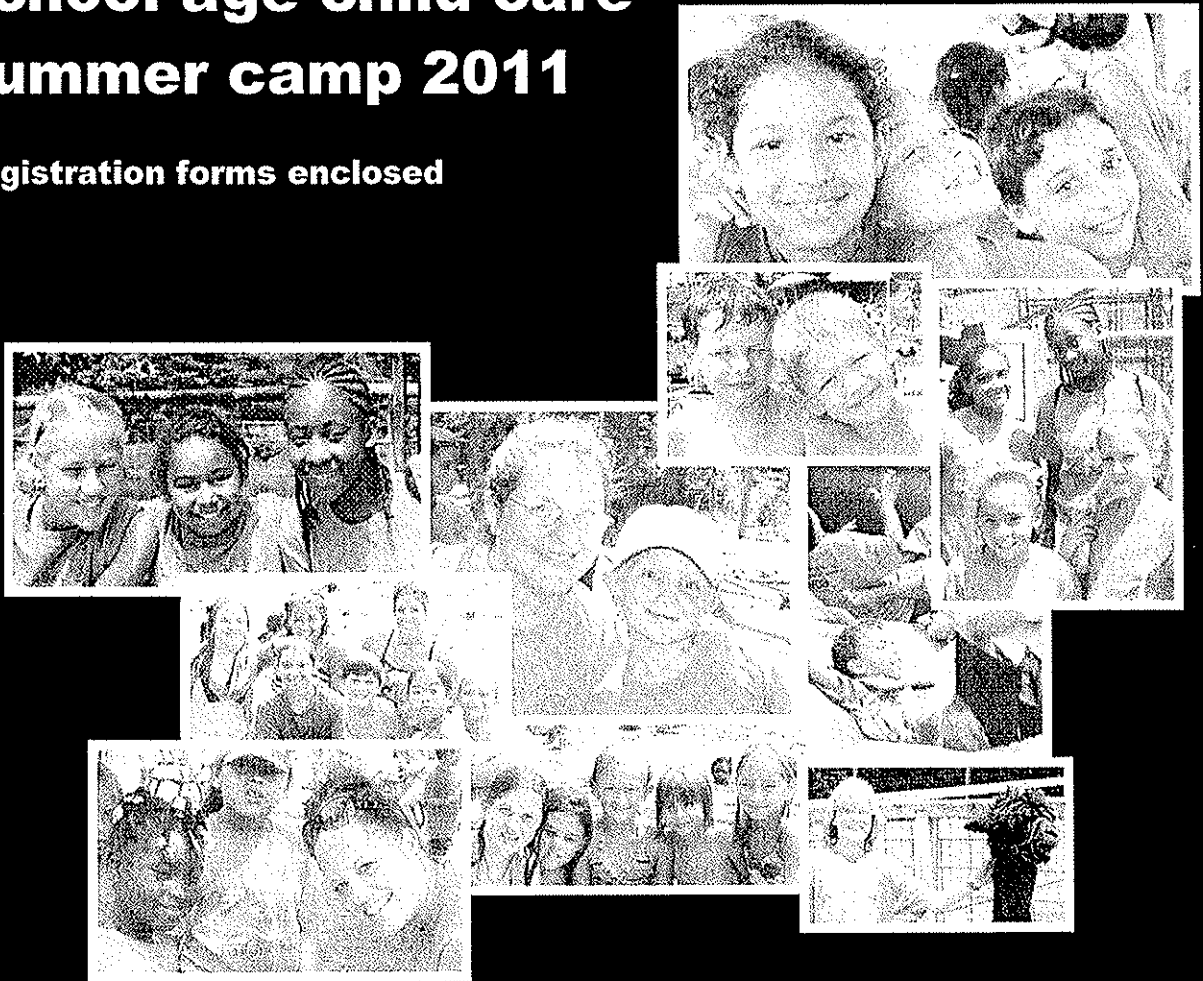


# ywca school age child care summer camp 2011

Registration forms enclosed



eliminating racism  
empowering women

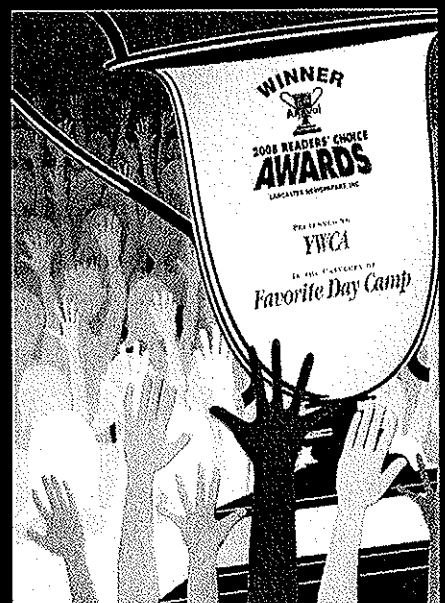
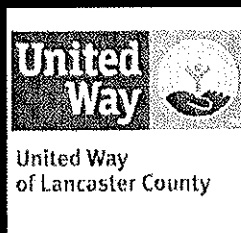
# ywca

**YWCA School Age Child Care Program**

**110 North Lime Street, Lancaster, PA 17602**

**717. 393.1735, ext. 265**

**Fax 717.396.0513**



# YWCA Summer Camp 2011

## “Our Future Leaders”

Dear Families,

Thank you for your interest in the YWCA summer camp program. Our camp offers a wide range of activities to ensure a busy and enjoyable experience for your child(ren). Camp weeks will be filled with swimming, field trips, arts and crafts, sports, games and lots of summertime fun. This year's theme is “**Our Future Leaders**”. Special events include our **4th Annual YWCA Camp Olympics** and our **5th Annual End of Camp Carnival!**

The following information includes the policies and procedures for camp registration, billing, scheduling and other program requirements. Please discuss the Code of Conduct and Behavior Policy with your child. We will send a Camp Newsletter to all registered campers in May. This will include a list of items needed for camp, swimming schedule and field trip information. At this time you will find out your child's group name for the summer.

All pages of the enclosed enrollment packet must be completed for registration. Along with this, YWCA memberships need to be renewed at registration if they are due during the summer months; the annual date will not change. The summer camp calendar is for the whole summer. Calendars are to be submitted with the registration packets. Vacation dates can be added with two weeks advance notice. Planning for field trips and other events require us to submit payment based on the number of participants. Your schedules are very important for our planning. There are a maximum number of children that can participate at each site, therefore early registration is highly recommended in order to secure a spot in our camp.

We are looking forward to a great summer with your child(ren). We welcome your comments and suggestions.

