THINK OUTSIDE.
NO BOX REQUIRED.

SUMMER ADVENTURE 2020
Dear Parent or Guardian,

Welcome to the YMCA Summer Adventure Program! We are very excited that you have chosen the Y!

Now more than ever we believe kids need the benefits that a summer at the Y can bring. Summer Adventure will provide the opportunity for children to regain a sense of normalcy as well as support their physical, social and emotional well-being after being at home for a long period of time.

While this summer will look a bit different at the Y, we still plan to offer a comprehensive program designed with the child and working family in mind. Your child will enjoy a wide range of creative and fun activities throughout their time with us. They will have the opportunity to make their summer active and entertaining through crafts, sports, indoor and outdoor games, new friends, and other fun ways to learn, grow and thrive.

New drop-off and pick-up procedures, enhanced cleaning and sanitation, and special attention to group size and social distancing requirements will all be part of the upgrades you’ll notice this summer to keep your child and family healthy and safe. More details are included in this handbook.

This parent handbook is designed to give a comprehensive understanding of our mission and policies and procedures associated with this year’s summer programs at the Y, and much more. If you have additional questions, please use the contact list on the last page.
GET TO KNOW US:

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

YOUTH DEVELOPMENT: Nurturing the potential of every child and teen. We believe that all kids deserve the opportunity to discover who they are and what they can achieve. We believe the values and skills learned early on are vital building blocks for quality of life. With our four core values of Caring, Honesty, Respect and Responsibility as our guide, we work with your children every day to help them have fun while realizing their potential. At YMCA Summer Adventure, kids learn to share, make new friends, learn new skills and most importantly learn how to be themselves. That makes for more confident kids today and contributing and engaged adults tomorrow.

HEALTHY LIVING: Improving the nation’s health and well-being. We strive to give kids an opportunity to exert energy, discover who they are and what they can achieve, and be accepting of each other. This summer we will provide opportunities for children to make healthy choices. Water is our drink of choice to provide proper hydration. Our snacks include fresh fruits and vegetables and are monitored for sugar, fat grams and calories from fat. Summer Adventure activities include games, sports and plenty of outdoor physical activity designed to encourage a healthy lifestyle.

SOCIAL RESPONSIBILITY: Giving back and providing support to our neighbors. We believe all children should feel welcome at YMCA Summer Adventure and have the opportunity to make new friends and celebrate diversity. We provide opportunities for community service; learn about caring for the environment and encourage children to work together and support each other.

BECOME PART OF THE Y:
Now that you have chosen our YMCA Summer Adventure for you child, consider how you might become even more connected with our Y family. We bring families closer together, encourage health and well-being and foster connections through fitness, sports, fun and shared interests.

A YMCA community–wide family membership has the following additional benefits:

- You could save an additional $10 – $20 per week on summer fees, which may cover your monthly Y cost (weekly rates vary by location)
- You could receive special rates on before/after school child care, youth sports, swim lessons and other programs.
- Your entire family could spend time together at any of our wonderful facilities throughout the Greater Louisville area including Calypso Cove Waterpark, Oldham County, Bullitt County and Southern Indiana.
- Our Y Kids’ Club is a fun, safe environment for our kids to play under adult supervision while you’re working out.
- At the Y, we make sure that everyone, regardless of age, income or background has the opportunity to learn, grow and thrive. We have affordable membership and program rates for everyone.
POLICIES AND PROCEDURES:

PAYMENT PROCEDURES
All fees must be paid by automatic draft. Draft days vary by branch/program, please refer to your Parent Welcome Letter for specifics regarding your payment schedule. For the security of your payment and the safety of our staff, cash or check payments are not accepted at any locations. The Y will mail out tax statements each January for the previous year. Please keep copies of cancelled checks and receipts for IRS reporting requirements. The YMCA’s tax ID number is 61-0444843.

SUMMER ADVENTURE CANCELLATION/REFUND POLICY
If for any reason you are unable to attend a week for which you are registered, simply notify us one week before the start of that session to receive a full refund of all payments made or stop the upcoming draft payment. In order to plan appropriately for staff, supplies and capacities, it is critical we can accurately anticipate enrollment and attendance. If you do not contact us in advance, we will be unable to provide a credit/refund for any fees paid for that week.

