



# ADVENTURE CAMP

Whatcom Family YMCA

## PARENT HANDBOOK 2024

Discoverers, Seekers, Explorers & Challengers

January 2024

# Welcome to Summer Camp 2024

The Whatcom Family YMCA Adventure Camp is committed to the unique experiences that supports a camper's ability to build meaningful relationships, learn new skills and find a sense of belonging. Our camp leadership team looks forward to these three months more than any other time of the year. It is a source of rejuvenation, fun and friendships that help build memories to carry us through.

We know that being in an outdoor environment can offer a variety of opportunities that allow campers to be being physically active during the summer. Through daily field trips to local parks, the Bellingham School District's Gordon Carter Conservation site, and more, campers will learn to be responsible and resourceful, work in groups, solve problems and make decisions that will help them grow as individuals—all while having fun and feeling like they belong. We want this to be their BEST SUMMER EVER.

Our camp counselors continue to be selected based on their experience, attitude, skills and their ability to demonstrate the YMCA Core Values of caring, honesty, respect and responsibility. We are committed to showing kids all they can accomplish when they believe in themselves! Campers thrive knowing they can relax in a safe, nurturing and inclusive environment.

Thank you for trusting the YMCA as your place for camp. Our team looks forward to building meaningful relationships with you and your family.

The Whatcom Family YMCA Camping Team

**Shannon "Peanut" Millican**  
Elementary, Teen & Camp Director

**Hope "Ham" Thompson**  
Assistant Elementary, Teen & Camp Director



**Registration Opens: Wednesday February 15**

**Camp Begins: Monday, June 24\*\***

**NO CAMP: Thursday July 4 & Friday July 5  
Thursday August 22- First day of school  
(BASE staff training)**

**Camp Ends: Wednesday, August 21**

**\*\*all dates subject to change due to district calendar changes related to weather**

# CAMP ESSENTIALS

## Dropping-off & Picking-up your child

1. In order to maximize our main camp programming time, we ask that you arrive at the appropriate drop-off time. Any departures from drop-off locations will leave sites promptly. Please make sure your child arrives by this time or you may miss the bus and need to drive your child to camp, or not be able to attend camp for the day.
2. We do our best to return to the camp drop off location at the published time. There may be some days that we won't return until later (due to field trips). We will do our best to let you know in advance.
3. Children must be picked up by 6:00 pm. Any child picked up after 6:05 pm will be subject to a late fee of \$1 per minute. Chronic late pick-up is grounds for termination of camp registration.

<u>Location</u>	<u>Drop Off Times</u>	<u>Pick Up Times</u>
Cordata Elementary** Northern Heights Elementary**  <b>**These are the locations as of 1/1/2024. Locations subject to change due to availability.</b>	7:30 am – 8:45 am	4:30 pm – 6:00 pm

## Weekly Notices

Weekly communication will allow families to be kept aware of upcoming events and reminders such as theme days, dress up days, field trip reminders, and any other pertinent information. This communication will be done primarily via email, in addition to onsite communication at the sign in table. We do our best to keep the same schedule all summer, but sometimes due to unforeseen circumstances we have to adjust the schedule. Any changes will be included in the weekly email that will be sent by the Thursday before the week of camp and a handout given out on the first day of each week.

Emails will be sent to the primary email on file for your child, if you would like an additional email added, please send us that email.

## Tech Free Zone

The YMCA recognize that kids need time away from technology to build friendships, explore the outside world, and experience new adventures. Each YMCA Camp is a "Tech-Free Zone" in which we ask campers not to bring cell phones, devices that act as a phone, portable music or video players or video games.

## Outdoor Environment & Weather

With our program existing primarily outdoors, it is possible we will see a variety of conditions that will affect our daily schedule. It is likely that we will encounter sun, rain and smoky days throughout our summer. We will be going outside regardless of the weather, please dress your campers according to the conditions. We encourage sending extra clothing where possible to ensure that your child is always prepared.

### Smoky Days

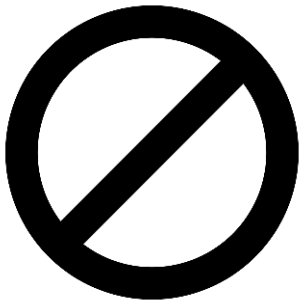
In the event we have poor air quality, we will do our best to minimize outside exposure, but since our camp is based outside most of the time, we will have limited resources to move camp inside the entire time. It is possible camp may end early or be cancelled if we determine that we cannot keep children safe due to air quality. As always, we encourage families to make the best decision for your family and that may include making other arrangements if you do not want your child outside at all when the air quality becomes poor.

## WHAT TO BRING IN YOUR BACKPACK

- Lunch, Drink (frozen juice boxes work great to keep everything cold), & extra snacks
- Full water bottle
- Swimsuit & towel with plastic bag for wet items
- Change of clothing
- Sunscreen (SPF 30, apply the first layer at home; no aerosol allowed at camp)
- Bug Spray
- Dress in layers, including outerwear
- Closed toe shoes with back strap (improper footwear may limit your child's participation in all activities). Flip Flops not allowed.
- Label all items with your child's first and last name



## WHAT NOT TO BRING



- Soda & Candy are not allowed
- Cell phones, video or handheld electronic games/devices (i.e. MP3 players, iPod, iPad, smart watches, etc.)
- Cameras are not allowed.
- Fireworks, matches, or weapons of any kind
- Trading cards (i.e. Pokémon, etc.)
- Personal toys, stuffed animals, money, etc.
- **NO NUT products of any kind!**

**THE YMCA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS**

# WHY DAY CAMP IS DIFFERENT AT THE Y

## RELATIONSHIPS

Camp is all about developing good relationships. Campers will make new friends and form positive relationships with adult role models.

## ACHIEVEMENT

Our campers will gain new knowledge, skills and abilities that help them realize their passions, talents and potential. Camp counselors will lead progressive skill clinics that will build confidence and learn new things. Campers will be challenged to try new things and expand their interests.

## BELONGING & FAMILY ENGAGEMENT

Our Camp creates a sense of community where kids feel safe, welcome and can express their individuality.

### Staff

Staff is the most vital component to a successful summer camp, and we carefully select camp staff that embody the YMCA values of caring, honesty, respect, and responsibility. We choose individuals that have the experience, training and ability to positively relate with children while making sound safety decisions.

The Camp Coordinator is responsible for the direct operation and leadership of all camp locations. Assistant Camp Coordinators will be designated for each location to assist in day to day operations. Counselors are responsible for a small group of children, leading activities, group safety. A certified lifeguard supervises all waterfront and/or pool activities.

