

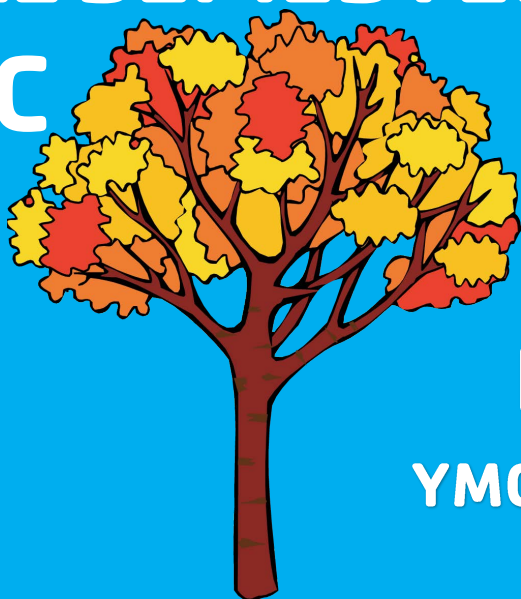
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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# 2020 FALL SEMESTER ACADEMIC CAMP



## PARENT HANDBOOK

YMCA of the Palouse

Revised 8/18/2020





# YMCA OF THE PALOUSE DAY CAMP PARENT HANDBOOK

## Welcome to the YMCA of the Palouse Fall Semester Academic Camp!

During these uncertain times navigating the COVID-19 pandemic and the stress it may cause with planning for the fall academic year with online learning, our Y remains committed to serving the Palouse area community! We are please to offer a temporary solution of providing a Fall Semester Academic Camp until schools can safely return to in-person instruction. Beginning August 24th our fall academic camp is open to youth ages 5 (entering Kindergarten) to 12 and is located at Gladish Community Center. Our focus will be on academic learning working closely with area schools in providing a structured learning environment, helping with online requirements and school assignments, while continuing to follow the safety and health guidelines of the Washington Department of Health to minimize the risk of COVID-19 for our staff and youth participants. Along with following area school's model for academic structure, we will continue build our program activities around the Y's four core values of caring, honesty, respect, and responsibility, thus complementing this fall with a well rounded and diverse program.

## The Y: We're for Youth Development, Healthy Living, and Social Responsibility.

### CAMP LOCATION

**Fall 2020 Semester Day Camp** Gladish Community Center  
115 NW State St.  
Pullman, WA 99163

### CAMP PHONES

Day Camp Phone: (509) 432-5388  
  
Josh Paparazzo C-(208) 596-6688  
Dir of Programs: O-(509) 332-3524

### ADMINISTRATIVE OFFICE

YMCA of the Palouse  
105 NE Spring St.  
Pullman, WA 99163  
(509) 332-3524

### CAMP EMAILS

Camp Info: [operations@palouseymca.org](mailto:operations@palouseymca.org)  
Site Email: [info@palouseymca.org](mailto:info@palouseymca.org)

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## 1. REGISTRATION INFORMATION

Fall Semester Academic Camp Dates: August 24th until schools can safely open for in-person instruction. Hours of operation: 7:45 am – 5:15 pm.

Option for 7:30 am Early Drop/5:30 pm Late Pick-up. \$5 per child per day

Ages served: 5 to 12 years of age.

### REGISTRATION & PAYMENT DUE DATES

Registrations and payment is due prior to the first day of attendance. Keep in mind your child's enrollment is not secured until the Y receives program payment. See the payment policies for more information.

### 2020 FALL SEMESTER DAY CAMP

The Y will be operating with limited enrollment starting August, 24th until schools are open for in-person instruction. Space will be limited to 45 youth to include 15 spots for grades K-1, 15 spots for grades 2-3 and 15 spots for grades 4-5. Daily drop-ins will be accepted, but full week enrollments will get first priority. Fees must be paid upfront to secure spot. Once filled, a waiting list will be created requiring payment of at least a one week full time fee to hold a spot on the list.

	FEE	DUE DATE
Full Time Per Week:	\$200	Friday Prior
Full Week of Half Days	\$145	Friday Prior
Part Time Per Week:	\$135	Friday Prior
Y Member Daily Drop In:	\$47/day	24 hr prior
Non Y Member Daily Drop In:	\$57/day	24 hr prior
Early Drop/Late Pick-up Option: \$5 per day/per child		

## FALL SEMESTER ACADEMIC CAMP KEY OBJECTIVES

- Provide a safe and healthy environment to minimize the risk of COVID-19 to the youth participants and our staff.
- Provide academic support and structure working closely with area school Online learning requirements.
- Provide a fun learning and active environment.

