



GREATER WICHITA YMCA 2020 SUMMER CAMP EXTENDED SEASON PARENT INFORMATION and CAMP POLICIES

3 ADDITIONAL WEEKS | 3 BRANCH LOCATIONS | ON-GOING FUN AND DISCOVERY



AGES ^A	LOCATION AND/OR DESCRIPTION	CCC CODE (STAFF USE)	CAMP WEEKS AND DATES			WEEKLY DEPOSIT	PROGRAM RATE	
			12 8/10-8/14	13 8/17-8/21	14 8/24-8/28		Y FAMILY MEMBER ^B	NON-MEMBER
ADVENTURE CAMPS								
5 ^A -12	Dr. Jim Farha ANDOVER YMCA	05AAY(XX)				\$15	\$125	\$145
	Ken Shannon NORTHWEST YMCA	05ANWY(XX)						
	YMCA Farha Sport Center SOUTH	05ASY(XX)						

JOIN THE Y AND SAVE ALL SUMMER LONG

Save \$20/camper/week for any kid included on an active, Greater Wichita YMCA Family Membership^B. The entire family benefits all summer-long, too, with unlimited access to our branches, outdoor water parks, and discounts on all sports, and programs. Join now at any branch location or ymcawichita.org/join.

INCOME-BASED RATES AVAILABLE

Every kid should have a great summer regardless of ability to pay. The Greater Wichita YMCA's Strong Community Fund provides income-based financial assistance to those who qualify. Learn more and apply at ymcawichita.org/ibfa or at any of our branch locations.

^A ALL 2020 Summer Camp "Extended Season" Campers MUST HAVE COMPLETED KINDERGARTEN prior to participation without exception.
^B "Member" rates for children included on an active, Greater Wichita YMCA FAMILY Memberships only - "Youth" memberships do not qualify.

GREATER WICHITA YMCA CAMP POLICIES and PARENT INFORMATION

WEEKLY CAMP FEES COVER

- DAILY BEFORE- AND AFTER-CAMP CARE is available at all camp locations. Before-care starts at 6:30AM and after-care begins at 4:30PM.
- NOTE - Children may not attend camp for more than 10 hours/day.
- FIELD TRIPS- All costs and expenses covered.
- BREAKFAST AND A HEALTHY SNACK- Campers are provided breakfast and a healthy afternoon snack daily. CAMPERS MUST BRING THEIR OWN LUNCH DAILY.
- RAIN-OR-SHINE FUN- Camp will happen no-matter the weather. Activities may be modified for inclement weather. No refunds will be issued for missed/altered activities.

REGISTRATION POLICIES

- Registration forms available at ymcawichita.org/camp or at any of our ten branch locations
- A per-week, per-camper deposit of \$15 is required at registration. Deposits are non-refundable and non-transferable.
- Campers must register, weekly, for camp before registration closes at 10PM CT Monday one full week prior to the beginning of the enrolled session (Mon. 08/03 for Week 12, etc.).
- Cancellations must be finalized before registration closes for each week (see above). NO refunds will be given after registration closes. To avoid charges, contact Child Care and Camp Accounts at campaccounts@ymcawichita.org or 316.776.8842 prior to the closing of registration.
- Failure to properly cancel or modify registration prior to enrollment closing will result in the full assessment of weekly fees, regardless of attendance, without exception.
- Full instructions online at ymcawichita.org/camp.

PAYMENT OPTIONS AND TIMING

- Camp fees must be paid in full by 10PM CT on the Monday, one full week prior to camp session. A late fee of \$10/Camper/Week will be assessed after that time, without exception. Payment options include:
- AUTOMATIC PAYMENT- Set up "AutoDraft" when you register. We'll charge the bank account or credit/debit card provided each week.
- ONLINE PAYMENT- Log on to ymcawichita.org (membership is not required, a site account is) and check and pay due balances with a credit/debit card.
- IN-PERSON- Pay by cash, check, credit or debit card at any of our ten branch locations (ymcawichita.org/locations).

