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TIME



EVER!

BEST. SUMMER. EVER.

# YMCA SUMMER ADVENTURES Parent Handbook



**GREEN COUNTY FAMILY YMCA**

[www.greencountyymca.org](http://www.greencountyymca.org)

608-325-2003

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## Dear Families,

We are proud to present the YMCA Summer Adventures program guide and offer your child their passport to the BEST SUMMER EVER! Being a part of the YMCA experience provides your child with growth-filled opportunities to play and explore in a safe and nurturing environment. Our program provides the traditional outdoor fun summer experiences, with a focus on achievement, belonging and relationships. Our positive staff role models are trained to encourage inclusion, nurture uniqueness, and cultivate fun moments by engaging all participants!

## OUR PROMISE:

Every adventurer will have fun, enjoying new experiences full of friendships, adventure and learning. Y Adventures... where you belong! Satisfaction guaranteed!

We share your excitement and anticipation for the Summer Adventures program and we take your confidence seriously as you entrust your child with us. We look forward to providing the BEST. SUMMER. EVER for your family!

We can't wait to see you at the Y!

Warmly,

Your Green County Family YMCA Summer Adventure Team!



## Welcome to the Best Summer Ever!

**Friendship:** Our staff is trained on how to help adventurers build relationships between adventurers and among the staff team so that every participant feels connected.

**Achievement:** Learn to explore, score goals, create beautiful works of art and do so much more! You'll learn something new at camp every day this summer!

**Belonging:** We work to provide an environment where every child feels like they belong through our lasting traditions and our inclusive activities.

### Huddle Sessions:

During the afternoon, adventurers will gather for a short discussion and sharing time. It's a great way to create bonds among adventurers and let everyone's voice be heard. Counselors will choose an age-appropriate topic, such as "who inspires you", to help guide the discussion.

### YMCA Core Values:

**Respect:** To treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

Respect, even if you don't understand. There may be people who attend our program or people that you will come across in life that you don't quite understand. You may have different interests, values, lifestyles and cultures. But, whatever the difference, one thing you should have in common is your respect for each other.

**Responsibility:** Be accountable for your promises and actions.

You may be young, but you are responsible for your life. This means looking at your past and learning the lesson from experience, looking at your future around you and seeing how you can use your talents, skills, and creativity to help improve the community and the world.

**Honesty:** To tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

Be honest in your relationships. Whether it is your parents, best friend, teacher, adventure counselor, or any other relationship in your life— try to make honesty a priority. Honesty leads to credibility, which leads to trust, which leads to a strong relationship.

**Caring:** Caring about others is best illustrated through action.

Volunteer to help out at home, at your Y, and in your community. Spend time doing something that you care about that befits you and those around you.

# Mission and Goals

## Our Mission

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

## Our Objectives

1. To have a safe and FUN experience.
2. To learn and develop skills through group activities, sports, arts & crafts, games and swimming.
3. To learn and develop social skills through group involvement and an emphasis on teamwork.
4. To learn and develop skills accomplished by incorporating the YMCA's values of caring, honesty, respect, and responsibility into daily activities.
5. To develop self-confidence and self-worth, the treatment of children as individuals and positive reinforcement.
6. To improve health and fitness through movement and recreational activities.
7. To develop our youth through the delivery of an asset-rich summer experience.
8. To make new friends!

## Staffing

Under the direction of YMCA professionals, summer adventure staff are selected from a diverse candidate pool of people who respond to job postings published by the Green County Family YMCA. The YMCA seeks applicants who demonstrate leadership skills through employment experience, academic experience in high school or college, or demonstrated leadership in social opportunities. Qualified applicants are hired based on their leadership abilities, experience with children, character and enthusiasm. The YMCA does not discriminate in employment due to age, gender, national origin, religion, marital status, disability or any factor prohibited by federal, state or local ordinance. Ensuring staff quality begins with a careful screening process which includes background checks. Lastly, our highly qualified staff receive up to 10 plus hour of preparation prior to interacting with adventurers and are CPR and First Aid certified. It is also a mandatory requirement that all of our staff take the online child abuse prevention program course.