### **The SACC Administration**

Monica Kirchner  
Director

Rick Kerns  
Assistant Director

Hannah McEwen  
Site Coordinator

## **our mission**

The YWCA Lancaster is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

### **YWCA SACC PHILOSOPHY**

The YWCA School Age Program philosophy states that a child care program must protect the basic health and safety of the children it serves. Respecting their unique patterns of growth and development in a safe and diversified environment, children best learn and apply the values of peace, justice, freedom and dignity within their social realm.

Educated staff foster development by offering age-appropriate activities which include social, physical, creative, and emotional opportunities for growth which then stimulates trust in themselves and their world. School-age children are empowered to use their natural creativity to make their own choices regarding how they interact with their peers.

## **SACC CAMP 2011 GENERAL INFORMATION**

**Ages served:** Ages 5-12 (must have completed Kindergarten)

**Locations:** **Eshleman Elementary** (ages 5-12)  
545 Leaman Avenue Millersville, PA 17551  
**McCaskey High School** (ages 5-7)  
445 North Reservoir Street Lancaster, PA 17602  
**YWCA of Lancaster** (ages 8-12)  
110 North Lime Street Lancaster, PA 17602

**Dates:** **Eshleman** - Monday, June 13<sup>th</sup> - Friday, August 26<sup>th</sup>  
\* Last week at Eshleman: August 15<sup>th</sup>-19<sup>th</sup>  
\* Camp at the YWCA: August 22<sup>nd</sup>-26<sup>th</sup>

**YWCA/McCaskey** – Wednesday, June 15<sup>th</sup> – Friday, August 26<sup>th</sup>

**Hours of Operation:** 6:30am-6:00pm

**Closed Dates-Holidays:** July- Closed Monday, July 4<sup>th</sup> for Independence Day Observance

**PA State Licensure:**

Our programs are licensed by the Department of Public Welfare. This means all facilities must meet minimum standards of space, staff-to-child ratios, and qualifications of staff members as well as state police and child abuse clearances. A copy of the regulations for our program is available at all sites to any parent upon request or by calling the Dept. of Public Welfare at 1-800-222-2117.

