



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK
NEW ROCHELLE YMCA
NRYMCA.ORG
SUMMER 2022
914.632.1818

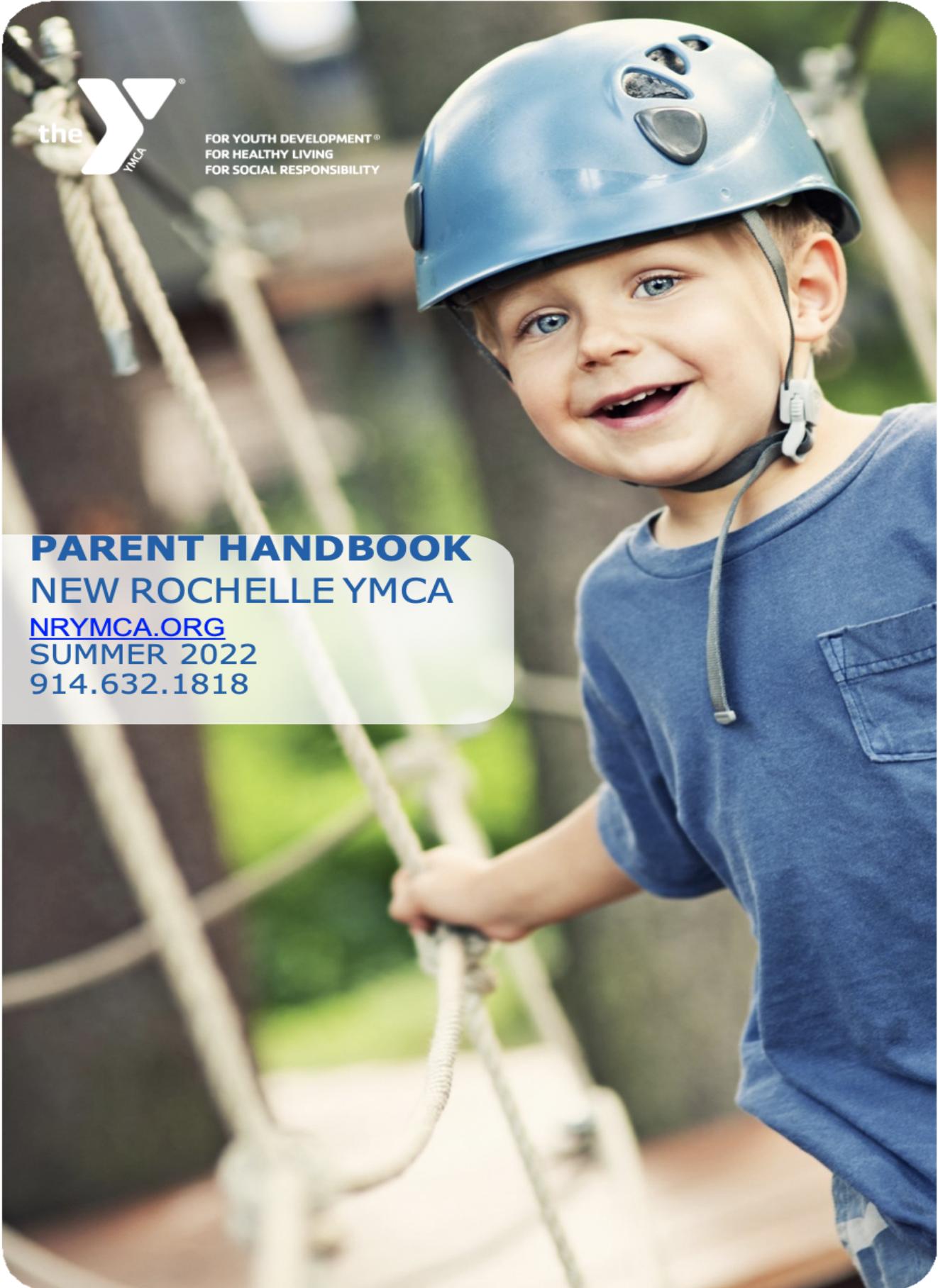


TABLE OF CONTENTS

Our Mission	3	STAFF INFORMATION	14
GENERAL INFORMATION		Staff	
Administrative Staff		Supervision of Children	
Contact Information		Confidentiality	
Hours of Operation			
Extended Care			
Info Sessions & Tour			
Parent Communication			
Sample Schedule			
PROGRAM POLICIES		BEHAVIOR MANAGEMENT	15
Absences		Behavior Management Policy	
Check in Check Out		Inappropriate Behavior	
Morning Drop Off		Disciplinary Actions	
PM Pick Up		Referral Policy	
Transportation / Dismissal Changes		Termination Policy	
Rainy Day / Severe Weather			
What to Bring to Camp			
What NOT to Bring to Camp			
Restroom Policies			
Snack & Meals			
Visitor Policy			
HEALTH & SAFETY		BILLING & SCHEDULING	18
Abuse Prevention Policies		Camp Policy Statements: Deposit, Payment, Cancellation, Refund	
Allergies			
Illness, Injury & Emergency Procedure			
Insurance			
Illness Policy			
Medical & Enrollment Form			
Medication Administration			
COVID Policy			
Disaster Evacuation			
Shelter in Place			
Special Education			

OUR MISSION

The New Rochelle YMCA is a family-oriented community service organization which welcomes all people and promotes positive values through programs that build spirit, mind and body. Guided by our core values of **caring, honesty, respect, and responsibility**, the Y is dedicated to giving people of all ages, backgrounds and walks of life the opportunity to reach their full potential with dignity.