RETURNED DRAFTS
After two returns of any kind, we can only accept money orders as payments. These payments are due the Friday prior to attendance. Should you have a financial problem, contact your local branch.

ENROLLMENT AND CUSTODY
At the time of enrollment, parents are to provide all court-ordered paperwork if any parties are not to have contact with a child enrolled in the YMCA Summer Adventure. Paperwork must be court-ordered and indicate who is the primary residential parent or if both parents have shared parental custody. Please notify the Program Director of any unusual circumstances. In order to provide the safest care for your child, the above must be followed. Thank you in advance for your cooperation.

CHECK-IN AND PICK-UP PROCEDURES—NEW THIS YEAR:
Check-in and Pick-up for YMCA Summer Adventure will be different this year. We will be offering touchless drop-off and pick-up. YMCA Policy dictates that all children must be checked in and out by an appropriate parent or guardian. This person must be at least 18 years of age. When dropping off your child, please remain in your car. A YMCA staff member will come to your car for check-in, take your child’s temperature and perform a wellness check daily upon arrival. If your child has a fever of 100.4 or greater and/or says they are not feeling well, they will not be permitted to attend that day.

Each family will be given three numbered car rider hang tags to distribute at your discretion to family/friends you’ve authorized to pick up your children. Please display the car rider hang tag on the rearview mirror of the vehicle picking up your child. Pull up to the curb and remain in your car. A YMCA staff person will bring your child to the vehicle. Anyone picking up a child that does not have a car rider hang tag will be asked to show proof of identification. Any changes to the pick-up list must be in writing. Please remember that phone calls are not accepted. For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. We want to ensure that every precaution is taken when releasing your child to an adult. For your child’s safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your child’s registration form. If no one is available, we are required to call law enforcement. This policy is in place for the safety of your child; the YMCA will not make exceptions. YOU WILL BE CALLED IF YOUR CHILD DOES NOT HAVE AN APPROPRIATE ADULT SIGN THEM INTO SUMMER ADVENTURE. We thank you in advance for your cooperation.

LATE PICK UP
To avoid having to pay a late charge, we strongly urge you to have additional emergency numbers and people available to pick up your child. These people and their numbers must be written on our list of who can pick up your child. Late charges are $1.00 per child per minute late. The YMCA Summer Adventure close at 6:00 p.m. These fees are due at the time of pick-up. Every attempt will be made to call the parent(s) and all emergency numbers listed on the child’s registration form.

DURING THE DAY—NEW THIS YEAR:
The YMCA will be following the Center for Disease Control (CDC) Guidelines by frequently cleaning and disinfecting all surfaces, toys, equipment and supplies used. Children and staff will have frequent scheduled handwashing. The Y will reduce group sizes and enforce social distancing during activities.
**MEDICATION**

In order for the Y to dispense medication for your child the following is required:

1. A medication form (last page of this document) must be filled out daily in order to dispense.
2. Medication must be in the original bottle for the person it was prescribed, with the dosage for the day only.
3. The parent or guardian must bring in the medication and give it to the Program Director.

Over-the-counter medication will only be dispensed with a note from a physician on letterhead. Please give this note to the Program Director along with your daily permission to administer.

**ILLNESS**

To ensure the health and well being of all children in our program, if a child has a contagious illness, infection or fever of 100.4 degrees, the following will take place: your child will be isolated immediately away from other children and staff, parent will be called to pick up the child immediately and cleaning guidelines will be followed immediately in that area. Children sent home for illness or fever will need to wait one full day prior to their return. For example: if your child leaves due to illness on Monday, they will not be permitted to return until Wednesday. If your child has a confirmed case of lice we will require a doctor’s statement that your child is nit-free before they can return.

