



**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 **T-Wave (TW)**.

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. Participants sign themselves in daily at drop-off at the Youth and Teen Center entrance. If your child is unable to attend TW one day, please let us know prior to 8:30 a.m.

Pick Up: TW Participants must be picked up at the Y between 4:30 – 5:00 p.m. Parent/Guardian should make appropriate arrangements for the timely pick up of their children. Participants remaining at the Y after 5 p.m. will be released into Open Youth and Teen time.

BALANCE OF FEES/FINANCIAL ASSISTANCE

Full payment for TW 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 remains registered, a \$20.00 late fee will be assessed and is due with the TW 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 TW by selling Butter Toffee Peanuts.

TW 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 TW, 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 TW 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. TW 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 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 TW activities are the responsibility of the participant's parents or their insurance carrier.

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. All TW staff are 21 years of age or older. The ratio of participants to staff/volunteers is at least 10:1. TW staff are committed to providing a positive experience for all.

TW ACTIVITIES

TW is an innovative program that allows youth entering grades 6-8 to work together as a supervised democratic group with an emphasis on teambuilding. The components of the program include budgeting for the week, recreation, service to the community and other activities. TW gives youth an opportunity to make choices and learn life skills while having fun. Group decision-making and cooperation will be incorporated in the Monday morning planning for each session. Activities planned during the week may be changed based on weather, site availability, safety concerns, and/or Y staff judgment.

Weeks 4 and 6 include a Wednesday overnight camp experience at our Lake Wenatchee Y Camp. Visit www.lwycamp.org for more information. Activities will include archery, team building, nature hikes, and camp fire with TW and camp staff. Meals will be held at the camp lodge. Please refer to page 5 for additional items to bring. Each week of camp has a theme which activities are based upon. The theme for TW week 4 is Super Hero and the theme for TW week 6 is Holiday Week. Be sure to bring ideas, props, and costumes for campfire skits. Participants will arrive back at the Y at the normal pick-up time on Thursday.

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 make sure that they will be able to fully participate in all our fun activities. Here are some tips to 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.

CONTACTING YOUR CHILD

If you need to contact your child during the TW program, call the Y at 509-662-2109 and leave a message with the Y's Membership Services Staff. This message will be relayed to your child as soon as possible. If you need to contact you child during the overnight at Lake Weantchee YMCA (LWY), please call LWY staff at 509-763-9622. As a reminder, although cell phones are convenient, participants must leave their cell phones at home.

CELL PHONE POLICY

Participants are not allowed to bring cell phones to TW 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/trip.

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.

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 polices 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.

THINGS TO BRING

Please be aware that baggage space is extremely limited. So, for overnight trips, pack efficiently in a small-sized, durable bag. Oversized bags or multiple bags will not be loaded onto the bus.

The following programs require the listed items (please label the participant's items):

TW

Because TW activities vary week to week, other items may be needed.

- Swimsuit & Towel
- Good tennis shoes
- Socks
- Sunscreen: minimum SPF 45/waterproof
- Lunch (always bring on Monday)
- Water bottle
- Sunglasses
- Hat

TW Overnights: Wednesday Night at LWY Camp

- All above listed items
- Sleeping Bag / Pad (optional)
- Pillow
- Sweater / Sweatshirt (preferably hooded to be warmer at night)
- Jeans / Long Pants (for evening)
- Flip-Flops/Aqua Socks (for shower - optional)
- Extra sets of clothes (including extra socks)
- Extra pair of shoes (in case the first pair gets wet)
- Toiletries (toothbrush & paste, comb/brush, soap, etc.)
- Flashlight
- Raincoat/rain poncho (optional)
- Lunch
- Bug Repellant
- Theme week ideas, props, and costumes

PLEASE LEAVE THESE ITEMS AT HOME

Please leave all items that do not reflect the four character values of Caring, Honesty, Respect and Responsibility at home. Any inappropriate items brought to the program by a participant will be placed in staff's care until the end of the day/trip. If a participant is dressed inappropriately, the Parent/Guardian will be contacted to bring an appropriate alternative.

Specifically:

- Cell Phones (see page 5)
- Lighters/ Matches
- Any inappropriate or suggestive clothing
- Weapons of any kind such as pocketknives, personal tools, toy weapons, etc.
- Anything that could become lost or stolen (the Y will not be responsible for the items).
- Electronic devices (MP3, iPods, tablet, etc)