



**175** YEAR ANNIVERSARY

# NO PLACE



*Like This Place*

# 2026 SUMMER CAMP FAMILY HANDBOOK

Whatcom Family YMCA  
360-733-8630 ► [whatcomymca.org](http://whatcomymca.org)

# Welcome to Summer Camp 2026

The Whatcom Family YMCA Camps are 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 teams look 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 summer camp provides countless opportunities for youth to stay active, build confidence, explore new interests, and create meaningful connections. Whether participating in outdoor adventures, sports and running programs, middle school experiences, specialty camps, field trips, or hands-on enrichment activities, campers are encouraged to challenge themselves, work together, solve problems, and develop new skills. Through these diverse experiences, youth learn responsibility, resilience, teamwork, and independence—all while having fun, making friends, and feeling a strong sense of belonging. Our goal is to help every camper discover new possibilities and make this their **BEST SUMMER EVER.**

Our camp counselors are 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 Camp Leadership Team



# CAMP ESSENTIALS

## Dropping-off & Picking-up your child

1. To help maximize participation in camp activities and ensure a smooth start to the day, please arrive during the designated drop-off window. Campers who arrive after the scheduled departure time may miss transportation to their activity location and may need to be transported by a parent/guardian or may be unable to attend camp for that day's program.
2. We strive to return to the designated pick-up location at the scheduled end time each day. Occasionally, field trips, traffic, weather, or other unforeseen circumstances may cause delays. Families will be notified in advance whenever possible of any anticipated changes to the pick-up schedule.
3. Campers must be picked up by the scheduled end time of their camp program. A late fee of \$1 per minute will be assessed beginning five (5) minutes after the scheduled pick-up time. Repeated late pick-ups may result in the suspension or termination of camp participation.

## 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 prioritize keeping the same schedule throughout the camp session(s), but due to unforeseen circumstances there are times when the schedule requires an adjustment. Any changes will be included in the weekly email that will be sent no later than the Friday before the next 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 notify the Camp Registrar at [registrar@whatcomymca.org](mailto:registrar@whatcomymca.org)

## Tech Free Zone

The YMCA recognizes 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

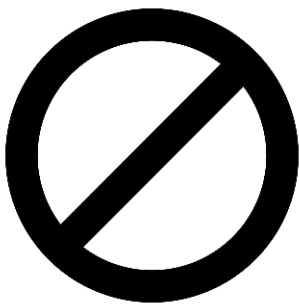
In the event we have poor air quality, minimizing outside exposure will be important, but since many camps access the outdoors a considerable amount of time, we may have limited resources to move a camp inside the entire time. It is possible camp may end early or be cancelled if we determine that we 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 A BACKPACK

- Lunch, Drink (frozen juice boxes work great to keep everything cold)  
(Exception: Mini camp and Climbing camps do not require a lunch)
- A morning and afternoon snack will be provided by the YMCA for all full day programs; half day programs will receive 1 snack
- Full water bottle
- Swimsuit & towel with plastic bag for wet items (if appropriate to your child's camp)
- Change of clothing
- Sunscreen (SPF 30, apply the first layer at home; no aerosol allowed at camp)
- 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
- Cell phones, video or handheld electronic games/devices (i.e. iPods, iPads/tablets, smart watches, etc.)
- Cameras
- Fireworks, matches, or weapons of any kind
- Trading cards (i.e. Pokémon, etc.)
- Personal toys, stuffed animals, money, etc.

**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

Campers gain new knowledge, skills and abilities that help them realize their passions, talents and potential. Camp counselors lead progressive skill clinics that build confidence and learn new things. Campers are 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

Our staff are the foundation of a safe, engaging, and successful camp experience. We carefully select team members who demonstrate the YMCA's core values of caring, honesty, respect, and responsibility. Camp staff are chosen for their experience, training, sound judgment, and ability to build positive relationships with children while maintaining a strong commitment to safety.

The Camp Supervisor provides overall leadership and oversight for camp operations and programming. Depending on the camp location and program, Lead Counselors may be assigned to support daily operations, staff supervision, and camper experiences. Counselors work directly with campers, leading activities, fostering a sense of belonging, and ensuring the safety and well-being of their assigned groups. All waterfront and swimming activities are supervised by certified lifeguards and conducted in accordance with YMCA safety standards.