## 2. COVID-19 Health & Safety

Due to the current ongoing COVID-19 pandemic and Washington State guidelines, the Y will be limiting the number of youth that can be enrolled. Based on the staff and location resources, the day camp program can operate with a max capacity of 45 youth. Please note, that while the Y will do what they can to minimize risk of exposure to COVID-19, avoiding risk can not be guaranteed and thus by registering and attending the day camp program, Parents/Guardians are assuming all risk and liability. Until further restriction are lifted, below are Health & Safety guidelines we will follow and subject to modification as required.

### Health Screening:

Upon arrival each child will have their temperature taken with a no touch forehead thermometer. Anyone with a temperature of 100.4 or higher will not be allowed to stay in the program.

All parents will be asked the following questions each time they drop off their child. If answered yes, the child will not be allowed to stay.

1. Do you live with anyone or have you had close contact (prolonged or coughed on, or example) with anyone who has been diagnosed with COVID-19 within the last 14 days?

2. Do you have a fever, cough and/or shortness of breath? For children, fever is 100.4 degrees for forehead thermometer, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.

3. Any other signs of communicable illness such as a cold or flu?

### Check-In Procedures:

The following protocols will be in place at all times during check in/out:

All staff must wash their hands when they arrive to work and get a temperature check. Masks will be mandatory for staff during check in and check out.



## 2. COVID-19 Health & Safety (Cont)

Parents will be required to keep social distancing of 6 feet between other families if in line to check in. Children must remain with parents until checked in is complete

Staff will temp child at the check in table. If temp registers 100.4 or higher, confirm by taking a second reading.

Staff will screen in child using required forms and ask parents health screening questions.

Staff escort child to bathroom to wash hands as soon as they complete check-in, before entering group area.

Staff will change gloves (if available) if there is contact with anyone between check-ins. Otherwise, use hand sanitizer or wash hands with soap and water between check-ins.

Screener will check the child on the Daily Wellness Screening form.

All staff wash hands once check in is over or sooner if needed.

### Check-Out Procedures:

Screening staff will work check out. Must wear gloves (if available) and mask.

Parents will be required to keep social distancing of 6 feet between other families if in line to check out.

Once check out is verified, using walkie talkie, request child by name to come get belongings and come to check out.

Change gloves (if available) if there is contact with anyone between check-ins. Otherwise, use hand sanitizer or wash hands with soap and water between check-ins.

### Social Distancing:

As best as the Y can, social distancing of children six feet apart and separating children into smaller groups that fall within state or local guidelines. Ratio of 1:9 to include 1 adult and 9 children.

To the degree possible, the Y will maintain the same groups from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure does occur.

### Isolation:

Staff and youth will be subject to temperature rechecks throughout the scheduled program. If a child develops symptoms of a fever of 100.4 (taken from forehead) while in the program or other symptoms are observed, the following will take place:

- Child will be isolated immediately away from other children and staff in a designated space.
- Parent will be called to be picked up immediately.
- Cleaning guidelines will be followed immediately in the area the child was.
- All other parents will be informed at check out.
- The child must be fever free (unmedicated) for at least 72 hours before being allowed to return.
- In the event that a child or staff member becomes sick and later tests positive for COVID-19, steps will be taken to limit day camp operations leading to and including program cancellation for required period of time.

### Other Precautionary Measures:

- Youth are encouraged but not required to a wear mask at all times
- Staff are encourage to wear a mask at all times but only required to during check in and check out.
- Cleaning and disinfecting of high touch surfaces will be done by staff on a regular basis throughout each day.

### 3. ANNUAL FAMILY MEMBERSHIP FEE

Program participants are subject to an Annual Family Membership fee that covers all household members across all Y programming. Annual Family Membership fees are \$50.

### 4. PART-TIME ENROLLMENT

Participants enrolled in part-time and half-day care who exceed the allotted amount of care per week will be charged the full-time rate.

### 5. CAMP DISCOUNTS

Other than financial assistance for those who qualify, there is no discount offers available for the fall semester academic camp.

### 6. CHANGES AND CANCELLATIONS

The Y must be notified of all attendance changes and cancellations by the Wednesday before the intended week of attendance. Campers who arrive late, depart early, or miss days are not granted pro-rated fees or refunds.

