

FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

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Caregiver Policy Book 2023

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Caregiver Policy Book 2023

Program Overview

WELCOME to our YMCA Summer Program at the Parks 2023! We are so excited that you have decided to join us in a summer full of adventurous fun. To ensure that participants (kids), their families, and staff have a successful safe summer we ask that everyone abide by the following policies.



OUR COMMITMENT

It is our policy and commitment to providing an environment that allows your child opportunities to grow, learn, make friends, and have a *great* summer! Our staff is always available to discuss your child's specific needs. We are so glad that you are here!

OUR MISSION

The YMCA believes all children and youth have immense potential and deserve the opportunity to discover who they are and what they can achieve. Through the Y, children and youth cultivate the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement. The YMCA summer programming fosters the cognitive, social-emotional, and physical development through play and planned opportunities and experiences focused on achievement, relationships, belonging: We deliver activities in a physically and emotionally safe space. We encourage children and youth to develop at their own individualized pace. We encourage skills development. We offer youth service and leadership opportunities.

The YMCA programs promote a healthy spirit, mind, and body for all. To accomplish our mission, the programming of the Kenosha YMCA Youth and Family Department teaches the 4 Core Values. Building character in young people to help them form positive values has always been the focus of the YMCA Mission. Here at the YMCA, we strive to help kids develop the following character traits:

Caring

The importance of putting others before yourself; of building more responsive communities.

8 Honesty

The importance of integrity; of telling the truth and keeping promises to yourself and others.

A Respect

The importance of treating others as you would want them to treat you; of acknowledging and accepting others regardless of differences.

Responsibility

The importance of doing what you should; of accepting accountability, pursuing excellence and following through on personal commitments.



It is the expectation that all abide by and live out these four core values. It is the responsibility of the staff to help children learn and practice these values. Staff will work, in partnership with the parent/guardian, to help children who struggle with being caring, honest, respectful, and/or responsible to grow and develop in living out the core values



ALL ARE WELCOME!

Inclusion is foundational to the philosophy and values of the YMCA. All are welcome. No one is excluded. Acceptance and appreciation of others are embedded in the programming addressing how to apply the Core Values (Respect, Responsibility, Care, Honesty, and Faith) and expanding the understanding of Cultural Diversity to be beyond just that of knowledge of differences.

SUMMER PARKS THEMES & PROGRAMMING

Last year, the Summer Parks staff acknowledged that children and youth needed to experience a sense of hope and joy having come through the challenges of COVID. Activities were designed to promote a sense of well-being, security, and positive outlook for the future. This year's focus will be that of experiencing the joy of giving to others. Activities will promote developing a sense of Care, Compassion, Respect, and Appreciation for others along with a sense of Confidence in being able to do something on behalf of someone else. And, in turn, then developing a stronger positive sense of self and agency. The theme for the Elementary Program is that of: Summer Adventures: "Making Our World Brighter!". The theme for the Teen program is that of: Summer Adventures: Our Journey to Greatness!".

LEARNING IS FUN!

The YMCA Summer Parks Program will offer typical fun summer day camp activities such as arts and crafts, games, lots of physical activity, making friends, character development, team building. Embedded within the fun filled activities are intentionally designed experiences that reinforce math concepts and skills and those that foster and develop a love and ability of reading and communication. An emphasis this summer will be that of Community Service/Service Learning. Children will be guided in projects that help them discover and learn the fun and joy in simply giving...not for the sake of getting something in return, nor out of obligation, but in simply making someone's life a little better, a little joyful, a little easier.





The Teen program includes a "College/Career" component through meeting and talking with various Kenosha leaders in business, arts, science/IT; taking part in "clubs" such as Youth and Government, Photography, Journalism, Music Studio; and a weeklong on-campus experience at Carthage College. Days are spent "attending classes" led by various Carthage staff. Teens stay overnight in the dorm. Meet and talk with current college students, work on projects with the opportunity to present, and take part in a celebration event on Friday. Teens are encouraged to think about and explore their areas of interest, future goals, and meet those who might be able to assist them in their success.



All children and youth will take part in the YMCA's signature program, "Safety Around Water." Under the guidance of the Y Aquatic Director and staff children and youth will learn and practice the skills needed when in life threatening water situations. "Flip, Float, Follow" Drowning Survival Strategy is a simple way to stay safe if you are ever caught in water over your head or in a dangerous current such as rip currents, long-shore currents, and structural currents, all which can occur at Kenosha's lakeshore. A typical session includes:

- Exercises to help kids adjust to being in the water
- Instruction in two skill sets kids can use if they unexpectedly find themselves in the water: Jump, Push, Turn, Grab and Swim, Float Swim.
- Safety topics like what to do if you see someone in the water who needs help
- Fun activities that reinforce skills

STAFF TO CHILD/TEEN RATIO

We will operate with a 1:10 ratio. This ratio enables us to divide into age groups, conduct age-appropriate activities and provides safety in the open environment of the grounds.

