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## WHY CAMP?

Summer camp is a special type of community where kids come together to learn and have fun. Within the YMCA camp setting, children develop a sense of independence as they explore nature, find new talents, try new activities, gain independence, make lasting friendships, and create lifelong memories.

## WHAT CAMPS ARE AVAILABLE?

- Camp Little Eagle | for children entering Kindergarten through 8th grade.
- Camp Little Feather | for children entering pre-school through those entering kindergarten. All campers must be toilet trained before the start of camp.

## INCLUSIVE SUPPORT

Inclusive support is available for children and young adults with diverse abilities or those who require specialized care. To receive Inclusive Support please mark "YES" on the Summer Camp registration form. After your summer camp registration form is turned in, you will be contacted by Anne Petre for additional information. This intake process must be completed before the start of camp.

## HOW TO REGISTER?

You can register for YMCA Summer Camps online at [www.kcymca.org](http://www.kcymca.org) or in person at the Parkview Warsaw YMCA Welcome Center.



# CAMP LITTLE EAGLE

## CAMP DAYS

MONDAY - FRIDAY

## CAMP TIME

6:00 AM - 6:00 PM

## CAMP DATES

WEEK 1: JUNE 5TH - 9TH  
WEEK 2: JUNE 12TH - 16TH  
WEEK 3: JUNE 19TH - 23RD  
WEEK 4: JUNE 26TH - 30TH  
WEEK 5: JULY 3RD - 7TH (CLOSED JULY 4TH)  
WEEK 6: JULY 10TH - 14TH  
WEEK 7: JULY 17TH - 21ST  
WEEK 8: JULY 24TH - 28TH  
WEEK 9: JULY 31ST - AUGUST 4TH

## CAMP LOCATION

PARKVIEW WARSAW YMCA

## AGE RANGE

Children entering kindergarten through 8th grade and individuals needing inclusive supports up to the age of 22 years old.

## CAMP LITTLE EAGLE PRICING

### REGISTERING FOR 1 WEEK

- YMCA MEMBERS | \$120 PER WEEK
- NONMEMBER | \$140 PER WEEK

### REGISTERING FOR 2-5 WEEKS

- YMCA MEMBERS | \$115 PER WEEK
- NONMEMBERS | \$135 PER WEEK

### REGISTERING FOR 6-9 WEEKS

- YMCA MEMBERS | \$110 PER WEEK
- NONMEMBERS | \$130 PER WEEK

## REGISTRATION FEE FOR CAMP LITTLE EAGLE | \$50

The registration and supply fee is a one time fee due at the time of registration and is non-transferable and not refundable. Financial assistance does not apply.

## CAMP DISCOUNTS

**DISCOUNT FOR A 2ND CHILD | -\$5**

**DISCOUNT FOR 3RD CHILD | -\$10**

*Discounts for registering for 2-5, or 6-9 weeks, and sibling discounts can't be used in conjunction with financial assistance.*







## CAMP LITTLE FEATHER

### CAMP DAYS

5 DAYS | MONDAY - FRIDAY

### CAMP TIME

6:00 AM - 6:00 PM

### CAMP DATES

WEEK 1: JUNE 5TH - 9TH  
 WEEK 2: JUNE 12TH - 16TH  
 WEEK 3: JUNE 19TH - 23RD  
 WEEK 4: JUNE 26TH - 30TH  
 WEEK 5: JULY 3RD - 7TH (CLOSED JULY 4TH)  
 WEEK 6: JULY 10TH - 14TH  
 WEEK 7: JULY 17TH - 21ST  
 WEEK 8: JULY 24TH - 28TH  
 WEEK 9: JULY 31ST - AUGUST 4TH

### CAMP LOCATION

PARKVIEW WARSAW YMCA

### AGE RANGE

Children entering pre-school through those entering kindergarten.

### CAMP LITTLE FEATHER PRICING

#### REGISTERING FOR 1 WEEK

- YMCA MEMBERS | \$120 PER WEEK
- NONMEMBER | \$140 PER WEEK

#### REGISTERING FOR 2-5 WEEKS

- YMCA MEMBERS | \$115 PER WEEK
- NONMEMBERS | \$135 PER WEEK

#### REGISTERING FOR 6-9 WEEKS

- YMCA MEMBERS | \$110 PER WEEK
- NONMEMBERS | \$130 PER WEEK

### CAMP LITTLE FEATHER REGISTRATION FEE | \$50

The registration and supply fee is a one time fee due at the time of registration and is non-transferable and not refundable. Financial assistance does not apply.

