

# YWCA of Alexandria/Pineville

## Parent Booklet

### YWCA Summer Day Camp 2022

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 -or- a special activity and Friday Finales. All children are separated by age and gender. Groups will be determined prior to the first week of camp.

Our Summer Day Camp will begin May 23<sup>rd</sup> and end August 5<sup>th</sup>. We will be closed on Monday May 30<sup>th</sup> in observance of Memorial Day and Monday, July 4<sup>th</sup> in observance of Independence Day. Our hours are Monday-Friday from 7:00 a.m.-5:30 p.m.

Open House will be Thursday, May 19<sup>th</sup> from 5:00-6:30 p.m. with Parent Orientation at 5:30 p.m. You and your child will be able to pick up their field trip shirt and car tags, meet the staff, tour the facility and participate in some fun games/activities.

### 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

We will have a staff member to sign your child in/out every day. If you are dropping off/picking up after 9:00 a.m. or before 4:00 p.m., please come in to sign your child in/out.

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

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

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.

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 have 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 a 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**

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 2022 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](mailto: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.

- 1<sup>st</sup> warning – Timeout and/or privilege removal (i.e. swim time, playtime, etc.)
- 2<sup>nd</sup> 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.
  - \$55.00 Registration Fee
    - Covers processing of application
  - \$50.00 Activity Fee
    - Covers field trips, one t-shirt, and Friday Finales
- Summer rates are as follows:
  - \$100.00 per week for the first child in the family
  - \$95.00 per week for the second child in the family
  - \$90.00 per week for the third child in the family
  - \$40.00 per day for daily rate

- Any camper attending two weeks or less may pay a \$130 weekly fee instead of paying registration fees.
- 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 in order for your child to continue in the program.
- 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.

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!