



## **WELCOME TO THE YMCA'S SUMMER FUN CLUB!**

Summer Fun Club was designed with your child in mind. Our staff believe that every child should have a chance to grow and shine in a caring and encouraging environment.

This Parent Manual provides information to help you and your child have a successful experience. Please read everything carefully, and let us know if you have any questions or concerns. We're looking forward to the best summer ever.

We take pride in our programs. If your experience is not a positive one, please contact your Summer Fun Club Director.

For billing and account information, please email [childcare@ymcabham.org](mailto:childcare@ymcabham.org).

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### **COMMUNICATION**

YMCA staff will provide you with periodic updates about your child's participation at the Y. We strive to communicate effectively about our programs through newsletters, email and staff communication during drop off and pick up. We encourage all families to sign up for Remind 101. The code for your child's site will be emailed closer to the start of summer. If you have questions, please contact your Summer Fun Club Director.

### **EMAIL ADDRESS ON FILE**

Be sure to update your online account with an accurate email address. The Friday prior to your child's first day, you will receive an email with important information for the week. The email will let you know what is planned for each week including dress-up days or special activities.

### **CUSTODY**

Please alert the YMCA of child custody arrangements. It is imperative that official, current court documents are maintained in your child's file if custody or visitation is a concern. Without court orders, we cannot withhold a child from his/her parent. Based on the information that you share with your director, he/she will tell you if additional documentation is required.

The parent(s) who registers the child for fun club is responsible for payments. We cannot subdivide fees.

### **WRITTEN NOTES**

Parents should write a note or send an email in instances of:

- Early pickup
- Medication needs (Please review the "Health & Safety" section.)
- Modified activities, extra help or additional support for your child

### **WHAT TO WEAR**

- Dress appropriately for the outdoors, play and the weather.
- All shoes must be closed-toe. Sneakers are recommended.
- A cap or hat for sun protection is advisable.
- All belongings should be clearly marked with the child's name and phone number.

## **WHAT TO BRING**

To help reduce the spread of COVID-19 and minimize the sharing of equipment, we are asking each child to bring the following items to Fun Club each Monday. They will be cleaned daily at the YMCA and sent home each Friday for cleaning unless otherwise noted. Please label everything with your child's name.

- School supplies (Markers, Glue sticks, Colored Pencils, Crayons with paper removed, Scissors)
- Cloth face covering
- Hand sanitizer- if you would like your child to have their own so as not to share with others
- Lunch and 2 snacks daily (more detailed information below)
- Beach towel (will be sent home daily for cleaning)
- Refillable water bottle
- Sun screen (children must be able to self apply sunscreen)
- Ziploc Gallon Bag to store school supplies
- Clipboard to use for activities when tables aren't available
- Laundry basket to store all belongings each day
- Backpack for daily items: face covering, beach towel, water bottle, lunch/snacks

Toys, personal listening devices, portable game devices, cell phones, trading cards, stuffed animals, pets and money should stay at home.

The YMCA is not responsible for lost, stolen or broken items.

## **LUNCHES AND SNACKS**

- Participants should bring a nutritious lunch, beverages/water bottle and two snacks.
- We recommend small, cooler-type lunch boxes, clearly marked with the child's name.
- Non-perishable items are recommended since refrigeration is not available.
- Children do not have access to a microwave.
- Healthy snack options include fresh fruit, raisins, pretzels, small granola bars and 100-calorie snack packs.
- Water, sugar-free beverages, and six-ounce servings of 100% fruit juice are healthy beverage options.
- Participants are not allowed to purchase items from the vending machines.
- We make accommodations for children with food allergies.

## **CHARACTER DEVELOPMENT**

At the YMCA, we believe in reinforcing good behavior and teaching our campers the importance of our four core character traits: respect, responsibility, caring, and honesty. We recognize good character at camp by pointing out children who display these traits throughout the day through incentive programs like bead necklaces.

Devotions are a daily time for campers to reflect on goals, experiences and positive behaviors. If you have questions about this part of our day, please talk with your child's Fun Club Director.

## **MEDICINE PROCEDURES**

Please do not pack medication with your child's belongings. Parents (not the child) must leave necessary medication with a staff member during drop off. Medication must be in its original container with written instructions for dispensing. A Medication Form must be provided for staff to dispense all medications including over the counter medications such as topical ointments. Forms will be available via emails and on the website closer to the start of summer.

Generally, children are prohibited from having medication with them, unless the medication is dispensed on their person (such as an insulin pump) or a doctor has specifically indicated in writing that the child may self-administer and safety precautions are met for the safe handling of the medication. If a doctor has given this written permission, a copy must be provided to the YMCA. A parent or guardian must give the medication to the program staff. For safety reasons, all medications are stored and locked in the program office.

