



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

The Wenatchee Valley YMCA Staff want each child to have the ultimate summer experience. This packet is designed to acquaint you with the basic information needed to prepare for **Summer Day Camp (SDC)**. If you have any questions, the following are your contact options:

**Registration and Billing**

Wenatchee Valley YMCA  
217 Orondo Avenue  
Wenatchee, WA 98801  
Diane Cruickshank 662-2109  
Registrar@wenymca.org

**Program Questions:**

Kyle Backman 662-2109  
Kyle@wenymca.org

**DROP OFF AND PICK UP**

**Drop-Off:** Participants should arrive at the Y between 7:30 – 8:00 a.m. If participants arrive early, they must remain with their Parent/Guardian until the Youth and Teen Center Opens. Parent/Guardian must sign the participant in daily at drop-off at the Youth and Teen Center entrance. If your child is unable to attend SDC one day, please let us know prior to 8:30 a.m.

**Pick-Up:** Participants must be picked-up at the Y between 4:45 – 6:00 p.m. Parent/Guardian must sign the participant out daily. The Youth Program Manager must have proper notification if the Parent/Guardian will be delegating someone else to sign the participant out. SDC ends at 5:00 p.m.; children will continue to be supervised by SDC staff until 6:00 p.m. To ensure every child's safety, once you arrive to sign the participant out, we will ask to see Photo ID from you (or any authorized adult). Children will only be released to the adults specified on the Participant Health Information Form. Any changes regarding the departure of a child, needs to be arranged with the SDC Staff in advance. After 6:00 p.m., children waiting to be picked-up will be released to Open Youth and Teen Center time.

SDC participants will not be released from the program prior to 4:30 p.m. except under the following conditions:

1. **Pre-arranged Dismissal:** A note from parent/guardian stating that the participant is to be released early. Please specify the time and who will pick up the participant at the site. The participant must be signed out and photo ID may be required from the adult.
2. **Spur of the Moment:** Parent/guardian must state his/her identity to the Youth Program Manager or Leader prior to approaching the participant. The SDC program has frequent field trips to local parks. We are very conscious and wary of unidentified individuals interacting with the participants and feel it is our right and responsibility to question anyone who approaches children under our care. Photo ID will be required.
3. **Emergency Situations:** Emergency circumstances may come up that make compliance with the above conditions very difficult if not impossible. Under such conditions the Y will attempt to consult you or your emergency contact before making any decisions.

## **BALANCE OF FEES/FINANCIAL ASSISTANCE**

Full payment for SDC must be received 3 weeks prior to the program start date. If any balance is outstanding as of this date, your child may be canceled out of the program and his/her spot filled with a child from the wait-list. If your child stays registered, a \$20.00 late fee will be assessed and is due with the SDC balance immediately. No child should miss out because of temporary financial challenges. If finances are a concern, please contact the Wenatchee Valley YMCA to find out more about financial assistance. Participants may also help earn their way to Day Camp by selling Butter Toffee Peanuts.

## **SDC REFUND POLICY**

In order to balance the fluid nature of family schedules with a successful and reliable program experience for all participants, the Wenatchee Valley YMCA uses the following refund policy:

- Cancellation requests received 30 days prior to the registered summer program start date may receive a refund for camp/program fees with the exception of the non-refundable deposit. Registration deposits may be transferred\* to another 2017 summer program session if arrangements are made 30 days prior to the initial program's start date.
- Cancellation requests received more than 15 days, but less than 30 days, prior to the registered summer program start date will result in the forfeiture of the entire fee if the space cannot be filled. If the space is filled, then all payments with the exception of a \$25.00 processing fee and the non-refundable deposit may be refunded.
- Cancellation requests received less than 15 days prior to the registered summer program start date will not be eligible for a refund of any portion of fees paid, except in the case of an unforeseen medical situation verified by a note from a physician. There is no partial refund for late arrivals or early departures. And, no refund will be issued for participants that do not complete a program.