### DISCOUNTS

**DISCOUNT FOR A 2ND CHILD | -\$5**  
**DISCOUNT FOR 3RD CHILD | -\$10**

*Discounts for registering for 2-5, or 6-9 weeks, and sibling discounts can't be used in conjunction with financial assistance.*



# POLICIES AND PROCEDURES

## OTHER FEES AND OPTIONS

- OPTIONAL ADDITIONAL T-SHIRT PAID FOR AT REGISTRATION | \$8
- DECLINED CREDIT CARDS, RETURNED CHECKS AND/OR NON-SUFFICIENT FUNDS FEE | \$25
- PROCESSING FEE FOR ANY CHANGES OR CANCELLATIONS AFTER REGISTRATION | \$25
- THERE WILL BE A \$25 FEE FOR EACH WEEK THAT IS EITHER CHANGED OR CANCELED. FINANCIAL ASSISTANCE DOES NOT APPLY

**COVID-19** | All Summer Day Camps will be following state and local guidelines in regards to masks, social distancing, contact tracing, and quarantines. As guidelines are constantly changing we will be emailing more detailed guidelines closer to the start of camp.

## THINGS TO BRING EVERYDAY PLEASE ENSURE YOUR CHILD IS SENT TO CAMP EVERY DAY WITH THE FOLLOWING LABELED ITEMS:

- Bathing suit and towel (in plastic bag)
- Hat and sunscreen
- Lunch (if packing your own) and snacks, (as litter free as possible). There will be a free lunch option through the school system
- Extra drinks (water or sports drinks)
- Suitable clothing for the weather conditions and camp activities
- Labeled backpack for all belongings

**4-H** | Camp Little Eagle will again be partnering with the Kosciusko County 4-H program this summer. Every child enrolled in Camp Little Eagle will also be a 4-H member. Leaders from this organization will bring programming to the YMCA for campers to participate in. \$15 of the registration fee will be used to cover the membership for this program. Campers will have access to everything 4-H has to offer in camp and outside of camp. Themes for the activities will vary and be closely related to the field trips and themes of camp. Campers will also partake in additional activities not related to camp themes. A break down of those activities will be sent in the weekly parent e-mail.

**PAYMENT OF PROGRAM FEES** | The activity fee will be drafted when your registration form is processed. All Summer Day Camp fees are drafted weekly the Friday prior to the week of attendance. Everyone will be drafted. If you are scheduled ahead to be drafted, you will be drafted on the Friday before the week of camp. Registration before the week of camp is required; the last day to register is Saturday by 4:00 PM Counselors will receive a roster of all children registered for the week on Monday morning. Only children who are registered will be admitted. This policy is in effect to help plan and prepare for the week ahead and to ensure adequate staffing. Camp fees include field trips unless otherwise noted. Contact Rachel Hardy with attendance questions at 574-269-9622 x221 or rhardy@kcymca.org or Stacey Anderson

with billing questions at 574-269-9622 x215 or sanderson@kcymca.org.

## AVAILABLE PAYMENT METHODS:

- **OPTION 1** | Register and pay in full for the weeks selected at the time of registration.
- **OPTION 2** | Register in advance and be drafted for each week designated on the registration form.

## CHILD CARE STAFF QUALIFICATIONS

| The YMCA recognizes the effect a positive experience will have on the development of children and youth. YMCA Summer Day Camp staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed a criminal background check and drug screening. YMCA childcare staff hold current CPR and First Aid certification. They will also go through a water safety training. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

**NON DISCRIMINATION POLICY** | The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin or disability. Every effort will be made to provide reasonable accommodations for all children. However, the YMCA is not able to accommodate children who are a danger

to themselves or a danger to others. A parent/guardian must discuss special conditions or circumstances involving their child with the director prior to registration so that a determination of reasonable accommodations can be made.

**PICK UP AND DROP OFF PROCEDURES FOR CAMP LITTLE EAGLE AND CAMP LITTLE FEATHER**

**|** Parents can drop their children off at Parkview Warsaw YMCA between 6:00 AM and 9:00 AM. Camp Little Eagle and Camp Little Feather activities run from 9:00 AM to 4:00 PM. 6:00 AM to 9:00 AM and 4:00 PM to 6:00 PM are extended care. All children must be picked up by 6:00 PM. A late fee of \$1.00 per minute will be assessed after 6:00 PM until the child is picked up. All campers must be signed in and out from camp by a parent or guardian 18 years of age or older with a valid ID (16 if a sibling and listed on the registration form) and will not be permitted to walk home alone.

