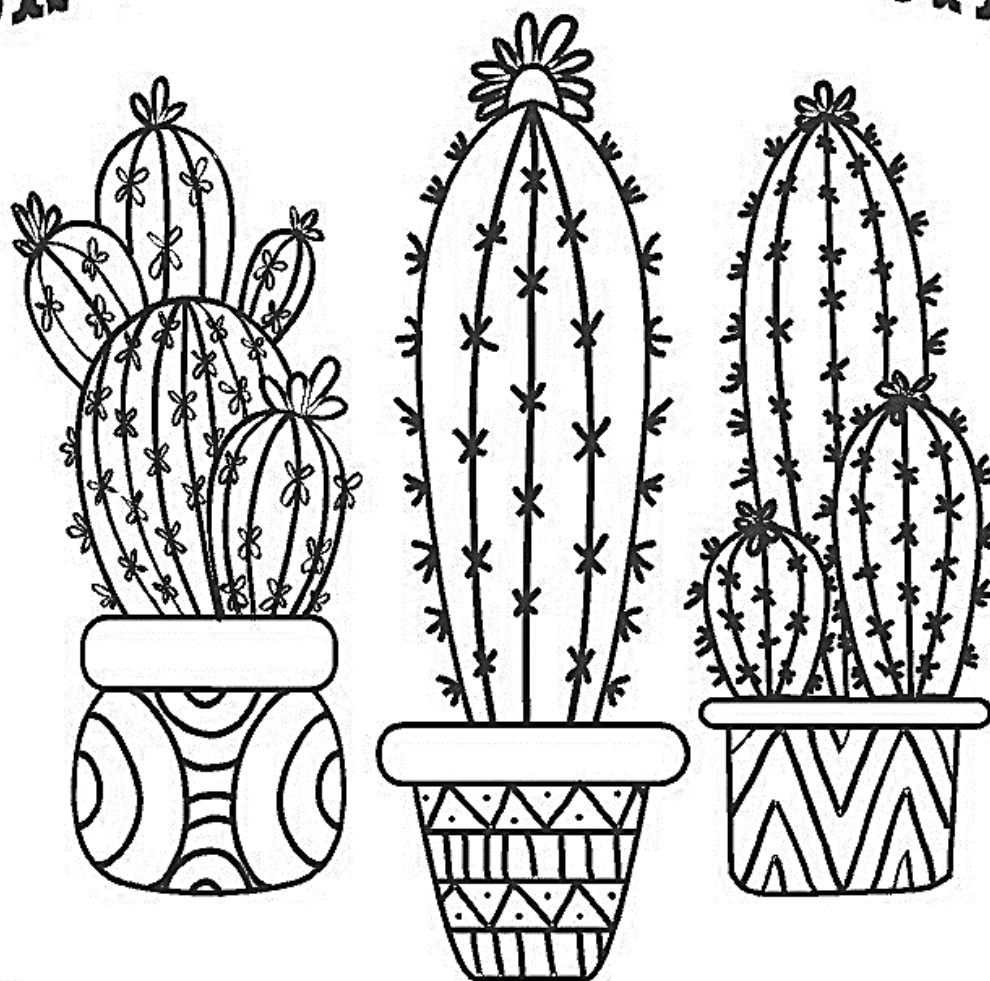


YWCA of Alexandria/Pineville

STICK WITH US THIS SUMMER



YWCA SUMMER DAY CAMP 2018

Parent Booklet

YWCA Summer Day Camp 2018

We have an exciting summer planned! Our campers will enjoy daily activities which include arts and crafts, indoor/outdoor games, recreational swimming and much more. Weekly activities include field trips and Friday Finales.

Our Summer Day Camp will begin May 29th and end August 10th. We will be closed on Wednesday, July 4th in observance of Independence Day. Our hours are Monday-Friday from 7:00 a.m.-5:30 p.m.

Parent Orientation is Friday, May 25th at 12:30 p.m. You will be able to meet the office staff and counselors, tour the YWCA and ask questions.

Field Trip/Friday Finale Schedule (field trips are subject to change based on availability)

Week of May 29th – No field trip/Camp Kick Off

Week of June 4th – Zoo/Country Western Carnival

* June 8th – YWCA Family Night

Week of June 11th – Chuck E. Cheese's/Luau

Week of June 18th – Movies/Water Day

Week of June 25th – Kees Park (Kinders and Group 1) & Skateville (Groups 2-5)/Fiesta Day

Week of July 2nd – No Field Trip (extra swim time)/Double Dirty Obstacle Course

Week of July 9th – Movies/Princesses/Super Heroes Costume Party

Week of July 16th – No Field Trip/AIRBAND

Week of July 23rd – Treehouse (Kinders and Group 1) & Bowling (Groups 2-5)/Game Show Day

Week of July 30th – Splash Pad (City Park)/Pajama Party

Week of August 6th – No Field Trip (extra swim time)/Summer Blow Out

Guidelines and Regulations

The following guidelines and regulations are designed with your child's safety in mind. Thank you for your cooperation!