### Age Groups

Our campers are divided into age groups that support the most developmentally age-appropriate activities and schedule which allows our camp staff to plan and implement a program that meets your child where they are at. When campers register, we start by the registering the child with the grade they are entering into Fall of that year.

#### Discoverers/Seekers/Explorers/Challengers

After registration, campers will be divided into huddle groups and will be assigned to a counselor for the week. We divide up the huddle groups into four sections: Discoverers (entering first grade) Seekers (entering second and third grades), Explorers (entering fourth and fifth grade), and Challengers (entering sixth-eighth grade). This allows the groups to form strong bonds and the kids lasting friendships. Each day will build on the one previous, and while the schedule will be similar from week to week, the activities, including field trips, will be different. Each age group will be exploring the outdoors, having skill clinics, swimming at the Y, and going on field trips; but will be traveling separately and doing activities on different days.

We reserve the right to move campers to different age groups based on developmental stage to allow the camper to be more successful and provide a better experience.

## Y Values

The Y values will be a main focus of the summer programming: Honesty, Caring, Respect, and Responsibility. Some examples of this include:

<p><b>CARING:</b> <b>Interest and concern:</b> including compassion, friendliness, generosity, kindness, and love.</p> 	<p><b>HONESTY:</b> <b>Fairness of conduct and adherence to facts:</b> including sincerity, truthfulness, honor, tact, forgiveness, moderation, and orderliness.</p> 	<p><b>RESPECT:</b> <b>Special regard for others:</b> including assertiveness, consideration, courtesy, gentleness, unity, tolerance, and humility.</p> 	<p><b>RESPONSIBILITY:</b> <b>Moral, legal and mental accountability:</b> including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.</p> 
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## Weekly schedule

Throughout the week the camp schedule will include a wide variety of activities including swimming, group games, arts and crafts, nature activities, STEM projects, value activities, and field trips. Each week will have a different theme and activities planned. Please see our program brochure on our website for more information.

## Field Trips

1. Transportation for field trips will be provided by the YMCA vehicles, rented school buses, or staff guided walks. Behavior guidelines will be enforced during all trips. Participation may be limited or terminated if safety is compromised or if there is a concern during any camp activity and/or field trip.
2. Field trips plans may be changed due to uncontrollable circumstances such as severe weather or transportation limitations.
3. Activities will continue in light rain. Please send appropriate clothing.

## Swimming

The camp leadership in coordination with the lifeguards will swim test each camper on the first day we visit the pool. Your child will be placed at a specific swim level depending on their abilities and will be required to follow that levels restrictions.

### **Level 1 = Non-Swimmer/Red band:**

Child may swim in small pool or wear a life vest in the large pool or water over 3½ feet.

### **Level 2 = Beginner Swimmer/Blue band:**

Child may swim in the small pool or shallow area; must wear a life vest in water over 5 feet or when swimming at a lake/elsewhere.

### **Level 3 = Advanced Swimmer/Green Band:**

No restrictions in pools; may have additional restrictions if we are swimming at a lake/elsewhere.

A child may choose to retake their swim test if they feel that they are ready to move up a level. The YMCA offers swim lessons and Safety Around Water throughout the year. Please visit our website for more details.

[www.whatcomymca.org](http://www.whatcomymca.org)

# PROGRAM POLICIES

## GENERAL POLICIES

### Daily Sign In/Out Procedures

Parents or authorized adults (16 years of age or older) must sign their child in and out of Y program each day. Children are not allowed to leave the program unless signed out to a pre-authorized adult. Each person authorized to sign out will need to be pre-entered into the CampDoc profile created and maintained by the registering parent/guardian.

### Pick Up Authorization

For your child's protection, only adults (16 years of age or older) authorized by the parent/guardian are allowed to pick up your child. Staff will question ANYONE they are not familiar with and ask for photo identification. If they do not have proper authorization, they will be denied access to your child. Be sure to complete this section of the CampDoc/Registration Emergency Consent (REC) form completely and notify us of any changes as they apply. All pick up persons must be authorized in CampDoc AND be prepared to show I.D. at staff's request.

WE REQUIRE COPIES OF ANY LEGAL DOCUMENTATION CONCERNING ANY RESTRICTIONS REGARDING YOUR CHILD'S PICK UP BY A BIOLOGICAL PARENT / OR LEGAL GUARDIAN BEFORE WE CAN DENY ACCESS.

### Unattended Children in Vehicles

For the safety of your family, when you arrive to pick up or drop off your child, we request that you bring in any additional children that may be in the car with you. Due to the potential dangers of leaving children unattended in a vehicle, whether the engine is running or not, we have been advised by the State of Washington to contact Child Protective Services if we are aware of this risk to a child.

### Parental Rights/Parenting Plans/Court Orders

The Whatcom Family YMCA supports the right of access to information regarding their child to both legal parents unless the court alters or abolishes those rights. Restraining Orders or Court Orders requiring supervised visits only will limit the parent's access to information. Current documentation of Court Orders must be provided to Y administration before any parental rights will be modified by this organization. Parenting Plans will be considered an arrangement between parents and will not be the responsibility of YMCA staff. Any problems that arise regarding items outlined in the plan will be seen as an issue between the parents and therefore, a family matter. The Whatcom Family YMCA maintains the position that our role is to care for the child, not monitor or be involved in disputes or misunderstandings between parents. For example, if a parent comes to pick up a child at a time outside of the time outlined in the Parenting Plan, we will release to that parent. The rights of both parents, including access, will remain equal for both parents named in a Parenting Plan. All financial information will be provided to both parents unless the courts alter the right to that information, regardless of who registers the child. In the event that parents from two separate households have a differing need for care, the Y will defer to the registering parent for decisions regarding schedule changes and/or cancellation of reserved space.

### Volunteering/Visitation\*\*

For the safety of all children enrolled, parent visits of more than 10-15 minutes on a regular basis will require a "volunteer" clearance. All Whatcom Family YMCA parent volunteers must have a TB Skin Test, a Criminal Background Check with fingerprints and be registered with MERIT and complete Y required Child Abuse Prevention Training, at the expense of the volunteer. Volunteers must be determined by Y management to be a positive role model for children and an asset to the program. A volunteer must be willing to donate their time at any location. (Not limited to the site that their child attends.) Volunteering may NOT be used as parental visitation. YMCA Management reserves the right to determine the definition of "volunteering" and "visitation". Camp is not the appropriate setting for non-custodial parent visitation and is not allowed under any circumstance. If at any time a parent or person authorized to pick up or drop off a child is seen as a disruption to the program, they will be asked to leave and further access to the program or other Y operated facilities may be denied.