GENERAL INFORMATION

CONTACT INFORMATION

Address: 50 Weyman Avenue, New Rochelle, NY 10805

Main Office: 914-632-1818

Administrative Offices open Monday through Friday from 9:00AM - 6:00PM.

Tanisha Miller, Summer Camp Director

TMiller@NRYMCA.org

Tel: 914-224-7504

Scott Snowden, Assistant Summer Camp Director

SSnowden@NRYMCA.org

Tel: 914-688-2108

Arielle Seidner, Assistant Summer Camp Director

ASeidner@NRYMCA.org

Tel: 914-632-1818

Emergency Cellphone (Please ONLY for *real* emergencies):

914-224-7504

LATE FEE:

There is a \$1 per minute late fee. Fees will be charged to the card on file. In the event of an emergency, please call in advance.

BRING SNACKS DAILY as they will NOT be provided. (See page 8.)

HOURS OF OPERATION

9:00 AM to 5:00 PM Monday - Friday

EXTENDED CARE PROGRAM (A.M and P.M)*

This program is offered from 7:00AM to 9:00AM and 5:00PM – 7:00PM. The Extended Care fee must be paid at the time of enrollment prior to the child's attendance. Fees can be found in your Summer Camp Brochure. Your child must be enrolled and paid in full to take advantage of this service. Children can not be dropped off before 7:00AM and must be picked up no later than 7:00 PM. Any child picked up after 7:00PM will be charged a fee of \$1 per minute late. See LATE PICK UPS on page 3 for more details.

INFORMATION SESSIONS & TOURS

The YMCA Camp Staff are proud of their programs and enjoy giving tours. If you would like a tour, please contact the Y to schedule one at 914-632-1818.

PARENT COMMUNICATION

We believe that communication and cooperation between parents and YMCA staff is invaluable to provide and maintain the highest quality childcare program for your family. Please make every effort to read any materials that are sent home or posted at the site. Most of our information will be sent out via email—make sure to add the YMCA to your safe sender list. Parents are also welcome to communicate with staff at any time. Directors are available via email or can be reached on the center phone.

At the end of every week, families can expect a camp newsletter highlighting the fun activities and events of the week. These will be emailed. The New Rochelle YMCA strives to provide your camper with a safe, enriching experience.

Should you feel we are not meeting this obligation, please notify your Camp Director as soon as possible. At any time a parent/guardian may request a meeting with the Camp Director to discuss matters regarding their camper. Counselors may not have a meeting with a guardian without prior approval from the Camp Director. For further assistance call 914.632.1818.

SAMPLE SCHEDULE

TIME	MONDAY
ACADEMIC PGM	BELLXCEL
ARRIVAL 9:00AM	Greetings: Socializing while everybody arrives
BREAKFAST	WG Blueberry Muffin, apple juice & Milk
Group Activities 10:00AM - 11:00AM	Balloon Battle
11:00AM - 12:00PM	STEM Project: Creating a Ferris Wheel
Lunch 12:00PM - 12:40PM	LUNCH
12:45PM - 1:00PM	Change for swimming
1:00PM - 2:00PM	Swimming
2:00PM - 2:15PM	Change from swimming
2:15PM - 3:00PM	Leadership/Teambuilding Activities
3:00PM - 3:30PM	SNACK
3:30PM - 4:45PM	Group Sports/Physical Activities
4:45PM - 5:00PM	Clean up and go to dismissal site
5:00PM	Parent pick up
5:00PM - 7:00PM (Extended Care)	Arts and Crafts and Small Group Activities.