- BY MAIL- Mail a check or money order (do not mail cash) to Camp Accounts, 402 N. Market Street, Second Floor, Wichita, KS 67202. Allow extra time for postal delivery, deadlines still apply.
- DCF ELECTRONIC BANK TRANSFER (EBT)- Visit any of our ten locations to complete forms and paperwork for EBT payment of fees. Proof of payment is required prior to each camp week and parents/guardians are responsible for all balances due, without exception
- Once enrollment and payment deadlines close, PROOF OF PAYMENT (including all applicable late fees) is REQUIRED PRIOR TO CAMPER ADMISSION on the first morning of each week's camp, without exception. Our staff will accept a paper receipt from branch staff, an email from online payment, or an email from our Camp Accounts team. Parents/Guardians are responsible for providing documentation.
- SUN PROTECTION- Campers should arrive, daily, with waterproof sunscreen pre-applied. They will be prompted to apply more during the day. Hats, for sun shade, are also encouraged.
- SWIM SUIT AND TOWEL- Campers have access to swimming and water activities. Bring a bag or backpack for wet suits/towels.
- CLOSE-TOED SHOES- Are required for all campers and all camps. Flip Flops may be worn only in swim areas.
- CAMP T-SHIRTS- Should be worn on all Field Trip Days (see weekly overviews) and are welcome any day.

PROHIBITED ITEMS POLICIES

- CELLULAR PHONES- No mobile devices are allowed except TEEN CAMP (with staff approval).
- SNACKS AND OTHER FOOD- Campers should bring a healthy lunch, our staff will provide breakfast and a healthy afternoon snack.
- ELECTRONICS- Tablets, laptops, gaming devices, cameras, and other electronic devices are strictly prohibited.
- NON-REQUIRED PERSONAL ITEMS Games, toys, and other items not required should be left at home. The YMCA is not responsible for damaged, lost, or stolen items.
- MONEY Field Trip costs are covered in weekly fees.
- There is a ZERO TOLERANCE policy for the following items. Any violation will result in immediate termination from all camp activities.
 - Tobacco products of any kind
 - Alcohol or drugs of any kinds
 - Weapons of any kind including "toys"
- Campers who bring prohibited items will be required to turn them over to camp staff and/or parents will be required to return to camp to take the items. Repeated violations can result in suspension and/or dismissal from camp programs.
- The YMCA is not responsible for damaged, lost, or stolen personal items.

PARENT / GUARDIAN MEETINGS

- Families (parents, guardians, and campers) are strongly encouraged to review all virtual parent night/information session materials prior to camp starting.
- Greater Wichita YMCA camp staff will provide details about our camps, locations, activities, and policies and will answer all questions parents and campers may have. Parents and guardians who are unable to attend Information Meetings are encouraged to contact camp staff to arrange a call, meeting, or tour.

WHAT TO BRING TO CAMP EACH DAY

- Please label all items with your camper's full name
- HEALTHY LUNCH- Each camper is responsible for their own lunch daily. Campers will not have access to facilities to (re)heat foods.
- WATER BOTTLE- A large, re-sealable bottle for water (only) is strongly encouraged.

CAMP ACCOUNTS SUPPORT

For help making, changing, or canceling a camper registration or for payment options ad support, please contact our **Camp Accounts Support team** by: online form (ymcawichita.org/camp), email (CampAccounts@ymcawichita.org) or phone (316.776.8842). **NOTE** Account Support is not available 24/7 and all stated registration, modification, cancellation, and payment deadlines apply regardless of method/timing of inquiry.

GENERAL CAMP CONCERNS

With general questions, please contact our Child Care and Camp administrative team:

- JON MCREYNOLDS** (Senior Program Director) jon.mcreynolds@ymcawichita.org, 316.776.8243
- ANDREA ELIOT** (Branch Director) andrea.eliot@ymcawichita.org, 316.776.8241
- KELSEY MEYER** (Administrative Assistant) kelsey.meyer@ymcawichita.org, 316.776.8251



GREATER WICHITA YMCA 2020 SUMMER CAMP PARENT INFORMATION and CAMP POLICIES



SPECIAL NEEDS POLICIES

- The Greater Wichita YMCA and our Camp programs strive to meet the individual needs of each child within the structure of our program, while maintaining a safe and healthy environment for all of the children and staff.
- Children with special needs and/or medical conditions are accepted for participation once the program has been determined to be in the best interest of the child.
- Parents/guardians enrolling campers with special needs and/or medical conditions must schedule an appointment with the Child Care and Camp Branch Director or Senior Program Director to discuss needs and options prior to consideration of enrollment.
- The Greater Wichita YMCA will make all reasonable accommodations.