### Age Groups

For some camps, campers are divided into age groups that support the most developmentally age-appropriate activities with a schedule that allows camp staff to plan and implement a program that meets your child's needs. When campers are registered, they have been registered for the grade they are entering in the Fall of that year.

## Y Values

The Y values will be a 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 that, based upon the specific camp, may include swimming, group games, arts and crafts, nature activities, STEM projects, value activities, and field trips. Each week has a different theme with activities planned. Please visit the website for more information at [Whatcomymca.org](http://Whatcomymca.org)

## Field Trips

1. Transportation for field trips will be provided by the YMCA vehicles, rented school buses, local transit buses or guided staff 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 swimming level depending on their abilities and will be required to follow those 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 swimming 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

For the safety and security of all participants, a parent, guardian, or authorized individual aged 16 or older must sign their child in and out of the program each day. Campers may only be released to individuals who have been authorized by the parent or guardian. All authorized pick-up persons must be listed in advance through the Parent Portal in the YMCA registration system. Staff may request photo identification when releasing a child to an authorized individual.

### Pick Up Authorization & Photo ID

For your child's safety, campers will only be released to individuals aged 16 or older who have been authorized by a parent or guardian. All authorized pick-up persons must be listed in advance through the YMCA registration system.

Staff may request photo identification from any individual picking up a child, particularly if they are unfamiliar with the person. Campers will not be released to anyone who is not listed as an authorized pick-up contact or who is unable to provide identification upon request. Please ensure your child's authorized pick-up information is current and accurate in the Parent Portal before attending camp.

**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 Access and Custody Arrangements

The Whatcom Family YMCA recognizes the rights of both legal parents to access information regarding their child unless those rights have been modified or restricted by a court order. Any court order affecting parental rights, access, communication, or pick-up authorization must be provided to YMCA administration and remain current in the child's file. The YMCA will follow court orders that have been received and verified by the organization.

Parenting Plans are considered agreements between parents and are not monitored or enforced by YMCA staff. The YMCA's role is to provide care and supervision for children, not to mediate, interpret, or enforce custody arrangements. Unless otherwise directed by a valid court order on file, both parents will have equal access to their child, program information, records, and communications.

In situations where parents from separate households disagree regarding enrollment, attendance, schedule changes, or cancellation of services, the YMCA will defer to the parent or guardian listed as the primary account holder or registering parent for administrative decisions related to the child's enrollment. Families are responsible for communicating custody arrangements and providing any legal documentation necessary for the YMCA to comply with court-ordered restrictions.

## **Volunteering/Visitation\*\***

To ensure the safety and consistency of the program, parents or guardians who wish to spend extended time (more than 10–15 minutes on a regular basis) in a program setting must complete the YMCA volunteer approval process, including any required background screening, training, and health clearances.

Volunteers must be approved by YMCA leadership, serve as positive role models, and support program needs as assigned. Volunteering may not be used as a substitute for parental visitation. Camp and child care programs are not appropriate settings for custodial or non-custodial visitation.

Any parent, guardian, or authorized pick-up person whose behavior disrupts program operations, staff, or participants may be asked to leave and may have future access to YMCA programs or facilities restricted.

## **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.) or trading cards as examples. Reading books are encouraged and can be stored in your child's backpack until a camp staff member indicates an appropriate time to read

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, please use the designated camp phone number to get in touch with your child. The camp phone numbers can be found on our website, on your weekly newsletter and you can call the YMCA at (360) 733-8630.

The YMCA cannot be held responsible for lost, stolen or damaged items. Children are encouraged to be responsible by bringing home all of their belongings each day. Attempts will be made to contact the owner of any labeled lost and found items but as the amount of items grows, it is transferred to the Whatcom Family YMCA for one week and then may be donated.

## **Consistent Care**

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

## **Non-Discrimination**

The values of the YMCA are based on the ideal that everyone will have the opportunity to reach their full potential, regardless of their race, ethnicity, gender, sexual orientation or identity, diverse abilities, age, religion, socioeconomic status, 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 the 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. 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.

Each camp site has an emergency plan that is unique to that location (i.e. exit routes, safety meeting zones, etc.). Each camp will communicate with the parents to provide pertinent information regarding camp plans. For school district-based camp programs, they will also follow school district procedures.

## 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.). Should a camper require a service animal, please contact the Senior Program Director for more information.

