



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

## **Summer Day Camp and Extreme Teens Parent Packet 2018**

The Wenatchee Valley YMCA staff want each child to have the ultimate summer experience. This packet includes the basic information needed to prepare for Summer Day Camp and Extreme Teens. If you have any questions, please contact:

### **Registration and Billing Questions**

Diane Cruickshank  
662-2109  
registrar@wenymca.org

### **Program Questions**

Tessa Makximenko  
662-2109  
tessa@wenymca.org

### **Our Staff**

We believe that well-trained, enthusiastic, and engaged staff is the key to a positive summer experience for your child. Camp counselors are chosen for their maturity, strong values, enthusiasm, and ability to be positive role models for children. Our staff are dedicated to providing a safe and inclusive environment for each camper to have fun, build relationships, and develop the Y's Core Values of Caring, Honesty, Respect, and Responsibility. All Y staff and volunteers are carefully screened. Criminal history checks, reference checks, drug tests, and two interviews are completed with each staff member. All bus drivers and lifeguards have current certifications. In addition, each staff member holds current first aid and CPR certificates and has completed specific summer program training.

### **Wenatchee Valley YMCA Child Safety Policy**

The safety of children is the primary concern for our Y. The Wenatchee Valley 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.
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 13 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.

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 Prevention Guidelines. Any suspicion of a violation of these policies should be immediately reported to the Wenatchee Valley YMCA Chief Executive Officer 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.

### **Balance of Fees/Financial Assistance**

Full payment for summer programs 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 may be 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 summer program balance immediately.

No child should miss out because of 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 summer programs by selling Butter Toffee Peanuts April 11-May 2, 2018.

### **Summer Programs 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:

1. 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 2018 summer program session if arrangements are made 30 days prior to the initial program's start date.

2. 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.

3. Cancellation request 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. 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 requests. 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**

All prescribed or non-prescribed/over the counter medications brought to summer programs 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 or guardian and a physician for any prescribed or non-prescribed/over the counter medication. Summer program 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 at (509) 662-2109. When dropping off or picking up a child's medication(s), summer program staff will assist you in completing the Medication Tracker Form, which allows us to ensure the medication(s) have been transferred to and from parents or guardians appropriately.

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

Should your child complain of any minor illnesses or injuries (headache, stomachache, scraped knee, etc.) he or she will be encouraged to stay in the shade, relax, and drink fluids, and will be monitored closely by staff. Should your child experience any major illnesses (fever, vomiting, diarrhea, etc.), you will be notified immediately and your child must be picked up early. If your child receives any major non-life-threatening injuries (fractured arm, broken tooth, etc.), you will be notified immediately before we take 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.

## **Insurance**

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

## **Drop Off and Pick Up**

**Drop Off:** Participants may arrive at the YMCA between 7:30-9:00 am. If participants arrive early, they must remain with their parent or guardian until the drop off begins at 7:30 am. Parents or guardians are required to sign their participant in every day at drop off in the Youth and Teen Center. If your child is unable to attend the summer program for the day, please, let us know prior to 9:00 am.

**Pick Up:** Participants may be picked up in the Youth and Teen Center between 4:45-6:00 pm. Parents or guardians are responsible for signing their participant out every day. To ensure every child's safety, we will ask to see Photo ID from the adult present to pick up your participant and will compare it to the authorized pick up list. Should your child need to be picked-up by a non-authorized adult, the summer program staff must have prior written (a signed note or email) notification before they will release your child. Children will only be released to the adults with appropriate photo identification as specified by the parent or guardian on the Participant Health Information Form. After 6:00 pm, participants may transition to the Open Youth and Teen Center; however, we strongly encourage that participants are picked up prior to 6:00 pm as they have had highly active days and will have last eaten at 12:00 pm.

Participants may be picked up during the day. If your child must be picked up prior to 4:30 pm, you are allowed to meet us at the location of our scheduled field trips. However, due to the nature of our programming, we will continue with our scheduled field trips and activities and are not able to wait for the parent or guardian to arrive at a field trip location. Please note that we are very conscious and wary of unidentified individuals interacting with the participants. We feel it is our right and responsibility to question anyone who approaches children under our care. Upon arrival at a field trip location, the parent or guardian must state his or her identity to the Y staff and present proper photo identification.