# Program Operating Days & Hours

Session 1: June 18th—July 6th (Monday– Friday) Noon—5:00 p.m. *\*\*This program will not meet on Wednesday, July 4th.\*\**

Session 2: July 9th—July 27th (Monday– Friday) Noon– 5:00 p.m.

## Location

Green County Family YMCA, 1307 2nd Street, Monroe, WI 53566

## A Typical Day

Each day is unique but follows a similar layout.

- 12:00—12:55 p.m. Afternoon Assembly
- 12:55—1:55 p.m. Arts & Crafts Hour/Science Hour
- 1:55—2:50 p.m. Organized Activity
- 2:50—3:45 p.m. Organized Outdoor Activity
- 3:45—4:45 p.m. Recreational Water Related Activity (Monday, Wednesday, Friday)
- 3:45– 4:45 p.m. Baking/Character Development (Tuesday & Thursday)
- 4:45—5:00 p.m. Snack/Reflections/Pick Up

Adventurists will participate in a variety of activities each day that have been designed to fit the theme & include:

- Ice Breakers
- Arts & Crafts
- Sports
- Games & Fitness for Kids
- Outdoor Exploration
- Hands on Science
- 1 movie day per session
- Songs
- Character Development
- Transitional Activities
- Special Events
- Swimming
- Baking days



# Payment & Registration Policies

## Payment Policy

All payments must be paid in full at the time of registration. All late registrations are required to pay a mandatory \$10.00 late fee.

## Cancellation/Refund Policy

Fees for programs are based on a per session basis. The YMCA will not deduct days missed from your fee. When you enroll for a session you are reserving time, space, staff, and provisions for your child, whether or not he/she attends. If programs are closed due to inclement weather (i.e. tornado) no refund will be made.

## Admissions and Enrollment

The Green County Family YMCA will not discriminate by race, color, gender, nationality, origin, creed or special need.

Each participant must submit the following for enrollment:

- Completed Registration Form
- Health History & Emergency Care Form
- Child Information Card/Emergency Release Form
- Medication Information & Authorization Form (if necessary)
- Transportation Form
- Session payment paid in full prior to the program beginning.

## Waitlist Information

If your child is on a waitlist please be advised that they will be automatically slotted in to open spots and you will be called to be advised of the change. You are able to call back within 24 hours to cancel if the waitlisted session no longer works with your schedule. You will also have 24 hours to contact us after being placed into the program to pay for the registration. After 24 hours has passed, if we have not received payment we will have to remove your child from the available spot and open it up to another.

# Medication and Emergencies

## Medication Policy

The YMCA does not have medically trained staff and will not administer medication without written permission from the parent or legal guardian. If your child requires medication during program hours, then the following will be required:

The person registering the child for the program should supply all necessary medication along with written instructions on the Medication Form provided by the YMCA as to the quantity of dosage, time/frequency of administration, how administered, name and phone number of the doctor, reason for medication and any other considerations related to the medication or illness.

Prescription medication should be in the original container with the name of the child, directions, amount of dosage, frequency of dosage, date, and the name of the medication, doctor's name and telephone. Non-prescription medicine should be labeled with the child's name, in the original container, and administered per manufacturer's recommendation on the label, doctor's name and telephone.

A record will be kept for the program session that will include the following information in ink:

- Date, time, and name of the person receiving the medication
- Dosage given
- Initials of the person administering the medication

A record of the medication administered will be sent home with any remaining medication in the original container with the authorized person signing the child out at the end of the session. All medications and forms should be brought directly to the Summer Program Director or Assistant Director when dropping off your child on the first day of the session. Unused medication will be returned to parents at the end of the session.