### 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 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.

### Allergies

YMCA Day Camps are not nut free . Please be sure to speak with the camp supervisor about any concerns you may have. If your camper has any food-based allergies or special diets, please note this in your online YMCA account as well. You may be asked to refrain from sending your camper with food containing peanut butter or other nuts and/or other food manufactured in a plant that processes nuts if an individual in your child's group has a severe nut allergy.

### 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 educational course work, training, types of and years of experience. Staff have attended, and continue to attend, regularly schedule training events on behavior management, communication skills and creative activities for children . Depending upon the specific camp, 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). For other camps that have campers less than the age of six, a staff to camper ratio is used based on the age group of the camper.

# 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. ABSENCES: Contact the YMCA whenever your child will be absent from a scheduled day. Please notify us before 8:00 am through one of these methods:
  - a. Email: [absences@whatcomymca.org](mailto:absences@whatcomymca.org)
  - b. Directly contacting Camp Supervisor (the camp phone numbers can be found on our website, on your weekly newsletter and you can call the YMCA at (360) 733-8630:
2. Connect with the YMCA staff at your child's camp 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.

## 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. Other intervention strategies may be used to support the camper being successful.
- **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 process of establishing a behavior contract is used for a child who, after numerous attempts, has not been able to modify their behavior so that they can be more regulated and demonstrate age appropriate behaviors. Goals are stated in positive ways to help the child understand the desired behavior and the timelines are established, as well as a commitment on the staff to support the desired outcome. The contract will be reviewed by camp staff with the parent/guardian prior to implementation. If a parent does not meet with the camp staff, Y senior leadership may be asked to support the process. Ultimately, there are times when a camper may not return to camp until the parent/guardian has met with the staff and agreed to the success strategies.
- **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 or pause in care.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child will be removed. Future enrollment into other programs may occur at a future time if appropriate.

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 camp 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.

Parent meetings with the Camp Leadership 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 camp with minimal notice.

The YMCA is committed to providing a positive, respectful, and safe environment where every child feels welcome, supported, and valued. To help maintain this environment, all participants in our school age programs are expected to follow the YMCA Code of Conduct and understand the behaviors that will not be tolerated.

## **PARTICIPANTS ARE EXPECTED TO:**

- Demonstrate the YMCA core values of **Respect, Responsibility, Honesty, and Caring.**
- Treat others with kindness by avoiding any derogatory or unwelcome comments, conduct, or actions — including those of a sexual nature or based on sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected status.
- Follow the Whatcom Family YMCA Child Abuse Prevention Policies outlined in the Parent Handbook.
- Cooperate with and follow directions from YMCA staff and volunteers.
- Stay within the designated program areas, remaining in sight and sound supervision at all times.
- Participate in activities and follow the group plan.
- Follow all school rules when the program is held on school property.

We take a progressive approach to discipline, with the goal of teaching and reinforcing positive behaviors. However, certain behaviors are considered **Low Tolerance** or **No Tolerance** and may result in loss of program privileges, suspension, or dismissal.

**Low Tolerance Behaviors:** (These are serious concerns. We will address them with the child and family, and corrective steps will be required to remain in the program.)

- Leaving the program area without permission.
- Engaging in rough or unsafe play (such as headlocks, tackling, or other actions that could cause harm).
- Repeated non-compliance.
- Throwing objects in a way that could hurt someone, especially when done deliberately or repeatedly.
- Creating drawings, images, or other materials that contain inappropriate content.
- Using YMCA technology or equipment inappropriately, including taking or using YMCA-issued electronics without permission.

**No Tolerance Behaviors:** (These actions pose an immediate safety or well-being risk and will result in immediate removal from the program and re-evaluation of care.)

- Hiding in a location where staff cannot see or hear the child.
- Targeted bullying, harassment, intimidation, or any behavior involving weapons, including the possession, threat of use, or use of a weapon, toward participants or staff
- Physical or verbal aggression toward staff or participants, including spitting or the use of foul language.

- Intentionally damaging YMCA or school property.
- Exposing oneself or displaying any form of sexual or inappropriate exposure.
- Possessing or using 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 through public or online means)

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 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 an individual 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 a 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 a 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 Registrar's office.

For further questions, please schedule a time to consult with the Senior Program 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. Children under the age of six may experience toileting needs, our camp staff will work with families to understand their child's needs.