### **Personal Belongings & Extra Clothing**

Please clearly mark all personal items such as clothing, lunch boxes, water bottles and backpacks. Please do not bring any toys from home including but not limited to sending money, stuffed animals, all electronics (video games, iPods, etc.) trading cards or Beyblades. Reading books encouraged.

In addition, cell phones, watches, or any device that plays music, takes pictures or records video or sound or sends or receives calls or texts are not allowed. If you need to speak with your child, we are happy for you to do so by calling the age group phone. The number for your child's age group can be accessed by calling the office at 360-255-0585. We will align with school policy that these items need to be stored in your child's backpack while engaged in YMCA programming.

The YMCA cannot be held responsible for lost or stolen or damaged items. Please help remind your child to be responsible and bring home all of their belongings each day. We will attempt to contact the owner of any labeled lost and found items but as the amount of items grows, it is transferred to the Bellingham YMCA where it stays for one week and then it is donated to a worthy cause.

### **Consistent Care**

Children are encouraged to attend every day for the weeks they are registered and parents are encouraged to register for all summer programming as it promotes our goal of building long-term relationships with both staff and other children.

### **Non-Discrimination**

Everything we do at the YMCA is based on the ideal that everyone should have the opportunity to reach their full potential, regardless of their race, ethnicity, gender, sexual orientation or identity, diverse abilities, age, religion, socioeconomic status or any other statuses or identities. Our work is focused on eliminating barriers to access, eliminating disparities in health, providing educational support, supporting working families, and growing our next generation of change-makers for our country. All children enrolled in YMCA programs have the right to be treated with respect by all staff, parents and adults who have reason to be in Y program space.

### **Religious Activity**

The YMCA is a Christian based organization. When our programs are located in a facility other than a public school, we reserve the right to acknowledge and celebrate religious holidays. We do respect each family's choice to follow a different faith and value the culture that each family brings into our program. While we cannot exclude a child from the rest of the group during an activity, we can work with you to provide an alternative activity. We also encourage families to share their celebrations, customs and traditions with the entire class. Please talk with Camp Coordinators to arrange a time to share how your family celebrates!

### **Smoke, Drug, Alcohol & Weapon Free**

All YMCA locations are non-smoking, weapon, drug and alcohol free. When located in a school facility, all District policies will be followed.

### **Emergency Preparedness Plan**

All YMCA staff are trained on emergency protocols upon hire. As a part of our monthly curriculum, Site Coordinators will conduct monthly fire and quarterly disaster drills to help the children be familiar with procedures. Each site has an emergency plan that is unique to that location (i.e. exit routes, safety meeting zones, etc.). These plans were created following existing school district procedures and are posted on our parent board near the checkout station. In the event of an emergency, YMCA staff will contact any and all Supervisory staff to initiate YMCA emergency support and coordinate with onsite school administrators to ensure the safety of all involved. Be assured the YMCA will do whatever is necessary to maintain the safety and well-being of your child. If it is hazardous to remain at the site and there is no danger in transporting, the children may be moved to the YMCA or community facility. The camp will communicate with the parents to provide pertinent information regarding camp plans.



## ACTIVITY AND MEAL POLICIES

### Animals

The YMCA camp programs do not allow pets/animals in any YMCA facility or on any school district property during program hours of operation and does not allow participants to approach or pet animals of community members while on school district property or while out in the community (i.e. parks, field trips, etc.).

### Water Activities

The YMCA camp programs will have opportunities to participate in water based activities that include but are not limited to swimming and/or boating. Lifeguards and additional staff will be present during all of these activities. All participants will have access to life jackets and may be subject to swim testing prior to participation.

### Healthy Eating and Physical Activity (HEPA) Standards

The Whatcom Family YMCA strives to meet all Y of the USA HEPA standards. As a result, children in our camp programs receive daily snacks that not only meet DCYF Licensing Standards, but those based on the Institute of Medicine's Early Childhood Obesity Prevention Policies. All children enrolled in our care are offered snack with whole grains, fruits and vegetables and other foods low or absent of sugar. Water is available to children at all times.

If supplemental or alternative snacks are sent from home, we ask they those choices also reflect HEPA standards. Soda, candy, fried foods, gum, juices or any food containing more than 8 grams of sugar per serving are not allowed. Due to potential allergies, we have a **NO NUT PRODUCT** policy.

Food preferences will be respected and no child will be punished or humiliated for refusing to eat or try certain foods. Alternatives for food preferences and allergies must be supplied by the family. Please inform the Y upon registration if we need to be aware of any specific cultural practices pertaining to meals. Food allergies must be noted on the CampDoc/Registration Emergency Consent (REC) form but please also contact the office at (360) 255-0585 to ensure collaboration and your child's safety.

### HEPA Screen Time Policy

During the out-of-school time programs, no recreational screen time will be scheduled. Screen time includes television, movies or recreational video games. Because of this policy, participants should not bring video games, iPods, earphones, cell phones, smart watches, tablets, etc. to the program.

## STAFFING POLICIES

### Staff Training

Upon hire all YMCA camp staff go through a detailed hiring orientation and on-site training before they begin. This includes one on one meetings and trainings before working their first day and on-going training as per licensing requirements. All of our staff are hired through a rigorous screening process that included evaluating their college course work, training and years of experience. Staff have attended, and continue to attend, regularly schedule training events on behavior management, communication skills and creative activities for kids. Staff maintain current certification in CPR, First Aid, Food Handler Permit, Child Abuse Prevention, and other certification required by licensing. In addition, staff and volunteers are thoroughly screened prior to employment and evaluated on a regular basis to ensure continually high performance.

### State Ratios

In order to provide the best camp experience as possible, our YMCA Camp programs strive to meet group sizes as low as ten campers to one counselor. The WA State Licensing mandates that the maximum staff to child ratio for school age children is one adult to fifteen children (1:15).

# FAMILY COMMUNICATION

Communications between the parent and the YMCA is vitally important for the safety of your child and the management of both your family life and the programs we operate. Communication in the following ways will help us both:

1. Contact the YMCA whenever your child will be absent from a scheduled day. Email us at [absences@whatcomymca.org](mailto:absences@whatcomymca.org) and be sure to include your child's full name, site and clarify the date of absence. Or you can call us at 360-255-0585. Please notify us before 9:00 am.
2. Take a moment to chat with the YMCA staff at your site as often as possible at drop off or pick up.
3. Complete and return any surveys when received.
4. Please note that continual lack of communication from parents can result in termination of care if the result involves the safety of your child or financial issues.

Parents may contact the administrative program staff Monday through Friday from 9am-5pm at (360) 255-0585. In the event of an emergency please call (360) 733-8630 and our Front Desk staff will know how to contact our camp programs.