Drop-Off/Pick-up

When dropping off or picking up a child, you must use username and password to sign them in/out. Your username is the last four digits of your cell phone number. Your password is 3397. This system is used for the safety of your child. If someone on your pick up list is picking your child up, they will use the last four digits of THEIR phone number and 3397. This way everyone has their own unique username and we can see exactly who dropped off/picked up the child. Only those people listed on a child's registration form will be authorized to pick up that child. If you have an extenuating circumstance in which someone is absolutely not allowed to pick up your child, please let the office know.

Each family will receive two car tags for our car rider line. Please place your car tag on your front right dash or hang from your rearview mirror.

Please do not park in the No Parking Zone in the front; between the two awnings. You must pull in a parking spot.

Day Camp hours are from 7:00 a.m. – 5:30 p.m. If a child is picked up after 5:30 p.m., you will be charged \$10.00 for the first minute and \$1.00 per minute after 5:31 p.m. to be paid in cash at the time of pick up. After two times of picking up a child after 5:30 p.m., that child must be picked up by 5:00 p.m. for the remainder of the summer. This rule is not meant to be harsh, but our staff has families and obligations outside of the YWCA.

Medication

The YWCA will not administer any medication to any child. The parent or other designee will be responsible for administering all medication (prescription or non-prescription).

Lunch/Snack

Your child must bring a sack lunch every day. The YWCA can provide a lunch for your child for an additional \$5 per day (must be paid in cash). Menus will be posted on the weekly newsletter.

Please send a snack or money for a snack every day. Canteen is at 2:15 p.m. daily. All items in canteen are \$1 each. Make sure all money is labeled with your child's name, group and amount of money in an envelope. You can send enough canteen money for the week if needed (counselors will keep a record).

Cell Phones/Electronics

Cell phones/electronics will not be allowed at the YWCA. Phones will be confiscated and given to parents at the end of the day.

Personal Belongings

The YWCA Summer Day Camp program is day camp, not a day care. Children are responsible for their belongings – not the counselors or the staff members. We are teaching our children responsibility.

Please label everything your child brings to the YWCA (bathing suit, towel, etc.). With so many children and so many activities going on, it makes it easier.

The YWCA is not responsible for lost or stolen items. However, we do provide a Lost & Found that we will go through periodically throughout the summer. Parents are free to look through the lost and found at any time.

Clothing

We advise you to send your child in sandals or athletic shoes. We have had problems with flip flops breaking in the past. All campers will go outside every day, please dress them accordingly.

Swimming

With the exception of four year olds, all children swim daily. Please send a bathing suit, towel and sunscreen in a bag every day. Make sure all items are labeled with your child's name. Children will not be allowed to call to ask parents to bring swimsuits. Swimsuits may **not** be worn under clothing.

Field Trips

All children must wear their 2018 Summer Day Camp t-shirt on their designated field trip days. Each child will receive one complimentary t-shirt. Those children that do not wear their camp t-shirt on their field trip day will be given a new shirt and will be charged \$10.00 for an additional shirt.

If a child is present on the day of his/her field trip, he/she is required to attend the field trip.

If your child is enrolled in swim lessons, please be aware that field trips might interfere with swim lessons. If this happens, parents have the choice of which they would like their child to attend. There will not be makeup days for missed swim lessons.

Reporting Communicable Disease

Children diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to camp. For the safety and well-being of children and staff, parents must notify the YWCA at 318.442.3397 of the situation at the time of diagnosis. Parents of children in that child's group will be notified (child's

name will not be disclosed) of the situation so that appropriate precautions may be taken.

If you are called due to illness your child must be picked up within 30 minutes of the phone call.

Communication

Newsletters informing you of weekly activities will be e-mailed to you every Friday for the following week.

Please feel free to contact us during business hours with any concerns, suggestions, or comments regarding the program. Parent and child input is always welcome. Our phone number is 318.442.3397 or you can email Marle Chapman at marle@ywcaalex.org.

We ask that you only call the YWCA to speak with your child in emergency situations. We have lots going on during the summer and have limited staff.