## **Quality Control**

We invite parents to complete a program evaluation survey at the end of the camp season. . 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 Camp leadership staff.

# 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

A foundational commitment of the YMCA is to provide a healthy atmosphere for the growth and development of children. Thus, the abuse, mistreatment or neglect of children and the resulting severe effects are of primary concern to the Y. Child abuse is mistreatment or neglect of a child by parent(s) or others, including Y employees, volunteers, or other youth participants, resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children, the Y has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees and volunteers are screened and a background check is conducted upon hiring, rehiring or at any time the Y desires to do so. All employees and volunteers are required to take training in child abuse prevention before they are able to work with children and will take additional training annually. This policy is intended to protect any Y participant under 18 and participants may be referred to as children, child, youth, teen and the like. The policies employees and volunteers are expected to follow include:

### 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 the organization will take the necessary steps to eliminate such behavior.
- All staff and volunteers will be aware and acknowledge 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.
- 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 youth 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.

Our organization’s policies for appropriate and inappropriate verbal interactions include but are not limited to:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> <li>• Positive Reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving consumers in the personal problems or issues of employees or volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming, belittling</li> <li>• Oversharing personal history</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate youth</li> <li>• Derogatory remarks about the consumer or his/her family</li> <li>• Compliments relating to physique or body development</li> </ul>

- All physical contact between staff or volunteers and youth will promote a positive, nurturing environment while protecting youth, 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.

- Giving gifts to children in Y programs is not allowed.
- Sometimes it may be difficult to refuse gifts from consumers or their families. In many cultures, people give gifts to reflect their appreciation for people or services. In order to be respectful of participants and their families, the Y makes reasonable allowances for acts of gratitude involving small gifts of appreciation from participants and/or their families that have a monetary value not exceeding \$50.00. Employees and volunteers must disclose all such gifts to their immediate supervisor and/or a designated administrator. Under no circumstances can money be accepted from participants or their families as a gift.

**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.

**Reporting Suspicious or Inappropriate Behaviors or Policy Violations:**

- Because our organization is dedicated to maintaining zero tolerance of abuse, it is imperative that every staff member actively participates in the protection of youth. In the event that staff observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.
  - Remember, at our organization, the policies apply to everyone.
- Examples of suspicious or inappropriate behaviors between staff and youth
  - Violation of the abuse prevention policies described above
  - Seeking private time or one-on-one time with youth
  - Buying gifts for individual youth
  - Making suggestive comments to youth
  - Picking favorites
  - If staff witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:
    - Interrupt the behavior
    - Report the behavior to a supervisor, director, or other authority
    - If you are not comfortable making the report directly you are able to call the Fraud Hotline and make it anonymously
    - If the report is about a supervisor or administrator, contact the next level of management
    - Document the report but do not conduct an investigation
    - Keep reporting until the appropriate action is taken

### **Reporting Suspected Abuse Guidelines:**

- Any information regarding abuse or potential abuse must be documented in writing. All staff and volunteers are required to sign a statement informing them of their legal and ethical duty to report suspected child abuse or neglect.
- As required by mandated reporting laws, employee and volunteers must report any and all disclosures or suspected abuse or neglect, whether on or off property, to state authorities. In addition, any suspected or known abuse or neglect will be reported to the department supervisor or a member of management within 12 hours. Failure to do so will be grounds for termination.
- In the event that the YMCA has reason to believe that a staff or volunteer member abused a child, his or her conduct will be reported to the appropriate authorities including the Bellingham Police Department and Child Protective Services. The employee will be separated from any possible contact with children.
- Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and CEO/Executive Director, designated staff or volunteers or member(s) and legal counsel.
- Employees and volunteers are required to fully cooperate with an investigation by the YMCA, any law enforcement agency, or any other authorized outside agency. Failure to do so is considered misconduct and will result in termination, or ineligibility to volunteer.
- Any form of abuse or mistreatment of one youth to another will be reported to a supervisor and taken seriously and appropriate action will follow.
- There will be no retaliation against an employee who, in good faith, reports suspected abuse.

### **Additional guidelines for employee and volunteer response to incidents or allegations of abuse:**

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

All staff and volunteers are required to sign a statement indicating that they have read and agree to comply with all organizational policies as outlined in the Whatcom Family YMCA Employee or Volunteer Handbook.