## Summer Day Camp Activities

The unique weekly themes provides your child with a variety of new activities throughout the summer while maintaining a consistent schedule. A typical day will include a field trip to a local park, theme-related group games, team challenges, outdoor physical activities, arts and crafts or group projects, swimming, skits, and quiet time with their group leader. Additionally, campers will experience unique field trips and guest presentations that support the weekly theme. A weekly schedule will be sent to the email address provided to us on the Participant Health Information Form and will also be available in print in the Youth and Teen Center. Each week has been carefully planned and prepared for; however, themes and activities are subject to change based on weather, safety concerns, and/or Y staff judgement. Although the swimming times may vary, most days of Summer Day Camp will follow this schedule:

7:30-9:00 am	Participant check in/supervised free choice time in Youth and Teen Center
9:00	Snack (provided) and group meetings with group leaders
9:30	Travel to field trip location
10:00	Rotations with group games, team challenges, outdoor physical activities, arts and crafts, or group projects
12:00 pm	Lunch
12:45	Reading and quiet time with group leaders
1:15	Final rotation with activities listed above
2:00	Travel back to the YMCA
2:30/3:00	Swimming, team challenges, and skits
4:45	Pick up begins/supervised free choice time in Youth and Teen Center

If your child is participating in the Enhanced Summer Day Camp field trips, he or she will eat morning snack before traveling to their field trip location.

## Things to Bring to Summer Day Camp

Summer Day Camp participants spend the majority of their day outside in the sun. This is quite a change from the classroom. Our staff ensure that our children balance their active time in the sun with time to rest in the shade. Each morning and afternoon, we have time dedicated to applying sunscreen and ensuring that participants are drinking enough water. Throughout the day, our staff will encourage your child to drink water and apply more sunscreen if necessary.

Participants are required to wear tennis shoes each day before and after swimming. Please label each item that is sent with your child.

### **Required Daily Items:**

Healthy lunch\*  
Water bottle  
Swimsuit & towel  
Extra set of clothes  
Tennis shoes  
Sunscreen with a minimum SPF of 45  
Hat/sunglasses

### **Items to Leave at Home:**

Any amount of money above \$2.00  
All toys and stuffed animals  
Any electronic devices (iPods, phones, etc.)  
Pool toys or flotation devices

### **Optional Items:**

Flip-flops/aqua socks for swimming and Slidewaters

\*Small Miracles will be providing our participants with a snack each morning as well as a lunch on most days (each day that a lunch will be provided will be listed on the weekly schedule). Many of our kids enjoy the Small Miracles lunches, but you may want to send your child with additional food or an alternative lunch to ensure they receive enough nutrition to support their activity.

## **Summer Day Camp Weekly Themes**

**Week 1 June 18-22: Around the World** Summer is finally here and it's time to step out of your comfort zone! Experience games, food, and cultures from different countries all over the globe. Let your competitive side come out with our Camper Amazing Race challenge and tour the Pangborn Airport, which connects us to places all around the world!

**Week 2 June 25-29: Going Green** Let's put the REduce, REuse, and REcycle back into RESponsibility. Learn about the Wenatchee Valley and it's effort to help our planet from LINK Transit and Rocky Reach Dam. Learn about what YOU can do to Go Green!

**Week 3 July 2-6: Y-Spy** Harness your inner spy and detective this week. After learning about crime scene investigation from one of our own Wenatchee Police Department Detectives, put your skills to the test solve a series of Y-crimes.

**Week 4 July 9-13: Survivor** It's time to problem-solve! Learn basic survival skills and what you should do in the case of an emergency. Face outdoor challenges on your own and with a team and be prepared to climb to new heights on our Climbing Wall.

Enhanced Field Trip: White Water Rafting

**Week 5 July 16-20: Mad Scientists** Let the explosions begin! Wear old clothes this week because we'll certainly be getting messy with slime, volcanoes, elephant toothpaste and more! Explore the Wenatchee Valley College science lab and learn about all the possibilities of becoming a scientist!

Enhanced Field Trip: Slide Waters

**Week 6 July 23-27: Calling All Superheroes** The Wenatchee Valley is filled with superheroes and Summer Day Camp at the Y is just the place to meet them! This week, we'll learn from our local superheroes in the medical field. We will also be diving into the classic comics to learn about the transformation of superheroes throughout the ages.

Enhanced Field Trip: Slide Waters

**Week 7 July 30-August 3: Happy Holidays** You better watch out, you better not cry, you better not pout, I'm telling you why because Valentine's Day, Halloween, Thanksgiving, Christmas, and New Years are coming in July! Spend this week celebrating our favorite holidays summer-style.

Enhanced Field Trip: Slide Waters

**Week 8 August 6-10: Kids' Kitchen** Chop, slice, sauté! Dust off your cooking skills and show us what you can make! This week we will be learning from a dietician, trying new healthy recipes, and preparing our Kids' Kitchen menu to host a parent meal Thursday evening!

Enhanced Field Trip: Slide Waters

**Week 9 August 13-17: Splashing Summer** Cool off this week with outdoor water games and team challenges. Learn about the world's oceans and the diverse creatures right here in the Columbia and Wenatchee Rivers. Put your new knowledge to the test in our interactive water trivia game on Friday!

Enhanced Field Trip: Swimming/Boating at Lake Wenatchee Camp and Low Ropes Course

**Week 10 August 20-24: Video Games Galore** Jump into the virtual realities of video games old and new! Take on classic life-sized challenges from Super Mario and Pac-Man as well as missions from Minecraft and Plants vs. Zombies. This week also includes a trip to the bowling alley and arcade at Eastmont Lanes!

