Outdoor Tent – Camp Central Community Room Gymnasium Miracle Field Outside Soccer Field
Early Childhood Preschool Camp	Ages 4-5 yrs		

## CAMP PRICING and Contact Information

Kenosha Y Summer Camp Ages 5-12yrs of Age \$45 per Full Day \*contact youth and family office for half day needs due to summer school etc.

Main Camp 262-654-9622 ext. 237

Contact Information: Keeliah Hampton, Youth and Family Department Director, [khampton@kenoshaymca.org](mailto:khampton@kenoshaymca.org) 262-654-9622 ext. 207 Lisa Eckardt, Youth and Family Asst. Director, [leckardt@kenoshaymca.org](mailto:leckardt@kenoshaymca.org) 262-654-9622 ext. 236



# EXAMPLE WEEK @ Kenosha Summer Camp

This is a sample lesson plan for Pony Express Week. Lesson plans are subject to change.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30 AM – 8:30 AM	Children arriving at various times: Drop off at Camp Central – outside play, free art, and Breakfast				
8:30 AM – 9:00 AM	Opening Ceremonies: announcements, stretching, songs & skits				
9:00 AM	Break into Teams with Lead Teacher Theme Activities/				
	Author/Illustrator Contest	Storytellers Puppets	Eric Carle collage	Pop-up Books	Celebrate Learning Share projects, play favorite games of the week, ....
	Bookworm Tag	Storybook Dodgeball	Dr. Seuss Races	Comic Book Crusaders	
11:30 AM – 12:30 PM	Clean-up, wash hands & eat lunch (5-8 & 9-12)				
12:00 PM – 12:30 PM	Siesta Time: Teachers may read aloud. Children may work on quiet activities such as reading.				
12:30 PM – 4:30 PM	Clubs Rotating Every Hour				Cont'd of celebration and preparation for next week theme....Kid Made Snack (Cooking Club) & Guest
4:30 PM – 5:00 PM	Clean-up, wash hands & eat afternoon snack				
4:30 PM-6:00 pm	Outdoor				
4:30 PM – 6:00 PM	Children leaving at various times: outside play, board games, free art, group games & sports				



**BEST  
SUMMER  
EVER!**





# REGISTRATION & PAYMENTS

## OVERVIEW

Summer Registration is a first come, first served program. All paperwork and online registration must be complete before your child can start first day of camp. We assume all parents have had a chance to read the parent policy book and by enrolling in the program, agree to follow all policies and procedures.

## ADMISSION

The YMCA does not discriminate enrollment on the basis of race, color, gender, creed, national origin, ancestry or ability to pay. We follow our Wisconsin state license meeting capacity, age and hours of operation requirements. We require a 12-child minimum enrollment to run our programs.

We strive to meet every child's needs; however, all children must be able to work in a 1:15 maximum group size. Past due balances and discipline issues will require a conference before registration.

## REGISTRATION ONLINE

Registration starts March 1st– until full. Registration if not full will end on May 30th to attend the first week of camp, Wednesday, June 14th. Registration remains open through the summer for additional weeks of camp until sessions are full.

## ADDITIONAL ENROLLMENT FORMS (Downloadable/Fillable ONLINE)

Additional forms can be picked up from the Membership Desk or at your child's BASE location. The required forms include:

- Enrollment Form
- Health History and Emergency Care Plan
- Immunization Record
- Media Release
- CACFP (Nutrition Program Forms)

## **PAYMENT**

We accept Visa, MasterCard & Discover credit cards. Online registration will automatically set up a payment plan with the form of payment used at time of enrollment and will be charged on your payment due dates.

- Each week is due 7 days prior to attendance.
- No refunds for non-attendance days already scheduled.

The Kenosha YMCA is a state licensed facility that accepts Wisconsin Shares payments. Any families that receive Wisconsin Shares assistance must have proof of authorization prior to the first day of camp and Parents are responsible for any co-payments.

## **FEES**

Registration and payment dates are one week prior to start of first week. **No invoice will be sent home, charges are automated.**

- Full payments are due before child can attend session
- \$30.00 fee for all returned checks
- \$5.00 fee for late payments
- \$10.00 late fee for pick-up after 6:00 p.m.

## **TRANSFERS**

If the space is available, a change in schedule will be granted with a 2-week notice.

## **REFUNDS**

No refunds will be given unless under extenuating circumstances (death in the family, moving from area, loss of job and thus need of care...).