HOURS OF OPERATION POLICIES

- Unless otherwise notified (see below) Greater Wichita YMCA Summer Camp programs are available from 6:30AM-6:00PM, Monday through Friday.
- Camper's daily attendance may not exceed ten hours
- Campers must be signed in and out daily using a parent's or guardian's full signatures at the end of the week to verify attendance. Parent/guardians are responsible for coming into camp facilities to drop-off and pick-up children.
- Only authorized adults will be permitted to pick up campers from Camp. Parents/Guardians are required to provide written authorization, in advance, for any adult that is not listed on the enrollment form as an authorized pick up person. All adults (including parents/guardians not known by the staff) will be asked to provide a photo ID.
- Parents/guardians should notify staff when drop-off or pick-up times will vary from established schedules.
- Emergency contact information for parents/guardians and alternate contacts should be kept current at all times. If the primary contact will not be available, please notify the camp staff before leaving the child and let us know who should be contacted in case of an emergency.
- Parents/guardians are welcome to visit camp at any time, please check in with staff upon arrival.

LATE PICK-UP POLICIES

- All of our camp program sites close promptly at 6PM daily.
- Please contact the program site immediately if you are going to be late. All attempts will be made by staff to contact the parent/ guardian and emergency contacts when a child is not picked up by the site's closing time.
- An automatic fee of \$10 fee will be charged for each child not picked up by site closing time.
- An additional fee of \$1/per minute/child will be charged starting at :10 minutes after closing time until the child(ren) is/are picked up.
- All late pick-up fees must be paid, in full, before a child(ren) can return to Camp.
- Chronic late pick-up may result in termination of services
- Greater Wichita YMCA policy requires staff to notify their supervisor and law enforcement of children still at Camp program sites one hour after the site closes.

HEAT POLICY

- Daily outdoor activity schedules will be adjusted as appropriate based on the heat index.
- Campers are given frequent water breaks. They are encouraged to bring water bottles and re-apply sunscreen throughout the day.

ILLNESS POLICY

- The Greater Wichita YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable and inappropriate for staff to

determine this for participating children. This is the responsibility of the child's legal guardian, with the help of the child's health care provider.

Parents/guardians will be notified anytime a child has a fever with or without additional symptoms.

- Children will be excluded from the program when:
 1. The illness prevents the child from participating comfortably in facility activities
 2. The illness results in a greater care need than the child care staff can provide without compromising the health and safety of other children; or
 3. The Child exhibits signs or symptoms of illness, including but not limited to the following:
 - Presence of a fever and other signs of illness or behavioral change
 - An acute change in behavior including lethargy, irritability, and/or persistent crying
 - Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes
 - Untreated head lice, scabies, or other infestation
 - Known or suspected contagious diseases while in the communicable stage
- Children excluded for a fever must be fever free, without fever reducing medication, for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary supervisor, until a parent/guardian or other authorized adult picks up.
- Parents/guardians should make arrangements to ensure pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease; a doctor's release may be required to return to the program.
- All families will be notified anytime a participant or staff has a confirmed communicable disease; confidentiality will be maintained. (Individuals will not be named)

MEDICATION POLICIES

- KDHE licensing regulations do not permit childcare agencies to administer prescription or non-prescription medication to children without the authorization of a physician and/or the written authorization of parent(s)/guardian(s).
- Please try to modify dosage timing for campers to preclude administering during camp participation hours.
- IF a camper must take medication during camp:
 - Discuss the need for medication with your site director or a member of our administrative team in advance to determine what forms and/or documentation will be needed.
 - Complete all required forms (available from site staff).
- Nonprescription medications such as Tylenol, cough medicine, etc. may be given if guardian completes a medication form. This policy includes all medications, including nonprescription items.
- Aspirin cannot be administered without a physician's written authorization.
- All medication to be administered must be given directly to Camp staff in its original container and clearly marked with the child's first and last names.
- Prescription medication must contain written instructions as to quantity, time for administering, name and telephone number of the physician and any other pertinent information.
- Greater Wichita Camp staff will not be responsible for administering injectable medication (except epipens).