Enhanced Field Trip: Slide Waters

## **Extreme Teens Activities**

Each week of Extreme Teens will teach your child specific outdoor recreational skills in addition to creating and using their own budget for special activities. Each morning, participants will receive instruction from our team of experienced hikers and paddlers. In the afternoons, the participants design and manage their own budget and schedule to pick the activities that they want to do most. Each week has been carefully planned and prepared for; however, activities are subject to change based on weather, safety concerns, and/or Y staff judgement. Each day of Extreme Teens will follow this schedule:

7:30-8:30 am	Participant check in/supervised free choice time in Youth and Teen Center
8:30	Snack
8:45	Travel to instructional location
9:15	Lessons specific to rowing, canoeing, or hiking
12:00 pm	Travel back to YMCA
12:30	Lunch
1:15	Participants have fun and enjoy their special activities (such as swimming, getting a milkshake, or watching a movie, etc.)
4:45	Pick up begins/supervised free choice time in Youth and Teen Center

## **Things to Bring to Extreme Teens**

Our Extreme Teens spend a large portion of their day outside in the sun. This is quite a change from the classroom. Our staff ensure that our children balance their active time in the sun with time to rest in the shade. Each morning and afternoon, we have time dedicated to applying sunscreen and ensuring that participants are drinking enough water. Throughout the day, our staff will encourage your child to drink water and apply more sunscreen if necessary.

### **Required Daily Items for July 9-13:**

Healthy Lunch  
Water bottle  
Swimsuit/clothes to get wet  
Towel  
Extra set of clothes  
Sunscreen-minimum SPF of 45/waterproof  
Hat/sunglasses  
Tennis shoes

### **Required Daily Items for July 16-20:**

Healthy Lunch  
Water bottle  
Tennis shoes (preferably hiking boots)  
Extra set of clothes  
2 pairs of socks  
Swimsuit and towel  
Sunscreen-minimum SPF of 45/waterproof  
Hat/sunglasses

### **Optional Items:**

Water shoes

### **Items to Leave at Home:**

Any amount of money above \$2.00  
All toys and stuffed animals  
Any electronic devices (iPods, phones, etc.)

## **Extreme Teens Weekly Themes**

July 9-13, 2017: Traversing our Rivers- We are partnering with the Wenatchee Row and Paddle Club to provide skill-building lessons on the Wenatchee and Columbia Rivers. Spend this week on the water learning how to canoe and kayak both as a team and going solo!

July 16-20, 2017: Trekking through the Valley- Learn how to hike from experienced hikers in our valley. Spend this week on five of our beautiful hiking trails and coordinate your final hike on Friday with the other participants. Also included in this week is an afternoon at the Washington State University Extension Challenge Ropes Course.

### **Cell Phone Policy**

Participants are not allowed to bring cell phones to summer programming because of the possibility of loss, theft, distraction from group activities and our past experience with inappropriate usage. If we observe cell phones during programming, they will be confiscated and given to parents at the end of the day.

### **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. Additionally, Summer Day Camp and Extreme Teens staff have a program cell phone if you wish to speak with the our summer program staff directly. The numbers for the program cell phones will be listed on the weekly schedule. As a reminder, although personal cell phones are convenient, participants must leave their cell phones a home.

### **Discipline Policy**

All participants are expected to adhere to the following rules:

1. Follow directions the first time they are given
2. Listen respectfully when instructions are provided
3. Respect others and their belongings
4. Keep hands, feet and objects to yourself
5. Make safe choices during games and activities

In addition to relating a child's choice of behavior to our Core Values (Respect, Responsibility, Honesty, and Caring), our Youth and Teen Mentors use the following consequence ladder at their discretion to help improve a child's choice of behavior:

1. Verbal Warning/Gentle Reminder
2. Loss of Privilege
3. Mentor Chosen Activity
4. Time Away from Program Activity
5. Challenging Behavior Log

In the case of a serious event or a third occurrence of a Challenging Behavior Log, a meeting between the parent(s)/guardian(s) and Director of Youth Programs will be held to determine any further participation of the child in Wenatchee Valley YMCA youth programs. The following behavior may result in immediate suspension and/or permanent dismissal from the program:

1. Inappropriate touching/physical altercation with other participant
2. Bullying other participants
3. Intentional destruction of property

Dismissal of a participant from youth programs may also be considered if the participant has a continual negative impact on program quality and/or other participants' experience. Length of suspension from youth programs will be determined by the Director of Youth Programs. No refunds will be given for a participant dismissed from a program for behavioral reasons.

Our staff strive to provide praise for children who choose to have good behavior. They offer verbal praise, Y-Bucks to be used at the Y-Store, and leadership opportunities during activities. Each day, group leaders nominate children to receive awards for our Core Values of Honesty, Caring, Respect, and Responsibility and team awards are given for cleanest space and best attitude.