PROGRAM POLICIES

ABSENCE

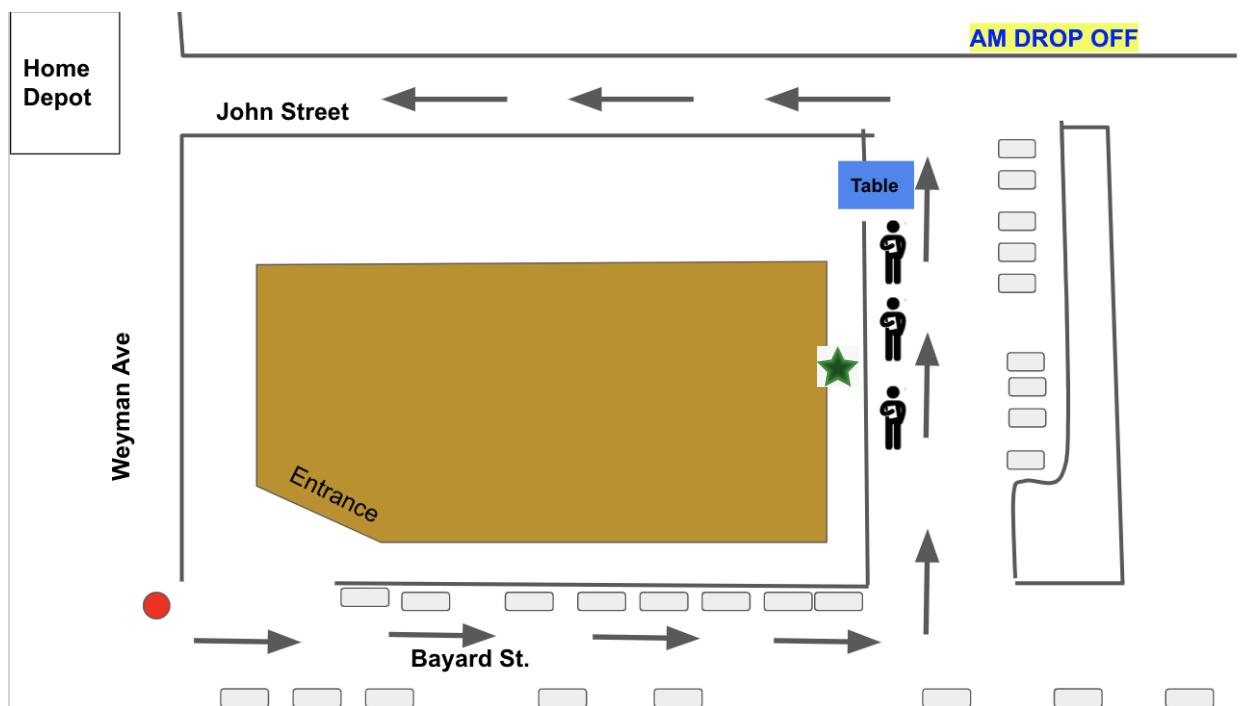
We ask parents to inform the YMCA staff any time your child will be absent due to illness (or other planned event) during their scheduled program hours. Please be sure to advise the Director if your child will be arriving at the program later than their usual schedule time. If your child is absent, please notify the center via email or telephone.

CHECK IN/CHECK OUT PROCEDURE

Our staff focuses on the safety and security of your camper by employing an extensive check-in and check-out process of all campers. Only people listed on the pick-up authorization form will be allowed to pickup. **PLEASE BE READY TO PRESENT A PICTURE I.D. AT PICK UP.**

MORNING DROP OFF

Counselors will begin greeting campers at 9:00AM, unless you have registered for extended AM care. ALL campers must be dropped off in the parking lot by table. Campers should not leave their car to walk themselves to the sign in table since we are in an active driveway. Campers should be escorted by a counselor and/or parent. Counselors will require you to sign your child in; your child will be escorted into the yard. In the event of rain, the procedure will be similar with campers being dropped off in the back; however, we will use the back entrance denoted by the green star.

