



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Thank you** for choosing the Capital District YMCA to care for your child this summer. Now more than ever, we are grateful for your trust.

## Capital District YMCA 2020 Summer Childcare Parent Guide

### **Our Mission**

The Y is a charitable, non-profit organization dedicated to strengthening our community. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **Statement of Inclusion**

The Y welcomes children with individual needs into summer care when reasonable accommodations can be made. All children have multiple opportunities to learn, develop, and form positive relationships while in our care. During registration, please identify any health concerns or individual needs your child may have so we can determine together what accommodations your child may need, to be successful. To best respond to your child's needs, completion of an individual care plan and a meeting with your child's Camp Director will be needed prior to participating in summer care. We work collaboratively with families of children with special needs who receive specialized services and we partner with agencies and school districts to meet the needs of individual children.

### **An Overview of What we Offer**

Our 2020 Summer Care provide children (ages 5-13) with fun, supervised activities that teach children character values, conflict resolution, and leadership skills. Children have fun while making new friends, building self-confidence, practicing teamwork, and developing self-reliance. We offer a variety of activities, from crafts to science projects to songs and water activities. We also offer a variety of outdoor experiences such as hiking and archery. All activities are age appropriate, and children are placed in respective (and this year small) age groups and enjoy activities that are geared toward their developmental level.

Our staff prepare for rainy days with back-up plan options that include songs, skits, games and in-door activities. Rain never stops the fun at Y Summer Care!

Our caring, competent staff offer positive reinforcement and safe surroundings; they actively promote the Y's core values of caring, honesty, respect, and responsibility; they enthusiastically share fun and laughter which helps the children in our care feel safe and well cared for.

### **Our Hours, Days, and Months of Operation**

Summer Care is offered Monday thru Friday, from the end of the current school year to the beginning of the next school year. Our formal care is offered from 9AM to 4PM, with before-care starting at 7AM and after-care ending at 6PM **at no additional charge**. We appreciate that parents are busy, and gladly provide the extended day care. To help your child enjoy time with her/his group, please make every effort to have your child at care by 9AM each day. **Thank you** for your kind assistance.

### **Staff Training and Counselor-to-Child Ratios**

Our staff attend training before working at any of our childcare locations. Their training covers CPR, first aid, character development, age appropriate activities, bullying prevention, child abuse awareness, and a variety of additional topics that ensure that your child enjoys a safe, fun experience, from the very first day of summer care.

As part of our highly regulated care, our staff are not permitted to baby-sit or participate in any non-YMCA organized activities or interactions with children.

### **Special Events**

To ensure the best experience for each child in our care, our directors plan special activities to add something special to your child's experience. These take place during the day, to give your child an added fun experience.

## What to Bring to Camp

**To help your child keep track of her/his belongings**, please label items with your child's first and last name. Please send your child in comfortable play clothes.

### Daily Items

- Hand sanitizer
- Water Bottle. This is one of the most important items for your child.
- Healthy Snacks and Lunch.  
Please send your child with items that don't need to be refrigerated/heated.
- Bathing Suit and Towel
- Cap/Hat/Visor
- Non-Aerosol Sunscreen. This is a summer care essential item. The FDA is currently investigating the risks of accidental inhalation of spray sunscreens. The challenge in using spray sunscreens is that it's difficult to know when you've used enough to cover all sun-exposed areas of the body, which may result in inadequate coverage. In light of this challenge, and the FDA investigation, we are requiring the use of non-aerosol sunscreen.
- Bug Spray. Lotion/Pump sprays are recommended.
- Backpack or similar to help carry items.
- Closed toe or athletic shoes. These are much safer than flip flops or open-toe sandals.
- Sweatshirt as it can get chilly during the day.

To provide the best experience for your child, and help her/him focus on each fun activity, **please leave these items home:**

- Cell Phones and Electronic Devices, such as iPods, MP3 Player, Nintendo DS, and similar.  
In the event you meet with our staff and provide a compelling reason, a phone may be carried by your child. If used during camp, staff will place the phone in a safe place.
- Toys or Stuffed Animals
- Money
- Trading Cards
- Make Up
- Excessive Jewelry

**Lost items are placed in our Lost & Found area.** Please let us know right away when an item is lost. During the summer, items not claimed are donated to local charities. The YMCA is not responsible for lost, misplaced or stolen items.

## **What to Wear**

For the safety of your child, she/he needs to wear athletic shoes (not open-toed or open-heeled shoes), pants, shorts, shirts. Clothing should be appropriate for summer activities and the weather.

## **Meals and Snacks**

Please send your child to care with her/his own meals, snacks, and water.

## **Enrollment Procedures and Change Notifications**

All registration is done online at [www.CDYMCA.org](http://www.CDYMCA.org). A deposit of \$10 per week per child is due at the time of registration. You will receive an e-mail from CAMP DOCS regarding medical and emergency information. You will need to fill out these items prior to your child attending:

- Your child's immunization record
- Emergency contact information for someone other than you (not the parent or guardian)
- Each child's name, address and phone number
- Parent and/or guardian contact information
- Payment information
- Registration deposit (which can be transferred to another week if your plans change)
- Doctor's name and phone number
- Documentation regarding any medical needs your child has

## **Helpful Information Regarding Paying for Summer Care**

Automatic billing is set up at the time of registration. Our Billing address is: Capital District YMCA, 465 New Karner Road, Albany, NY 12205.