\* All transfer requests are subject to a \$10.00 service fee which must be paid at the time of the request. Program payments are only transferable if arrangements are made 30 days prior to the initial program start date. Requests received less than 30 days prior to the initial program's start date will not have the deposit transferred.

## **HEALTH CARE**

Should your child experience any major accident or illness (fever, vomiting, diarrhea, etc.) during SDC, the parent/guardian will be notified immediately. If your child receives a non-life-threatening injury (fractured arm, broken tooth, etc.), while at TW, we will attempt to contact you or your emergency contact before taking your child to the hospital or seeking medical treatment.

In the event of a serious illness or injury, 911 will be called immediately. For injuries that warrant an ambulance, the Y will not be responsible for transportation cost.

A participant who complains of a headache or a stomachache, but isn't sure he/she is really sick, will be encouraged to stay in the shade, relax, and drink fluids.

All prescribed or non-prescribed/over the counter medications brought to SDC must be in the original container and clearly labeled. A Medication Authorization and Administration Form must be submitted 3 weeks prior to program start date for processing. A Medication Authorization and Administration Form must be filled out and signed by a parent and a physician for any prescribed or non-prescribed/over the counter medication. SDC Staff will administer the medication(s) at proper intervals. If you do not have the Medication Authorization and Administration Form, you can access one online at [www.wenymca.org](http://www.wenymca.org) or by contacting the Wenatchee Valley YMCA 509-662-2109.

Please note that if a participant requires medication and we do not have the Medication Authorization and Administration Form, the medication will be sent home with the parent. Due to the nature of our programs, the Wenatchee Valley YMCA does not offer a peanut free facility or programming.

## **INSURANCE**

The Wenatchee Valley YMCA does not carry accident or medical insurance on participants. All medical expenses incurred while involved in SDC activities are the responsibility of the participant's parents or their insurance carrier.

## **WENATCHEE VALLEY YMCA CHILD SAFETY POLICY**

The safety of children is a primary concern for the Y. The Wenatchee YMCA Board of Directors has adopted the following policies to help provide an environment that will enhance the personal growth and development of children in Y programs.

1. In order to protect Y Staff, volunteers, and program participants one Y employee or volunteer will never be alone with a single child unobserved by another adult.
2. Employees and volunteers may not be alone with children they meet in Y programs outside of their official Y interaction. Any exceptions require a written explanation in advance and are subject to administrative approval.
3. Reference and criminal background checks are conducted on all employees and on all volunteers who work with children at the time of employment and annually thereafter. Employees and volunteers who work with children receive pre-employment training and annual follow up training on the recognition and prevention of child abuse.
4. Children under the age of six are allowed in Y facilities only when in a supervised Y program or under the direct and constant supervision of a parent or guardian.
5. Y employees and volunteers providing direct care for children will be identified by photo identification or uniform that is familiar to the children with whom they work. Photographs of all Y employees will be kept on file.
6. Y employees and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter. Y employees and volunteers will not verbally or emotionally abuse children. Physical restraint will only be administered when necessary to protect the child or other children from harm.
7. Y administrative staff will make unannounced visits to program sites. Parents of program participants may make unannounced visits to program sites, accompanied by a Y employee.
8. Y employees and volunteers will be alert to the physical and emotional state of all children in their programs and will report any signs of injury or suspected child abuse.
9. All employees and volunteers working with children sign a Code of Conduct agreeing to abide by Wenatchee Valley YMCA Child Abuse Preventions Guidelines. Any suspicion of a violation of these policies should be immediately reported to the Wenatchee Valley YMCA Executive Director or the Wenatchee Valley YMCA Director of Human Resources at (509) 662-2109.
10. The Y will investigate all reports of suspected child abuse and will follow legally mandated reporting requirements.

## **STAFF**

All Y staff and volunteers are carefully screened. In addition, each have current first aid/CPR training and have completed specific program training. All drivers have an appropriate certification for driving and staff lifeguards are certified. At the beginning of each session, participants will be assigned to a leader. Leader to child ratio is at least 1:10. Participants will be encouraged to go to their leader with problems like lost swimsuit or a forgotten lunch. Wenatchee Valley YMCA SDC Staff foster a fun atmosphere for the children while paying close attention to details, considering the safety of all participants and committing to making SDC a positive experience for all.