### 7. WITHDRAWALS AND REFUNDS

If you wish to withdraw your child from pre-registered Y programming, written notice must be submitted to the Y at least 2 weeks prior to the last day of attendance. The Y provides roll-over credit for future YMCA of the Palouse programming upon written request. Refunds may be issued upon written request, and are subject to a \$25 service charge. Refunds are processed within 30 days from receipt of written cancellation. Campers who arrive late, depart early, or miss days are not granted pro-rated fees or refunds. Refunds will not be issued to campers who have been suspended or disenrolled from camp due to behavior problems.

### 8. PAYMENTS

Payment is required to secure your spot in Y programs. Payment for upcoming period of attendance is due the Friday before the intended week of attendance.

### 9. LATE PAYMENTS

Payment is due the Friday before the intended week of attendance. Failure to pay will result in disenrollment until accounts have been paid.

### 10. EXTENDED HOURS

An early drop-off/late pick-up option is available at \$5 per child per day. Extended hours with this option begin at 7:30 am and end at 5:30 pm and requires registration and payment before the intended week of attendance.

### 11. NON-SUFFICIENT FUNDS

All payments returned for non-sufficient funds are subject to a \$30 fee.

### 12. PAYMENT METHODS

For the safety of children and staff, payment will not be accepted at program sites. The following methods are available:

- Mail or drop off payment to the Y office:
  - Address: 105 NE Spring Street, Pullman, WA 99163
  - Our office hours are Monday-Friday, 9:00 AM – 5:00 PM. If our office is closed, please put your payment through the door slot.
- Pay by credit card at the Y office or over the phone. We accept Visa, MasterCard, Amex, and Discover.
- Pay online through your assigned parent portal

### 13. DROP-IN PROGRAMMING

YMCA of the Palouse operates drop-in programming, where children are able to attend without a formal reservation. Parents sign their child/ren in and out of Day Camp Programs. Payment for drop-ins cannot be taken at site, however, payment can be made via phone by contacting the Y office. A waiver and release form will be required to be signed by the parent/s, thus the Y staff assumes no responsibility or liability in lieu of program participants' Parents/guardians.

### 14. RECEIPT REQUESTS/TAX CREDITS

A print out of year-to-date payments may be available to you **upon request**. Please allow 10 business days to process requests.

## 15. FINANCIAL ASSISTANCE

The Y is able to offer our programs at affordable rates for all thanks to the generous donations from friends, families, and fundraising efforts. This ensures that no one is turned away due to an inability to pay, as long as funds and space are available. The Y provides Financial Assistance based on an income sliding scale. Information on YMCA of the Palouse Financial Assistance can be found at [www.palouseymca.org/programs/financial-assistance.html](http://www.palouseymca.org/programs/financial-assistance.html).

## 16. NON-DISCRIMINATION

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on age, religion, sexual orientation, background, income or ability/disability to learn, grow and to thrive in our programs, our community, and in life.

## 17. IMPACT STATEMENT

Youth are empowered to become strong leaders and advocates for community needs. The Y four core values are put into practice through high-quality, inclusive programs that build a healthy spirit, mind and body for all. Impact is evident when an individual is inspired to make a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

## 18. RECORDS AND CONFIDENTIALITY

A copy of your child's records will be kept at the Y office and at the program site. New registration and release forms are required for each Y program in order to ensure that all records are up-to-date. Immunization forms are carried over between programs. Should your child receive additional immunizations after your original Certificate of Immunization is submitted, please contact the Y so that records can be updated. Y staff will periodically go through records to ensure accuracy.

All child records are kept confidential and available only to Y staff. Parents and guardians may be allowed access to their child's records upon request.

## 19. DAILY SCHEDULE AND ACTIVITIES

Our program schedule will focus on area school Online learning objectives and required assignments. It will include structured activities with first priority going to academic requirements set for each student.

### Example Daily Schedule (will vary):

7:45 am – 8:15 am	Drop-off
8:00 am – 8:30 am	Free choice, snack
8:30 am – 11:30 am	Academic time
11:30 am – 12:30 pm	Lunch time
12:30 pm – 3:00 pm	Academic time
3:00 pm – 5:15 pm	Snack and program time

You are welcome to drop-off and pick-up your child at any point during the day, but please be aware of interrupting academic learning times where youth will have to be present for live Online learning instruction. Please call the applicable camp phone number to arrange scheduling.

## 20. Y CAMP STAFF

Y fall staff are trained to provide a safe, nurturing environment geared toward the well-being of our children.

Y staff model the Y's 4 core values of caring, honesty, respect, and responsibility.

All staff are required to have:

- CPR, First Aid, and AED
- Cleared background checks
- Food handler's card

Y Camp staff pride themselves on being professional role models who make lasting positive impacts on program participants.