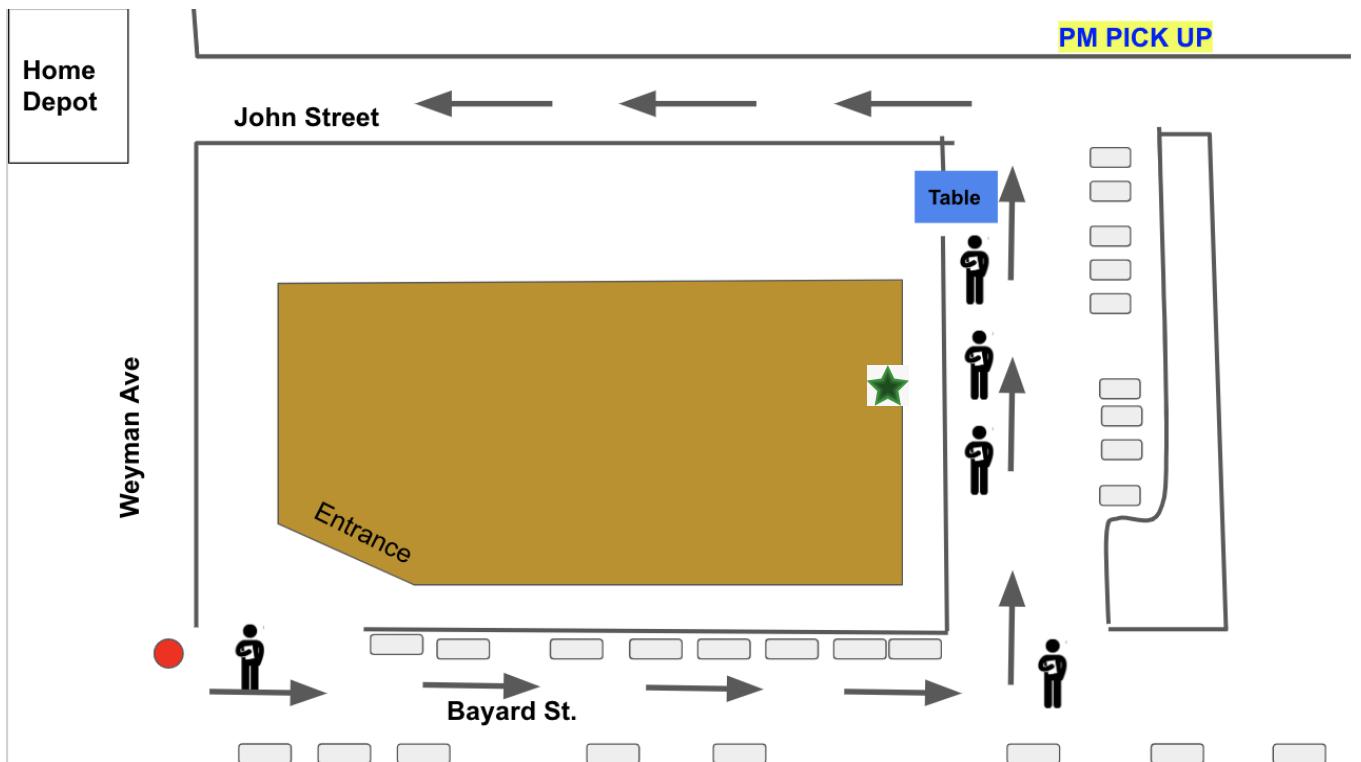


EVENING PICK UP

Beginning at 4:50PM, counselors will be positioned to help expedite camper pick up. As soon as you enter Bayard Street, a counselor (wearing a neon vest) will ask you for your child's name; they will inform the team so they can have your child ready. As you proceed to the pick up area (the building side of the parking lot), a counselor will approach your car for a pick-up signature and your child will be brought to

the car. (See illustration below) Families/cars requiring additional time will be directed to park on the side so as to not impede the traffic flow. In the event of rain, we will dismiss campers from the back entrance in the parking lot denoted by the green star; counselors will continue to greet you in your car as they normally do for your signature.

For parents not in cars, please approach the sign out table in the parking lot.



LATE PICK UPS AND LATE FEES

After the end of the camp day (5PM for regular dismissal /7PM for extended PM dismissal) a phone call will be made by our camp staff to the guardian of the participant who has not been picked up and is not registered for extended care. In the event of an emergency and you know that you will be late, please call in advance.

If unsuccessful, the emergency contact numbers will be called in the order they are listed in the child's file. If contact is made, the person reached will be instructed to pick up the child and informed about the fee for extended care and any late charges they may have accrued (\$1 per minute) to be charged to your card on file.

If contact has not been made and no further emergency contact numbers can be obtained directly from the camper by 7:30PM, the local Police of the town in which the camper resides and the Department of Child & Family Services will be notified and asked for further instruction. A report will be completed by the on site Camp Director.

TRANSPORTATION/DISMISSAL CHANGES

Guardians with a special request regarding participant transportation/dismissal, or any change in daily routine are REQUIRED to put a request in WRITING and SUBMIT TO THE CAMP OFFICE. However, in the event of an emergency, please call the Camp directly at 914.632.1818.

Transportation for field trips is provided and follows New York State Office of Children and Family Services (OCFS) regulations.

RAINY DAY/SEVERE WEATHER INFORMATION

Camp runs in all weather. The YMCA will take appropriate safety precautions during inclement weather. Children/staff will be required to remain indoors when thunder and/or lightning are present. In the event of severe hazardous weather, the New Rochelle YMCA reserves the right to close early. In this situation, you must pick your child up at the modified time.

WHAT TO BRING TO CAMP

- Campers should be ready for all kinds of weather including hot, cold and rainy days. They will be outside during most types of weather (except for thunder and lightning.)
- Closed-toed shoes for all daily non-aquatic activities (**preferably sneakers**).
- Boating/Water Shoes: Your child will be allowed to wear water appropriate shoes (sandals, flip flops, crocs, or water shoes) only when they are participating in water related activities. During ALL other activities children are to wear closed-toe shoes. Your child is required to wear shoes when boating. If they do not have water shoes, they will be required to wear their sneakers.
- Reusable water bottle
- If they are not participating in the lunch program, a healthy lunch packed with its own refrigeration
- Daily healthy snacks as they are not provided.
- Sunscreen, towel and swimsuit everyday
- Rain jacket & a sweatshirt (camp can be chilly in late August)
- Please label everything clearly including food (snacks and lunches)

WHAT NOT TO BRING TO CAMP

- Cell phones
- Money
- Toys (including trading cards)
- Swiss Army Knife or Camping Knives/Squirt Guns/Other Sharp Play Items
- Electronics (games, video recorders/players, iPods/mp3 players, etc.)
- Controlled Substances, Alcohol, Illegal Drugs. If your child needs to take a prescription or nonprescription drug, please give this to the staff at check-in.

The New Rochelle YMCA will not claim responsibility for any personal belongings that go missing or are damaged during camp or field trips.

RESTROOM POLICIES

Bathrooms are the highest risk location for children. Consequently, bathrooms and bathroom practices are closely monitored to prevent abuse and/or false allegations. Restrooms are checked by YMCA employees to make sure they are vacated by any other members to ensure they are secure before allowing children to use the facilities. Y Camp Staff also stand in close proximity to allow for privacy while also providing supervision. Campers and camp staff are required to only use individual stalls in both the men's and women's bathrooms; urinals will not be used to ensure privacy.

