



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK



WELCOME!

The YMCA OF GREATER OKLAHOMA CITY welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive.

Take a minute to learn more about the Y and how we'll help your child explore, connect and discover this summer.

Our Mission

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

Our Cause

At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

About the Y: Who We Are

The Y is the leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support neighbors.

Areas of Focus

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. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living: Improving the nation's health and well-being

The Y is a leading voice on health and well-being and plays an important role in the education and prevention of obesity in Oklahoma. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

Social Responsibility: Giving back and providing support to our neighbors

The YMCA OF GREATER OKLAHOMA CITY has been listening and responding to our communities' most critical social needs for 120 years. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

Why Choose the Y?

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities.

We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in the Oklahoma City area and neighborhoods around the nation are taking more interest in learning and making smarter life choices.

Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.

IMPORTANT CAMP INFORMATION

Inclement Weather and Holidays

Care is not provided on days when schools are closed due to inclement weather, nor is care provided on the following holidays:

- New Year's Day
- Independence Day
- Christmas Day
- Easter Day
- Labor Day
- Memorial Day
- Thanksgiving Day

The Y and all program sites also close early on Christmas Eve and New Year's Eve.

Summer Day Camp and Vacation Camp Supplies

Your child will need the following items every day:

- Cooler-style lunch sack
- Water bottle
- Backpack or shoulder bag
- Lunch and snack
- Swimsuit, towel
- Sunscreen, insect repellent
- Athletic shoes and socks (no open-toe shoes permitted)

Activities

Activities for your child will include some or all of the following:

- Arts & Humanities
- Songs & Skits
- Homework Support
- Swimming
- Outdoor Living Skills
- Girl/Boy Scouts
- Team Building
- Sports & Games
- Field Trips
- Science & Technology
- Service-Learning
- Junior Achievement
- Character Development
- Talent Shows
- Literacy
- Challenge Course
- Group Games
- Social Competence & Conflict Resolution

Recreational Swim

All children will have the opportunity to swim. Each pool is staffed by either Y lifeguards or City Parks and Recreation lifeguards. We ask that children bring a swimsuit and towel on each swim day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions.

Lost and Found & Restricted Items

Unclaimed lost and found items will be donated to a local charity after one week. We provide a well-rounded activity schedule, which does not require additional toys, equipment, radios, games, etc. from home, unless specifically requested. Any of these items found with your child will be taken away and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.



PROGRAM & ATTENDANCE POLICIES

Admission Policies

The YMCA OF GREATER OKLAHOMA CITY admits children ages 4-12 years of age, though age requirements and program availability vary by location. The Y is open to all youth regardless of race, gender, religious beliefs or income. The Y will address physically challenged and special needs children on a per request basis with the hope that we can serve all children who come to us.

Program Enrollment

An enrollment form is required for each child who will be participating in the program and must be returned to the member services desk at your local Y prior to your child's first day. In addition to the enrollment form, a current immunization record, current photograph and paid program fee are required. A \$25 registration fee is required to hold each child's place in school-year programs. A \$10 per week deposit is required for each child in Summer Day Camps. All registrations are accepted at the Y.

Vacation

Children enrolled in the school-year or full-summer programs will receive one-week vacation without payment. Children enrolled in the Year-Round program receive one-week vacation during the school year and one week during the summer. Written notification of intent to take a vacation week must be given at least two weeks in advance.

Cancellation

Written notification of your intent to drop out of the program must be given at least two weeks prior to your intended last day.

Sign In/Out Policies

Parents are required to sign their children in upon arrival to the program, and sign them out before leaving each day. The Y cannot be held responsible for your child if we are uncertain of his/her presence. There must be an exchange of responsibility from one adult to another, not from a child to a staff. All persons signing children in/out must be at least 18 years old and be on the approved pick-up list.

All children in Summer Day Camp and Vacation Camp must arrive no later than 9:00 a.m. Children arriving after that time will not be permitted to stay. Camp openings begin no later than 9:00 a.m., which is an important time for your child to be present. If your child is late due to a medical or dental appointment, you may bring a doctor's note or other proof of visit that will allow your child to attend that day.



Release of Children Policy

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Site Coordinator or Youth and Family Director. Photo identification is required for any person picking up a child. Persons **MUST** come into the program facility in order for the child to be accepted or released. Children will not be released to anyone under the age of 18. No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact the Site Coordinator or the Youth and Family Director as soon as possible.

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. Staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation with a private provider to be paid by the parent. If no arrangements can be made, the DHS and the local police will be notified.

If we have not heard from you by closing time, and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for one hour. After that time, DHS and the police will be notified.



PAYMENT POLICIES

Financial Assistance

Financial Assistance is available to those who qualify. A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance:

- Pick up a financial assistance packet at the Y or download the application online: www.ymcaokc.org/Membership/Financial Assistance
- Complete the application and return it to the member services desk at your local Y.
- Attach a copy of your most recent tax return, W-2 form and copies of your two most recent paycheck stubs and a letter explaining why assistance is needed.