**WHAT HAPPENS IF MY CHILD IS INJURED?**

If your child is injured, the Program Director will take whatever steps necessary to obtain emergency medical care. These steps may include, but are not limited to, the following:

1. Attempts to contact a parent or guardian.
2. Attempts to contact persons listed on the emergency information if parent or guardian cannot be reached.
3. If we cannot contact you, we will call an ambulance or paramedic.
4. Have the child taken to an emergency hospital in the company of a staff member.

*Sickness and accident insurance is the responsibility of the parent or guardian.*

**CAN STAFF BABYSIT?**

Staff members are not allowed to be alone with children they meet in Y programs outside the Y program setting. This includes babysitting, sleepovers, and inviting staff members to children’s homes.

**WHO IS WATCHING MY CHILD?**

An integral component of the YMCA’s quality programing is staffing. Our staff consists of mature and enthusiastic individuals who help us provide a quality, safe, and FUN program. We feel confident that we have the best staff around! They are carefully selected and well-trained groups of young men and women. Reference checks are conducted, documented and filed on all employees working with children. A criminal history background check and a mandatory drug test are also required. Professional Y Program Directors provide the primary leadership and are available to answer parent questions and to assist with any personal needs that you or your child may have. Most importantly, our staff members are people who love children. They want to spend their summer playing, teaching and working with children. They are good people with good hearts who are silly enough to sing songs at the top of their lungs!

**HOW ARE STAFF TRAINED?**

All staff members receive intense YMCA in-house training that covers a great deal. The staff members learn about the policies and procedures of Summer Adventure. They learn how important it is to apply sunscreen throughout the day. They learn how to do face counts and how to check-in and out children. They learn the proper procedures for the daily drop-off and pick-up of children. In addition to learning all the policies and procedures of the YMCA Summer Adventure Program, they learn techniques of how to better interact with children. They learn how to use positive discipline as well as how to detect and report child abuse. They learn songs, games, and arts & crafts projects. Staff members are also certified in CPR and First Aid.

**CHILD SAFETY IS IMPORTANT TO US!**

Children today are faced with situations which may affect their development and safety. It is one of the Y’s missions to keep every child in our care safe and our job to educate our children and ourselves about the potential dangers in our society and to protect them from abuse. All of our staff are trained in the warning signs of sexual abuse. They learn to:

- **KNOW**– The warning signs of child sexual abuse
- **SEE**– The warning signs based on the actions of others
- **RESPOND**– To the warning signs of child sexual abuse accordingly

**FREQUENTLY ASKED QUESTIONS**
ONSITE EXPERIENCES
The YMCA will be eliminating or reducing off-site field trips this year. We will, however, provide onsite experiences to all of our program sites.

SCREEN TIME
We believe that there are many other enriching activities in which your child can participate at our Summer Adventure program other than watching a movie or playing a video game. We will only show a movie or offer video games if it enhances our weekly theme and allows our staff and children to interact and engage in a meaningful experience.

CELL PHONES
Please refrain from bringing any cell phones into any of the Y programs. Children carrying cell phones will be asked to turn them off during program hours. The Y cannot be responsible for lost or stolen phones or other electronic devices.

BEHAVIOR MANAGEMENT
Our staff wishes to work with you and your child to have the best experience possible. Occasionally, there will be behavior problems. In most instances, we will try to redirect behavior or remove the child from the conflict.

In some cases, if the problem persists or is severe, our staff will speak to you explaining the incident. If the problem has not been resolved, you will be asked to meet with the Program Director, staff and your child to come up with a way to resolve the conflict.

In extreme cases, your child may be suspended or dismissed from the program (i.e. repeated bullying, physical threatening, a violent act against another child or staff member.) These two alternatives are a last resort, knowing this would be an inconvenience to you, the working parent.

Please help us to resolve any behavior problems so that we may offer a safe and happy environment for all children.

WHAT THINGS SHOULD I PACK IN MY CHILD’S LUNCH?
Your child will feel better and have more energy during the day with healthy items packed in his/her lunch box.

Here are some ideas for great lunch box fillers from the Harvard School of Public Health. Not all of the items listed below are non-perishable. Small coolers with reusable ice packs help make lunches safe from the summer heat!

