



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADVENTURE AWAITS



ADVENTURE CLUB
2017/2018
Parent Handbook

Whatcom Family YMCA

1256 N. State Street, Bellingham, WA 98225
360 733 8630 www.whatcomymca.org

ABOUT THE WHATCOM FAMILY YMCA

Our Mission: To be an association of individuals with shared values which enhance our community with programs for the spirit, mind and body.

Our Objective: To build strong kids, strong families, and a strong community.

Our Methods: To incorporate the core values of caring, honesty, respect and responsibility into all of our programs.

THE GOALS OF THE Y We want to provide as many opportunities as possible for individuals to thrive. To accomplish this, our resources are focused on providing safe places, supportive and caring relationships, and opportunities for growth.

THE Y STANDS FOR Youth Development, Healthy Living, and Social Responsibility
Youth Development: Through youth development, we hope to nurture the potential of every child and teen to become healthy, positive and strong role models and eventually community leaders. Healthy Living: With healthy living, we find it essential to offer services and programs which enhance our community by providing support, guidance and resources to achieve better health and overall well-being. Social Responsibility: By focusing on social responsibility, we are giving back to our community and providing support to our neighbors by developing skills, empowering individuals and providing services to fulfill necessary needs.

Welcome to Adventure Club!

YMCA Adventure Club is a unique way for your child to spend their time afterschool. Members learn how 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 every member to tell their friends that they are having the best time ever.

This is my ninth year as the Director of Adventure Camp. The safety of the children is my top priority and impacts all of my decisions. Our club counselors are selected based on their experience, attitude, skills and their ability to accept and demonstrate the YMCA Core Values of caring, honesty, respect and responsibility. We are all committed to show kids all they can accomplish when they believe in themselves. They thrive, knowing they can relax in a safe, nurturing and inclusive environment.

Thank you for choosing the YMCA to send your child to afterschool. Our team looks forward to building meaningful relationships with you and your family.

Lynda Purdie

Lynda Purdie
Camping Director

BENEFITS OF BEING A Y MEMBER

When your child joins Adventure Club they will receive a free youth membership. So in addition to joining an afterschool club, you're joining an organization that is committed to strengthening our community together. Y members receive discounts on programs like swim lessons, sports, and more, including discounted pricing on Adventure Camp!

Your Y membership also gives you full access to all four of the Whatcom Activity Centers in Lynden, Ferndale, Bellingham, and Sudden Valley. Plus, your Y membership is honored in all Ys across Washington.

WE ARE A VALUE DRIVEN DAY PROGRAM!

What does that mean?

Adventure Club strives to instill the Y's four core values of caring, honesty, respect and responsibility into every activity, every day.

Caring: Considerate to the needs and feelings of others.

Honesty: Being trustworthy and truthful.

Respect: Treating others, the environment and yourself with dignity

Responsibility: Accepting accountability for your actions and role in the community.

With the careful guidance of our trained staff, children learn these core values that will last a lifetime.

STAFF

Staff is the most vital component to a successful program, and we carefully select staff that embodies the YMCA values of caring, honesty, respect and responsibility. We choose individuals that have the experience, training and ability to positively relate with children, make sound decisions concerning safety and program content and provide a positive role model for children.

Club Counselors are responsible for planning and implementing activities, group management and safety.

LOCATIONS

We are based out at Nooksack Elementary, Everson Elementary*, Sumas Elementary (transported to Nooksack) and Irene Reither Elementary. We utilize the outdoor playground, gym, and libraries (when available) to implement our activities. Every day we have outdoor activities planned as well as some quiet reading time. In addition we plan special projects every week that revolve around STEAM (Science, Technology, Engineering, Arts and Math). Those activities often are directed by the students and what they are interested in.

*We need at least 5 children registered to operate at Everson.

DAILY SCHEDULE

The following is a sample schedule for the day. Times are general and may be adjusted to fit the needs of the group.

Nooksack Valley School District

3:15-3:30 Checking-in kids and tracking down missing ones, free playing board games in classroom

3:30-3:50 Eating snack in the classroom

3:50-4:20 Go to the bathroom, and playing outside

4:20-5:00 Planned Activity

5:00-5:20(30) Quiet Time

5:30-6:30 Free time!

Meridian School District

3:30–3:45 Playing board games or legos, checking-in kids and tracking down missing ones.

3:45–4:05 Snack in Gym

4:05–4:25 Playing outside!