You should allow five to 10 working days for your financial assistance application to be processed. If you plan for your child to attend the program prior to review of your financial assistance application, you will be required to pay the regular fee until a decision on your application is reached. Department of Human Services (DHS) Title 20 funds are available at most locations for those who qualify.

School-Year, Year-Round, Full-Summer & Summer Select Childcare

Payments must be made through Electronic Funds Transfer (EFT), or advance payment made in full. For the year-round pricing program, your EFT may be set on a weekly or monthly schedule. Weekly bank drafts will be made on Wednesday for the following week. Early cancellation of the Full-Summer Program will result in a \$10 fee per week that your child attended, to be drafted at time of cancellation. If your childcare payment is returned for insufficient funds (NSF), your payment amount along with an NSF service fee, will be collected electronically. If an NSF payment is unable to be collected electronically, year-round pricing will no longer apply. Any change to your bank draft information must be received at least seven days prior to the date you wish the change to take effect.

Daily & Vacation Care

You may pay by cash, check, bank draft, or credit card at the Y member services desk only, by close of business the Wednesday prior to the week that the child is to attend the program. Any change to your bank draft information must be received at least seven days prior to the date you wish the change to take effect.

Late Fees

A late fee of \$1.00 per minute will be assessed for each minute after 6:00 p.m. that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed. If there is no account on file, late fees must be paid at the member services desk before your child may return to the program. If not paying by EFT, a late fee of \$10.00 will be charged if payment is made after the date due.

Refunds

Refunds will not be given. No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends or not. School and program closings due to inclement weather, power outages and other similar occurrences have been considered in the pricing; therefore, credits or refunds will not be given for up to three missed days.

Tax Statements

The Y does not issue statements for individual tax purposes. Please keep any and all cancelled checks, payment receipts, or bank statements as documentation of childcare payments.

SAFETY AND MEDICAL-RELATED POLICIES

Illness

The health and safety of your child is a priority for us. A sick child is to be kept at home. If your child becomes ill in our program, we will call you. You must then make arrangements to pick up your child immediately. If we send your child home with a fever, they may not return until they have been without a fever for 24 hours without fever-reducing medication. A child may not swim until at least 24 hours after the end of any illness.

Call the Y by 9:00 a.m. on the days when your child is ill or will be absent for other reasons. We need to know where your child is every day for the child's own safety and accountability.

The Y should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

Medication Policy

Medication will be dispensed to children at the site only under the following conditions:

- Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions, and physician's name (prescription only).
- All prescription and nonprescription medications will be administered in accordance with label directions.
- All medications must be accompanied by a written statement from the parent with the dosage, date and time the medication is to be administered.
- Each time a child is given any medication an entry will be made in the Medication Administration Log.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

Over-the-Counter Skin Products

Y staff are only permitted to apply sunscreen and insect repellent to children in a spray form, and if there is a medication form authorizing staff to do so. Cream products will be self-applied by children. Parents are responsible for sending all sunscreen and insect repellent. The Y will keep a supply of products on hand. Should you forget yours, there is a \$2 per day charge to use ours. Sunscreen will be applied every day of Summer Day Camp to protect your child from painful sunburns. This fee will be automatically drafted from the account we have on file.

Injury Procedure

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent or guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.



BEHAVIORAL, FOOD AND CLOTHING POLICIES

Discipline Policy

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the Y staff. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate.

When disciplinary action is necessary, age-appropriate methods will be implemented. If the behavior is not corrected, the following steps will be taken:

- A discipline report form will be completed, and will require the signature of a parent/guardian.
- If the child continues to demonstrate the inappropriate behavior, he/she may be suspended for one day.
- The next serious infraction will result in a three-day suspension.
- If the behavior has not improved, the child may be removed from the program for its duration.

The Y reserves the right to bypass the steps listed above and terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.

The Y reserves the right to terminate your child's attendance for such things as, but not limited to: excessive disruptive behavior, emotional problems or disabilities that we are not equipped to handle, or that are a safety risk to themselves or others in the program.



Outside Contact Between Staff and Children

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events. Any exceptions require a written explanation before the fact and are subject to administrator approval.

Food Policy

Snacks will be provided for children attending after-school programs on school days. The Y is committed to promoting the benefits of a healthy lifestyle. Staff will model healthy food choices, and children will have opportunities to select their own healthy snacks.

Breakfast, lunch and snacks will NOT be provided in vacation camp or Summer Day Camp. Please send a nutritious lunch, drink and snack with your child on each of those days. If your child arrives early in the morning, you may also send breakfast items. Refrigeration is not available, so food items need to either be non-perishable, or kept cool in an insulated lunch sack.

Children enrolled in the MIDWEST CITY YMCA's Kids In Action program will need to bring a lunch to school each day, or make arrangements with the school cafeteria to eat a school lunch.

Daily Attire Policy

Children should wear clothing appropriate for the season. For Summer Day Camp and vacation camp, children are required to wear closed-toe shoes. Athletic footwear is recommended. This is both for the child's safety and comfort as programs are very active. A change of clothing may be sent with your child. Label all belongings.

On field trip days during Summer Day Camp, all children are required to wear the current camp t-shirt. T-shirts are available for purchase at the Y.