## **SDC ACTIVITIES**

SDC participants will leave the downtown Y location for field trips on a regular basis. Departure time will be 9:00 a.m. A weekly schedule is available in the Youth and Teen Center and the Drop-off/Pick-up area. Please feel free to request this information. Themes and activities listed on page 6 may be changed based on weather, site availability, safety concerns, and/or Y staff judgment.

Weekly themes with subject related activities encourage child participation. A typical day will include arts-and-crafts, swimming, supervised free-time, large group games, story-telling, skits, singing, out-door activities and quiet-time with leaders. See page 6 for a description of the weekly theme activities. The Y will provide a daily snack. Each SDC session will provide an opportunity for two swim lessons over the course of the week. The children will be assessed and placed in the appropriate swim level: beginning, intermediate, or advanced. They will be given instruction to improve their swimming ability and also safety tips for in and around water. Themes and activities listed on page 6 may be changed based on weather, site availability, safety concerns, and/or Y staff judgment.

All 4<sup>th</sup> and 5<sup>th</sup> grade participants in SDC will have opportunities for leadership and will take part in special activities designed specifically for their age group.

## **CELL PHONE POLICY**

Participants are not allowed to bring cell phones to SDC because of the possibility of loss, the potential for distraction from group activities and our past experience with inappropriate usage. If we observe cell phones in use during the above programs, they will be confiscated and given to parents at the end of the day.

## **DISCIPLINE POLICY**

The Wenatchee Valley YMCA Programs are committed to providing a positive experience for all participants. All participants are expected to behave in a manner that complies with the character traits of Caring, Honesty, Respect and Responsibility. If a participant exhibits behavior that contradicts the above traits, it will be pointed out to the participant with the expectation that the inappropriate behavior will stop. If the behavior happens a second time, and is interfering with the other participants' experience, the participant may be separated from the group for five minutes. If the behavior still persists, the participant may be asked to call the parent/guardian and explain the problem. A staff person will also speak with you at this time. Dismissal of a participant from any program will be considered if the participant has a continual negative impact on the program and other participants' experience. Immediate dismissal from the program will occur if the behavior exhibited is dangerous to other participants or to the individual. No refunds will be given for a participant dismissed from a program for behavioral reasons.

## CONTACTING YOUR CHILD

If in an emergency, you need to contact your child, call or stop by the Wenatchee Valley YMCA. Membership Services will contact program staff on your behalf. As a reminder, although cell phones are convenient, participants must leave their cell phones at home.

## THINGS TO BRING EACH DAY

(Please label all of the participant's belongings)

SDC participants spend about 80% of their time outside in the sun, wind and other weather. This is quite a change from the classroom. Each leader makes sure that the youth have time in shade. We watch for signs of overheating and sunburn and time is set aside around mid-morning and before swimming to ensure that participants put on sunscreen. Participants are required to wear tennis shoes both before and after swim times. Staff will remind kids to wear hats, T-shirts, and drink from their water bottles so please remember to send these items along with the following:

### Required Daily Items

Healthy Lunch  
Water bottle  
Swimsuit & Towel  
Sweater or Sweatshirt  
Extra T-shirt  
Sunscreen: minimum SPF 45/waterproof  
Hat/ Sunglasses  
Closed Toe Shoes

### Please leave the following at home

Any amount of money above \$2.00  
All toys and stuffed animals  
Any Electronic Devices (MP3, iPods, tablet, etc)  
Squirt guns (unless otherwise notified)

### Optional Items

Flip-flops / Aqua Socks (for swimming time/Slidewaters)

## HEALTHY EATING GUIDELINES

Every child needs appropriate amounts of calories, proteins, minerals and vitamins to grow. The best way to ensure kids get what they need is to provide a variety of nutritious foods that are low in fat and sugar. By providing a healthy lunch for your child each day, you ensure that they will be able to fully participate in all our fun activities. The following are some suggestions for providing a healthy lunch for your child.