## **WISCONSIN SHARES**

The Kenosha YMCA accepts Wisconsin Shares payments. A survey will be sent out to current Wisconsin Shares participants from the Job Center to update your summer hours. Complete this and send it back to your Case Worker immediately to ensure your coverage.

- Current Wisconsin Shares participants using the Kenosha YMCA childcare can pre-register without authorization
- Other Wisconsin Shares participants will require either proof of being a current Wisconsin Shares participant or a verbal authorization from your Childcare Case Worker to our Youth & Family Office Assistant prior to registration. An authorization will be required by the start of camp

## **TAXES**

**FEIN #39-0826296.**

All tax receipts are available on your account under "My Account" and under "Tax Receipts". No tax statements will be mailed.

# ARRIVAL & DEPARTURE



## ARRIVING

When arriving between 6:30-8:30 AM campers will meet at 'Camp Central' located on the South side of the building by the Miracle Field. There is a large white tent with Sign-In tables. When arriving, parents will check your child in using the Brightwheel app. Children will put their belongings in their camp's designated area, generally a basket.

Arrival during inclement weather: Campers will meet under the tent at Camp Central. Staff will accompany the child into the building after they have been properly signed in and screened.

## DEPARTING

When departing, the pick-up person will need to show a picture I.D. each day, corresponding with the authorized names listed on each enrollment form before a child can be released. For indoor pickup (ex. inclement weather), the pick-up person would need to provide their Pick Up Pass. Parents can add people to their pick-up list by editing their YMCA account and editing the contacts in your Brightwheel profile. If you will be picking your child up or dropping your child off between 9:00 a.m. – 4:00 pm, please make prior arrangements with your child's Summer Camp Counselor by sending a message through Brightwheel.

## ABSENCE

Please contact the Camp Room via Brightwheel before 8:30AM if your child will be absent from a scheduled day. We ask for a two-week notice if a child will no longer be attending. If a child does not arrive as expected, and there has been no communication that such a change should be taking place, then a staff member will contact the parents (guardians) to verify that the child will not be attending that day.



## LATE POLICY

Our Wisconsin State license requires all children to be picked up by 6:00 p.m. In an emergency, please contact the site before 6:00 p.m. to make other arrangements. Late fees apply. If parents do not call and staff cannot contact parents by 6:30 p.m., the child will be escorted by the sheriff or police to: Kenosha Human Development Services, 5407 8th Avenue, Kenosha. 262.657.7188.

## COMMUNICATION

Brightwheel will be our primary source of communication. Please have your notifications turned on to receive flyers and all other information as it becomes available.

## UNDER THE INFLUENCE POLICY

The Kenosha YMCA has a "No Tolerance" policy in regards to drugs or alcohol on-site or individuals that are inebriated on-site. Police will be notified if staff suspects anyone is under the influence including participants, parents & family, etc. picking children up.

# HEALTH & SAFETY

## PARTICIPATION

All children and staff in the Kenosha YMCA programs will be free of illness and able to participate in all activities.

## ILL CHILD

The safety and wellbeing of all staff, children, and the families at the Kenosha YMCA continues to be of utmost importance to us. We always commit to taking all precautions toward keeping children and staff safe and healthy, including the current time of the COVID-19 outbreak. Following this additional sick child policy will help the Kenosha YMCA to do this.

### **Children will be asked to stay home or return home if any of the following applies:**

- Have a fever of 100.4 or higher
- Have had a fever of 100.4 or higher or other potential symptoms of COVID-19, such as shortness of breath, sore throat or persistent dry cough, within the last 72 hours
- Have come in contact with others who have been identified as positive or probable for COVID-19

### **To prevent the spread of COVID-19:**

- Children with signs/symptoms of COVID-19 or who have been exposed to others with COVID-19 will be asked to stay home
- Children who develop signs/symptoms of COVID-19 while at the program will be immediately separated from others and the program staff will contact the family member and/or emergency contact to pick the child up

Any ill child will be isolated from healthy campers and provided with a sleeping bag or mat while a parent is contacted to pick up their child. Parents are responsible for picking up any sick child from the program immediately.

## OTHER COMMUNICABLE DISEASE

Any child with a communicable disease; such as (but not limited to) whooping cough, diphtheria, meningitis, chicken pox, will be reported to the local public health officer by the Youth & Family Director as the state requires. Parents will be notified of possible exposure through a letter in their child's mailbox.

