



FAMILY PACKET

YMCA OF GREATER INDIANAPOLIS
2020 SUMMER CHILDCARE



WHY THE Y?

Summer at the Y is so much more than fun activities. The YMCA is a space that allows children to grow personally and explore the world around them in a safe and exciting environment. In today's world that is filled with screens and busy schedules, the YMCA takes us back to what is really important in childhood- playing outside, making new friends, and stepping outside of your comfort zone to try things you've never tried before. So this summer, let's let kids be kids, and help them develop into some amazing people along the way.



OUR THREE FOCUS AREAS

At the YMCA this summer, we will be focusing on three main outcomes that drive all of our programs.



ACHIEVEMENT: We want to make sure that every child tries something new this summer and leaves with a new skill. This could be trying a new sport, learning how to make friendship bracelets, or even developing their leadership skills by leading a group activity. Every child should have the chance to step outside of their comfort zone to experience new things.



RELATIONSHIPS: We want to make sure every child makes a connection with their fellow participants and the staff. We want to help kids not only make new friends, but learn how to be good friends, too. We do this through being intentional with team building activities, opportunities to learn about those around us, and using our four core values.



BELONGING: Every child should feel safe and at home at the YMCA. The Y is a place to be yourself and be welcomed by the people around you! We create this sense of belonging through our traditions and the relationships we build.

OUR CORE VALUES

At the YMCA, we have four core values that are embedded and taught every day in our programs. These values are at the core of the YMCA's mission.

CARING

Being considerate to the needs and feelings of others

HONESTY

Being trustworthy and truthful

RESPECT

Treating others, the environment, and yourself with dignity

RESPONSIBILITY

Accepting accountability for your actions and role in the community

AMERICAN CAMP ASSOCIATION ACCREDITED

The YMCA of Greater Indianapolis summer programs are proud to be accredited by the American Camp Association. This nationally recognized program focuses on program quality and health and safety issues, and requires us to review every facet of our operation. Our programs have voluntarily submitted to this independent appraisal done by camping experts and have earned this mark of distinction.

QUESTIONS? Contact us at DayCamp@indymca.org or (317) 484-9622.

KEEPING YOU INFORMED

We want to make sure you feel up to date and knowledgeable about your child's experience this summer, so communication is vital to making that happen. Read on to learn about how we plan to communicate with you this summer.

NEWSLETTER



Newsletters will be published and distributed weekly this summer. The newsletter provides you with information on what your child will be doing during his/her time at the YMCA. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but the summer is full of surprises, and we are often forced to make changes.

Newsletters will be emailed weekly if an email address was provided to the YMCA, and a hard copy is available upon request.

CAMPSPACE



CampSpace is an app and website that will be used to provide regular communication throughout the week about your child's experience. This could include photos, videos, and important updates, like if there is a change in schedule or weather related updates.

OPEN-LINE



Open-Line is an online survey tool you will receive weekly to help provide in the moment feedback. This helps us gather thoughts and ideas from families and evaluate our programs on an ongoing basis. We appreciate and need your feedback to continually improve our programs. Please take the time to share your feedback with us! Directors are always open to your ideas!



BE PREPARED

Any first day can be a little nerve-wracking, which is why we want to make sure you have everything you need to walk in one day 1. After that, leave the fun and excitement to us!

WHAT TO WEAR

At the YMCA, getting dirty means kids are having fun and playing hard! Please send your child in old clothes and shoes that are ok to get a little messy. Closed-toe shoes and socks are a must as we will be running and playing games throughout the day. It is also recommended to bring a plastic bag each day (for wet items).