**Child Drop Off & Pick Up Procedure:**

Children attending our Summer Camp Program must be escorted into the facility by an adult and signed in on the roster. Children will only be released to the persons designated on the Emergency Contact Form and must be signed out on the roster. Proper identification must be shown when picking up the child from the Summer Camp Program. Please notify persons on your Emergency Contact Form to bring proper identification. This procedure is in place to ensure the safety of the children; therefore, children will not be released to persons without identification or those not listed on the Emergency Contact Form. Please note, if a person other than those listed on the Emergency Contact Form will be picking up your child, you must call the administrative assistant (393-1735 ext: 242) prior to your child's pick up time.

**Emergency Plan Explanation:**

The site emergency plans are available on site with the evacuation sites and procedures. This information is available upon request from staff.

**Staff:**

Primary responsibilities of all staff are to protect the health, safety, privacy and confidentiality of each child in the program. Each staff member must have Criminal Background Clearances, Child Abuse Registry Clearances, FBI Fingerprinting, and health appraisals. All of our staff also receive first aid, fire safety, water safety, and emergency evacuation training. Pictures and background information on each staff member can be found on the parent information board. If there are any questions about any individual staff member's qualifications or performance, please contact the Program Director, Monica Kirchner, 393-1735 ext.270.

**Community Resources:**

Information regarding other community resources and how to contact community resources is available during registration and again during the six month review period. Information regarding health, nutrition and medical services will be available periodically throughout the summer.

**Parent/ Guardian Code of Conduct:**

The YWCA is committed to protecting the rights and dignity of each individual it serves and of every employee who provides those services. Any offensive physical, written or spoken conduct including conduct of a sexual nature is prohibited.

The YWCA of Lancaster strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. Mutual trust and the absence of intimidation, oppression, and exploitation should characterize the environment in the child care center. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the YWCA. For that reason, the YWCA **will not tolerate** unlawful discrimination or harassment of any kind.

Harassment may be defined as unwelcome or unsolicited verbal, physical, or sexual conduct that creates an intimidating, hostile, or offensive working environment. If any of the following behaviors are exhibited by a parent/guardian in the child care center, their child care services will be immediately be suspended for three days. We reserve the right, depending on the severity of the harassment to terminate child care services completely.

- Use of inappropriate language or profanity
- Exhibiting behavior that is believed to be hostile
- Disrespecting the child, our staff, or Directors
- Initiating a verbal or physical threat towards a YWCA child care employee. (Immediate termination of child care services will occur.)

**Civic Rights Compliance:**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student and/or their guardian, who believes they have been discriminated against, may file a complaint of discrimination with:

YWCA of Lancaster  
Attention: Deb Sims  
110 North Lime Street  
Lancaster, PA 17602

PA Human Relations Commission  
Harrisburg Regional Office  
Riverfront Office Center  
1101 S. Front Street, 5<sup>th</sup> Floor  
Harrisburg, PA 17104

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 521, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

Bureau of Equal Opportunity  
Central Regional Office  
Cameron & Maclay Street  
Building 56, Patton House  
P.O. Box 61260  
Harrisburg, PA 17106-1260

U.S. department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Leger Building  
150 S. Independence Mall West  
Philadelphia, PA 19106-9111

## Program Information

The YWCA welcomes children from all ethnic, racial and religious backgrounds, knowing that playing and developing together at a very young age is a basis for better understanding in the future. Our program is state licensed and we strictly adhere to all state guidelines and regulations.