Notice: For those children who may require injections, medications that require insertion into a body cavity, and/or have other special medical needs, the YMCA will consider all requests for reasonable modifications to its program, including meeting with the parent(s) or guardian(s) of such children to discuss such modifications, and strive to develop a mutually acceptable plan designed to address the medical circumstances of each child, provided that the requested accommodation does not amount to a fundamental alteration to its program.

### **SUNSCREEN**

Sunscreen can be brought with the child to the program. Children must be able to apply sunscreen independently. Our staff are not permitted to apply sunscreen on the children. Please apply sunscreen at home before coming to the Y.

### **WHEN TO STAY HOME**

Please do not send your child to YMCA programs with any of the following symptoms:

- Sore throat
- Excessive coughing
- Diarrhea or vomiting
- Fever
- Head lice
- Undiagnosed rash, sore, or other skin condition
- Any other contagious disease or symptom

Due to Covid-19, a child must be diarrhea, vomiting and fever-free for a **full 24 hours before** returning to the program. A physician's note may be required before re-admitting a child to the program. **Until further notice, children should stay home if they or someone in their immediate household is awaiting test results or has tested positive for COVID-19.**

### **INCLEMENT WEATHER**

In the event of severe rain, lightning or other unsafe conditions, activities will be modified as necessary to ensure the safety of all participants.

On CODE ORANGE days, outdoor activities are modified with frequent water breaks and play in shady areas. On CODE RED days, activities are modified with virtual field trips or indoor play depending on the program site.

Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority.

### **DROP OFF & PICKUP**

Specific drop off and pickup procedures will vary from location. Please check with your Summer Fun Club Director for details. Parents will receive the detailed information prior to summer. Parents will be asked to present a photo ID at the time of pickup.

## **PICKUP PROCEDURES**

At pickup time, children will only be released to parents, legal guardians and those designated as emergency contacts with pickup on your child's account.

If you need to add a permanent authorized pick up, you can update your authorized pick up list [HERE](#). Please notify your director that you made an update to the list.

If you plan to have anyone else pick up your child for a specific date and do not want them added to the list permanently, you must notify the staff in writing via a handwritten note or email the Summer Fun Club Director

Parents who drop off or pick up children outside of scheduled times must pull into the designated parking spots and call the YMCA. A member of our team will check your child in and out from the car.

Severe weather may affect the pickup process. In cases of driving rain and/or lightning, staff will keep children sheltered until conditions improve. This may slow down the pickup process, requiring drivers to wait. The safety of YMCA children and staff is our first priority. The YMCA/our staff or volunteers do not buckle children of any age into their car seats or fasten seatbelts, even when requested by the parents. We make every effort to be efficient in the pick up line. We provide parking spaces or space for a parent to pull up so they can secure their own child.

## **PICKUP CARDS**

To ensure the safety of all participants, parents will receive pickup cards. Please clearly print your child's first and last name on the card and display it on the car windshield at pickup time. YMCA staff will request a picture ID until our staff become familiar with each family. If you need additional cards for sitters, grandparents, etc., please ask at drop off or pickup. If a questionable situation arises, staff will hold the child until a parent has been contacted. A driver's license may be requested for identification.

## **PICKUP LATE FEE**

Children not picked up by the close of the program will be supervised by YMCA staff. The Y will assess a fee of \$1 per minute after the program officially ends (for which payment will be expected upon pick up). Every attempt will be made to contact the parent. If the parent has still not arrived one hour after program end time and parents are not reachable, DHR and local authorities will be contacted.

## **BEHAVIOR EXPECTATIONS**

At the YMCA of Greater Birmingham, our behavior expectations and discipline procedures are based on our core values of caring, honesty, respect, and responsibility. We believe in creating a safe, secure, and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations for appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help youth learn from their mistakes.

The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values and addressing challenging behaviors.

The YMCA of Greater Birmingham youth programs use six simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our campers and staff and to create a positive environment for all.

The rules are:

- Listen and follow directions.
- Do what's right.
- Keep your hands and feet to yourself.
- Try everything and do your best.
- Be an Upstander. If you see something, say something.
- Be safe and have fun!

All youth are expected to follow the rules established by the YMCA for the safety of all youth in the program. Your cooperation and support ensure that all youth have a safe and fun experience.