## Behavior Related Communication

Camp staff will communicate with parents regularly regarding their child's successes and areas of improvement in the program. This interaction occurs naturally during drop off and/or pick up times. In the event of an unusual issue or one that requires confidentiality, the parent would be contacted and further communication arranged.

Camp staff will always be willing to work with a parent to help a child succeed. First steps would include conversation initiated by either the parent or the program staff. Further steps would be taken to come to a mutual agreement based on the needs of the child, how we can support the child within the boundaries of program policy and procedure, and what steps can both parties take to ensure that everything has been done from both perspectives to support the child. If needed, a written plan will be compiled by YMCA program staff in collaboration with the parent and sometimes the child to ensure a consistent plan of action to further the success of the child and/or to increase the understanding or expectations within a group setting. Social media is not an acceptable way to communicate with YMCA staff.

## Parent/Guardian Code of Conduct

To ensure that YMCA Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

- Parents/Guardians will conduct themselves in a manner that represents the four core values of the YMCA: caring, honesty, respect, and responsibility.
- Parents/Guardians must refrain from foul language at all times while at a YMCA program location.
- Parents/Guardians will not show or exhibit derogatory conduct toward any YMCA staff, participants, or other parents/guardians.
- The misuse of drugs or alcohol at a YMCA location will be prohibited.
- Parents/Guardians will not be allowed to take pictures/video of other participants or YMCA Programs.
- Parents/Guardians will comply with requests from staff for photo ID.

# GUIDANCE & DISCIPLINE POLICY

## BEHAVIOR GUIDANCE PRACTICES

The Y strives to maintain a positive approach to managing children's behavior at all times. Y staff members establish and enforce clear and consistent limits and expectations for appropriate behavior. Y staff deal with inappropriate behavior through various techniques including; modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal from the activity/area as a last resort.

### TO ENCOURAGE POSITIVE CHOICES STAFF WILL:

- Protect the safety of the youth and staff by establishing clear expectations and boundaries and creating a safe environment
- Provide immediate and directly related consequences for a youth/teen's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage youth in cooperative problem solving

## PROGRAM RULES

All children, team members and parents should follow the four core values of the YMCA: caring, honesty, respect and responsibility. In addition to following the values, program rules are:

1. Follow the group plan
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep your body to yourself
5. Stay with the group

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or program staff.

## PROCESS

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

- **Reasoning:** Every effort will be made to help the child understand the inappropriateness of their actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff assisting as needed.
- **Redirection:** When reasoning has been pursued and behavior has not changed, redirecting the child from the activity to another program space for an appropriate amount of time will take place if necessary.
- **Meetings with Family:** When the program staff is not successful in correcting behavior, the Camp Coordinator is consulted and may decide on further appropriate action/consequences.
- **Behavior Contract:** This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior and the timelines are established.
- **Suspension for Inappropriate Behavior:** In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Camp Leadership Team will determine the length of suspension.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child will be removed.

We reserve the right to bypass the above behavior steps at any time and remove a child from our care or program activity for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

## **DISCIPLINE**

No one at any site location, including parents and/or staff, shall use corporal punishment, humiliation or threats towards the children in our care. The methods of discipline employed within the Whatcom Family YMCA Camp programs take corrective steps designed to retain the child's feeling of self-worth while realizing that inappropriate behavior needs to be corrected and is a vehicle for learning. Site rules are set and clearly explained. Parent and staff communication is encouraged for ongoing concerns. One of three levels of Behavior Notifications may be given depending on the intensity and frequency of a child's behavior.

Parent meetings with the Camp Coordinator and Elementary, Teen & Camp Director may be arranged to decide the course of action to help guide the child with their behavior. If further progress cannot be made the child may be removed from the program. Care will be canceled without warning if the behavior is considered a safety issue to themselves, other children or Y staff.

Also please note that if we determine that your child's behavior is an ongoing disruption to the group, we reserve the right to discontinue child care with minimal notice.

## **PARTICIPANT CODE OF CONDUCT**

### **PARTICIPANTS ARE EXPECTED TO:**

- Uphold YMCA core values of RESPECT, RESPONSIBILITY, HONESTY and CARING.
- Be respectful of all by not initiating or participating in derogatory or unwelcome comments, conduct or actions of a sexual nature or actions based on an individual's sex, race, ethnicity, age, religion, sexual orientation or any other legally protected status.
- Comply with all adult requests and redirection.
- Willingly remain in program area within sight and sound supervision.
- Follow the group plan.
- Follow school rules when the program is located on school property.

### **NO TOLERANCE POLICY**

We ask for parent and guardian support in maintaining a fun, safe place for both children and Y staff to learn, grow and thrive. Ideally, we want to work with children and families to prevent these behaviors from occurring. Please talk to your child about the importance of not exhibiting the behaviors listed but not limited to the following below:

- Bullying/Harassment of any kind (see specifics below)
- Action deemed physically or verbally aggressive towards Y staff & other participants including spitting and foul language
- Purposely leaving program area without permission
- Hiding anywhere outside of visual and auditory supervision of staff
- Damaging YMCA or school district property
- Causing or displaying inappropriate exposure
- Rough play (headlocks, tackling, etc. with the intent to harm)
- Deliberately or repeated throwing objects in a manner that could be harmful
- Creating artwork depicting inappropriate images
- Using YMCA technology inappropriately (taking & using YMCA issued electronics & related applications; etc.)
- Drugs, alcohol or weapons of any kind

## BULLYING/HARASSMENT

A person is being bullied when they experience repeated exposure to the negative actions of others. Negative actions can include an imbalance of power due to age, physical strength or information that can be used against another person. These negative actions may include but are not limited to:

- **Physical** (hitting, shoving, grabbing, spitting, tripping, inappropriate hand gestures)
- **Verbal** (teasing, name-calling, racial or sexual comments or slurs, threatening to cause harm, taunting)
- **Social** (spreading rumors, shunning or excluding, telling other children not to be friends with someone, embarrassing someone in public)

Failure to follow this code of conduct will result in disciplinary action which may include being sent home early, suspension or removal from the program. The overall integrity and quality of Y programs is of utmost importance and we will take the steps necessary to ensure both.

Due to the wide variety of behaviors that children display, the Y reserves the right to make the decision to suspend or expel a child based on physical or emotional safety of the child, other children in the program and the staff.

## SPECIAL NEEDS POLICY

### Special Needs, Classroom Aides and Behavioral IEP's

At the Y we aim to promote an inclusive environment where all children, whatever their needs, can learn and develop in a happy, caring and educational environment. Generally, we are unable to meet the needs of a child who requires a ratio lower than one staff to six students (most group sizes are one staff to twelve students). These needs include social, emotional, cognitive, language and/or motor development growth. Decisions are made on a per case basis.