Pack fruits and vegetables every day: Applesauce, grapes, raw broccoli or cauliflower, pepper slices, apples, Mandarin oranges, cucumber slices, berries, zucchini and yellow squash, and raisins. (Make vegetables fun with a low-fat dipping sauce!)

Pack a protein or grain option every day: Cereal bars, rice cakes, cheese, hard boiled eggs, yogurt, nuts, peanut butter, granola, trail mix, and dry cereal. (Use wheat bread over white bread for sandwiches. Pack foods that have NO TRANS FATS!)

Beverages: Water is the ultimate hydrator! Water is the best of all drinks. When packing juice, use only 100% juice. Stay away from sugar-sweetened drinks and soft drinks!

Please note: Some programs provide meals, for your child. If you have additional questions, please use the contact list on page four within this packet to reach your preferred branch.

Thank you for choosing the Y!
## YMCA CONTACT NUMBERS

<table>
<thead>
<tr>
<th>YMCA</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>YMCA Childcare Enrichment Program</td>
<td>502.637.1575</td>
</tr>
<tr>
<td>Bullitt County Family YMCA</td>
<td>502.955.6433</td>
</tr>
<tr>
<td>Chestnut Street Family YMCA</td>
<td>502.587.7405</td>
</tr>
<tr>
<td>Clark County Family YMCA</td>
<td>812.283.9622</td>
</tr>
<tr>
<td>Floyd County Family YMCA</td>
<td>812.206.0688</td>
</tr>
<tr>
<td>Northeast Family YMCA</td>
<td>502.425.1271</td>
</tr>
<tr>
<td>YMCA at Norton Commons</td>
<td>502.882.9622</td>
</tr>
<tr>
<td>Oldham County Family YMCA</td>
<td>502.222.9358</td>
</tr>
<tr>
<td>Republic Bank Foundation YMCA</td>
<td>502.935.9622</td>
</tr>
<tr>
<td>Southeast Family YMCA</td>
<td>502.491.9622</td>
</tr>
<tr>
<td>Southwest Family YMCA</td>
<td>502.933.9622</td>
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Administration of Medication Form

I, ____________________, the parent/guardian of ____________________ who is enrolled at the ________ YMCA of Greater Louisville Summer Adventure Program, do hereby authorize the staff of the center to administer the following medication in the following dosage to my child. I release the YMCA of Greater Louisville from all liability for administering the stated medication in the stated dosage.

Medication: __________________________________________________ Dosage: __________________________

Condition of which prescribed: __________________________________________________________________________

Possible side effects: __________________________________________________________________________________

Instruction for usage: ___________________________________________________________________________________

To be filled out by Parent/Guardian
Date & Time Medication to be administered: ___/____ Parent Signature:_____________________

Staff Use Only
Staff administering medication: __________________________ Date:________________________
Staff verification witness: __________________________ Date:________________________
Dosage Administered: _________________________________________________
Please Check: _ Right Child _ Right Dosage _ Right Time _ Right Medication _ Right Route (By mouth, skin, etc.)

To be filled out by Parent/Guardian
Date & Time Medication to be administered: ___/____ Parent Signature:_____________________

Staff Use Only
Staff administering medication: __________________________ Date:________________________
Staff verification witness: __________________________ Date:________________________
Dosage Administered: _________________________________________________
Please Check: _ Right Child _ Right Dosage _ Right Time _ Right Medication _ Right Route (By mouth, skin, etc.)

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Dosage Administered: _________________________________________________
Please Check: _ Right Child _ Right Dosage _ Right Time _ Right Medication _ Right Route (By mouth, skin, etc.)

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Date & Time Medication to be administered: ___/____ Parent Signature:_____________________

Staff Use Only
Staff administering medication: __________________________ Date:________________________
Staff verification witness: __________________________ Date:________________________
Dosage Administered: _________________________________________________
Please Check: _ Right Child _ Right Dosage _ Right Time _ Right Medication _ Right Route (By mouth, skin, etc.)

*Two staff must be present when administering any medication and BOTH staff must sign form.
*First staff will verify correct child, correct medicine, correct dosage, correct route, and correct time.
*Second staff will administer the medication (preferably the Program Director or Asst. Director).