WHAT TO BRING

Unless your location provides lunch, all participants must bring their own lunch, refillable water bottle, and snacks to camp daily. Refrigerators are not available, so using a small insulated cooler is ideal. It is recommended to send your child with a backpack to keep all their belongings together. Send a swimsuit, towel, and sunscreen. On hot days, water games will be played, so campers should pack a swimsuit even on the days when they are not scheduled to swim. Preschool aged participants may bring a cleaned blanket and pillow. Feel free to take them home to wash each day, or you can leave them at the program and take them home to wash at the end of the week. **PLEASE MAKE SURE TO LABEL ALL BELONGINGS!**

WHAT TO LEAVE AT HOME

We want to provide all entertainment for your child this summer! Please leave personal toys or games at home. The YMCA is not responsible for possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home! Please leave new clothing, video games, electronics, cell phones, and expensive jewelry/watches at home. For health reasons, we will not be keeping a lost and found option this summer, so please leave valuables at home! In addition, the following items are not allowed at the YMCA: alcohol or drugs, personal sports equipment (unless required by a program), animals, or weapons.

MEALS

Many programs will provide free breakfast and lunch for participants. Please check our website (www.INDYMCA.org/YouthDevelopment) for more information about your program location. If meals are not provided, please be sure to send your child with a healthy, non-refrigerated lunch.

ACCOMMODATION REQUESTS

The YMCA of Greater Indianapolis will make every attempt to make reasonable accommodations for members and program participants requesting special assistance. If you have an accommodation request, please complete the Accommodation Request Form (found at www.INDYMCA.org/YouthDevelopment) and/or contact your Director, who will contact you within 2 business days to discuss the request.

ARRIVING AT/LEAVING CAMP

Your child is ready for summer at the YMCA! Now what? Read below for our drop-off/pick-up procedures!

DROP-OFF/PICK-UP LOCATIONS

Each location will offer curbside drop-off/pick-up location. Look for the YMCA Day Camp signs! Please stay in your vehicle, and YMCA staff will open the door for kids to join the YMCA program.

SIGN-IN/OUT PROCESS

For the safety of each camper, the YMCA requires that all children are properly signed in by an adult and turned over to a YMCA staff person. At the end of each camp day, only those persons on the camper's authorized pick-up list will be allowed to pick the camper up from camp. Be sure to complete the pick-up authorization area when enrolling your child in camp. Instructions on how to add or delete people from your child's pick-up list can be found at www.INDYMCA.org/YouthDevelopment. All authorized persons must be 18 years of age or older.

Please bring picture identification each day. It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification. Please do not be offended, as this is done with the child's safety in mind.

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the YMCA Office to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care. Parents are responsible for resolving any issues that may arise from their child's participation in our programs. The YMCA will not get involved in disputes between parents. A child may be removed from the program until parents are able to resolve their differences. For consistency, any requests for program information must be included in a court order.

The YMCA staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact or a taxicab to take them and their child home. If an adult chooses to leave the YMCA program site, staff will document the license plate number and call the police.

ABSENCES FROM CAMP

If your child will be absent, please email the Director as soon as possible. During the day, attendance is checked every hour, and face counts are taken every 15 minutes

PART-TIME ATTENDANCE

If your child will be attending part time (1-2 days), please make sure to select the dates that you need during enrollment. If you need to attend an additional day, or switch the days in which you will attend, please contact the Youth Development YMCA office by emailing DayCamp@indymca.org or call (317) 484-9622 no later than the Friday prior to the week of care.

A TYPICAL DAY

One of the questions parents ask most is, "What will my child do this summer?" The answer is... A LOT! As soon as your child arrives, we pack the day with activities based around that week's theme. The program follows a rotation schedule so every child gets the opportunity to try new experiences and activities they know and love. Below is a sample schedule- more details on your child's weekly activities will be found in the newsletter.



EXTENDED CARE

6:30am-9:00am

Children will be able to choose from a variety of activities.



OPENING CIRCLE

9:00am-9:30am

The day kicks off with an exciting and energetic celebration!



ACTIVITY ROTATIONS

9:30am-12:00pm

Daily rotations will vary depending on that week's theme, but could include activities like archery, swimming, STEM, team building, outdoor education, group games.



LUNCH

12:00pm-1:00pm

Children take a break to eat and recharge. This is also a great time to socialize with friends!



ACTIVITY ROTATIONS

1:00pm-3:30pm

After refueling, children are ready for more action and will rotate around the space to try new activities.