### Daily activities may include:

- Arts & Crafts
- Outside Play
- Movies
- Music
- Movement
- Nature Walks
- Gross Motor Activities
- Science
- Theme Days/Weeks
- Multicultural Activities
- Fine Motor Activities
- Story Time
- Dramatic Play
- Group Games
- Special Events/Parties

### Keystone Stars:

All of our programs participate in Keystone STARS. Keystone STARS is a statewide initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

### Meals:

**Eshleman:** Morning & Afternoon snack provided. Water is always available. Snacks are modified, when possible, to accommodate food allergies. A bagged lunch with a drink that needs no heating or preparation will be the parents' responsibility. Please no candy, soda or glass items of any kind. Soft padded lunch bags with a cold pack work great for our coolers.

**YWCA/McCaskey:** As part of CACFP, a state funded program, breakfast, lunch and an afternoon snack will be provided for your child. Additional paperwork will be required to participate in this program.

### Clothing:

We expect to play hard, be outdoors and be active (get dirty). All children should wear loose comfortable play clothes with sneakers and socks. No tube tops, half tops, short-shorts or inappropriate shirts will be permitted. For safety reasons, open toes shoes, flip flops and sandals are not recommended. Pool shoes should be packed with swim gear and can be worn at the pool only.

### Personal Items:

Please do not bring toys, game boys etc. because they are easily lost or broken. The YWCA can not accept responsibility for items brought from home which become lost, stolen, or damaged during YWCA programs.

### Conferences:

Conferences may be requested by the parents/guardians or staff at any time and will be arranged as soon as it is mutually convenient. We encourage open and frequent communication between staff and parents.

### Field Trips:

Each child will receive one camp shirt on the first day of camp; you will receive the size that you ordered. Each group will have a weekly field trip. This shirt is **required** to be worn on these days. Swimming will be scheduled for twice a week. In the event that field trips are on swim days we will make every effort to reschedule swim time.

### Behavior Policy/Consequence Steps:

1. Verbal warning
2. Take 5 Form – timeout – 1 minute per number of years old; up to 10 minutes
3. Consequence Form: requires child and parent signature
4. 2<sup>nd</sup> Consequence Form: result in a 1-3 day suspension
5. 3<sup>rd</sup> Consequence Form: result in a week suspension
6. A 4<sup>th</sup> Consequence Form will result in expulsion from the camp
7. In extreme cases SACC Directors may suspend or terminate care the same day.
8. The Child Care Director must approve all terminations from care.

**SACC CAMP 2011  
RATES, SCHEDULING, BILLING, & TERMINATION POLICIES**

**Weekly Rates:**

**Eshleman:**

Fulltime: \$125 (4-5 days)

Part-time: \$95 (1-3 days)

**YWCA/McCaskey:** Sliding scale based on income verification of \$115-\$125 (Income verification requires two paystubs as documentation. Failure to provide documentation will result in you being charged the full amount of \$125.)

**Sibling Discount:** A 15% sibling discount is available.

**Fees:**

\$30.00\* activity fee

\$10.00\* registration fee per family (waived for school year participants)

\$15.00\* YWCA youth membership (if due during the summer must renew)

\* All registration fees are non-refundable should you withdraw from the program.

**Vacation Fee:** \$15.00 weekly rate/ 2 week maximum

**Cancellations & Credits:** We do not give credits for cancelled or suspended days.

**Early Drop Off & Late Pick Up:**

Our program hours for camp are from 6:30 am to 6pm. Dropping your child off before 6:30 am and/or picking up your child after 6 pm will result in a penalty fee of \$1.00 per minute for each minute outside of the normal operating hours. Penalty fees will be charged the first instance and each time thereafter. When continued early drop off or late pick up occurs, the result will be suspension of care. Please do not place us in this position.

**Membership Fee:**

All children enrolled in our programs are required to have a youth membership. This membership gives you access to the YWCA building. The membership is good for a year.

**Billing & Payments:**

A weekly invoice, for the following week, will be issued on Wednesdays and due on Fridays.

**Eshleman:** Payments may be made on site by putting the payment in the lock box located next to the sign in sheets. You may also phone in credit card payments (393-1735 ext 220), pay at the YWCA front desk or pay online at [www.ywcalancaster.org/pay/](http://www.ywcalancaster.org/pay/).