OFF SITE ADVENTURES! FIELD TRIPS

Each week the children will take a field trip to the YMCA building to swim and enjoy the rest of the facilities. ALL children in attendance that day are expected to go on the field trip. NO YMCA staff will be "on site" at the camp locations on those days. Camp Site Directors will communicate the time of the bus departures for the various field trips. Caregivers will need to provide their own transportation to the YMCA if the child is late.

In addition to the weekly field trip to the Y, children and teens will go on a second field trip to various places of

interest such as museums, the Zoo, Kenosha Beach, Dream Playground, and different parks. Field trips are free of charge. Field trip permission slips must be signed and returned before children are allowed to participate in any off-site field trips. Children in attendance on the day of the field trip are required to participate in these field trips. All camp staff will be going on the field trip with no staff left behind at the camp site. If your child is unable to, we ask that you make alternate arrangements.



TRANSPORTATION

Children will be transported using the YMCA busses. 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 & Safety Around Water is built into the Summer Parks Program. 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. Assessment will be kept in the child's file. The summer staff will make sure that the children are monitored using 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 taken before entering the pool initially and after leaving the pool to begin another activity.



Program Registration

OVERVIEW

Summer Registration is a first come, first served program. All paperwork must be complete before registering. We assume all caregivers have had a chance to read the caregiver policy book and by enrolling in the program, agree to follow all policies and procedures. A Caregiver orientation will be held to give the opportunity to review policies.

ENROLLMENT

All children must be "enrolled" in the program by having a completed enrollment form on file. Emergency contact numbers must be viable working numbers of those who are able to make decisions for the child in cases of emergency or able to come to pick up the child if needed. No child may attend without emergency numbers that meet these criteria.

ADMISSION

The YMCA does not discriminate enrollment on the basis of race, color, gender, creed, national origin, ancestry or ability to pay. We strive to meet every child's needs.

ENROLLMENT PACKET

Enrollment Packets can be picked up from your child's school office, at the different Achievers sties and online at kenoshaymca.org/parksprogram

The required forms include:

- Enrollment Form
- Medical (Health History) Form
- Transportation Agreement

 Caregiver Policy Signature Page (stating you have read the policy book)



Arrival & Departure

ARRIVAL

YMCA Summer Parks Staff will greet students who have attended summer school in the school cafeteria. Y staff will "sign-in" these students. Children & youth not attending summer school will meet the Y staff: EBSOLA – school cafeteria; Lincoln – Oribiletti Center in Lincoln Park.

DEPARTURE

All children need to be either picked up or leave for home by the program's end. (4:30 for EBSOLA; 5:30 for Lincoln) We understand that emergencies can/do occur. In this case, please contact the Site Director to explain the situation and the possibility of a late pick-up. If a child is not picked up by the program's end, the parent/guardian has not called or cannot be contacted, the Site Director will call the emergency contact numbers provided on the enrollment form. Should no one respond and the child continues to be in the care of the YMCA 30 minutes beyond the program's end, then it is possible that the police and/or children protective services may be called.



ATTENDANCE

We miss the children and youth when they are not with us in camp! We ask that caregivers provide a schedule for the days of expected attendance. We ask that the Camp Site Director be contacted should a child/youth be absent. If a child/youth is not in attendance on a scheduled day and there has not been notification, the Y staff will contact the parent/guardian to confirm that the child/youth is well. All children and youth are expected to stay all hours in the camp once they have arrived. No child/youth can leave the program early without permission given by the parent/guardian/Y Camp staff. Children/youth must be accompanied by an adult when leaving the program unless prior arrangements have been made with the child/youth's parent/guardian.

UNDER THE INFLUENCE POLICY

The Kenosha YMCA has a "No Tolerance" policy in regard 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, caregivers & family, etc. picking children up.

Health & Safety



OVERVIEW

We want all children to attend to have a wonderful time, and to take part as much as possible, but should a child have a temperature of 100 degrees, exhibits signs of a communicable illness (flu, pink eye, etc...) such as but not limited to vomiting, diarrhea; or of contagious condition (i.e. lice), they will not be allowed to attend until all signs of the illness have passed for a 24 hour period. If it is a communicable disease such as chicken pox, measles, etc... a doctor's note must be provided to stating they may return to the program.

PARTICIPATION

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

ILL CHILD

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. Caregivers are responsible for picking up any sick child from the program immediately.

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. Caregivers will be notified of possible exposure.

