

Welcome to the YWCA! We have an exciting summer planned! This summer we are as committed as ever to creating a safe, fun, and memorable summer camp experience for every camper. Our campers will enjoy daily activities which include arts and crafts, indoor/outdoor games, recreational swimming, and much more. Throughout the summer our campers will also enjoy field trips, special activities, and Friday Finales.

This handbook contains useful information that we want you and your camper to know so your camper's time with us is as enjoyable as possible. As you review this information, please contact the YWCA office if you have any questions. We are so very thankful that you will be entrusting us with your child this summer. We are looking forward to a great summer ahead and another year of adding more faces to our YWCA family!

Important Summer Day Camp 2025 Dates – Please mark your calendar!

- Open House – Thursday, May 22nd from 5:00 p.m. – 6:30 p.m. You and your child will be able to tour the facility, meet counselors and staff, and collect your car tags and field trip shirt.
 - If your child's last name begins with A-M, Parent Orientation will begin at 5:30 p.m.
 - If your child's last name begins with N-Z, Parent Orientation will begin at 6:00 p.m.

**If you attended YWCA Summer Day Camp in the past you do not need to attend Parent Orientation, you can simply swing by the Y during the designated Open House hours to collect your items.*

- First Day of Camp – Tuesday, May 27th
- Last Day of Camp – Friday, August 8th
- YWCA Closed – Friday, July 4th in observance of Independence Day.

YWCA Staff Team - The Y's dedicated staff members strive to make a positive difference in the lives of children. YWCA Summer Day camp staff includes YWCA office staff and YWCA counselors and lifeguards.

- YWCA Executive Director, Marle Chapman
- YWCA Program Director, Morgan Melder
- YWCA Assistant Program Director, Sarah Branton
- YWCA Administrative Assistant, Kayla Lawrence

Any member of the office staff can answer any of your camp questions. We ask that you refer any important information to the office staff, and they will share the information with your child's counselor. Each group is led by a team of two counselors. Counselors receive camp training, as well as First Aid and CPR training. All lifeguards are certified.

Communication – The YWCA highly encourages parent input. Please feel free to contact us during business hours with any concerns, suggestions, or comments regarding the program. Our phone number is 318.442.3397 or you can email the office at info@ywcaalex.org.

Be sure to update your online account with an accurate email address. Each Friday you will receive an email from morgan@ywcaalex.org. The email will let you know what is planned for camp each week including dress-up days, special activities, and events.

Parent Visits/Calls - All visitors and guests must check in at the camp office and be escorted by a camp staff member at all times. We ask that you only call the YWCA to speak with your child in emergencies.

Enrollment/Payment Procedures- YWCA Summer Day Camp registration opens on March 1, 2025. Registration is first come, first served. It is common for groups to fill up, so we highly encourage you to register before the first day of camp. Waiting lists are maintained for each group that reaches capacity. When an opening becomes available, parents/guardians will be contacted. Parents have two business days to accept the opening and enroll the child.

Registration - Each family must pay \$120.00 per child to cover fees at the time of registration. No fees will be prorated or waived. No application will be accepted without full payment.

- \$60.00 Registration Fee - Covers processing of the application.
- \$60.00 Activity Fee - Covers field trips, one T-shirt, special activities, and more!

**Registrations received during the month of March receive a \$20.00 discount.*

Summer Rates -

- \$120.00 per week for the first child in the family. \$10.00 discount per child (ex: \$110.00 per week for the second child in the family.)
- \$40.00 per day for daily rate

All accounts will be set up with our automatic payment system. Accounts will be debited on Friday for the current week (only when your child is in attendance). If you would rather pay with a different payment method (cash, check, etc.), you **MUST** pay by Tuesday at 5:30 p.m. to avoid having your account withdrawn using our automated system.

After two non-sufficient payments or declines, you will be required to make your tuition payment on Monday for the current week. If your payment is not made by Monday at 7:00 a.m., your child will not be able to attend camp.

Any account with an NSF charge will be charged \$25.00. The account balance and NSF charge must be paid in cash. All tuition and fees must be paid in full for your child to continue in the program.

Financial Assistance - Our scholarship policy enables us to assist working families who would like to participate but cannot afford the entire fee. Please call the YWCA for more information on scholarships, how to apply, and other information.

Placement – Children ages 5-12 may attend Summer Day Camp. Children are separated by age and gender. If your child has a birthday during the summer, we ask that you pick the group you would like your child to stay with for the entire summer.

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. *We highly encourage you to send your camper in their swimsuit, with clothing on top.*

What to bring - All children should bring a backpack to carry their belongings. The backpack should be clearly marked with the child's name. Swimsuit and towel, sunscreen, and a water bottle that can be refilled at the water fountain and coolers around camp.

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

The YWCA is not responsible for lost, stolen or broken items. However, we do provide a Lost & Found. All items found will be put on the table. Guardians are free to look through the lost and found at any time. Every Friday at 5:30 pm, all uncollected items for the current week will be donated. The Lost & Found is in the front lobby of the YWCA.

Your child's day – Program schedules and daily activities vary by each group. Please refer to the "Group Schedules" on our website for your child's group schedule. Each group will participate in a range of activities including indoor games, outdoor games, arts and crafts, swimming, and more.

Guidelines and Regulations – *The following procedures have been developed with the safety of your child in mind. We ask that you please familiarize yourself with all items below to provide the best camp experience possible for your camper.*

Drop off procedure – Each family should go through the car line each morning. We will have a staff member to sign in your child every day. If you need to visit the YWCA office or provide the staff with any important information, we ask that you park in a parking spot and come inside.