There will be a sign in and out table from 6-9 AM and 3-6 PM in the lobby.

If you are planning on picking up your camper at a different time please communicate that to staff. Campers are required to store their lunches, sunscreen, swim suits, and towels in their classrooms.

**CAMP LITTLE FEATHER TOILET**

**TRAINING POLICY** | Camp Little Feather campers must be toilet trained. No Pull Ups will be permitted unless otherwise discussed with the Childcare Director or

Inclusive Management Team. Please bring a change of clothes in case clothes get messy or there is an accident. If a child is consistently having toilet accidents, the YMCA reserves the right to stop allowing use of the camp program.

**AUTHORIZED INDIVIDUALS FOR PICKUP**

**|** For their safety, children are released from YMCA Summer Day Camps only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age and present a valid ID. Siblings under 18 who are at least 16 can pick up his/her siblings as long as they are listed on the registration form as an authorized person to pick up. Advanced notice must be given for changes in authorization. Should an intoxicated or impaired individual arrive at Camp and insist on removing a child, the staff will immediately call 911 and ask for law enforcement assistance. If a court order exists preventing a particular individual from having contact with a child, a copy of the court order must be provided and on file with the YMCA and Summer Day Camp.

**WEATHER** | Outdoor play is an important part of our daily camp schedules.

Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. All precautions will be taken to prevent heat related injuries during extreme heat. Please send sunscreen with your child each day. Spray sunscreen is recommended and preferred by the YMCA.

At the YMCA we are committed to the safety of all children. We will do the following for your camper

- Make sure there are frequent water breaks
- Act as role models, applying sunscreen & wearing hats outside
- Make sure campers are in the shade or inside whenever possible on hot and humid days
- Apply sunscreen to children 8 and under when needed. Assistance might be available for older children if needed.

**ELECTRONICS** | All electronic devices, kindles, iPods, iPads, Game Systems, MP3 players, etc. will not be allowed at any Summer Day Camp. (Exceptions for this will be made on a case-by-case basis and MUST be approved by Rachel Hardy or Anne Petre. Cell phones must be silent and in backpacks. The YMCA is not responsible for these items.

**FIELD TRIPS** | Your activity fee covers all admission and other fees when you register your child unless otherwise noted. Please do not send additional money with your child for souvenirs, food, etc. It is likely that field trips will depart and arrive at different times each week. Please check with the counselor on duty the day before to verify departure and arrival times. Emails will be sent prior to each week detailing the schedule and field trip information. All field trips are tentative and subject to change. For safety, your camper must wear his/her camp t-shirt for all field trips.



**SNACKS AND LUNCHES |** Nutrition is a very important aspect of each camp day. Free lunches and an afternoon snack will be provided by the Warsaw Community School Corporation or if you prefer you can pack a lunch for your camper.

A couple of suggestions for parents packing lunches:

- Pack extra drinks and a refillable water bottle.
- Send foods that are easy to eat and non-microwavable.
- Strive for a litter free lunch (reusable containers and water bottles).
- Label your child's lunch with their first and last name.
- If desired, healthy lunches will be provided free of charge to all campers through the Warsaw School Corporation. Please sign up each morning at drop off for a school lunch.
- No school lunches will be provided July 5th - 8th or August 8th - 12th.

**LOST AND FOUND |** We encourage all campers to label everything they bring to camp. All lost items will be held at the YMCA lost and found location. Items that remain in the lost and found for more than two weeks will be donated to local charities. The YMCA is not responsible for lost or stolen items.

**RESPONSIBLE BILLING PARTY |** The YMCA will bill only one party for program costs. We do not split costs between parents or bill two different accounts for fees.

**REMOVAL FROM PROGRAM BECAUSE OF NON-PAYMENT |** In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA.

**MINIMUM PARTICIPATION |** The YMCA reserves the right to close any Summer Day Camp if it does not have participation levels necessary to cover the cost of operation.

**FINANCIAL ASSISTANCE |** Assistance must be applied for prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the Welcome Center. It will take up to three weeks to process the application. Financial assistance will be capped at 50%.

**YMCA CREDIT/REFUND POLICY |** Credits or refunds may only be issued for a medical excuse or a canceled class or program.