4:25–5:05 Planned Activity

5:05–5:30 Quiet Time

5:30–6:30 Free Time

ABSENCES

We want to make sure children are safe and in the correct location, so when a child doesn't show up when we think they should we worry and track them down. To prevent this, we ask that you notify us anytime your child will not attend when we think they will. You can email us a schedule (especially if you are half time) but if you make a change the same day, please call us with that change. 360-255-0632

SPECIAL NOTICES

Our main method of communicating with the parents is email. Any time we plan to change the schedule, or plan an Early Release Field Trip, we will notify parents via email and at the Site. We try to give you as much notice as possible.

RAINY DAYS

We will be going outside regardless of the weather, please make sure your child has a coat to wear.

SNOW DAYS

In the event that schools close due to severe weather, the Y opens its doors for care whenever possible and until we fill to capacity. Opening hours may vary depending on staff availability, but we will make every attempt to open by 7:00 am. Programs run until 6:00 pm. Separate payment for the day required.

Severe Weather Closure Program closure is also possible once the Adventure Club program has started. In the event of unsafe road conditions, prolonged electrical outage or in the absence of running water at your child's school location, the Y Adventure Club may be forced to close. In this case, we would contact you to come and pick up your child. The safety of our staff is also of the utmost importance so please have a BACK UP PLAN for alternate care for your child.

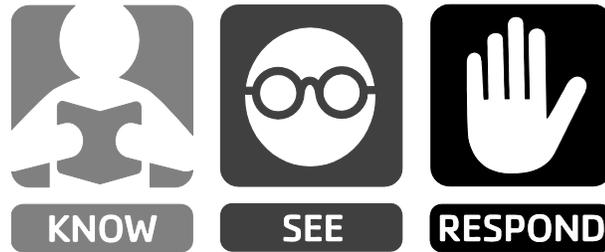
FIELD TRIPS

1. Transportation for field trips will be provided by the YMCA vehicles, public transit or staff guided walks. Behavior guidelines will be enforced during all trips. If safety is compromised or a concern, field trip and/or attendance privileges may be terminated.
2. Field trips may be altered or changed due to uncontrollable circumstances such as severe weather or transportation limitations.

CHILD ABUSE PREVENTION

Our camps create a sense of community where kids feel safe, welcome and can express their individuality. **Three Habits IN CHILD ABUSE PREVENTION: Know, See and 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
- Interact appropriately and safely with youth at their Y
- Recognize appropriate and inappropriate interactions between adults and 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 the YMCA's policies—and ensure that others also follow the policies
- Notice and help when staff or volunteers need assistance with a child's behavior
- 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 their Y when they have a concern
- Can make a report to child protective services and/or police when they suspect child abuse.

For more information

If you have any questions about our Child Abuse Prevention practices or **KNOW, SEE** and **RESPOND**, please feel free to contact Lynda Purdie, 360-733-8630 ext. 1106.

BULLYING POLICY

Bullying is a behavior that we take very seriously and is not tolerated at Adventure Club. We ask that parents talk to their children about bullying before the program begins. Encourage them to tell a staff member if they are having problems, and be respectful of other children. To ensure the emotional and physical well-being of all students at Adventure Club, parents or guardians will be contacted immediately to help assist with any bullying issues and disciplinary actions, including suspension may result.

DEFINITION OF BULLYING

Bullying is intentional aggressive behavior. It can take the form of physical or verbal harassment and involves an imbalance of power. For instance, a group of children can gang up on another child, or someone who is physically bigger or more aggressive can intimidate someone else.

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion, or other personal traits), shoving, hitting, verbal and physical threats, excluding someone, or gossiping about someone.

Bullying can cause a child to feel upset, afraid, ashamed, embarrassed, and anxious. It can involve children of any age, including younger elementary grade-schoolers and even kindergartners. Bullying behavior is frequently repeated unless there is intervention.

BEHAVIOR EXPECTATIONS

1. The YMCA expects every camper to be Caring, Honest, Respectful and Responsible. A Three Level Behavior Warning System will be used to handle ongoing behavior issues.
2. The YMCA reserves the right to suspend and/or dismiss any child who cannot, or does not, adhere to the rules.
3. When inappropriate behaviors occur we will: redirect behavior, discuss the problem with the child to determine the causes and help find ways to learn from the incident. We will work together with the child to resolve the current issue and help avoid future conflicts. The goal of these measures will be to maintain the child's self-esteem and build confidence through learning to handle conflict.
4. If a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others or otherwise conflicts with the program rules and guidelines, a Level Three Behavior Warning will be issued and a conference will be scheduled with parents. Immediate suspension and/or dismissal may follow. These behaviors include but are not limited to:
 - Leaving the established boundaries.
 - Lashing out physically or attempting to cause emotional harm.
 - Inappropriate language or discussions.
 - Throwing any item that endangers the safety of any child or staff.
 - Threatening of any kind.
5. Any child who, while attending YMCA programs, vandalizes, damages or otherwise destroys YMCA or Host site facilities, equipment and/or supplies WILL BE HELD RESPONSIBLE for making the appropriate repairs and financial amends.
6. No one, including parents and/or staff will be allowed to use corporal punishment, humiliation or threats towards campers in our care.