## HEAD LICE

We adhere to a "no nit" (eggs) policy. If a child is sent home with lice, the child must be rechecked upon re-entry into program by Youth & Family staff.

## MEDICATION

If a child is required to take medication at the YMCA, parents/guardians must complete a "Medication Authorization Form." According to state licensing regulations, the medication must be kept in its original container and clearly state the following information: child's name, doctor's name, prescribed dosage, and date issued. The program site stores all medication in a locked safe place, well out of reach of the children. We maintain dated records, which include the amount of medicine dispensed and the name of the staff person who administered the medication. We will provide refrigeration when necessary. Medications will be returned to you or properly disposed of when they are no longer required by your child. Non-prescriptive medications, i.e. Tylenol, aspirin, cough medicine are not dispensed by our staff. (Inhalers can be kept with child).

## INJURIES

Parents will be notified of all injuries and asked to sign an Accident Report at the end of the day, verifying notification. Staff will keep a First Aid Kit with them and wear gloves to treat injuries accordingly. Parents will be called immediately if an injury involves the child's head.



## **EMERGENCY CARE**

In the event that 911 is called for an injured child, parents will be contacted immediately. Staff will accompany the child in the ambulance and meet the parents at the hospital. The enrollment form gives authorization for emergency care. If the child is at the Callahan Branch when needing emergency transportation to the hospital; Saint Catherine's will be the hospital of arrival (closest to CFB).

## **SAFETY DRILLS**

All programs will do monthly, fire, tornado and safety drills. Our parent board shows a written record of drills, exit plans and a designated safe location.

## **MANDATORY REPORTER**

Kenosha YMCA staff are advocates for children. Wisconsin State Licensing require that staff contact social services if there is any suspicion of child abuse, which includes physical or sexual abuse and/or neglect.

# NUTRITION

The YMCA Healthy Eating and Physical Activity (HEPA) teaches children how to make healthy food choices and to enjoy physical activity, contributing to their social and physical development.

Staff in charge of the preparation of meals are trained under the guidelines of the CACFP program. This includes, but is not limited to training in food preparation, nutritional guidelines, and processing of reports and program forms.

## Y STAFF AS ROLE MODELS

Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.

## SNACKS & MEALS

Snacks and Meals will be served Family Style. Staff will monitor mealtimes to assist children as needed. Children are encouraged and guided to participate in age-appropriate preparation of snacks/meals. Children will wear gloves, as do the staff, when preparing snacks/meals.

## HEALTHY MENU ITEMS

Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack. Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.). Do not provide any foods that contain trans fat (listed as partially hydrogenated oils in the ingredients). Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word whole (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice). Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as containing more than 8 grams of added sugar per serving.

## MEAL REQUIREMENTS

Wisconsin State licensing requires:

- Breakfast (AM Snack): choices from fruit & bread group w/ milk
- PM Snack: 2 choices from food groups w/ milk
- Lunch: 1 choice from each food group and a second fruit or vegetable w/ milk

## FOOD GROUP OPTIONS

- Grain Whole Grain: Bread, Whole Grain Bagel, Crackers, Cereal, Granola Bar
- Protein: Peanut Butter, Ham, Turkey, Beans, Egg, Sunflower Butter, Hummus
- Dairy: Low-Fat Yogurt, String Cheese, Sliced Cheese, Cream Cheese
- Fruit/Vegetable: Apple, Bananas, Grapes, Carrots, Celery, 100% Juice

## MEAL OPTIONS

Breakfast (AM Snack), Lunch, & PM Snack is offered free of charge. Lunches are pre-ordered at least a week in advance. Advance menus are available.

Alternatives are provided for those with nuts allergies (sunflower and soy based products). The YMCA will do what it can to accommodate by making sure that children are not offered items. We encourage parents to review the menu and to provide foods that are appropriate for their child(ren) when necessary.

## SAMPLE MENU

- Breakfast: Yogurt, fresh fruit, granola, milk (1%)
- Lunch: Chicken salad pita sandwich, carrot sticks, cheese stick, apple, and water/1% milk
- Afternoon Snack: Veggies and low-fat ranch dressing with whole wheat crackers and water/1% milk



## BEVERAGES

Water is accessible and available to children at all times, including at the table during snacks and meals. Unflavored low-fat (1%) or nonfat milk (for children 2 or older) will be offered and encouraged.

## CAFFEINE

We ask that parents refrain from sending their child to the program with soda, energy drinks, coffee and other products that contain caffeine. Those beverages will be returned to their lunch bags to be taken home.