Kinder Parents

Your child must bring floaties to enter the big pool. Children without floaties will be sent to the small pool. We can store the floaties here so you do not have to bring them back and forth.

Please send a nap mat with your child on their first day of camp. We will store them here and return them at the end of summer.

Please send your child with a change of clothes (labeled with their name in a zip lock bag). We will keep these in case of an accident.

Children must be potty trained to be a part of our Summer Day Camp. If your child has more than three accidents, they will be removed from the program.

Discipline

In the event children do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. The YWCA reserves the right to bypass one or all steps listed below based on the severity of the infraction.

- 1st warning – Timeout and/or privilege (i.e. swim time, playtime, etc.)
- 2nd warning – A child will receive only one verbal warning and/or timeout per day. A behavior note will automatically accompany the second warning and/or timeout.
- Any child who receives two or more additional behavior notes within a two-week time period, or by supervisor's discretion, will receive an immediate one-

day suspension from the program.

- If a child receives two more additional behavior notes during the remainder of the program, an immediate three-day suspension from the program will be applied.
- After a child receives a three-day suspension, the next behavior note will result in expulsion from the program for the remainder of the summer.
- Any child expelled from the program may not be eligible to return to the YWCA indefinitely. Each case will be handled on an individual basis.
- Immediate suspension or expulsion from the YWCA will result from severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, or theft.

Abuse and Neglect Policy

As mandated reporters, all center staff shall report any suspected abuse and/or neglect of a child in accordance with LA R.S. 14:403 which requires all child care centers to report any suspected abuse and/or neglect to the local Child Protection Agency.

Confidentiality Policy

The management staff of the YWCA Alexandria/Pineville shall maintain and secure against loss, tampering, or unauthorized use, all children's records and will place these records in an office which is secured from the public.

Only staff members directly involved in the care of a child shall have access to their records. Staff members have received documentation and have signed documentation relating to the confidentiality of all children's records. Employees of the center shall not disclose or knowingly permit the disclosure of any information concerning the children and/or his/her family, directly or indirectly, to any unauthorized person. The center director shall obtain written, informed consent from the parent prior to releasing any information to any parties except for authorized state and federal agencies.

Non-Discrimination Policy

The YWCA Alexandria/Pineville will not deny the enrollment of any child on the basis of race, color, creed, sex, national origin, handicapping condition or ancestry. At the YWCA Alexandria/Pineville, all children are equal.

Weekly Rates

- Each family must pay \$105.00, per child, to cover fees at the time of registration. No fees will be prorated or waived. No application will be accepted without the full payment of \$105.00.
 - \$45.00 Registration Fee
 - Covers processing of application
 - \$10.00 Membership Fee
 - Paid yearly
 - \$50.00 Activity Fee
 - Covers field trips, one t-shirt, and Friday Finales
- Summer rates are as follows:
 - \$95.00 per week for the first child in the family
 - \$90.00 per week for the second child in the family
 - \$85.00 per week for the third child in the family
- Any camper attending two weeks or less may pay a \$125 weekly fee instead of paying registration fees.
- Absolutely NO daily rates!
- Weekly payments must be paid by 5:30 p.m. on Tuesday of the current week. A \$10.00 late charge will be added to each account that is not current by the close of business on Tuesday. Children will not be allowed to return the following week if the account is not paid in full by Friday afternoon.
- Any account with an NSF charge will be charged \$25.00. The account balance and NSF charge must be paid in cash.
- We offer several options for you to pay your child's tuition including: pay online at myprocare.com (you can access this from your phone), set up recurring payments via ACH or credit card, pay by check or cash and call in a payment to the office.

Questions and concerns are always welcome. We have an open door policy at the YWCA and if we can be of any assistance, please do not hesitate to contact our office.

We are looking forward to a great summer!

Summer Day Camp Schedules

Kinders

(4 year-old girls and boys)

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival in TV Room
8:00-9:00	Music in Dance Room (Wed from 8:30-9:00) Indoor Games in Dance Room (Mon/Tues/Thurs/Fri)
9:00-9:30	Outdoor Games
9:30-10:30	Centers in Game Room
10:30-11:00	Change for Swim (Mon/Wed/Thurs) Free Play Outside (Tues/Fri)
11:00-11:30	Lunch in Multipurpose Room
11:30-12:30	Swim Time (Mon/Wed/Thurs) Playground (Tues/Fri)
12:30-1:00	Change from Swim/Story Time
1:00-2:15	Rest Time
2:15-2:45	Snacks in TV Room
2:45-4:00	Arts & Crafts
4:00-5:00	Centers in Game Room
5:00-5:30	Outside for Pick-Up