The YMCA does not allow the following behaviors including but not limited to:

- Any action that could threaten the physical or emotional safety of the youth, other youth or staff. Prohibited conduct may include, but is not limited to: abusive jokes, insults, slurs, threats, name-calling or intimidation
- Destructive behavior
- Behavior that is a violation of personal boundaries or is of a habitual nature and negatively impacts the program, and/or safety and enjoyment of others
- Behavior that is of a sexual nature
- Not following procedures related to help reduce the spread of COVID-19. This may include disregarding social distancing and purposefully coughing/sneezing on each other.

The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to the youth's overall development.

Staff shall use positive discipline, which shall include the following:

- Communicate to youth using positive statements
- Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts
- Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the behavior that is expected.

### **YMCA DISCIPLINE PROCEDURES**

If a youth is unable to meet established behavior expectations, YMCA staff will follow these disciplinary procedures below. The YMCA staff desire to partner with families of the youth in our care. If at any time you have concerns about your child's behavior or success in our program, please do not hesitate to reach out to your Youth Director to set up a conference.

1. Conversation between staff and youth to discuss behavior and reset expectations.
2. Staff will first use positive reinforcement and redirection to redirect a youth's behavior. If this is ineffective, staff may use a timeout as an opportunity for the youth to take a break from the behavior before rejoining the group.
3. Staff will communicate with parents/guardians if/when youth is not following established YMCA rules. This communication may be at check out, over the phone or via a parent conference.
4. If positive discipline and redirection are ineffective in changing the youth's behavior, the Youth Director may suspend the youth. The length of suspension will be determined based on each individual situation. Factors such as type/severity of

behavior, behavior history, age of youth, etc. will be considered when determining the length of the suspension.

5. If the youth continues to have challenges after a suspension, the Youth Director may set up a conference with the parent/guardian to develop a behavior plan for the youth.
6. If neither suspensions nor a behavior plan are effective in changing the child's behavior, the child may be dismissed from the program. Dismissal from the program for disciplinary reasons could result in permanent removal from all YMCA programs.

### **SPECIAL CIRCUMSTANCES**

The goal of the YMCA of Greater Birmingham is to meaningfully include all youth and provide accommodations in our programs when needed. To help us achieve this goal, we respectfully ask parents or guardians to inform the YMCA, prior to the start of the program, of any special circumstances which may affect your child's ability to participate. By providing information regarding the strengths and needs of your child, the staff can prepare helpful accommodations that will better serve all children in our programs.

Upon being informed of such circumstances, the Youth Director or other staff member may request a meeting to gather more information and discuss the accommodations that can be created to successfully include your child.

### **BULLYING AND CONFLICT RESOLUTION**

Bullying is any unwanted behavior that involves a power imbalance. Here at the Y, our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying, we will handle each instance case by case and with care. At the Y we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn and practice will make a positive impact on our Y programs and in every child's future.

### **CARING STAFF**

The YMCA prides itself on hiring quality staff that embody our Mission and have a passion for being a positive role model for children. Many of our counselors are college students. Staff members are selected through a comprehensive application and interview process, and often have previous experience in other YMCA programs.

Each staff member completes training that emphasizes the importance of safety, child development and fun. All staff are training in CPR, 1st Aid, AED and must pass a background check and CA/N cleared. The YMCA strives to maintain a 1:12 ratio for youth programs.

### **FINANCIAL ASSISTANCE**

The YMCA believes in serving the needs of everyone in our community regardless of their ability to pay full fees. Financial assistance, based on need, is available. Awards are given on a first come basis. Applications should be emailed to your branch's Summer Fun Club Director. To request an application, email [childcare@ymabham.org](mailto:childcare@ymabham.org)

## **DEPOSITS AND WEEKLY FEES**

Deposits will be required at the time of registration for each week. This deposit will hold your child's spot for that particular week. All fees must be made via automatic payment from either your checking account or debit/credit card. Fees will be scheduled for payment on the due date of Wednesday prior to the week of care. **You will be charged for each week that you reserve regardless of attendance unless you cancel the week according to our cancellation policy.**

**While we traditionally don't allow for drop ins, should this be approved for your location, our team will update your child's registration for the week of care and payment will be made with the payment method on file.**

## **CANCELLATION POLICY**

If the YMCA cancels a week, a full refund will be issued for fees paid. If a parent wishes to cancel a week a 2 week written notice is required. Registration Fees and Weekly Deposits are non-refundable, however, deposits are transferable to any available/remaining registration. No refunds or credits will be issued for requests not meeting the 2-week notice and weekly balance will be considered due.

## **TRANSFER POLICY**

All requests for a transfer to a different week must be made in writing prior to the given week of care. We will gladly transfer your child to another week if space allows. If a transfer is approved, you will be notified via email within 1 business day of request. All fees paid will be applied to the new week, if additional fees are due, these will be automatically paid according to the weekly payment schedule.

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