SNACKS & MEALS

Breakfast and lunch will be provided via the New Rochelle City Department of Parks and Recreation program. Meals adhere to Child & Adult Care Food Program (CACFP) guidelines which help ensure that our campers are served well-balanced, nutritious meals. Meals meet minimum guidelines set by the U.S. Department of Agriculture (USDA). Serving nutritious meals helps improve and maintain the health and nutritional status of our campers as we model good eating habits.

Snacks are NOT provided. We ask that you provide your child with a healthy snack daily. Please keep in mind that we are a peanut free facility; please avoid peanut products as some campers have allergies. Be sure that it is properly labeled with your child's name.

If your child has any dietary restrictions, please record them on the registration form and inform YMCA staff. Please also request an Allergy Action Plan if your child has allergies, to complete and return.

VISITOR POLICY

All visitors must check in with the New Rochelle Y Staff and sign in and out of the visitor log, while clearly stating the purpose of the visit. Visitors must always be escorted by YMCA staff.

HEALTH AND SAFETY

ABUSE PREVENTION POLICIES

The YMCA is committed to being an abuse-free organization and to ensuring that any relationships between people associated with the YMCA of all ages are healthy and appropriate. Here's how the YMCA prevents abuse in our programs:

- Specific employment pre-screening/fingerprinting and background checks
- Annual training of all employees
- Specific policies/practices governing the action of employees and volunteers

Our policy states that YMCA employees, consultants, volunteers and interns shall not abuse children physically, verbally, sexually, mentally or by neglect. Anyone who violates this policy will be subject to disciplinary action and/or termination of employment.

Child Abuse Prevention Guidelines

- We always have two or more camp staff with a program participant(s).
- If your child has a pre-existing relationship with a camp staff person (a child you babysit, neighbor, friend of younger sibling), please inform us in writing prior to your camp session.
- Except in the case of a pre-existing relationship, staff is not allowed to babysit participants.
- Even if there is a personal relationship, counselors and staff members are prohibited from escorting or driving a camper home.
- If a participant contacts you outside of the program – in person, by phone or online - please be sure to inform the camp Director.

Investigation and Reporting of Allegations of Abuse/Mistreatment/ Inappropriate Behavior

The YMCA takes all allegations of abuse, mistreatment and inappropriate behavior seriously. All employees, consultants, volunteers and interns of the YMCA are considered as mandated reporters, and therefore, must legally report all suspected or reported cases of child abuse or victimization of a vulnerable adult. Any person who knowingly fails to report suspected abuse or neglect is in violation of YMCA policies. In addition, any parent or guardian should report any concerns they see as outlined in the reporting procedure below.

Child Abuse Reporting Procedures

The New Rochelle YMCA is committed to taking all appropriate steps to keep its program free of child abuse. If notwithstanding these efforts, YMCA staff, classified as mandated reporters, come to know or reasonably suspect that any child in any YMCA programs is the subject of child abuse, neglect or mistreatment that information shall be reported to the New York State Office of Children & Family Services (NYSOCS) at: **Mandated Reporter (800)635-1522 or Public Hotline (800)342-3720** and the appropriate YMCA personnel.

The New York State Office of Children and Family Services maintains a Statewide Central Register (SCR) of Child Abuse and Maltreatment for reports made pursuant to the Social Services Law. The Central Register, also known as the "**Hotline**", receives telephone calls alleging child abuse or maltreatment within New York State. The Central Register relays information from the calls to the local Child Protective Service for investigation, monitors their prompt response, and identifies if there are prior child abuse or maltreatment reports. In the event of an accusation of child abuse, the YMCA staff will take prompt and immediate actions as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff who it has been reported to will notify their supervisor. The YMCA staff will call NYSOCFS and will cooperate to the extent of the law with any legal authority involved.
2. The supervisor will review the incident with the Summer Camp Director. The supervisor and staff will complete a YMCA incident report. Oral reports to the SCR from a mandated reporter must be followed within 48 hours by a written report to the local department of social services' CPS unit on form [LDSS- 2221A](#).
3. The parents or legal guardians of the child or children involved in any alleged incident will be promptly notified in accordance with the directions given from CPS/ NYSOCFS

Confidentiality is extremely important to the YMCA and at no time would a YMCA staff or volunteer provide information regarding any incident to anyone other than the Camp Director, Education Director, CEO or their designate and the legal authorities. If more than one child is involved (child on child abuse) the names of the other child would be kept confidential.

Policy Prohibiting the Abuse or Mistreatment of One Youth by Another Youth

The YMCA is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. In addition, the YMCA will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling other hurtful names.
- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, etc. Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images;
 - Posting sensitive, private information about another person;
 - Pretending to be someone else in order to make that person look bad;
 - Intentionally excluding someone from an online group;
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples include sexting, exposures of private body parts, and sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.

ALLERGIES

When filling out the registration, please be sure to specify if your child has any allergies to food or materials (i.e. peanuts, latex, etc.). Be sure to list any and all allergies in the medical portion of the application. If your child requires an Epi-Pen due to severe allergies, please provide at least one to keep in the YMCA First Aid kit. Participants will not be allowed to attend the program unless the appropriate forms are submitted.