## Emergencies

YMCA Staff will treat routine cuts, scrapes, and bumps. If the injury is more serious, we will take immediate steps to secure medical treatment while making effort to contact you or the contacts listed on the program registration. Your signed authorization on the program registration allows us to secure prompt treatment. Should there be any changes in the emergency contact names or phone numbers, please notify us immediately and update the registration at the program office.

## Illness/Absences

The YMCA cannot provide care for sick children. A child who is sick prior to the day beginning should be kept home for his/her sake and that of others. If a child has any sign of illness or fever, the parent will be called to pick up the child. If a child has no overt symptoms of illness, but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the child. If a parent cannot be reached, the staff will call the emergency number(s) listed on the healthy form. There are no refunds for missed days. If your child has a contagious condition (i.e. pinkeye, lice fever, rash, etc.) they will not be admitted to the program and if discovered during the program day, you will be required to pick up the child immediately. If your child is unable to attend our program you must contact the Summer Program Director or Assistant Director to inform them prior to the program beginning. 608-325-2003



# What to Bring

## What to Bring **\*\*Please mark every item with your child's name!\*\***

- Snacks \*Lunch will be provided by the MHS at no cost to any youth\*
- Backpack
- Swimsuit
- Towel
- Water Bottle
- Closed-toe shoes
- Comfortable play clothes
- Spray Sunscreen

## What Not to Bring

YMCA Summer Adventures is a natural setting to retreat from technology age and to become more in touch with people and nature. Please do not bring the following items to our program: *The YMCA is not responsible for any lost, stolen or broken items.*

- Cell phones
- Money
- Matches
- Bad attitudes
- Tablets
- Medicine
- Lighters
- Electronic devices
- Tobacco products
- Illegal Drugs
- Expensive items
- Weapons
- Fireworks

## What to Wear

- YMCA t-shirts MUST be worn on field trip days
- Sunscreen (when outside)
- Comfortable clothing (clothing that you don't mind getting beyond dirty)
- Closed-toe shoes (tennis shoes)

## What NOT to Wear

- Halter tops
- Jeans
- Expensive clothing
- Items that promote tobacco, alcohol, vulgar slogans or innuendoes
- Dangle jewelry
- Open-toe shoes, flip flops or shoes with wheels

**Parents, please help us enforce these rules.** They have been carefully reviewed for both the safety of all program participants and staff as well as to ensure the involvement of all the children in the program activities without distractions.

# Parent Responsibilities

## Evaluations

We need your comments, input and ideas on how to make our summer programs better to serve you and your child(ren). Evaluations will be done throughout the summer. Please take the time to fill out the form and return it promptly. This allows us to make necessary changes in the program and to recognize staff who are providing outstanding service to you and your family through the summer program. You may receive a periodic phone call from the director to get your input on a more specific area of concern. Please feel free to share any suggestions you might have.

## Family Involvement

One of our goals is to strengthen families, whether single parent, two parents, or legal guardian. During the summer we will offer special family activities. For example; on the last day of the session we would like to invite parents to come & do an activity with us! We will send out invitations half way through the session to remind you to RSVP if you are able to attend!

## What's Going On At Home?

Children's actions often reflect situations that they are experiencing at home (i.e. parents divorcing, fight with sibling, pet's death, etc.) If any such disruptive or traumatic experience should occur, please inform the director. This will enable us to better meet the needs of your child.

## Supervision

Please do not leave your child at the YMCA or program site unless a YMCA staff member is there to receive and supervise your child. The YMCA adheres to ratios of staff to participant to ensure the proper supervision and safety of all participants.

## Staff and Volunteer Interaction with Adventurists Outside the YMCA

The YMCA strongly recommends that staff/volunteers not interact with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, inviting children to their home, text messaging/email communications, or other electronic or web-based interaction through Facebook, Twitter, Instagram, YouTube, Pinterest, Snapchat or other online networking sites. YMCA staff and volunteers are not to transport children at any time outside of the YMCA program. Please do not ask our staff child care or transport children outside of the YMCA program.