## 21. CHILD ABUSE REPORTING

The YMCA complies with Washington State laws that require child care providers to report suspected child abuse, neglect, or exploitation to Child Protective Services. All staff are trained in Child Abuse Prevention and child abuse reporting procedures.

## 22. SIGNING IN AND OUT

- All children must be signed in and out with a full legal signature.
- Campers will only be released to authorized persons listed on child information sheet.
- Please have ID available for signing out.
- Special pick-up arrangements must be made with at least 1 business days notice with written documentation to the Director of Programs.

## 23. MEDICATION MANAGEMENT

A parental permission form must be filled out before staff can administer medication. A separate form is required for each medication. Medication must be unexpired and in its original container with a prescription label. Any medication not documented can not be at site at any time.

## 24. HEALTHCARE POLICY

The YMCA cannot accept a sick child with a fever, suspected communicable disease, or with NHS/lice. In a medical emergency, every effort will be made to contact the child's parents or, in the event the parent cannot be reached, the emergency contact. If unable to reach a designated contact, we will contact the doctor listed on the enrollment forms and follow the doctor's instruction until parents are reached, or 911. The YMCA's full Healthcare Policy is available for viewing on-site and online.

## 25. TOBACCO AND DRUG POLICY

Drugs, alcohol, and tobacco are not permitted at any YMCA of the Palouse program site. Y staff will not release program participants to any individuals that appear to be under the influence of drugs or alcohol.

## 26. SPECIAL NEEDS ACCOMODATION

At the YMCA of the Palouse, we aim to promote an inclusive environment where every child has equal opportunity to learn, engage and develop in a caring and educational setting. Y Staff are not equipped to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting.

In order to determine accommodations due to special needs, supporting signed documentation is required prior to participation in any Y program. These needs can include social, emotional, cognitive, linguistic, and/or developmental.

Documentation must be in the form of one or more of the following:

- Individual Education Plan (IEP)
  - Individual Health Plan (IHP)
  - 504 Plan
  - Individualized Family Service Plan (IFSP)
- Documentation can be provided by any of the following:
- Licensed or certified physician or physician's assistant
  - Mental health professional
  - Release of information from the school district
  - School professional
  - Social worker with a bachelor's degree or higher with a specialization in the child's needs
  - Registered nurse or advanced nurse practitioner

In order for a child with special needs to be admitted into Y programs, a written behavioral plan and meeting with the Director of Programs is required prior to participation. If it is determined a child's needs can be appropriately accommodated by the Y this written behavioral plan will be implemented by the YMCA site staff. The Y reserves the right to reassess our ability to meet a child's needs at any point.

## 27. BEHAVIOR MANAGEMENT

The YMCA strives to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development.

If problems arise, the child will be encouraged to use his/her words to try to resolve the situation peacefully or redirected to a new activity.

Should the problem continue, the child will be removed from the situation until he/she is able to rejoin the group. Parents may be contacted and encouraged to discuss the problem with their child.

Continued disruptive behavior and/or serious one time offenses may result in one or more of the following:

- Written documentation of the inappropriate behavior
- Parent and site staff conference
- Parent, site staff, and Child Care Directors conference (with recommendation for an immediate behavior contract or short-term suspension from the program)
- Complete removal of the child from the program

We encourage you to share information with us that may affect your child's behavior in our programs. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day.

### No Tolerance Policy

We want to make sure all children at the YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

The following will NOT be tolerated in our programs:

- Abusive, harassing and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or school property
- Being disrespectful
- Purposely leaving the area of supervision without permission
- Indecent exposure

Failure to follow this policy will result in disciplinary action, which may include a one to three day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the program. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our program.

Behaviors such as being disrespectful to other children or staff, dishonesty, or failing to carry out responsibilities are also inappropriate at the YMCA.

YMCA Staff will communicate with families for behaviors such as those mentioned that need attention as well as for positive behaviors.

We expect all our participants to uphold the YMCA values of respect, responsibility, caring, and honesty.

## 28. PARENTS

Our programs encourage open communication between Y staff and parents. We invite you to become familiar with the staff and encourage you to communicate with staff as often as possible. Y staff will communicate with you regularly about how your child is doing in our program. Any problems your child may be having at home may affect his or her behavior at the Y. Please keep the program staff informed so that we can be sensitive to your child's needs.

## 29. HEPA STANDARDS

Y programs align with Y-USA Healthy Eating and Physical Activity (HEPA) standards. This is a commitment to educate kids about healthy lifestyles. Campers engage in physical activity for a minimum of 60 minutes, are served healthy food choices, including fruits and vegetables, and have limited screen time.