MAJOR AND MINOR EMERGENCIES

- All Greater Wichita YMCA Camp staff are certified in pediatric CPR/AED and basic First Aid
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided an "ouch report"
- Parents will be notified immediately of any serious injury or major emergency situation
- In accordance with Greater Wichita YMCA emergency procedures, "911" will be called prior to parent notification anytime a situation warrants.
- YMCA staff will complete an incident/accident report on a KDHE form after all MAJOR incidents; a copy will be provided to the parent/guardian.

GUIDANCE AND DISCIPLINE POLICIES

- The Greater Wichita YMCA's Camp programs philosophy on discipline is based on respect for the child's self-esteem, setting reasonable limits, consequences, and encouraging increased self-discipline.
- All children will be expected to act in a manner that demonstrates the four YMCA core values of caring, respect, responsibility, and honesty.
- The Greater Wichita YMCA reserves the right to suspend and/or dismiss any child based the child's actions and behaviors. Immediate suspension may occur if a child:
 - ▶ threatens harm to another
 - ▶ attempts to and/or strikes a staff member
 - ▶ demonstrates violence and/or aggressiveness
 - ▶ willfully leaves or does not return to the program area without permission from the staff
 - ▶ uses profanity
 - ▶ is verbally disrespectful to peers or adults
 - ▶ damages or takes the property of the program or others
 - ▶ refuses to comply with verbal directions from staff
 - ▶ in any way compromises their safety or the safety of others
- The Greater Wichita YMCA understands that, from time to time, all children need support and redirection. When consistent and/or escalating behavior compromise the staff's ability to facilitate program activities and/or supervise the group, suspension from the program may be required until a conference with the family can be established and a plan for improvement implemented.
- If a child's behavior or actions cause destruction or damage to property, equipment, or the facility, the family will be held responsible for any and all costs for repair or replacement.
- Greater Wichita YMCA staff are there to support campers. To ensure a timely response, we ask that campers and parents/guardians go directly to a staff member to report any concerns or incidents immediately.
- NO refunds (full or partial) will be issued when a camper is suspended for inappropriate behavior.

FIELD TRIPS

- Campers must ride on a Greater Wichita YMCA bus to and from all scheduled field trips
- A parent/guardian signed field trip permission form including arrival and departure times for each trip is required PRIOR to camper participation.
- Field trip arrival and departure times will be posted at each camp location & included on the permission slip
- Greater Wichita YMCA buses will NOT wait for late camper arrivals

LOST AND FOUND ITEMS POLICIES

- The Greater Wichita YMCA and our staff do not accept responsibility for any damaged, lost, or stolen items
- All personal items should be labeled with the camper's name
- Please notify a camp staff member as soon as you notice an item missing
- Each camp location has a designated place for found items. All unclaimed items will be donated or destroyed after a two (2) week period.

CAMP CONTACT INFORMATION

- The Greater Wichita YMCA's staff is focused on providing an excellent experience, every day, for every camper. Accordingly:
- Each camp location has a cellular phone on-site for emergencies
- The phones are not monitored throughout the day but messages are checked at the start and end of each camp day
- The on-site phone for each camp location is available on each camp's on-site Check-In table.
- Parents/Guardians needing to reach camp staff should call the Child Care and Camp administrative staff for assistance. Call 316.264.1610 or find specific contacts and numbers on previous page or at ymcawichita.org/CAMP.