# Code of Conduct

## Lost Articles

The YMCA is not responsible for lost or stolen items from the premises, parking lots, or program activity areas. We strongly advise against your child bringing articles of value to the program. Label everything! It will minimize confusion in the event something does get lost. There will be a designated lost and found area in the program area. Please check the lost and found daily in the morning at sign in if your child is missing something. Any unlabeled items will be kept for a limited time and then donated to charity if unclaimed.

## Discipline

YMCA staff are trained in what is known as a progressive approach to discipline. This approach is designed to understand the motivation of the child and encourage positive behavior and responsibility for their own behavior, with the purpose of keeping all children physically and emotionally safe.

Children will be given basic rules of safety and good conduct for their program. The progressive discipline steps we use for guidance are as follows, at the discretion of the staff involved:

1. Verbal Warning
2. Removed from Activity/Redirected
3. **Behavior Letter #1** Parents Contacted, Removed from Program for the remainder of day/Parent conference
4. **Behavior Letter #2** Three Day Suspension from Program
5. **Behavior Letter #3** Termination from Program

**Written reports (letters)** will be used for disciplinary problems and will require the signature of the parent or guardian. Parents may also be contacted by phone or requested to meet with staff as needed.

If a child is determined to be a threat to the safety of other children, self, or staff, or is disruptive to the program, the child will be immediately removed from the program and parents will be called to pick up the child. This may result in the child being terminated from the program after a review of the circumstances. If a child is terminated, a refund will not be provided.

While the YMCA encourages the participation of everyone in our programs, we nevertheless reserve the right to refuse anyone the use of our facilities or participation in our programs.

# Sign-Out Procedures

## Drop Off and Pick Up Procedures

Only those persons listed on the child's registration form are authorized to pick up the child. No one else, including family members, is considered an authorized person. Please add or delete names from the list as needed by updating the registration form. Please contact the Program Director or Assistant Program Director to take care of any necessary changes.

Please have your government issued photo identification card and show it to our staff each time you come for your child to sign them out of the program. Please inform the other authorized persons as well. Should any authorized person arrive to pick up a child and appear to be under the influence of drugs or alcohol, or otherwise impaired, for the child's safety, staff may have no recourse but that of contacting the police. Please do not put staff in a position where they have to make this judgement call. Lastly, we request that parents and authorized persons refrain from smoking when picking up their children or while on the YMCA property.

## Custody/Persons Listed on Registration Form

In the best interest of you child, we ask your cooperation to resolve custody issues before registering the child in our program so that there is no confusion as to who is authorized to pick up or visit your child in the program. The parent or guardian who registers the child in the program will be considered the primary parent and will be the one with whom we communicate concerning the child and authorizations. If an individual not listed on the child's registration claims to have custodial rights to the child, they will need to provide court documentation that clearly proves those rights and under what conditions. Staff may need to consult with management before authorizing any changes.

## Arriving Early

Our program begins with supervision at 12:00 p.m. Participants MAY NOT be dropped off prior to 12:00 p.m. This allows the camp staff to properly prepare for the day without interruption from early arrivals. Staff will be ready to greet your child promptly at 12:00 p.m.

## Early Pick Up and Late Arrivals

We encourage you to leave your child for the complete program each day so he/she will not miss out on activities. Please come inside the building if you are signing your child in after 12:00 p.m. or signing you child out before 5:00 p.m.

## Late Pick Up

In fairness to our staff and because of subsequent program demands, it is very important that your child is picked up on time. Late fees will be assessed for pickups after the end of the day. The late fee is payable at the time you arrive to pick up your child. Cash or check can be accepted for payment. There will be a late fee of \$5.00 per 5 minutes after program closes.

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child per minute

If you are running late, please notify the staff and make alternate pick-up arrangements.

## Parking

Please remember to drive slowly and carefully through our parking lot & watch for pedestrians.