If during the academic year your child needs additional or increased wrap around support (i.e. classroom aide, IEP (Individual Education Plan), your child may not be ready for the BASE and/or Camp program. In addition, the high levels of activity, noises, varying schedule of activities and routines may be an indicator to consider that your child is not ready for the BASE and/or Camp program. Due to limited staff availability, the Y will not be able to provide a staff designated as a one on one aide. We understand that there are varying types and degrees of aides and we are happy to discuss your individual circumstance, prior to registration. If your child has an IEP related to behavior through their school district, please supply a copy to the BASE and Camping office as soon as it is complete and available to you.

For further questions, please schedule a time to consult with the YMCA Elementary and Camp Program Director/Assistant Director to discuss this program BEFORE registration and enrollment.

### Restroom Needs

School Age children are expected to have full bladder and bowel control. "Accidents" will happen and we will do our best to help support your child through those times. However, due to our Child Abuse Prevention Policy, Y staff will not be able to give one on one attention to individual bathroom needs.

### Quality Control

We invite parents and campers to complete a program evaluation of each camp program. Your input on program quality is vital to the continued improvement of our program. If you ever have a concern or recommendation, please do not hesitate to discuss the issue with the Elementary, Teen & Camp Program Director, Camp Coordinator or camp counselors.

# CHILD ABUSE PREVENTION

## KNOW • SEE • RESPOND

At the Whatcom Family YMCA, we practice three important habits of Child Abuse Prevention – **KNOW**, **SEE** and **RESPOND** – to create safe spaces where youth can learn, grow and thrive. When we **KNOW** how abuse happens, **SEE** the warning signs and **RESPOND** quickly to prevent it, together we foster a culture of child abuse prevention.



We **KNOW** when we understand the behaviors of those who harm youth and how to stop them. Staff and volunteers who practice the **KNOW** habit:

- Understand the potential risks for abuse that children and teens face, and their role in protecting them at their Y.
- Understand how predators operate
- Recognize the importance of proactive engagement when supervising youth, and between youth
- Appreciate the difference they make when they practice the Three Habits in Child Abuse Prevention at their Y
- Encourage others to adopt these prevention habits
- Can explain what Know, See and Respond means when asked by a parent or community member

We **SEE** when we can recognize warning signs or behaviors that signal abuse or a risk for abuse. Staff and volunteers who practice the **SEE** habit:

- Interrupt inappropriate interactions between adults and youth, and between youth
- Respect children and teen's emotional, psychological and physical boundaries – according to YMCA policies – and ensure that others also follow the policies
- Act when something seems wrong and if they observe others not practicing the prevention habits

We **RESPOND** when we take action to stop behaviors we recognize as being inappropriate or questionable. Staff and volunteers who practice the **RESPOND** habit:

- Act when children or others need help
- Interrupt questionable behavior by a staff member, volunteer or youth
- Notify the appropriate people at the Y when they have a concern
- Can make a report to Child Protective Services and/or police when they suspect abuse

If you have any questions about our Child Abuse Prevention practices or Know, See, and Respond, please feel free to contact Lynda Purdie at (360) 733-8630 ex. 1106.

# Child Abuse Prevention Policies

The following are the Child Abuse Prevention Policies that we ask all our staff and volunteers to follow. Any violation of these policies is a Red Flag and should be reported as soon as possible.

## General Guidelines:

- All staff and volunteers will be easily identified by wearing YMCA issued name tags and/or Staff T-shirts.
- Youth 11 years old and under must be in direct supervision of a supervising individual at all times.
- Rooms that allow for unnecessary privacy or limit line-of-sight supervision will remain locked or will be routinely checked by staff.
- The organization has **zero tolerance** for abuse, mistreatment, or sexual activity among youth within the organization. This organization is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. Conduct by youth that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program.
- In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.
- All staff and volunteers will be aware of the Member Code of Conduct

## Working with Children Guidelines:

- You will avoid being alone with a single child, unless you are supervising your own child.
- In the rare occasion that you are forced to be in a situation where you are one-on-one with a child, you must follow the following guidelines:
  - Notify other employees or volunteers that you are alone with a child.
  - Remain in full view of others and if a room, leave the door open.
  - Ensure physical and verbal interactions align with our established policies and are limited to the task at hand.
  - Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.
- Staff and volunteers must not develop a one on one relationship or have one on one contact with children who participate in YMCA programs outside of approved YMCA activities without the advanced written approval of your supervisor or volunteer coordinator; for example, babysitting, weekend trips, foster care, etc. are not permitted. Prior relationships with participants will be documented and brought to the attention of the supervisor or volunteer coordinator and/or CEO.
- Dating a program participant under age 18 is not allowed.
- Staff and volunteers may not transport youth participants to and from YMCA activities/programs in their own vehicles, unless they are your own child or family member, without prior written approval from your supervisor/CEO or volunteer coordinator.
- Giving gifts to children in Y programs is not allowed.
- Children shall not be disciplined by use of physical punishment or by failing to provide the necessities of care in any circumstance.
- Employees and volunteers are prohibited from speaking to consumers in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Employees or volunteers must not initiate sexually oriented conversations, or discuss their own sexual activities with participants. Discussions in front of children should never include content regarding the personal life of staff, volunteers or other program participants.
- All physical contact between staff or volunteers and youth will promote a positive, nurturing environment while protecting consumers, employees and volunteers, and will be defined according to the age group. Staff and volunteers are expected to respect children's wishes and boundaries with regard to any physical contact.



- Children have the right to say “no” to physical contact unless such contact is related to the child’s physical, health and safety or safety of other participants.
- Affection shown should never be done in isolated areas where staff or volunteers are not visible to other adults
- Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- In addition, children must be informed in a manner that is age appropriate to the group, of their right to set their own “touching” limits.

Any inappropriate physical contact by employees or volunteers towards children in our programs will result in disciplinary action, up to and including termination of employment.

### Social Media Guidelines:

- Any private electronic communication between staff or volunteers and youth under the age of 18, including the use of social networks, i.e. Facebook, Snapchat, texting and messaging is prohibited. All forms of electronic communication must be copied to the staff’s supervisor, the volunteer’s coordinator and parent of the youth.
- Communication through “organization group pages” on Facebook or any other approved forums is the only acceptable form of interaction with youth through social media.
- Staff and volunteers are not allowed to take photos of, or keep, or share pictures of youth participants on their personal devices.
- Staff and volunteers are prohibited from possessing or viewing inappropriate information or pornography on the organization’s property or equipment. This includes any messages, communications or materials that are sexually oriented or those that depict pornography or nudity.
- Staff and volunteers will use best efforts to prevent all youth and teen program participants from taking pictures or videos of other youth in the facilities and/or program areas.