Welcome to Greater Wichita YMCA Summer Camp

Our goal, as always, is to provide a high quality program and the health and safety of our community, families, children and staff is of utmost importance. In response to the COVID-19 pandemic the Greater Wichita YMCA has made changes to our 2020 Summer Camp season. The enhanced health and safety measures were developed based on Kansas Department of Health and Environment guidance and Center for Disease Control recommendations. We have made changes to our environment and program routines to promote social distancing and maintain a healthy environment for staff and children including:

Changes to our physical environment:

- All soft items including put not limited to; stuffed animals, dress up clothes, and cloth pillows that cannot be easily sanitized have been removed
- PlayDoh, clay and finger painting activities will not be provided
- Children will be assigned individual totes for writing and art tools; shared tubs of crayons, markers, scissors etc. have been removed
- Each group of 15 children will have assigned board games and manipulative activities that will be disinfected at the end of each session/week
- Water fountain use will be limited to filling water bottles
- Groups will have designated area within the program space for activities and meals most of the day
- Personal items stored in baskets will be positioned a minimum of 3 feet apart and will be disinfected at the end of each day

Promotion of social distancing is being supported by:

- Adjustments in our staffing schedule have been made to keep children in their assigned groups most of the day. Additional seating and/or staggered meal times will be used to maintain distance during food service
- Children will be encouraged to spread out during group games and activities and children will be asked to stay arm’s length away when in line
- Staff will maintain social distancing from each other whenever possible and will be wearing facial coverings
- All location capacities have been reduced
- Bus capacities have been lowered and children will space to the extent possible
- Field trips will be limited and are subject to change or cancellation
- Swimming at YMCA facilities will be subject to current branch operations, KDHE guidance and CDC recommendation for this type of group/pubic activity

Enhanced health practices include:

- Implementation of daily wellness screenings for COVID-19 symptoms
- Adults and children, non-essential to program operations, will not be permitted in program areas
- Children and staff will be washing hands more frequently during the day and hand sanitizer will be used by staff and children between activities and when hand washing is not practical
- Bathrooms will be sprayed with a disinfectant between groups
- Hard surfaces throughout the program will be disinfected each day. (i.e. light switches, door handles, doorways)
- Meals will no longer be served “family style”
- Outdoor/playground schedules will be adjusted to provide extended outdoor opportunities when possible and limited to no more than 30 children at a time

Program Expectations:

1. Children with incomplete health histories and/or immunizations will be excluded from participation until updated records and information is provided.
2. Parents will need to answer screening questions related to COVID-19 symptoms and exposure daily during the sign in process. In addition to our standard illness and exclusion policy any child with a temperature, signs and symptom of COVID-19 will be excluded from the program.
3. Children and staff that have traveled outside of the community to areas identified by state officials as “hot spots” will be excluded for a minimum of 14 days.
4. Parents/guardians will need to allow additional time at drop off and pick so that social distancing can be maintained in our program entrances and check in tables.
5. Parents/guardians are asked to wear facial coverings when entering the program.
6. Only one adult per child will be permitted in the facility for pick up and drop off.
7. Staff will be available to escort children to and from designated program areas; parents are asked not to remain in the program designated check-in area.
8. Parents/guardians and any other adult entering the program area designated for camp groups will be required to wash their hands upon entry.
9. Non-essential personnel, vendors, visitors, and guest will not be permitted in the program area until further notice. Those that must enter the program will be required to wear facial covering.
10. Parents are ask to provide their child with a pencil box containing crayons, pencil, scissors and a glue stick. Boxes should be labeled with the child full name and will be returned on the last day of camp. Items will only be used by your child. If this is a hardship to your family please contact any one of our Child Care and Camp staff.

____ I/we agree to abide by the expectation, policies and practices provided in this notice until rescinded by the program administration.

____ I/we understand that even the most stringent processes and enhanced health and safety measure cannot guarantee my child will not be exposed to or contract the COVID-19 virus and accept the inherent risk of enrollment in group care and participation in the Greater Wichita YMCA program.

Signature: _____

Parent/Guardian of: _____ DOB ____/____/____

Witnessed by: _____ on ____/____/____