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, Caregiver/guardians must complete a "Medication Authorization Form." 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 placed, 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. (Children and teens may keep their Inhalers)



Staff can only administer medications that are in the original prescription bottle that indicates it being current. A Medical Authorization form must be completed by the parent/guardian. NO non-prescription medicines will be administered to the children and children are not able to self-medicate (please do not send over the counter medicine with your child – they will not be allowed to take it).



INJURIES

Caregivers 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. Staff are trained in basic CPR and Frist Aid treatments.

EMERGENCY CARE

In the event that 911 is called for an injured child, the caregiver will be contacted immediately. Staff will accompany the child in the ambulance and meet the caregiver at the hospital. The enrollment form gives authorization for emergency care. If the child is at the YMCA Building on a field trip day when needing emergency transportation to the hospital; Froedtert South will be the hospital of arrival (closest to CFB). Otherwise, children will be transported to the nearest emergency facility.

SAFETY DRILLS

All programs will hold a fire, tornado, and safety drill.

MANDATORY REPORTER

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

Nutrition



OVERVIEW

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 and SSFP 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.

FAMILY STYLE SNACKS & MEALS

Children & youth serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals.

Children & youth are encouraged and guided to participate in age-appropriate preparation of snacks/meals.



HEALTHY MENU ITEMS

We provide fruits and vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack. We do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are prefried and reheated (e.g., pre-fried french fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.). We 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). We do not provide foods that 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

- PM Snack: 2 choices from food groups w/ milk
- Lunch/Dinner: 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

MEAL OPTIONS

Summer Parks provide the following meals/snacks:

- Supplement fresh fruit & vegetables to KUSD Lunch
- Friday Lunch
- Monday-Friday "Dinner" components served as Super Snack towards end of program time.

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

- Lunch/Dinner: Chicken salad pita sandwich, carrot sticks, cheese stick, apple, and water/milk
- Afternoon Snack: Veggies and low-fat ranch dressing with whole wheat crackers



BEVERAGES

Water is accessible and available to children at all times, including at the table during snacks and meals. Provide only water and unflavored low-fat (1%) or nonfat milk.



FOOD FROM HOME

The YMCA promotes healthy eating. Candy, "junk food" (i.e. snack foods such as "Little Debbie", "soda pop" drinks, chips that are not "baked"...). Children will not be allowed to eat items that do not meet the criteria of "healthy". Please do not allow your child to bring such items to the program.

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.

CLEANLINESS

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

Guidance & Discipline

OVERVIEW

The YMCA Summer Parks Program staff believes children and teens 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. Foundational to our philosophy of guidance and discipline is that of Grace and Accountability. Children and youth are accepted and loved as wonderfully created individuals. It is their behavior that at times can be unacceptable.... when it results in either hurting others or themselves. In those times, with love, grace, and

accountability we guide the children and youth to change their behaviors and develop their desire and ability to do what is right and good.

CHILDREN'S NEEDS

Our programs are created to meet primary and secondary needs. We ask for caregivers' 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 10 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 know what's going to happen next
- To feel success
- 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.

Caregivers 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:

- Responsibility
- Respect
- Caring
- Honesty

CONSEQUENCES

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

VIOLENCE

Children & youth that put themselves or others in danger will need to be picked up immediately. If staff is not able to resolve a situation with a violent child before the caregiver 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).

DISENROLLMENT

Children can be terminated from the program based on the camper or parent's behavior at the discretion of the Summer Park Program Director.

The process for dismissal from the program includes that of a meeting between the caregivers, all Y staff involved with the care of the child, the Education Community Director, and other professionals (i.e. counselor, teachers, psychologist/psychiatrist) that may be part of the child's care, if applicable. 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.

GRIEVANCES

We invite parents to offer suggestions, questions, or concerns at any time to the Summer Park 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 Summer Park Site Director on-site. If that does not meet your needs, contact the Education Community Director, Dr. M. Rachel Mall, EdD: rmall@kenoshaymca.org

SUMMARY

It is our joy and privilege to have the opportunity to get to know your child/teen. We consider it a gift. We thank you for sharing them with us. Our goal is that all shall have a most memorable and meaningful summer. Please do share with us how we can best meet the needs of your child and/or teen. We care. And are here to serve.



FROGRAM EBSOLA

EBSOLA ELEMENTARY PARK PROGRAM

2600 50th St, Kenosha, WI 53140

PROGRAM HOURS

Please make sure to read our End of Day Policy Monday – Friday 11:30 AM – 4:30 PM

OVERVIEW

Our activities will be interactive with the children engaged in physical and "brain" activities. *Math Jeopardy* and *Are You Smarter Than a 5th Grader* were huge hits last summer so we will continue to incorporate these events. New this summer is our *Reading Rainbow* incentive. Each child will add a color to their rainbow for each book they finish and at the end will receive an award from their "pot 'o' gold".