Group 1 Girls

(5 & 6 year old girls)

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival in Dance Room
8:00-9:00	Arts & Crafts
9:00-10:00	Music in Dance Room (Wed from 9:30-10:00) Playground
10:00-10:30	Story Time in Multipurpose Room
10:30-11:00	Dress for Swim
11:00-11:30	Lunch on Deck
11:30-12:30	Swim Time
12:30-12:45	Dress from Swim
12:45-1:30	Quiet Time in Dance Room
1:30-2:15	Centers in Game Room
2:15-3:45	Snacks in Dance Room
2:45-4:00	Outdoor Games
4:00-5:00	Indoor Games in Dance Room (Mon/Wed/Fri) Movement Activities in Dance Room (Tues/Thurs)
5:00-5:30	Outside for Pick-Up

**Group 1 Boys
(5 & 6 year-old boys)**

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival in Dance Room
8:00-9:00	Outdoor Games
9:00-10:00	Arts & Crafts (Wed/Fri) Indoor Games/Movement Activities (Mon in Multipurpose Room/Tues in Dance Room/Thurs in Dance Room)
10:00-10:30	Music in Dance Room (Wed) Free Play Outside
10:30-11:00	Dress for Swim
11:00-11:30	Lunch on Deck
11:30-12:30	Swim Time
12:30-12:45	Dress from Swim
12:45-1:30	Quiet Time in Dance Room
1:30-2:15	Playground
2:15-2:45	Snacks in Dance Room
2:45-4:00	Centers in Game Room
4:00-4:30	Free Play Outside
4:30-5:00	Story Time in Multipurpose Room
5:00-5:30	Outside for Pick-Up

**Group 2
(7-9 year-old girls)**

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival Outside
8:00-9:00	Indoor Games in Multipurpose Room
9:00-10:00	Outdoor Games
10:00-11:00	Arts & Crafts
11:00-11:30	Free Play Outside
11:30-12:15	Lunch in Multipurpose Room
12:45-1:00	Dress for Swim
1:00-2:00	Swim Time
2:00-2:15	Dress from Swim
2:15-2:45	Snacks on Deck
2:45-3:30	Movement Activities in Multipurpose Room
3:30-4:00	Free Play Outside
4:00-4:30	Playground
4:30-5:00	Coloring in Arts & Crafts
5:00-5:30	Outside for Pick-Up

**Group 3
(7-9 year old boys)**

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival Outside
8:00-8:30	Free Play Outside
8:30-9:30	Game Room
9:30-10:30	Outdoor Games
10:30-11:30	Playground
11:30-12:15	Lunch in Multipurpose Room
12:45-1:00	Dress for Swim
1:00-2:00	Swim Time
2:00-2:15	Dress from Swim
2:15-2:45	Snacks on Deck
2:45-3:30	Free Play Outside
3:30-4:00	Movement Activities in Multipurpose Room
4:00-4:30	Arts & Crafts
4:30-5:00	Free Play Outside
5:00-5:30	Outside for Pick-Up

**Group 4
(10-12 year-old girls)**

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival in Multipurpose Room
8:00-9:00	Free Play Outside
9:00-10:00	Indoor Games in TV Room
10:00-11:00	Outdoor Games
11:00-11:30	Free Play Outside
11:30-12:00	Lunch on Deck
12:00-1:15	Arts & Crafts
1:15-2:15	Free Play Outside
2:15-2:30	Dress for Swim/Snack
2:30-3:30	Swim Time
3:30-3:45	Snacks in Multipurpose Room
3:45-4:30	Movement Activities in Multipurpose Room
4:30-5:00	TV Room
5:00-5:30	Outside for Pick-Up

Group 5
(10-12 year old boys)

7:00-7:30	Early Arrival in Dance Room
7:30-8:00	Arrival in Multipurpose Room
8:00-8:30	Game Room
8:30-9:30	Free Play Outside
9:30-10:00	Free Play Outside (Tues-Thurs)
	Movement Activities in Multipurpose Room (M/F)
10:00-11:00	Indoor Games in Dance Room
11:00-11:30	Arts & Crafts
11:30-12:00	Lunch on Deck
12:00-1:15	Outdoor Games
1:15-2:15	Free Play Outside
2:15-2:30	Dress for Swim
2:30-3:30	Swim Time
3:30-3:45	Dress from Swim
3:45-4:30	Free Play Outside
4:30-5:00	TV Room
5:00-5:30	Outside for Pick-Up