CLOSING CIRCLE

3:30pm-4:00pm

Children will come together to close on another awesome day at the YMCA!



EXTENDED CARE

4:00pm-6:00pm

A variety of activity options will be available to children to end the day.

SAFETY FIRST

Keeping your child healthy is our number one goal at the YMCA. Below are some of the ways we accomplish keeping safety at the forefront at all times.

SUPERVISION

Our staff team is as diverse as our participants, and they are carefully selected and well-trained. All staff have been chosen for their experience, special talents, sensitivity, and creativity. They have been thoroughly screened through a complete background and criminal history check. Counselors supervise a group of 6-10 campers (based on age). Their attentions are thoughtfully directed to the personal needs and development of each individual child.

Most importantly, our staff are people who love children. They want to spend their summer playing, teaching, and working with children, and they are silly enough to sing songs at the top of their lungs!

YMCA Directors provide the primary leadership for YMCA summer programs. They are available to answer parent questions and assist with any personal needs that you or your child may have.



STAFF TRAINING

All staff receive many hours of intense YMCA training that cover the YMCA's policies and procedures, including how important it is to apply sunscreen throughout the day, how to do headcounts, how a safe drop-off and pick-up operates, and so much more.

In addition to learning all the policies and procedures of the YMCA summer programs, they learn techniques of how to interact with children, including how to use positive discipline, and how to detect and report child abuse. They learn songs, games, and arts & crafts projects. Staff are also certified in CPR, First Aid, and Child Abuse Prevention.

At the end of our training, they are ready to use their new skills and knowledge with children.

STAFF:CHILD RATIOS

We operate on the following ratios, which are recommended by the American Camp Association. For camps with a wide age range, we use a 1:10 ratio.

- Ages 3 to 5 years: 1:6
- Ages 6 to 8 years: 1:8
- Ages 9 years and up: 1:10

QUESTIONS? Contact us at DayCamp@indymca.org or (317) 484-9622.

SAFETY FIRST

ILLNESSES/INJURIES

If your child becomes ill, our staff will contact you to pick him/her up. If your child is injured, staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Director will contact the parent or guardian directly. In the event that they cannot be reached, the signed authorization on the child's health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service or medical attention are the financial responsibility of the guardian.

A sick child is to be kept home for the child's sake as well as others. Children may return to the YMCA after they have been symptom and fever-free for 24 hours, without medication. If your child has a communicable disease, please notify the YMCA as soon as possible.

MEDICATIONS

YMCA staff may dispense PRESCRIPTION MEDICATION ONLY. Any medication dispensed to a child at the program site must be in its original container with the child's name on it. We will then ask families to complete an electronic Medication Authorization Form with the following information:

1. Child's name
2. Type of medication
3. Physician's name
4. Amount of dosage to be given
5. Time to be given
6. Number of days to be administered
7. Possible side effects

If your child needs to have medicine close by throughout the day (EpiPen, Inhaler, etc), we will make arrangements to have their medicine carried by their counselor. Please note that the YMCA staff are NOT allowed to give the first dosage of any medication. YMCA staff are not permitted to give medication to control or contain fever. If your child refuses medication, we will contact you for further instructions.

SUNSCREEN

We count on parents to apply sunscreen before children come to the YMCA in the morning, and then sunscreen is applied at various times throughout the day. If you do not want sunscreen applied to your child, please communicate with the Director. Please make sure to send sunscreen with your child daily, and please be sure to label all sunscreen. The YMCA does not provide sunscreen to children in the program.

BATHROOM PROCEDURES

No child is ever alone. All children will take trips to the bathroom with the entire group and staff (always in groups of three or more). Children will only use bathrooms inspected for safety by staff.

SAFETY FIRST

BEHAVIOR MANAGEMENT PHILOSOPHY

At the YMCA, our top priority is to provide a safe and enriching experience for all children. To help ensure that all children succeed in a safe and nurturing environment, we implement our Behavior Management Plan.