We are blessed this summer with very experienced staff that worked with us last summer. Most of our teaching staff are those who hold the position of Achievers Site Directors during the school year. Children will be grouped according to grade level and abilities.

The end of the programming will end with a Summer Celebration where all families are invited to partake in a "picnic", games, and tons of fun!

WHAT TO BRING

(Please make sure that all items are labeled with the child's first and last name and grade level) Summer Camp Backpack Water Bottle Sunscreen Extra change of clothes (there are some days when water fun may be involved)

SAMPLE PROGRAM SCHEDULE

11:30am – Arrival 12-12:30pm – Lunch 12:30-12:45pm – Clean up / bathroom break / Change for Swimming at the Y 12:45-1:30pm – Outside/Gym Time OR Depart for Field Trip OR Swimming 1:30-3:00pm – Special Activities 3:00-3:30pm – Snack / Clean Up / Bathroom Break 3:30-4:30pm – Free Play / Dismissal from program

SWIMMING AT THE YMCA: Monday, Tuesday, or Thursday (alternating age groups)





EBSOLA continued \rightarrow

WEEKLY THEMES

Week 1: June $19 - 23^{rd}$ You are My Sunshine! Week 2: June 26 - 30^{th} Lending a Helping Hand Week 3: July 2 - 7^{th} You're a Firework (NO program July 4th) Week 4: July 10 – 14th Colorful Like a Rainbow Week 5: July 17 – 21st Kaleidoscope of Kindness Week 6: July 24 – 28th We Shine Brighter Together



FIELD TRIP DAY: EVERY FRIDAY

- Racine Zoo
- Golden Rondelle
- Dream Playground
- Hawthorn Hallow
- "Beach Day" at Kenosha Lakefront

SPECIAL ACTIVITY DAYS

- STEAM Day
- Cooking w/Mrs. Kathi
- Gardening Club
- Bookmobile
- Kids Care Community Service







LINCOLN TEENS PARKS PROGRAM

Lincoln Teens (Middle School) Lincoln Park – Orbelitti Center 1912 Martin Luther King Dr, Kenosha, WI 53143

PROGRAM HOURS

Monday – Friday 12:00 PM – 5:30 PM (June 19 – July 21st) Monday – Friday 8:00 AM – 4:00 PM (July 24th – 28th – Carthage College Week) (Additional fieldtrips "off hour" opportunities for teens who are interested in attending)

WHAT TO BRING

(Please make sure that all items are labeled with the child's first and last name and grade level) Summer Camp Backpack Water Bottle

Sunscreen Extra change of clothes (there are some days when water fun may be involved)

PROGRAM SCHEDULE

12-12:30pm – Arrival & Lunch 12:30-12:45pm – Clean up / bathroom break / Change for Swimming at the Y 12:45-1:30pm – Outside/Gym Time OR Depart for Field Trip OR Swimming 1:30-4:00pm – Special Activities 4:00-4:30pm – Snack / Clean Up / Bathroom Break 4:30-5:30pm – Free Time / Dismissal from program

SWIMMING AT THE YMCA: Tuesday







WEEKLY THEMES

Week 1: June 19 – 23rd Summer Friendships

Week 2: June 26-30th **Go for the Goal!**

Week 3: July 2* - 7th This Way or That?

*NO Program July 2nd. Teens are creating and entering a float in the Kenosha 4th of July Parade. Please stay tuned for details.

Week 4: July 10 – 14th **The Future is Near**

Week 5: July 17 – 21st We've Got the Spirit!

Week 6: July 24 – 28th **Carthage College Week**** **Program hours all day; Thursday overnight stay on campus in the Dormitory.

FIELD TRIP DAY: WEDNESDAY

- Watershed
- DuSable Museum of African
- American History(Chicago)
- GRC Bowling & Pizza
- TBD
- Movie Day

- Bookmobile
- Youth & Government
- STEAM
- Nutrition Mission
- Jr. Counselor's Club

SPECIAL ACTIVITY DAYS

- Sports Galore
- Kingfish Game
- Lincoln Live Concert & Dinner on the Grounds
- Survival Camping Style

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: <u>http://www.ascr.usda.qov/complaint filing cust.html</u>, 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 AgricultureOffice of the Assistant Secretary for Civil Rights1400 Independence Avenue, SW Washington, D.C. 20250-9410;

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

(3) email: program.intake@usda.gov.This institution is an equal opportunity provider.

CAREGIVER ACKNOWLEDGEMENT

Once you have read, and understand this YMCA Summer Program at the Parks Caregiver Policy Book, please sign, and date the below acknowledgement, and turn it in to the Parks Program Site Director.

I, _____, acknowledge that I have received and read a copy of the YMCA Summer Program at the Parks Parent Policy Book and agree to abide by all policies.

Parent Signature

Date

Site Director Signature

Date