**TAX INFORMATION |** A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by January 31. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

**MEDICATIONS |** If your child is using any medication please make sure you inform the counselors when you drop off your child and fill out a medication form available at the sign in table. Please make

sure that you turn in all medication to the counselors. Medications will be locked and stored in a safe location. Staff will not administer medications (unless there are extenuating circumstances) but will make sure that the camper takes his/her medication at the appropriate time. A medication form should also be filled out for Epi-pens and asthma puffers. Non-prescription medication should not be sent to camp with campers. All Summer Day Camps will have a camp nurse monitoring all medication.

**CHILD ILLNESS |** If your child is sick they should not attend any program where other children may become ill through contact. As a guideline, the YMCA suggests that children running a fever of 100 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, you are urged to notify the Summer Day Camp they are attending within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

## **INJURIES DURING THE PROGRAM**

| The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or other activities. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

**EMERGENCY PROCEDURES** | In the event that a parent or guardian cannot be reached in an emergency, YMCA staff will arrange for transportation so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

## **BEHAVIOR MANAGEMENT**

**PHILOSOPHY** | The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all children. We recognize that all behaviors are a form of communication and children are still developing problem solving strategies every day. With this knowledge, the YMCA childcare staff will be using the Conscious Discipline approach to behavior management. With this approach, staff members and children alike will be working through the Seven Skills

of Discipline to transform every day discipline issues into teaching moments that will last a lifetime. This program will assist in teaching children the necessary skills to manage themselves, resolve conflicts, prevent bullying, and develop positive social behaviors. The seven skills that will be worked through every day are Composure, Encouragement, Assertiveness, Choices, Empathy, Positive Intent and Consequences. The YMCA staff will work through behaviors and respond to inappropriate behaviors on an individual basis. As a YMCA program, staff will teach the core values of caring, honesty, respect, and responsibility through our everyday interactions with all children. All children attending the YMCA Summer Day Camps will be expected to follow the behavior guidelines and interact appropriately in a group setting.

## **BEHAVIOR MANAGEMENT PROCESS**

| YMCA Summer Day Camps will not permit language or actions that can hurt or frighten another child or that fall below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling and shouting
- Physical contact with another person in an angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person
- Harassment or intimidation with words, gestures, body language or other menacing behavior
- Behavior which intends to, or results in, the theft or destruction of property

- Carrying or concealing any weapons or devices that may be used as weapons

**BEHAVIOR MANAGEMENT** | When a child chooses not to follow the behavior guidelines of the YMCA Summer Day Camps, the following steps will be taken:

- Staff will work with the child to understand the reasoning for the behavior and work through more appropriate behaviors.
- The child will be reminded of our behavior philosophy and take a “time out” to regroup before heading back into the group.
- If behavior persists, staff members are not able to help the child understand and change the inappropriate behavior, parents will be notified to develop an appropriate action plan moving forward.
- Staff will document behavior, and three different strategies taken to solve the behavior, what the behavior is, and the corrective action moving forward.
- If behavior continues, a meeting will be scheduled with the parents, the child, staff, and the Director of Childcare and Inclusive Programming. The director will have all previous notes from the previous actions to review.
- The staff will schedule a progress check or a follow up conference.
- If the child’s behavior at any time threatens the immediate safety of the child, other children, or staff, the parent will be notified and expected to pick up the child immediately.
- If behaviors persist and the child



continues to disrupt their camp, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme cases.

**REMOVAL FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR |**

The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

1. Endangering the health and safety of children and/or staff, members, or volunteers
2. Stealing or damaging YMCA or personal property
3. Leaving their Summer Day Camp without permission
4. Continuing to disrupt the program
5. Using profanity, vulgarity, or obscenity frequently
6. Acting in a lewd manner

**FIRST OFFENSE |** Dismissal for current day and the following day

**SECOND OFFENSE |** dismissal for the current day and the following three days

**THIRD OFFENSE |** dismissal for the current day and the following 5 days

**FOURTH OFFENSE |** expulsion from YMCA Summer Day Camp.

Immediate expulsion may occur if a child is in the possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.

**INCLUSIVE SUPPORT |** While each YMCA Day Camp will make every effort to provide reasonable accommodations for children with diverse abilities, we ask that parents complete the intake process with the Inclusive management team prior to the first day of camp. This will ensure that a plan has been created in order to create the best environment possible for the child and staff.

**CHILD ABUSE PREVENTION |** The YMCA is committed to the prevention of child abuse. All Y staff are required to complete child abuse prevention training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and ask your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any time outside of the YMCA Summer Day Camp. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.

**MARKETING |** On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA progra



PARKVIEW WARSAW YMCA