### Program Guidelines:

- Youths will be greeted when entering the facility and directed to their structured activity or authorized area.
- Youth will be signed in to programs by parent or staff/volunteer Youth will be signed out by a parent/guardian, or those authorized by the parent/guardian only. Anyone signing out a child from a program must be at least 16 years old. Programs required to implement this sign out procedure are, but not limited to, child care, day camps, Girls on the Run and Trailblazers and swim team participants 11 years and younger.
- Some program areas are closed to public access and those areas will be monitored by staff and volunteers to prevent unauthorized entry and/or observation.
- All youth guidelines are considered part of the Child Abuse Prevention Policy.
- No youth will be permitted to attend a YMCA program or activity without a current Registration, Emergency, Consent (REC) form or program roster on file in the office and possession of the staff supervising the program. Activities open to the public are the exception to this policy.
- Each program area is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve youth from different age groups. Close line of sight is essential and required for programs serving mixed- age groups.
- All programs will have policies specific to use of facility bathrooms and locker rooms, transitions, playground monitoring, transportation, field trips and overnight activities.



# Grievance Policy

The Y believes children and parents/guardians have valuable thoughts and insights to share regarding our operations. Accordingly, the Y encourages consumers and parents/guardians to share opinions, suggestions, concerns, questions and/or grievances about our policies, personnel, and/or other matters impacting the Y and its programs.

In general, the best person initially to bring opinions, suggestions, concerns, and/or questions to is the Program Director/Coordinator. However, to the extent the concerns relate to the Program Director/Coordinator, or to the extent a child or parent/guardian believes the Program Director/Coordinator did not fully address a matter, children and parents/guardians may direct their opinions, suggestions, concerns, and/or questions to the next level of management or directly to Bill Ziels, CEO or Lynda Purdie, Human Resource Director.

To remedy concerns that appear to have been ignored or unresolved after initial reporting, utilize this formal grievance procedure. This procedure provides for a timely, thorough and objective investigation of the following concerns:

- \_\_\_\_\_ Inappropriate Behavior by Employees/Volunteers;
- \_\_\_\_\_ Inappropriate Behavior by Children;
- \_\_\_\_\_ Retaliation; and/or;
- \_\_\_\_\_ Whistleblower complaints.

## Written Complaint Required for Formal Process

Verbal complaints are encouraged, particularly for issues that may be easily and expeditiously resolved, but a written complaint is required to initiate this grievance process.

To ensure a timely and effective response, complaints should include the following information to the extent possible:

- 1) The name(s) of individuals(s) involved;
- 2) The date(s) the behavior occurred;
- 3) The name(s) of any known witness(es);
- 4) A summary of the conduct meriting the grievance including:
  - a. The behavior complained of and/or the alleged policy or legal violation(s);
  - b. Direct quotes when relevant and available; and
  - c. Any relevant documentation.
- 5) The remedy sought by the employee making the complaint.
- 6.

## Timeline

Children or parents/guardians who themselves have a complaint or who are aware of behavior meriting a complaint, must provide the above described written complaint via email to their Bill Ziels:

bziels@whatcomymca.org within 5-10 business days. The CEO, or Human Resource Director will meet with the child or parent/guardian to hear their concern and attempt to resolve the complaint within 10-15 days.

Following that meeting, the CEO or Human Resource Director will provide a brief written response to the child or parent/guardian who brought the complaint no later than 10-15 days that includes brief written findings on the issues raised and relief sought.

If the child or parent/guardian is not satisfied with the written response, the individual who brought the complaint may submit an appeal to Y's Youth Protection Board Committee no later than 10-15 days after final letter is received. The committee, will meet with the consumer or parent/guardian to hear their concern and attempt to resolve the complaint within 30 days.

Following that meeting, the committee will provide a written response to the child or parent/guardian who brought the complaint no later than 30 days that includes brief written findings on the issues raised and relief sought.

The Y's Youth Protection Board Committee is the final arbiter of grievance matters at this organization.

## **Investigation**

The CEO, Human Resource Director and/or Y's Youth Protection Board Committee will thoroughly investigate the issues raised in the grievance and will protect the privacy and confidentiality of all parties involved to the extent possible by law. All parties must cooperate with the investigation.

If the organization determines a violation of policy or law has occurred, the organization will take appropriate action, up to and including termination and notification of external authorities.

## **Retaliation**

This organization strictly prohibits retaliation against children and/or parents/guardians for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the organization or a federal or state law enforcement agency or court. Children and/or parents/guardians should report any suspected retaliation to the CEO, Human Resource Director and/or Y's Youth Protection Board Committee immediately after becoming aware of it. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. If a report of retaliation is found to be valid, the organization will take appropriate remedial action, up to and including discharging the individual(s) responsible. This organization will not retaliate against any child or parent/guardian for raising a complaint and will not knowingly permit retaliation by management or other employees.

## **REPORTING TO DCYF**

The Whatcom Family YMCA staff are mandated reporters. Anyone who works with children in a professional capacity is required by the Department of Children, Youth and Families to report suspected child abuse or neglect including but not limited to a child's disclosure of attempted suicide. In addition, we have been advised to report children left unattended in a car and a parent or authorized guardian or individual picking up a child from our care while under the influence.

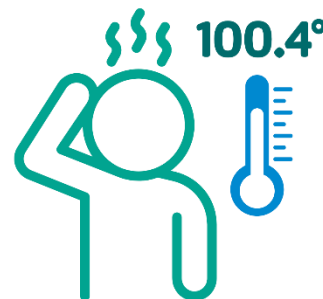
# HEALTH CARE POLICY

## ILLNESS

### A Child Should stay home if experiencing:

**Illness:** Because infections spread easily from one child to another, we will send your child home or ask you to keep your child home, if they have any of the following, but not limited to, symptoms:

- COVID-19 symptoms
- Diarrhea
- Fever
- Not feeling well
- Sore Throat
- Eye discharge
- Head Lice or Nits
- Rash
- Vomiting
- Communicable diseases



Please notify the camp director should your child contract a contagious condition or illness (ie. COVID, lice, pinkeye, flu, etc.)

### Have a plan for sick days . . .

Please be ready in advance so you will know what to do if you cannot take your child to camp or if you are asked to pick up your child, who has become sick while in our care. If your child comes to our program is sick or shows symptoms of the above mentioned illnesses, we reserve the right to call and ask the parent to come and pick up the child in a timely manner.