**YWCA:** Payments should be made at the YWCA front desk on the first floor of the building or online at [www.ywcalancaster.org/pay/](http://www.ywcalancaster.org/pay/).

**McCasky:** Payments may be made at McCaskey or the YWCA front desk. You may also phone in credit card payments to the front desk(393-1735 ext 220) or pay online at [www.ywcalancaster.org/pay/](http://www.ywcalancaster.org/pay/)

**Please contact Lisette Colon at 393-1735 ext.230 with any billing questions/concerns.**

**Termination Policy:**

A **two week written notice** must be submitted to the Director prior to the date of termination. A verbal notice is not acceptable to change the camp payment agreement. If you remove your child(ren) without notice, **we reserve the right to bill you for the entire summer program. THERE ARE NO EXCEPTIONS TO THIS POLICY.**

**Camp Shirts:**

Each child will receive one camp shirt on the first day of camp; you will receive the size that you ordered. Additional shirts may be purchased for \$7.00 starting the second week of camp. This shirt must be worn on all field trips (This does not include Pool days). If your child is going on a field trip they must be wearing their shirt otherwise you will be charged \$7.00 for a new shirt, so that they will be able to go on the field trip.

### **Subsidized Funding:**

Parents interested in subsidized funding for child care should contact Child Care Management Information Services (CCIS) directly at (717) 393-4004 or 800-937-4546. This program is managed at the Community Action Program building located at 601 S. Queen Street, PO Box 2079, Lancaster PA 17608.

**Damage to Property:** You are responsible for any damage resulting from your child's actions.

## **HEALTH & SAFETY**

### **Health Appraisals:**

All children are required to have a completed Health Appraisal Form with all immunizations up-to-date. Health appraisals need to be updated at kindergarten and sixth grade. A Health Appraisal form is included in your registration packet and must be returned within 30 days of registration. School Health Forms are also accepted.

### **Mandated Reporting:**

All employees of the YWCA Child Care programs are mandated reporters. Mandated reporters are defined as people who, in the course of their employment have direct contact with children must report or cause a report to be made when they suspect child abuse. Any signs of suspected abuse, neglect or maltreatment will be reported. The law also states that anything told to a mandated reporter, regardless of evidence involving maltreatment, abuse or neglect must be reported to the appropriate agency.

### **Accidents:**

Parents will be notified of major accidents immediately, if possible, and appropriate first aid procedures will be used when needed. If a minor accident occurs parents will be notified upon pickup of their child. Written reports are kept of all minor injuries (such as cuts, falls, etc.) as well as more serious injuries. Parents are required to read and sign these reports.

### **Illnesses:**

If your child becomes ill while in our care and our staff person thinks that your child should go home, you will be contacted immediately. Should we be unable to reach you, we will contact the emergency numbers listed on your Emergency Contact Form. If we suspect your child has a communicable disease (i.e. chicken pox, pink eye, head lice) we will require a physician's note to return to the program.

Children should not attend the Program if they are experiencing any of the following:

- A temperature above 101 degrees taken orally/axially
- Repeated episodes of vomiting or diarrhea
- Obvious symptoms of a communicable illness, in which case we should be notified immediately.
- Severe nasal and chest congestion and a cough that interferes with daily activities.
- Behavior indicating pain or distress

**When an illness such as diarrhea, vomiting or fever requires exclusion, we ask that your child remain home until he/she has been symptom free for 24 hours.**

### **Sunscreen:**

Parents must supply sun screen and allow staff to apply. Spray sun screen is the easiest to use. Hats and water bottles are suggested during warm months.

### **Medication:**

For safety reasons children are not allowed to keep any medication in their possession. Please give any medications to your child's counselor upon arrival at the facility. All medications, including over the counter brands, must be in its original container and include a pharmacy label with the child's name, current date, and dosage amount. **Be sure to complete and sign the medication log. We are not permitted to give medication to children without your authority.** Please make sure the dosage is clearly stated on the medication log and on the container itself. **Any over the counter medication must have a physicians note.**