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. When children are at the YMCA, they have the resource of the staff to help them solve conflicts. We ask that you encourage your child to go to staff when conflict arises. In case of physical aggression, staff may restrain children for the safety of those involved but no form of physical punishment is ever used. Staff may consult with the parents about problems that are occurring in the program and encourage the parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

YMCA Program Expectations

- Speak for yourself
- Listen to others
- Use put-ups; not put-downs
- Care for others, the property, and yourself
- Be honest
- Show respect for all
- Be responsible for yourself
- Do unto others as you would have them do unto you

Behavior Management Strategies

- Setting an appropriate environment for programming.
- Having a well-planned program.
- Respecting all children
- Establishing clear rules
- Consistency in enforcement of rules
- Using positive language to explain desired behavior
- Speaking calmly while bending down to a child's eye level
- Giving clear choices
- Redirecting behavior by giving choices.
- Encouraging group consensus on problem solving.
- Discussing problems to discover causes, and guiding the group of children towards resolution.
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor, snack helper).
- Reflecting children's successes and accomplishments.
- Discipline or threat of discipline will not be associated with food, rest or toilet training.
- The use of physical punishment is never permitted

BEHAVIOR MANAGEMENT GUIDELINES:

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue. If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences; however, if you find yourself uncomfortable with our methods, and we haven't been able to work out a compromise you may need to consider other arrangements for your child.

The Youth Development YMCA categorizes misbehavior into two general types.

Level 1: Behavior is minor but disruptive and inappropriate. This includes, but is not limited to: profanity, uncooperative behavior, not following staff directions, or being untruthful. Children who engage in such behavior will be guided by our behavior management plan. Ongoing disruptive behavior will result in written documentation and logical consequences. Escalating behavior may result in a meeting with the Program Director. Parents may be contacted to discuss behavior or special circumstances.

Level 2: Behavior includes, but is not limited to damage or theft of property, assault, verbal abuse, possessing weapons, threat of violence and/or repeated level 1 behaviors. Such behavior will be documented, dealt with immediately, and may result in dismissal from the program. No refunds will be issued.

Threats of Violence: All threats of violence towards another child(ren) or staff and/or the threat of bringing a weapon to the program will be taken very seriously and will result in immediate suspension. Decisions regarding a child's ability to return to our program after a threat will be made on case by case basis with input from parents, staff, and school personnel (if applicable). **Property and Equipment Damage:** Parents may be held financially responsible for intentional damage to equipment and facilities caused by their child.

BEHAVIOR MANAGEMENT PROCESS

When disruptive behavior is demonstrated by a child in our programs, the YMCA staff will take the following steps. Depending on the severity of the behavior, the YMCA reserves the right to utilize these interventions in any order:

- Staff will redirect the child and discuss appropriate behavior.
- Child will be encouraged to take "personal time" to regain composure and/or discuss other choices for behavior.
- If repeated reminders are needed, a behavior report will be written by the Site Director. A copy will be shared with the person who picks the child up that day.
- If a child receives three written behavior reports in any program period (i.e. school year; summer) the child will be suspended at the end of the day and a parent conference is required before the child may return to the program. The parent is responsible for calling the YMCA to schedule a conference.
- If a child returns to the program and receives a fourth written behavior report, the Site Director will notify the parent. If necessary, the parent will be asked to pick up the child immediately. After this report, the child will be dismissed from the program for the remainder of the year. In most instances, the child is eligible to return the following year.
- Depending on the severity of behavior, suspension from the program may be effective immediately without following the above steps. The Program Director will notify the parent and appropriate school personnel.

ADULT CODE OF CONDUCT

The Y requires adults of enrolled children to behave in a manner consistent with the Y Values of caring, honesty, respect and responsibility. The Y goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff, but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed for the program based on inappropriate behavior of parent or guardian.