### Daily Illness Observations

Staff will do a daily health assessment of each child as they enter the program. When children exhibit illness symptoms that prevent them from participating or are consistent current health restrictions (i.e COVID-19, etc.), they will be separated from the group and the family will be called for urgent pick-up. When a child in our care is identified with a chronic health condition or a life threatening medical condition, then together with the parent and the health professional (as needed), an individual plan of care will be developed. It shall include specific signs and symptoms for staff to be aware of and medical procedures and/or medications to be given. Training for staff will be done by the parent, physician or trained medical representative and will be documented and updated on annual basis by parent and health care professional. The plan will also be reviewed and initialed quarterly, by parent.

### Health Emergencies

In the event of a local, state or global health emergency, we will follow all guidance and recommendations set forth by our county, state and CDC Health jurisdictions.

### Return to Care After Illness

Return to YMCA programs will be vary depending on the condition or diagnosis. Generally, a child may return when medical treatment has begun or are improving without the use of fever reducing medications. In the case of a communicable disease or outbreak (i.e. COVID-19), return to YMCA programs will be determined in accordance with the Local and State Health jurisdictions.

### Prevention of Bloodborne Pathogen Exposure

Universal Precautions is an infection control approach that protects individuals from exposure to bloodborne pathogens. This strategy presumes all blood and other potentially infectious materials (OPIM) are infectious, regardless of the perceived status of the source individual. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is. The person who carries the disease may not be aware they are infected. Germs that spread through the blood and body fluids can come from any person at any time. When following Universal Precautions, staff and children practice proper and frequent handwashing, use barriers such as gloves, disinfect the contaminated area, and properly dispose of contaminated materials.

## Handwashing Procedures

Staff and children will wash hands for 30 seconds with liquid soap and warm water and dry using single use paper towels only. Hands should be washed:

- Upon arrival to the program
- After coming in contact with any body fluids (stool, urine, blood, mucus, etc.)
- Before and after eating or participating in food activities including table setting
- Before & after giving/receiving medication and first aid
- Before and after attending to a child who is ill or showing symptoms of illness
- After being outdoors and/or gardening activities
- After using the toilet After handling garbage Upon leaving the program
- As needed or required by the circumstances

## Hand Sanitizer Use

Hand sanitizers or hand wipes with alcohol (60-90%) may be used for adults and children with active supervision under the following conditions:

- When proper handwashing facilities are not available;
- and Hands are not visibly soiled or dirty.

## Contagious Disease Notification

If a staff or parent/guardian become aware of a child having a reportable communicable disease, they are required to report the illness to the Program Director who will in turn contact the Whatcom County Health Department at 360-778-6150, or after hours, 360-715-2588. The YMCA will refer to the list of Notifiable Conditions available at <https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/NotifiableConditions>. During the case of a highly infectious illness within the community (i.e. COVID-19, etc), the YMCA will follow all recommended guidelines from the CDC and State and local Health Departments to insure that every possible measures are taken for everyone's safety.

## Head Lice/Nit Policy

In the event that we are notified that Nits (eggs) or Lice are found on a child, we will practice physical distancing from other students and begin screening all students in the program. Parents/guardians will be notified if their child has any nits/lice; immediate pick up is not necessary but encouraged. If a family cannot clean their child's head of nits/head lice within a few days, the child may be asked not to return until they are clear. Credit will not be given for days missed. Please note this is different than school district policies.

# HEALTH RECORD KEEPING

## Health Records

Updated records will be maintained on all children in care. Original forms will be held at the YMCA and copies (paper and/or digital) will be distributed at each off-site location. These forms include but are not limited to information regarding allergy and food sensitivities, a list of current medications (if given during program hours), any assistive devices used, name of health care provider and dentist.

## Immunizations

To protect all children and staff, each child in our center has a completed and signed Certificate of Immunization Status (CIS) on site. The official CIS form or a copy of both sides of that form is required. Other forms/printouts are not accepted in place of the CIS form. If a parent or guardian chooses to exempt their child from immunization requirements, they must complete and sign the Certificate of Exemption Form.

- Immunization records are reviewed upon admission and annually thereafter.
- A current list of exempted children is maintained at all times.
- Children who are not immunized may not be accepted for care during an outbreak of a vaccine-preventable disease. This is for the protection of the unimmunized child and to reduce the spread of the disease. This determination will be made by Public Health's Communicable Disease and Epidemiology division.

Current immunization information and schedules are available at <https://doh.wa.gov/community-and-environment/schools/immunization>

## Special Medical Needs

Our program is committed to meeting the needs of all children. This includes, but is not limited to, children with special health care needs such as asthma, allergies, cancer, diabetes, epilepsy, heart conditions, etc as well as children with chronic illness and disability. Inclusion of children with special needs enriches the child care experience and all staff, families, and children benefit. We will work with families to make a reasonable effort to accommodate the special physical or mental needs of your child. This will be done on a case to case basis and in accordance with DCYF Licensing Standards and the Whatcom Family YMCA Child Abuse Prevention Policy. In some circumstances, a one on one aide may be required.

Site staff, Program Supervisors, and parents will work together to educate and orient any child with special needs to our program

# INJURY PREVENTION & TREATMENT

## Injury Prevention

The Camp Coordinator and all camp staff will survey facility to check for daily safety hazards. Fire drills will be done once a month and recorded at each site. Quarterly Disaster drill will be conducted and recorded upon completion Staff members will be current on CPR and First Aid.

## First Aid

All Camp Groups will be equipped with a first aid kit that includes the DCYF required supplies. Each kit contains a list of supplies stored in that kit. These kits are kept out of reach of the children and will accompany the children on all field trips. Age Group Coordinators are responsible for maintaining First Aid supplies at their designated site. Kits will be replenished as needed when supplies are used. YMCA vans contain their own first aid kits.

# MEDICAL EMERGENCIES & INJURY TREATMENT

## Medical Emergencies & Reporting

1. **Minor Emergency – (ex: cuts, bruises, bumps, illnesses)**
  - a. Staff trained in first aid will take appropriate steps in tending to the injury.
  - b. YMCA will notify all non-urgent injuries to the parent upon pick up.
  - c. Non-porous gloves are always used when blood or wound drainage is present.
  - d. YMCA staff will recommend to parent to follow-up with doctor visit.
  - e. All minor emergencies will be recorded on a ouch report and reported to the parent.
  - f. All completed ouch reports will be kept in the onsite child files.
2. **Life-threatening Emergency – (ex: loss of breathing, consciousness, excessive bleeding, broken bones)**
  - a. One person will take charge and assign someone to call 911 and take the other children away from the incident. The YMCA staff in charge will stay with injured/ill child including transport to a hospital until parent arrives.
  - b. A YMCA Staff will contact a Camp Coordinator for replacement staff as soon as possible and the Camp Coordinator or other administrative staff will notify parents.
  - c. The YMCA Staff will administer appropriate first aid and WILL NOT MOVE the victim (unless location jeopardizes the safety of the victim).
  - d. If transporting the child to a local hospital, the child's forms must accompany the child.
  - e. Child can only be transported via ambulance only.
  - f. YMCA staff are required to fully complete the DCYF Incident Report, with parent signature, for all major emergencies and turn in to Camp Coordinator by 12:00 pm the following day. A copy of completed form will be given to parent and filed on site. Serious injury or hospitalization will be reported to the DCYF Licensor and Child Protective Services.
3. **Emergency Procedures If Parents Cannot Be Contacted:**
  - a. Emergency will be assessed as Minor or Life threatening and proceed as stated above. Emergency phone numbers from child's Medical Forms will be contacted. Continue to try to contact parents. YMCA staff can do this.