- Offer fresh fruits and vegetables.
- Make water the primary drink option every day.
- Include a whole-grain or protein option.
- Choose foods low in saturated fat.
- Emphasize moderation, balance and variety.

**Lost & Found is located at the sign-out table.**

**Please check daily—misplaced belongings would like to go back home. Each Friday Lost & Found items will be moved to the Y's**

## **SUMMER DAY CAMP (Grades K-4 in May 2017)**

Each one week session of the Y's Summer Day Camp program is packed with exciting activities like climbing wall time, special events, Fitness Arcade, bus trips to area parks, group games, educational activities, and field trips. Children in Y programs have chosen the special activities related to each weekly theme and every Summer Day camper receives free swimming lessons each week. Professionally trained staff provides a safe and caring environment and age appropriate activities that allow each child to learn, grow and thrive. Children may be signed in as early as 7:30 am and signed out between 4:45 and 6:00 pm at the Y. Themes and activities listed below may be changed based on weather, site availability, safety concerns, and/or Y staff judgment.

\$160/week for Y members, \$180/week for community members.

Short Week 7/5-8: \$128/week for Y members, \$148/week for community members.

**June 12-16: Science Lab** Time to let your mad scientist out! This week we'll be experimenting with the world around us, having fun and getting messy! Slime, Volcanoes, and Slidewaters! What could be better than this?!

**June 19-23: Happy Holidays** Spend this week celebrating all the holidays we know and love and a couple you've never heard of! Ever wondered what Thanksgiving in June would be like? What about Halloween? This week is your chance to find out! Come celebrate with us!

**June 26- 30: Rockstars** Gear up for an adventure. We'll be learning how to climb the Y's rock wall and bouldering in Leavenworth this week. Whether you've climbed for years or this is your first time you'll have a great time with us this week!

**July 3-7: Game on!** Strike out, touchdown and goaaaaa! Spend the week playing games of all sorts and learning about teamwork. We will learn skills and make new friends and also cool off at Slidewaters this week!

**July 10-15: Ride, Drive and Fly** All those things that go. Spend this fun filled week looking at vehicles, planes and all the things that get us from here to there. We will Tour Pangborn Airport, have a human powered go-cart race in the park, and much more!

**July 17-22: Back to the future** Time to explore the past. Learn about the Wenatchee Valley's beginnings while having fun with new friends. Play old time games and experience a different era with Y staff. The Roaring 20s, the far out 70's the rad 90's this week has it all, even a trip to Slidewaters!

**July 24-28: Food Frenzy** Chop, slice, saute! It's time to dust off your cooking skills and show us what you can do! This week you'll learn skills to use in the kitchen and have a bunch of fun along the way. We will learn recipes, try new snacks, and make new friends!

**July 31-Aug. 4: Rock on** Time to strap on that harness and tighten up those shoes. We're back at the rock wall this week. After you build those skills we'll be off to some real rocks to hone your talents and climb to new heights.

**Aug.7-11: Calling all superheroes** Crash! Boom! Ka-Pow! The Wenatchee Valley needs superheroes and Day Camp isn't afraid to answer the call. We'll be looking at comic book super heroes, everyday superheroes and figuring out how we can be heroes.

**Aug. 14-18: Blast off** 3... 2... 1... Blast Off! Explore the solar system with Day Camp. Learn about the moon and stars and you'll even get to watch a partial solar eclipse! This week will also have an out of this world trip to Slidewaters.

**Aug. 21- 25: Splashing Summer** Splish, Splash we're havin' a blast! Spend the last week of summer playing water games with friends old and new. Water balloon battle ship, soggy relay race and this week ends with a trip to Slidewaters!

Register for Summer Day Camp on line at [www.wenymca.org](http://www.wenymca.org) or in person at the Y.  
Questions? Call 662-2109.