## Inclement Weather

Our programs are designed for alternative activities in the event of inclement weather. Outdoor programs will not be affected by light rain without thunder and lightening. If thunderstorms are present, activities will be moved indoors until it is safe to return outdoors. If the Monroe School District announces closures due to inclement weather, the YMCA programs will also be closed. We will also post information on our website, [www.greencountyymca.org](http://www.greencountyymca.org), our Facebook page, or you may call the YMCA for the latest updates (608-325-2003). There are no refunds for days missed due to inclement weather.

# Field Trips

During each session we will plan one organized field trip. Each week, you will receive a calendar with specific field trip information. In order for children to go on field trips, parents must give written permission for each field trip. This must be done 14 days prior to the trip taking place. The cost of all field trips/program activities are included in the registration fee.

- All children are expected to participate in field trips as there is no alternative care available for those who wish not to attend.
- Field trips are age appropriate and we encourage parents to volunteer. (See volunteer procedures)
- All YMCA adventurists will be provided a YMCA Summer Adventures t-shirt. Children must wear the current t-shirt on field trip days. If your adventurist forgets his/her t-shirt on a field trip day, you will be required to purchase another t-shirt for \$10.
- You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the YMCA, including any unforeseen delays or inclement weather.
- A qualified staff person will be in charge of a specific group of children during each field trip. Each group will not exceed a 1– 10 ratio for field trips. Each staff will have a written list of the children in their group with them at all times. The Summer Adventures Director and/or Assistant Director is required to go on all field trips and will ensure all policies and procedures are followed. The Directors will be responsible for bringing the children's necessary documents on the field trip.

## Field Trip Discipline Policy

On site discipline policy will be followed on all field trips. Any child who leaves his/her groups will not be allowed to go on future field trips. Any child who cannot follow field trip guidelines is subject to suspension from all future field trips. If a child's behavior poses a threat to the safety of themselves or others, that child will lose field trip privileges. If your child is suspended from a field trip because of behavior, you will not receive a refund for that field trip.



# Transportation

Transportation will be available from the Monroe High School to the Green County Family YMCA daily. Adventurists needing transportation should be at their pick up location by their scheduled time to make the run. The motor vehicle will not be able to make un-scheduled stops. Parents, if your child is not participating in the Monroe summer school program please make arrangements to drop your child off at the YMCA at 12:00 p.m. with a sack lunch. If you are dropping your child off you will need to sign your child in once he/she arrives.

## Transportation Safety Rules

Please go over the following rules with your child so he/she will know what is expected of him/her while in the vehicle.

- Passengers should remain seated at all times with all body parts inside the vehicle
- Passengers should wear seat belts when applicable
- Noise level should be such as not to distract the driver
- No throwing of objects inside or outside of the vehicle
- Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of the staff, and use the buddy system if leaving the vehicle
- No disruptive or rude behavior
- Clean up after yourselves!! If you bring something onto the bus, make sure you take it back with you
- Know where the emergency exits are, and how to use them

## Sunscreen Policy

The YMCA does not provide sunscreen. Parents are required to send a bottle of spray sunscreen with their child to the program. Sunscreen breaks will be taken periodically. Children will apply sunscreen to themselves using their own sunscreen and to each other under staff supervision where necessary using the "bathing suit rule" to areas the child cannot reach on their own. As a last resort, staff may apply sunscreen, using the "bathing suit rule" which means they will apply only to areas that would not be covered by a one-piece swimsuit. **Spray sunscreen is highly recommended!**

## Volunteer Opportunities

Volunteers are the heart of every YMCA and we rely on them to enable us to serve the community. Volunteers may assist in our YMCA Summer Adventures program as a guest speaker/presenter, workshop facilitator or field trip chaperone. Volunteers can also participate in special projects outside the walls of the YMCA, including yard cleanups, outreach events, and other "hands on" activities that help the neediest members of our community. If you are interested in becoming a volunteer, please reach out to a YMCA staff member about your interests and talents.

We are looking forward  
to you joining  
us this summer!