## Concussion Policy

In case of a head injury without loss of consciousness or bleeding, staff will notify parents and the Camp Coordinator as soon as possible and monitor for signs of confusion. Signs of concussion include: confusion; difficulty in walking, speaking or balancing; pale and sweaty skin; severe headache; blurred vision; nausea or vomiting. The student will not be allowed to participate in physical activities if there is reason to suspect concussion. Staff will recommend that parents seek follow up medical attention and request that parents inform us if the child sees a physician due to the injury. A child who is showing one or more symptoms of a concussion after a head injury while participating in camp programs shall be removed from the program at that time and may not return to programming until evaluated by a licensed health care provider trained in the evaluation and management of concussions. Written clearance from that health care provider must be received in order to return to care. You should also inform your child's Y counselor if you think that your child may have a concussion. Remember that it is better to miss one day of care rather than a week. WHEN IN DOUBT, THE CHILD SITS OUT. For more information go to <https://www.cdc.gov/TraumaticBrainInjury>.

# MEDICATION MANAGEMENT

## Medication Policy

**EMERGENCY MEDICATIONS:** Campers/students with life threatening conditions that require emergency medication (epi-pens, inhalers, etc.) are asked to supply these medications to YMCA staff upon enrollment. These medications will be stored in an easily accessible location in case an emergency arises.

**NON-EMERGENCY MEDICATIONS:** Parent/guardians are asked to administer all medications that are not associated with a life threatening condition to any campers/students. **IF PARENTS ARE UNABLE TO ADMINISTER THESE MEDICATIONS, PRIOR ADMINISTRATIVE APPROVAL IS REQUIRED BEFORE Y STAFF CAN ADMINISTER. This process could take up to a week to approve.**

Any and all medications must be accompanied by a YMCA MEDICATION RELEASE FORM. Medications must be delivered by the parent and should not be sent with the child. All medications need to be clearly labeled with the child's name and/or prescription label from the pharmacy and in the original container. It is the parent's responsibility to make sure that the supply of medication is kept current and handed directly to an on-site Y staff. Please make sure you pick up any remaining medication from the staff at the end of the week. NOTE: YMCA Staff cannot transport medication. Separate medication containers and/or Epi-Pens need to be available at each site, and delivered by the parent. It is the parent's responsibility to keep the YMCA supplied with required medication. Please do not send medication to be delivered by your child. If your child has asthma, diabetes, allergies to bee stings or foods, a Classroom Health Plan will be required. Other medical conditions may apply.

## Sunscreen

We spend a considerable amount of time outside and it is very important to supply your child with sunscreen. We ask that you apply the first layer before they arrive to camp and we will continue to reapply throughout the day. Since our groups are separated by age, siblings may not be in the same location so it is important that each child has their own bottle. Also, due to potential allergies we ask that children do not share sunscreen with each other. Many children will bring similar sunscreen, so make sure to label the bottle with your child's first and last name. PLEASE NOTE: aerosol sprays are not permitted.

# FINANCIAL POLICIES

When you register for camp, you are reserving a position for your child including supplies and staffing; therefore, refunds are not given for vacations or days missed at camp.

## Fees

Our rate plans vary by camp program. Please refer to our website at [www.whatcomymca.org](http://www.whatcomymca.org) for our current fees.

## Cancellation/Refunds

- Full refund (minus deposit) with 3 or more weeks notice
- ½ refund (minus deposit) with 1-2 weeks notice
- No refund with 1 week or less notice

## Other Financial Policies

- **Payment:** Payment for camp is due 2 weeks prior to that week/session of camp. Failure to make payments on time or make payment arrangement could result in cancellation.
- **Registration Fees & Deposits:** Camp deposits and registration fees are not refundable and due at the time of registration. Deposits may be transferrable.
- **No Call/No Show:** In the event that a camper does not show up for a scheduled week and we have not been notified, a parent/guardian will be contacted via phone and email to confirm attendance. If contact cannot be made by 5:00 pm on Tuesday of that same week, the registration will be cancelled for the remainder of that week. After 2 instances of failing to attend camp without communication, registration for any future weeks will be automatically cancelled. Cancellation due to no call and no show is not subject to our refund policy.
- **Absences:** Absences due to illness, behavior issues, or other unforeseen circumstances do not result in credit or make-up time.
- **Late Pick Up Fee:** Campers must be picked up by 6:00 pm. Families will be charged a late fee of \$1 per minute for any pick up past 6:05 pm.
- **Vacation Credit:** Vacation credit is not available for summer camp. With week to week options, we suggest you plan your weeks of camp around your vacation schedule.
- Discontinued attendance without written cancellation does not result in credit.

## Membership

A free youth membership is provided for all participants in BASE and Camp programs. Membership to the YMCA opens many doors for your child, including member rates for all our programs and use of the facility throughout the year. Contact the Welcome Desk for information on how to activate your child's Youth Membership or to inquire about Family Memberships

## How to apply for Financial Assistance

Scholarships are available through our Open Doors Program. Applications are available at the Whatcom Family YMCA Business Desk or online at [www.whatcomymca.org](http://www.whatcomymca.org).

## Fundraising

In order to allow all families access to YMCA programs, financial assistance is given to families who qualify. Annually the YMCA conducts a Community Support Campaign to raise money primarily for financial assistance funds. Each year, your Program Director will be asking for members of their program to participate as campaigners. We hope you will consider participating and/or making a donation to help in our goal of building strong kids, strong families, and strong communities. It's a great way to get involved with your YMCA program, to have some fun, and to really make a difference in the life of others. Please contact Shannon Millican if you would like to help in our annual campaign, (360) 255-0532.

**Please consider making a gift today to the YMCA. THANK YOU for supporting our children!**

**Donate Online at [www.whatcomymca.org](http://www.whatcomymca.org)**