SNACKS:

We will supply a healthy snack to your child every day. Sometimes a child may not like the snack we are providing or need additional food, we encourage students to bring a little something extra in their lunch for those occasions. We do need that to be a healthy option, so please do not send candy or soda.

WHAT NOT TO BRING

- Video or handheld electronic games/devices (ie. iPads, cell phones, etc.)
- Candy or Soda
- Fireworks, matches, or weapons of any kind
- Trading cards (ie. Yu-Gi-Oh, Pokeman, etc.)
- Personal toys, stuffed animals, money or “Heeleys”
- **THE YMCA WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS**

HEALTH, ILLNESS, MEDICATIONS AND CONCUSSION

1. Sick children should not be sent to the program for their benefit, as well as that of the other participants. If a child becomes ill at camp the parent, or otherwise authorized individual, will be contacted immediately to pick up the child within one hour.
2. Please notify your camp director should your child contract a communicable disease (ie. lice, pink eye, flu, etc.)
3. YMCA staff will administer prescription and non-prescription medication with a completed YMCA MEDICATION RELEASE FORM only. All medication needs to be clearly labeled by 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 a staff member. Please make sure you pick up any remaining medication from the staff at the end of the week.
4. Anyone who is showing one or more symptoms of a concussion after a head injury at Adventure Club shall be removed from the program at that time and may not return to the program until the participant is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return from that health care provider . You should also inform your child’s counselor if you think your child may have a concussion. Remember that it is better to miss one day of club than miss the entire week. **WHEN IN DOUBT, THE PARTICIPANTS SITS OUT.** For more information go to <http://www.ede.gov/concussion/HeadsUP/youth.html>.

EMERGENCY PROCEDURES

The following procedures will be followed in an emergency situation:

1. A staff member will administer First Aid.
2. A staff member will notify parent/guardian.
3. If transportation to the hospital is necessary, a staff member will accompany the child to the hospital and stay until the parent/guardian or otherwise authorized adult arrives.
4. An incident report will be completed and kept on file at the YMCA office.

DISASTER EMERGENCY RESPONSE

In the case of a natural disaster including earthquake, flooding and severe wind, we understand that parents may not be able to reach the site or communicate with the staff. Be assured the YMCA will do whatever is necessary to look to 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. site will communicate with the YMCA to provide pertinent information regarding camp plans.

REGISTRATION AND FINANCIAL POLICIES

1. A \$25 Annual Registration Fee is required upon registration and is non-refundable.
2. You must register each month for the program. You may pre-register for future months but you must have a credit card on file and schedule the payments to automatically to come out the first of the month.
3. Monthly payments must be made before your child attends that month.
4. Absences due to illness, behavior issues or other unforeseen circumstances do not result in credit.
5. On early release days, the Y staff will arrive at the after school location early and will be there when your child arrives from their classroom. Due to many Y staff attending local colleges, early release days may result in substitute staff schedules. Every attempt will be made to schedule staff consistently.

Sign up for monthly sessions at either a full month rate or ½ month rate (10 days). Fees will be based on a sliding scale based on income and family size.

	<u>Full Month</u>	<u>Half Month (10 days)</u>
Full Price	\$250	\$150
Qualify for Reduced Meals*	\$175	\$105
Qualify for Free Meals*	\$100	\$60

* Will verify with school district regarding qualifications

HOW TO APPLY FOR FINANCIAL ASSISTANCE

Additional Scholarships, for all pay rates, are available through our Financial Assistance Program. Applications are available at the Whatcom Family YMCA Business Desk or online at 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 Lynda Purdie, Adventure Camp Director if you'd like to help in our annual campaign, 360-733-8630.

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 Adventure Camp Director, on-site director or camp counselors.

Other Youth Development Programs at the Y

- Girls on the Run
- Trail Blazers
- Swim Lessons
 - Swim Team
- Overnight Adventures
- Climbing Programs
- Gymnastics & Dance
- Futsal
- Youth Sports
- Infant, Toddler, Preschool , Pre-K & Early Learning
- Teen Camps and Caravans
- Y Adventure School
- Birthday Parties at the Y
- ACT! Actively Changing Together
- And more.....at the Bellingham, Ferndale, and/or Lynden Program Centers Contact the Y at 360-733-8630 (Welcome Desk) for more information or see our website at whatcomymca.org .