## FRIED FOODS & SUGAR

The YMCA follows the guidelines set by the Healthy Eating & Physical Activity Standards (HEPA) which states that fried foods, those with a sugar content over 8 grams, or trans-fats will not be served. We ask that parents sending sack lunches please abide by these guidelines as well so that we can work together to develop healthy eating habits.

## VENDING MACHINES

Children will not have access to vending machines.

## CLEANLINESS

Children and staff are required to wash their hands before and after mealtime and after using the restroom.

# DISCIPLINE

## OVERVIEW

The Youth & Family Department believes children act out and misbehave as a way to communicate a need that is not being met. Our goal is to keep all children safe and understand what each child's needs are in order to prevent misbehavior while teaching communication skills so children can find other ways to express their needs.

## CHILDREN'S NEEDS

Our programs are created to meet primary and secondary needs. We ask for parent's support by providing these needs at home too.

### Primary Needs

Primary needs are the absolute essential needs each person has:

- Food & Drink for snacks and mealtimes
- Sleep; 9-12 hours a night
- Health Care for when children are sick or hurt
- A loving relationship

### Secondary Needs

Secondary needs are psychological and learned:

- A sense of belonging and to feel part of a group
- To feel success
- To know what's going to happen next
- To assert oneself, have status, and make decisions

## COMMUNICATION

Our staff will always treat children with respect while communicating any concerns about behavior. We will also give children an opportunity to explain their behavior as we work to resolve the situation.

Parents will be made aware of general behavior issues at the end of the program. However, a phone call will be made for any immediate concerns.

## BEHAVIOR GUIDELINES

We use YMCA character values for behavior expectations. At each location, children and staff will define these values.

We model and we expect: Caring, Honesty, Respect & Responsibility

## **CONSEQUENCES**

We believe consequences for behavior should directly relate to the misbehavior to teach appropriate behavior.

## **VIOLENCE, PROFANITY, VERBAL ABUSE, “BULLYING”**

Children that put themselves or others in danger, verbally assault others through use of profane language or racial/discriminating remarks or denigrating language, or seek to cause harm will need to be picked up immediately if the child cannot regain control of their behavior and behave appropriately. If staff is not able to resolve a situation with the child before the parent/ guardian can get them, the police or juvenile crisis will be contacted. All issues will involve working with the parents to try and meet the child’s and program needs. (Acts of violence are defined as excessive: physical altercations, profanity and defiance towards either another child or staff member).

## **TERMINATION**

Children can be terminated from the program based on the camper or parent’s behavior at the discretion of the Youth & Family Director.

The process for dismissal from the program includes that of a meeting between the parents (or guardians), all staff involved with the care of the child, the Youth and Family Director, and other professionals (i.e. counselor, teachers, psychologist/psychiatrist) that may be part of the child’s care. The purpose of the meeting would be to determine the extent to which it would be beneficial for the child to remain in the program and the degree of benefit to the other children should the child remain. Information such as factors contributing to the consistent inappropriate behavior, review of the effectiveness of behavior plans and guidance strategies, the level of impact in the lives of the other children, etc....will be used to make the determination of whether the child should stay or enrollment be discontinued.

If the determination is that the best interest of the child would be served by no longer being part of the program, then dismissal would take effect immediately and any past due balances would need to be paid within one week from the day of decision.

## **GRIEVANCES**

We invite parents to offer suggestions, questions or concerns at any time to the Site Director. At the end of the summer, parents will be offered an evaluation to let us know how we’re doing. We love the feedback and adjust our programs accordingly. If you have additional comments or concerns, we ask that you first contact your child’s Lead Staff or Camp Counselor. If that does not meet your needs, contact the Youth and Family Director.

**This handbook is condensed for Summer Day Camp. For more detailed policies please see our School Age Child Care policy book.**



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington,  
D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Y Kids Summer Camp Age Group: 5-6yr / 7-8yr / 9-12yr**

## **RECEIPT of ACKNOWLEDGMENT**

I have read, understand, and have had an opportunity to ask questions regarding the policies and procedures within the Kenosha YMCA Summer Camp Parent Policy Book.

**Date:** \_\_\_\_\_

**Name(s) (Print):** \_\_\_\_\_

By checking this box and typing my name below, I am electronically signing this Receipt of Acknowledgment

**Signature(s):** \_\_\_\_\_