- **Swearing/cursing:** No adult is permitted to curse or use other inappropriate language in a YMCA program, whether in the presence of children or not. This includes phone conversations and email exchanges with staff. Such language is considered offensive and will not be tolerated.
- **Threats:** Threats of any kind towards staff, children or other adults will not be tolerated.
- **Confrontational Interactions:** While it is understood that parents will not always agree with the staff or the parents the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.
- **Addressing Program Participants:** Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No adult may physically or verbally punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff. Parents are not permitted to spank or slap their own children while at program site.
- **Confidentiality:** It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, staff is strictly prohibited from discussing anything about another child with you.
- **Violations of Safety Policy:** Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

BULLYING

The primary goal of all Youth Development programs is to foster achievement, relationships and belonging. Children will sometimes display behavior inconsistent with our four core values of caring, honesty, respect and responsibility and make another child feel uncomfortable or unwelcome. We realize that these behaviors can range from inadvertent rudeness to bullying. Our staff members work to address each of these behaviors as they occur and with consequences logical to the behavior. We take bullying very seriously at the Y and our staff are trained in how to identify and correct bullying behavior. If your child expresses concern about being bullied, please inform our staff right away so that it can be addressed. Below is information from a licensed therapist on childhood behaviors ranging from rude, to mean, to bullying.

RUDE VS. MEAN VS. BULLYING

Rude = inadvertently saying or doing something that hurts someone else. From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

Mean = purposefully saying or doing something to hurt someone once (or maybe twice). The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Commonly, meanness in kids sounds an awful lot like:

- "Are you seriously wearing that sweater again? Didn't you just wear it, like, last week? Get a life."
- "You are so fat/ugly/stupid."

Bullying = intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others, and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop. Bullying may be physical, verbal, relational, or carried out via technology:

Physical aggression was once the gold standard of bullying—the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.

Verbal aggression is what our parents used to advise us to "just ignore." We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.

Relational aggression is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.

Cyberbullying is a specific form of bullying that involves technology. According to Hinduja and Patchin of the Cyberbullying Research Center, it is the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." The likelihood of repeated harm is high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

From: https://www.huffingtonpost.com/signe-whitson/bullying_b_2188819.html

PAYMENTS

DEPOSIT

At the time of registration, a \$20 non-refundable, non-transferable deposit is required for each week per child. All fees must be paid in full prior to the session of attendance. A failed automatic payment by the designated deadline will cancel the registration, result in the loss of the deposit, and will open up a spot for another child. A deposit may not be transferred to another week of care.

REMAINING BALANCE

The remaining balance for each week is due by the close of business Friday prior to the start of the program, or the deposit will be lost and the child's enrollment will be cancelled. If you have a question regarding your payments, please contact the Youth Development Center. Please note you will not receive a bill for any remaining balances. As a reminder, the parent or guardian who enrolled the child is responsible for the payment of fees. For the safety of the children and staff, no payments are permitted at our sites. Our center facilities and Youth Development office can accept cash and will issue you a receipt.

ANNUAL CAMPAIGN/FINANCIAL ASSISTANCE

YMCA programs and memberships are affordable due to our Annual Campaign. The YMCA is unique because your membership rates and program fees are based on total household income. The YMCA is able to offer this sliding fee thanks to generous donors whose contributions enable us to realize our mission of being open and accessible for all. Please contact our office at (317)484-9622 for details. If you wish to make a contribution to the 2019 Annual Campaign to help send more kids to the YMCA, please visit our website at indymca.org.

REFUND POLICY

If the YMCA cancels a program, we will give you a full credit or refund. If you request to cancel your enrollment, you may do so as long as the cancellation occurs on or before the Friday prior to the first day of the care. You will receive a credit less your deposit. Deposits are non-refundable and non-transferable.

NSF POLICY

We must charge a \$20 fee for every check returned by the bank because of non-sufficient funds, stopped payments, or closed accounts. We ask that you provide reimbursement to the YMCA for the uncollected check before your child will be permitted to return to the camp program. This policy also applies to bank drafts.

TAX INFORMATION

YMCA of Greater Indianapolis
615 N. Alabama Street, Suite 200
Indianapolis, IN 46204
Tax ID number: 35-0868211