Peanut Policy

The NEW ROCHELLE YMCA is a peanut sensitive facility. We ask our families to limit types of food containing peanuts and/or peanut products sent into the center. This applies to all lunches, snacks, and special occasion foods. Please ensure ingredients are listed on any food being sent into the program.

ILLNESS, INJURY & EMERGENCY PROCEDURES

All staff members are trained and certified in first aid and will treat minor injuries and illnesses. In the event of a minor accident or illness, the senior camp counselor in charge of the camp group will notify the parent/guardian. Should a serious injury or illness occur that requires care beyond immediate first aid, an Emergency Action Plan (EAP) will be activated for the safety of the child; 911 call will be made. The primary guardian or emergency contact will be notified as soon as possible and the child will be taken to the nearest hospital for immediate care. A staff member will remain with the child until a parent arrives.

Information regarding the accident will be recorded on an incident report form and filed with the appropriate governing agencies as necessary.

ILLNESS POLICY

For the welfare of the children in the group, we ask that parents keep their child home if appear ill or have been ill during the night.

If at any time the staff feels that a child is too sick to remain in the program, the parent will be called. A parent, guardian or emergency contact must pick up the child within one hour of receiving the phone call. This policy is for the safety of all the children and staff.

A child will be sent home, if any of the following conditions are apparent:

- A temperature if 100 degrees or more within 24 hours
- Vomiting or diarrhea
- Rash (if cause is unknown)
- Suspected communicable disease (*Pink eye, chicken pox, fifth disease, etc.*)
- Severe cold with fever, coughing, unclear mucus
- Bronchitis or other throat infections, such as strep
- Nits or lice in hair

Parents are asked to please notify us within 24 hours if their child has a communicable disease so we can inform other parents and staff. The child is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

MEDICAL & ENROLLMENT FORMS

State law mandates that children have a physical exam within a 24-month period prior to enrollment. Parents/guardians are required to submit appropriate documentation of health history, physicals, and immunizations PRIOR to attending camp. Your child will not be allowed to enroll/participate in any camp program unless ALL medical and enrollment forms are complete and submitted to the Camp Registrar prior to the start of your child's camp session.

MEDICATION ADMINISTRATION

The YMCA honors the Americans with Disabilities Act and will work with parents to accommodate their child's medical needs. All Early Learning Centers sites that administer medication under the ADA will have staff trained in accordance with OCFS regulations. All YMCA programs are authorized to administer emergency medications, such as Epi-pens and inhalers. Campers who must receive medication during camp hours must meet the following requirements:

- Medications need to be original container with doctor's orders for dispensing printed on label
- Completed Parent's permission and authorization signature form (only available at camp office)
- All over the counter meds must be kept in their original container which shall include original label and instruction for use. OTC medication must also be accompanied by a signed "authorization to administer" form completed by the campers legal guardian
- No meds may be transported by a child. Inhalers and EpiPens must be handed in at check-in. Any other medication must be transported directly to the camp nurse or camp director by the parent/guardian.
- Medication brought to camp without all of the above stated criteria cannot and will not be administered
- Any leftover medication must be retrieved directly by the parent at the end of your child's camp session or it will be disposed of.

COVID POLICY

Currently, masks are optional for adults and campers. In the event that you prefer your child wear a mask the entire day, please be sure to reach out to the Assistant Directors or the Summer Camp Director so we can support your child.

We have developed a COVID-19 infection prevention plan for our programs which is aligned to CDC guidelines. This plan has been created to provide clear guidance on our procedures to carry out a successful camp.

All adults and children who will be coming into contact with our program should take their temperature prior to leaving their home. If the temperature of anyone in the family is 100.4 F or higher, we ask that you stay at home and/or keep your child at home.

For the safety and protection of all participants, our cleaning and maintenance practices will continue to be maintained at the highest standard throughout the property. Staff will be tasked with cleaning and sanitization as their essential role by disinfecting door knobs, handles, and sports equipment and any other public touch-points in camp. Staff will increase the frequency by using upgraded supplies and disinfectants to comply with CDC guidelines and new industry standards.

In the event a child feels ill or shows symptoms of illness during camp hours, staff will coordinate an immediate response. The child will be taken to a sick room. Parents will receive immediate notification by phone call by the Summer Camp Director; alerts will be shared. Possible infections/ sick campers will require parents to immediately arrange for pick-up. A staff member will remain near the child for supervision. The sick camper will be required to quarantine and provide a negative covid test as per the current CDC guidelines.

PROTOCOL FOR POSITIVE COVID-19 for CAMPERS OR STAFF

Campers or staff who test positive for COVID-19 must be isolated from other campers/staff and excluded from the camp for at least 5 days. Isolation ends after 5 full days if the individual is fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved. Masking continues to be required upon return from isolation during days 6 through 10. Individuals must wear a

well-fitted mask and should social distance. If unable to wear a well-fitted mask, the entire time at the facility, they may not return for 10 days.

NON-VACCINATED EXPOSED CAMPER OR STAFF PROTOCOL

Asymptomatic non-vaccinated campers and staff will be excluded from camp for 5 days. Testing on Day 5 after exposure will be required to detect infection among individuals identified as exposed or potentially exposed. Masking continues to be required upon return to camp during days 6 through 10. Individuals must wear a well-fitted mask and should social distance. If unable to wear a well-fitted mask, the entire time at the facility, they may not return for 10 days.