Cancellations and program withdrawals need to be in writing and received at least one week in advance.

Our \$10 sibling discount covers siblings who attend care at the same time and will be adjusted by the Billing Department.

## **We Offer Scholarships**

The Capital District YMCA offers financial assistance through our scholarship program. Please let us know if you need an application.

## **Child Arrival, Departure, and Pick-up Process**

Always have your ID with you. For the safety of your child, she/he will be released only to those individuals listed on the emergency and/or authorized pick up section of the enrollment form. Individuals will be asked to show proper identification. In a case concerning the custody of a child, court documents are needed.

## **The Importance of Arriving On Time to Pick Up Your Child**

For the emotional health and well-being of your child, please let us know if you are going to be late to pick up your child. To ensure that your child may remain in our care, we need parents to be timely when picking up your child from care.

## **Helping Your Child Develop Self-Management Skills**

Self-management skills and positive social interactions among children and adults maximize everyone's enjoyment. Our staff are trained to use positive guidance methods including reminders, distraction, logical consequences, and re-direction to help children in their interactions with other children and with staff. Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated with the expectation that children will follow them.
- An atmosphere of trust is established, to assure children they will not be hurt nor allowed to hurt others.
- Our staff strive to help children become acquainted with their feelings, which helps them learn to responsibly cope with those feelings.

## **Respectful Conduct**

We know you want your child to have a wonderful experience this summer, as do we. To ensure all children enjoy a positive experience while in our care, we follow guidelines regarding respectful behavior. Following these guidelines ensures that your child is able to stay in our care this summer.

- Children should remain with their counselors at all times.
- Children should avoid entering unauthorized areas.
- Children should always use respectful language, and be courteous to staff and others.
- Children should be respectful of others, making sure never to fight, injure, or bully.
- Children should always take proper care with their items and the items of others, never stealing or defacing property.
- Children need to always remain with their group.

- Children should always follow check-in and check-out procedures.

Because you want your child to have a wonderful experience this summer, in the event there is an incident during which your child does not behave in a respectful manner, we will notify you that day, to ensure you're aware of the situation. We will work to contact you in person or (if we're unable to speak with you in person) by phone. At that time, we'll provide clear information about the situation, and clear direction regarding the next steps for your child. If the disrespectful behavior continues, we will advise you immediately if your child needs to be suspended or removed from our care.

### **General Health Practices**

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending care with your child. Children with communicable conditions will be welcome back in camp with a note from their physician indicating that they are able to return. For guidance regarding any particular illness, please speak with your child's Childcare Director.

Children with head lice will be welcomed back just as soon as they are free of head lice.

If your child needs the assistance of medication, we need the appropriate medical paperwork and direction in order to administer that medication. For additional guidance, please see your child's Childcare Director, prior to the start of camp.

### **In the Event of an Accident or Medical Emergency**

Your child's safety is our top priority. In the event your child needs medical attention, you will be contacted immediately.

To ensure we always have your current/correct contact information, please notify us immediately of any change of address or telephone numbers. If we cannot reach you, the Childcare Director has the authority to seek medical attention. If the situation is a major medical emergency, the Director will call 911 immediately. Please note that parents and/or guardians are responsible for medical service charges.

### **Our Emergency Preparedness Plan**

Our staff are trained in basic emergency procedures. Issues regarding weather, fire, natural disasters and evacuation scenarios are all covered in our training, and fire drills are conducted each week.

## **Our Staff are Mandated Reporters**

Our staff are trained to recognize and immediately report suspected child abuse and neglect. Our staff are mandated by New York State Law to report incidents of possible neglect or abuse — including physical, sexual, and psychological abuse — to the child abuse hotline, and to cooperate in any investigation of possible neglect or abuse.

Our staff do not have discretion in this matter, but must make referrals whenever we have reasonable cause to believe a child might have been harmed by someone, including a family member, non-family member, or staff, and we may be subject to criminal penalties if we fail to report the possibility of such harm. In grievous cases, we may refer the matter directly to the police. The child abuse hotline is 1.800.342.3720.

## **We Welcome Your Suggestions**

We welcome open communication between parents and staff, knowing how important this is for the success of your child's experience with us. We welcome your suggestions regarding program expectations, ideas, and comments on how we may improve our service to you and your family.

Each week your child is in our care, you'll receive a survey asking for your feedback about your child's experience. In addition, you're welcome to share your suggestions, concerns, compliments and complaints to your child's Childcare Director at any time.

You're also welcome to call our Administrative Office, if you're more comfortable contacting us there. 518.869.3500.

## **To Help Us Tell Our Story, We Use Photos and Videos**

To help us illustrate all the fun that's offered at Y summer care, our staff use photographs and videos that feature children for our promotional materials. If you have any questions, please contact the Childcare Director where your child is attending camp.

## **CAPITAL DISTRICT YMCA**

[www.CDYMCA.org](http://www.CDYMCA.org)

**518.869.3500**