Review of all youth abuse prevention policies for relevance, utility, necessity and modifications or deletions, as appropriate, will be conducted annually. All staff and volunteers will be systematically notified of any changes as they are implemented.

## 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 Courtney Whitaker, 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 Courtney Whitaker: [cwhitaker@whatcomymca.org](mailto:cwhitaker@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 discussion 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.

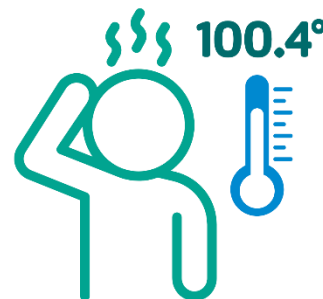
# HEALTH CARE POLICY

## 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 (i.e. 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, within one hour.

### 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 childcare experience and all staff, families, and children benefit. We will work with families to make a reasonable effort to accommodate the special needs of your child. This will be done on an individual basis and in accordance with WA State standards and the Whatcom Family YMCA Child Abuse Prevention Policy. Camp staff and parents will work together to educate and orient any child with special needs to our program.

# INJURY PREVENTION & TREATMENT

## Injury Prevention

The Camp Counselors and all camp staff will survey each camp facility/location to check for daily safety hazards. Fire drills will be done once a month and recorded at each site, if at a school-based location. Quarterly Disaster drill will be conducted and recorded upon completion, also at any school-based location. 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. Camp Supervisors and Lead Counselors 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 the parent/guardian to follow-up with doctor visit.
  - e. All minor emergencies will be recorded on an 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 Supervisor or Lead Counselor for replacement staff as soon as possible and the Camp Counselor 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. For Licensed camps, YMCA staff are required to fully complete the DCYF Incident Report, with parent signature, for all major emergencies and turn in to Camp Supervisor by 12:00 pm the following day. A copy of completed form will be given to parent/guardian and filed on site. For Licensed Programs, 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 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. **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

A considerable amount of time is spent 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. If your child has an aerosol bottle of sunscreen, we will supply them with sunscreen that day and ask that parent/guardian replace the bottle with a non-aerosol bottle for the next day of camp.**

# 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

Please refer to our website at [www.whatcomymca.org](http://www.whatcomymca.org) for our current summer rates.

## Changes/Cancellation/Refunds

- The Whatcom Family YMCA does not impose contracts on participants, and participants are free to cancel programs at any time. Written notice is required to cancel a program. Participants must submit a [cancellation request in writing via web](#) form prior to their next scheduled draft date.
- Non-Refundable Deposits
  - All deposits are non-refundable, regardless of when a camp is cancelled.
  - Deposits may be transferred between YMCA Day Camp programs through August 10 based on availability.
  - After June 1, deposits are no longer transferable and remain non-refundable.
- Cancellation Deadline: Two weeks prior to the start of the desired camp
  - All cancellations must be submitted by 14 calendar days prior to the first day of the specific camp.
  - Families who cancel by that date will receive a refund of all payments made minus the non-refundable deposit.
  - Cancellations received after that are not eligible for any refund, or credit, including deposit or tuition paid.
- Camp Changes
  - Camp changes (including changing camp type or camp weeks) must be submitted not later than 14 business days prior to the camp, and are subject to availability.
  - Eligible changes may use an existing deposit only if requested with the appropriate timeline.
- How to Submit Requests
  - All cancellation and change requests must be submitted through the official [Camp cancellation form](#).
  - Verbal cancellations or cancellations submitted through other channels cannot be accepted.
- Extenuating Circumstances
  - Exceptions to this policy may only be made in extenuating circumstances at the discretion of the organization's leadership.
- **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, refund or make-up time at a different camp or session
- **Late Pick Up Fee:** Campers must be picked up by scheduled end time. Families will be charged a late fee of \$1 per minute for any pick up past 5 minutes of the camp's scheduled end time..
- **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 or refund.

## Membership

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 a Membership.

## How to apply for Financial Assistance

Anyone is eligible to apply for Financial Assistance. Applications are available on the Whatcom Family YMCA website or contact the Camp Registrar, [Registrar@whatcomymca.org](mailto:Registrar@whatcomymca.org) , for more information.

## Fundraising

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, the leadership team 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 Kait Whiteside, Association Director of Advancement and Impact at [kwhiteside@whatcomymca.org](mailto:kwhiteside@whatcomymca.org) if you would like to help in our annual campaign.

**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)**