UP TO DATE EXPOSED CAMPERS OR STAFF PROTOCOL

Asymptomatic campers and staff who are up to date with vaccines or have recovered from laboratory-confirmed COVID-19 in the previous 3 months will be excluded from camp for 5 days. Testing on Day 5 after exposure will be required to detect infection among individuals identified as exposed or potentially exposed.

DISASTER EVACUATION

In case of an emergency, each program has a designated relocation site. The Summer Camp Director and other administrators will be responsible for contacting all guardians of participants in order to coordinate immediate pick up via email, social media updates and/or phone calls.

SPECIAL NEEDS

The YMCA strives to provide programs that include children of all abilities. Our goal is to provide high quality programs and highly qualified staff to enable your child to have a fun, successful and enjoyable learning and social opportunity.

Our program is open to all students without regard to disability. Students with disabilities are invited to participate in the program if they can do so without 1:1 assistance. The YMCA will review the needs of each student, including but not limited to a review of the student's Individualized Educational Program (IEP) where appropriate, to determine appropriate and necessary staffing to ensure the safety and quality of the program for all students. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services.

STAFF INFORMATION

STAFF

The New Rochelle YMCA believes that the success of our program lies in the quality of our staff. Employees are carefully selected based on experience, education, talents and interpersonal skills. Camp staff is required to attend an extensive training process to cover specific program goals, emergency procedures, group work and curriculum planning. All of our staff has a criminal background check and a sex offender check completed before working with children. Above all else, the members of our staff share a common love for working with children! All camp staff wear YMCA staff shirts for easy identification.

Our aquatic staff consists of certified lifeguards who have experience in water safety and swim lesson instruction. Prior to working with your child, background checks are completed on all staff that include: prior work history, three positive reference checks, and background checks.

SUPERVISION OF CHILDREN

In our programs a child is never left unattended or unsupervised. Generally, the YMCA prefers that two individuals are present whenever children are in care. When this situation is unavoidable, the YMCA has a standard of behavior that must be observed. This standard involves moving to an area that can be easily observed by others passing by, or asking another staff member to randomly drop-in.

Proper staff to child ratios should always meet/exceed NY state requirements of:

3-5 Years	1 staff to 6 children
6-8 years	1 staff to 8 children
9-11 years	1 staff to 10 children
12-15 years	1 staff to 12 children

In general, the YMCA caps enrollments to ensure that the proper ratios can be maintained.

CONFIDENTIALITY

The policy of the YMCA Program concerning the issue of confidentiality of information is as follows: Information that families give to the YMCA staff will be shared with other staff, only on a need to know basis. No information about a YMCA family may be released to another agency without the written consent of the family, unless required by law.

BEHAVIOR MANAGEMENT

BEHAVIOR MANAGEMENT POLICY GOALS

- To create a constructive, positive atmosphere for children where strengths are maximized and weaknesses are minimized.
- To establish a socially interactive group that is non-punitive in nature and where the group leader's comments focus on reinforcing a child's appropriate behaviors rather than commenting on negative behaviors.
- To strive to keep expectations of children developmentally and physically appropriate while keeping the child's dignity and self-respect at the forefront of the activity.
- To follow accepted child development standards regarding discipline such as:
- Positive Redirection
- Positive Reinforcement
- Achievable goal setting for desired appropriate behavior
- Open and positive communication with child and parent/guardian
- Removal from activity to regain self-control (last resort)
- Children will not be spoken to in terms of "good" or "bad" behaviors. Behaviors are commented on in constructive ways and appropriate alternative behaviors are discussed and suggested by the group leader.
- No corporal punishment is to be used ever, nor any of the following: spanking, rough handling of a child, humiliation and verbal abuse including embarrassing a child or the withholding of food or shelter. No child shall be punished for soiling his/her pants or toilet accidents.
- Of utmost importance is the physical and emotional well being of all children in the camp group. Any removal of a child from a group situation/activity shall be done in a non-punitive manner and only for a brief period (as short as adequate for the child to be assisted in regaining self-control.)

Note: If a child must be restrained from hurting him/herself or others, the child will be held or removed from the area by the staff in a gentle yet supportive manner until the child finds self control and is no longer a danger to him/herself or others. This is done only with direct supervision of another trained staff member. In the event that a child does not respond positively to our behavior management plan and engages in any inappropriate and/or unsafe behaviors, our camp will follow the disciplinary procedures outlined in this and our camp staff handbook.

INAPPROPRIATE BEHAVIOR

The following behaviors will result in disciplinary action and possible removal from camp:

- Bullying of any kind
- Swearing, cursing, or other inappropriate language or gestures
- Teasing, hazing, harassment (physical, emotional or sexual)
- Striking, biting, fighting other children/staff
- Stealing
- Use or control of illegal substances
- Disrespect, lying, lying by omission to campers and staff members
- Damage, misuse, tampering of other's/camp property
- Disruption of activities to staff or other children
- Leaving the premises/group without permission
- Endangering others, failing to follow safety procedures
- Other actions deemed unsafe and/or inappropriate by the Camp Director

DISCIPLINARY ACTIONS

The first two steps may be skipped at the discretion of the Camp Director (Please note that refunds will not be granted for disciplinary reasons).