The drop off line will be available from 7:00 a.m. – 9:00 a.m. If you are dropping off after 9:00 a.m., please park in a parking spot and come inside the YWCA to sign your child in. We ask that you do not park in the breezeway – this blocks cars/YWCA vans.

Pick up procedure - Each family will receive two car tags for our car rider line. Please place your car tag on your front right dash or hang it from your rearview mirror. This allows for the line to run quicker.

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 someone picking up your child does not have a car tag, they will be required to show photo identification.

The pickup line will be available from 4:00 p.m. – 5:30 p.m. If you are picking up before 4:00 p.m., please come inside the YWCA to sign your child out. If you are picking up after 4:00 p.m., you must go through the car rider line. Having parents walk up to pick up and cars coming through the parking lot becomes a safety issue. The line will be long the first week or so until we learn everyone's car, please be patient with us.

Late pick up policy - Summer 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 within two days of late pickup. 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 have families and obligations outside of the YWCA.

Lunch/Snack – Please send your child to camp with a sack lunch every day. Counselors can heat items up, but we ask that it is something that can be heated within a minute to ensure every child has enough time to eat. We do not provide any bowls, utensils, etc.

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

Medication - Please do not pack medication in your child's belongings. Parents (not the child) must bring necessary medications to the YWCA office.

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).

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 (the 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.

Swimming - Your child will swim daily at the YWCA pool. To ensure all campers are safe, campers will take a swim assessment on the first day of the week or on his/her first day

attending camp. If campers do not pass, they are required to stay in the shallow end or only swim in the smaller pool.

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.

To ensure that all lifeguards and counselors always keep their eyes on the pool, all children must dress out during their designated swimming time. If they choose not to swim, they will sit in a designated area. If your child is unable to dress out for a swim due to a medical or specific reason, please let the office know.

All floaties can be kept at the YWCA during the duration of camp.

While swimming in the YWCA pool, all children are supervised by their counselors and certified lifeguards.

Behavior Procedures - It is the goal of the YWCA to provide a healthy, safe, and secure environment for all participants. The YWCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend Summer Day Camp are expected to follow the behavior guidelines and to interact appropriately in a group setting. The YWCA reserves the right to terminate enrollment at any time.

Behavior Guidelines – Children are responsible for their own actions. We respect each other and the YWCA. Honesty will be the basis for all relationships and interactions. We care for ourselves and those around us.

When a child does not follow the behavior guidelines, YWCA staff will take the following steps:

- Counselors will redirect the child to more appropriate behavior, reminding them of behavior guidelines and program rules.
- If the behavior persists, the child will meet with the YWCA Program Director. Child may receive timeout and/or privilege removal (swim time, playtime, etc.)
- The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem, and the corrective action taken. A copy of the documentation will be sent home to their guardian.
- Any child who receives two or more additional behavior notes within a two-week time, or by staff's discretion, will receive an immediate one-day suspension from the program. Staff will schedule a conference that includes the parent, child, and YWCA Program Director.
- If the behavior persists, 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.

If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent may be notified and expected to pick up the child immediately. If such a call is placed, an authorized pick-up person must pick up the child within one hour.

Inclusion Policy – The YWCA recognizes the communities we serve have a variety of needs and backgrounds. The Y embraces an inclusive approach that strives to provide opportunities for all children to actively participate in all aspects of our programming. We support the inclusion of children who require additional support due to a physical, cognitive, social, or emotional need. Reasonable accommodations are made when possible. Summer Day Camp is an extremely high-energy program with constant transitions. Should you have a question or concern, please contact the YWCA office to see if it would be a good fit for your child.

Failure to adapt - Most children adapt to a new program within a few weeks. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into the program, the child may be disenrolled so that his or her parents can find alternate care for their child.

Abusive/disruptive behavior by parents – We reserve the right to immediately disenroll any child whose parent behaves in a manner that violates YWCA policies or procedures, or is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child, or other parents/children at the YWCA.

Safety Practices Accidents and Injuries - The YWCA has created policies and procedures for our program offerings and facilities to ensure a safe and comfortable environment for all participants. However, at times, accidents happen. In the case of minor injury, staff certified in first aid procedures will administer first aid. The staff person supervising the child at the time of the accident will complete the appropriate report and notify parents.

In the event of an emergency, staff trained in first aid and CPR will care for the child as needed. 911 (if applicable) and parents will be immediately notified. In case the parents and/or the listed emergency contact person(s) cannot be reached, a staff member will accompany the child to the hospital.

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 childcare centers to report any suspected abuse and/or neglect to the local Child Protection Agency.

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.

Confidentiality Policy - The management staff of the YWCA Alexandria/Pineville shall maintain and secure against loss, tampering, or unauthorized use of all children's records and will place these records in an office that 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 before releasing any information to any parties except for authorized state and federal agencies.

Field Trips – Field trips will be planned periodically throughout the summer. Please check your newsletters to ensure you and your camper are prepared.

All children must wear their 2025 Summer Day Camp T-shirt on their designated field trip days. Each child will receive one T-shirt. 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 swimming lessons, please be aware that field trips might interfere with swimming 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 swimming lessons.

Children are transported on field trips using YWCA vans. When children are being transported, the child's safety is of utmost importance. Children will be informed of rules and guidelines to follow. If there is any kind of incident, the parents will be notified immediately.