Media may sometimes be used during Y programming, either to assist in lessons, or to occasionally screen age-appropriate movies.

## 30. SNACKS & MEALS

- Nutritious snacks are served twice a day
- Snack will include a fruit or vegetable and a grain
- Children may bring nutritious snacks and meals from home. Sodas, caffeinated drinks, nut products, and candy are not permitted.
- With the exception of the Pullman School District providing lunches for those who qualify for free and reduced lunch, your child must pack a sack lunch or you can order a Subway when checking in each day. Cost for a sandwich, side, and drink is \$6.50.
- The YMCA does not serve any nut products nor are they permitted to be brought to or consumed on the premises.

## 31. WHAT TO BRING FOR FULL DAY CAMP

- Sack Lunch. (Note: Pullman School District will provide lunches for those who qualify for free and reduced lunch)
- Water bottle (please label)
- Spray-on sunscreen (please label)
- Chrome book or laptop. The Pullman School district can check out chrome books to students. the Y has extras for those who need one.

## 32 What Not To Bring

We ask that your children refrain from bringing any of the following:

- Cell phones, electronics, and smart watches
- Money or valuables
- Alcohol, drugs, tobacco or weapons of any kind
- Animals or pets of any kind
- Skateboards, scooters, Heelys or bicycles
- Toys, balls, playing cards, etc.

**THE YMCA OF THE PALOUSE IS NOT RESPONSIBLE FOR ITEMS BROUGHT TO CAMP THAT BECOME LOST, STOLEN OR BROKEN.**

Items that have been housed in the YMCA of the Palouse lost & found will be donated to charity after 5 business days. Please ensure you are checking the lost and found frequently in an effort to ensure your child's property is not donated.

## 33. WHAT TO WEAR TO CAMP

- face covering
- Sunscreen
- Appropriate clothes considering weather
- Hat
- Comfortable, close-toed shoes
- Inclement weather gear as needed

## 34. WHAT NOT TO WEAR TO CAMP

- Clothing which is revealing, offensive, or expensive
- Jewelry/Makeup
- Open-toed shoes or flip flops

### **35. SUNSCREEN**

We strongly encourage you to pack your camper with spray-on sunscreen. In addition, we ask that you provide a sunscreen with at least an SPF of 30 that is labeled "All Day" and "Waterproof". Campers should arrive to camp with sunscreen on, and they will be reminded throughout the day to reapply.

Campers are responsible for applying their own sunscreen during the day, with reminders from their counselors. Counselors may assist with Spray on Sunscreen if necessary. For this reason, we recommend spray-on sunscreen be packed. If sun exposure is ever a problem, please notify the Director immediately so that extra precautions and applications can be made.

**THE YMCA OF THE PALOUSE DOES NOT PROVIDE SUNSCREEN.**

### **36. FIELD TRIPS**

Field trips are planned by the staff and parents will be notified in advance, and are provided with no additional cost to parents other than the registration fee. Due to staffing needs, all children will be required to attend field trips, or parents will have to make other arrangements. A staff to child ratio of 1:15 is maintained. All medical records, emergency contact information, individual medication for children who require it, and a medication log are brought on field trips. Staff will also have a complete first-aid kit.

Children will return to Gladish Community Center from field trips by 5:00 pm, or it may be requested that parents pick up at the field trip location.

### **37. TRANSPORTATION**

Transportation to and from field trips may be conducted on-foot, via Y vehicles, and/or public transportation. The Y maintains our vehicle in safe operating condition, including a current insurance policy that covers the driver, the vehicle, and all occupants. The children will never be left unattended in the vehicle, as staff maintain the required staff to child ratio during transport and take head counts each time campers get on and off the vehicles.

## 38. OUR MISSION

Through values-based programs and services, the YMCA of the Palouse develops civically-engaged staff, student leaders, and volunteers through involvement with those we serve, to build strong communities that foster youth development, healthy living, and social responsibility.

The YMCA's four core values permeate everything we do at the Y. They are:

- **Respect** does not come with discrimination. Instead, respect allows for compassion, understanding, acceptance and appreciation of differences in self and others.
- **Caring** requires a genuine commitment to listen to, understand, and advocate for self and others, leading to a healthy mind, body and spirit for all.
- **Responsibility** is being present to hold self and others accountable for recognizing and meeting individual or community needs, and passionately honoring commitments. Doing what is right.
- **Honesty** is having openness and acceptance of self and others while genuinely being open and truthful when giving and receiving input and feedback as well as demonstrating compassion.

This handbook is subject to change; please check our website at **[www.palouseymca.org](http://www.palouseymca.org)** for the most up-to-date version.