FIRST OFFENSE: The group leader will talk to the child, explain the behavior and request that the behavior cease. This will be done in a positive manner and if possible, out of the earshot (but always within eyesight) of other campers.

SECOND OFFENSE: If the inappropriate behavior continues, the counselor will notify the senior counselor. The Senior Group Counselor will meet with the camper to discuss the behavior and set an achievable goal for the camper. Senior Group Counselor will document this meeting with an Individual Behavior Documentation Sheet. At this offense level the behavior report may/may not be sent home depending on the outcome of the situation. A call will be made home by the Senior Camp Counselor or Camp Director.

Senior Group Counselor will write another Unacceptable Behavior Report. The Camp Director will be notified and given all the documentation of the negative behaviors. The camper, Senior Group Counselor and Camp Director may have a meeting to discuss and compose a new behavior plan contract or a suspension may be warranted at this time. Parents will be notified of the situation by phone and given the opportunity to meet with the Camp Director if necessary. If a camper is suspended, guardians will be notified immediately and instructed to pick up their child as soon as possible. Campers awaiting suspension pick up will remain in the office until they are signed out by their guardian. At the discretion of the Camp Director, a conference may be required at any time with parents/guardians, YMCA Administrators, senior counselor and other camp staff to discuss severe disciplinary actions that may include limited suspension, seasonal suspension, expulsion or advisement for professional referral. If the parents/guardians refuse to meet, the child will be suspended until such time that a meeting can be arranged. If the child is suspended, the parent is responsible for full payment of the session for which the child was registered.

REFERRAL POLICY

Should a senior counselor feel there is a need to refer a child for social, mental health or medical services, the staff member will bring the matter to the attention of the Camp Director. The counselor will also observe and document the child for a period of one week to one month, depending on the situation documenting related behaviors and actions. Following the observation, the Camp Director will call to invite the parents/ guardians for a conference to discuss possible solutions/referrals to an organization that may better suit the needs of the camper.

The Camp Director will offer assistance to the child's parents/guardians by providing them with a list of referral resources within the community for social, mental health, or medical services.

Termination Policy

Occasionally there may be cause to expel/suspend a child from the program; we would decide that on a case-by-case basis. Before we reach such a situation, we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Some examples of unacceptable behavior include but are not limited to:

- Physical aggression on the part of a child or parent
- Use of foul language by child or parents
- Disrespectful or intolerant/hateful words or actions

- Disrespect to staff, children (child or parent)
- Consistently ignoring program rules
- Leaving program area without permission
- Failure to complete required form
- Failure to pay or habitual lateness in tuition
- Parent or child exhibits verbal abuse to staff in front of enrolled children
- Fighting or intentional physical aggression for any reason results in immediate removal from the program. In order to return to the program, the parent and child must meet with the Camp Director.
- The YMCA program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

A child will not be expelled if the parent/guardian:

1. Made a complaint to the NYSOFS regarding the program.
2. Reported abuse or neglect occurring at the school.
3. Questioned the program director regarding policies and procedure.

BILLING & SCHEDULING

CAMP POLICY STATEMENTS: DEPOSITS, PAYMENT, CANCELLATION, REFUNDS

- **Deposits:** All deposits are non-refundable*, but will be credited toward the cost of the weeks registered.
- **Due date for balance of payment:** For each Session, full payment is required no later than the Friday before the session begins. If the total amount due is not paid by 7PM the Friday before camp begins, your child will not be allowed to attend the program, and your deposit will be forfeited. Subsequently your slot at camp cannot be guaranteed, and your child may only attend if she/he is re-registered and all payments due are paid in full. For families with Child Care Network subsidies or vouchers, a deposit for the last week of camp equal to your weekly parent fee is required. Each week of camp, your weekly parent fee must be paid no later than the Friday before camp begins, or you will receive a termination notice for your child on Friday. Your initial deposit will be applied to the first week of camp for which you have registered your child. Please contact 914.632.1818 for details.
- **Payments:** We encourage you use an electronic payment plan for your account so it can be automatically charged on your scheduled payment date. Payments (cash or check) can also be made at the front desk of our facility. Payments should not be given to your child to take to camp, and we cannot accept responsibility for lost payments.
- ***Cancellations and refunds:** Cancellations must be made in writing or by e-mail sent to BZayasNRYMCA@gmail.com. If a written or e-mailed cancellation is received at least two weeks prior to the beginning of a week enrolled, then a system credit will be issued. Cancellations made in writing less than two weeks prior to the beginning of the week are subject to a late cancellation fee of \$75. Exception: If a detailed note from a physician stating that your child cannot attend camp for medical reasons is submitted with your written cancellation, you will be charged a \$25 processing fee and you will receive a system credit. No refunds will be made due to failure to attend, incomplete attendance, holidays or inclement weather.

NEW ROCHELLE YMCA:

50 WEYMAN AVE

NEW ROCHELLE, NY 10805 NRYMCA.ORG | 914.632.1818