



# 2026 DAY CAMP FAMILY HANDBOOK

Last Modified: 12/2025

THE *summer camp* PLACE

## **WELCOME**

Welcome to Summer Day Camp at the Greater Philadelphia YMCA!

Our goal is to nurture the potential of every camper to help them grow and develop into the best person they can be. At our Summer Day Camps, children will experience new activities, develop communication skills and make new friends in a safe, secure environment.

Safety is our number one priority at camp. Guided by industry best practices, the American Camp Association, YMCA of the USA, and guidance of governing health agencies, we will implement safe camp practices every day.

Our Summer Day Camp experience encourages campers to:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun!!

Thank you for choosing the Greater Philadelphia Y for your child this summer. We look forward to getting to know you and your child even better and making this summer one to remember.

If you have any questions, please speak to a counselor or come to the front desk of the Y branch and ask for the Camp Director.

Brenn McCans  
Regional Leader, Camp

Jennifer Segelken  
Vice President of Youth Development



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Parent Acknowledgement: Your agreement, understanding, and acknowledgement of this handbook is completed as part of your Camp Secondary Registration Form.

# ADMISSION AND ENROLLMENT

## Equal Opportunity Provider

The YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

## Camper Success

Our camp operates at a 1:6 staff to child ration (1:4 for Dragonfly Forest Camp) for ages 4-5 and 1:12 for ages 6 and up. If you feel your child may need additional support to be successful in a day camp setting in this ratio, please reach out to [gpy-camp@philaymca.org](mailto:gpy-camp@philaymca.org). We would love to discuss how to help your child have the best summer ever.

## Registration Procedures

Registration can be completed as a member or non-member. Children must be on a currently active membership at the time of registration and remain on an active membership before and during camp to receive the member rate. If membership is on hold at the time of registration, the fee will be at the non-member rate. If membership is cancelled before or during camp, the camp registrations will be cancelled and re-registered at the non-member rate with current pricing. At the time of registration, a deposit is required for each camp session the child is being enrolled in and the remaining balance is due two weeks prior to each camp session.

When your registration is complete and your deposit has been paid, you will receive a receipt of the child's registered camp session(s). If there are any discrepancies between the requested program registration and the receipt, it is the responsibility of the parent to notify the YMCA immediately so the child can be registered in the proper program.

## Emergency Contact, Health, and Permission Forms

All children participating in our program must have the following forms on file prior to the first day of attendance:

- **YMCA Camp Primary Registration Form:** This is completed at the time of registration and includes contact information for the parents/guardians, emergency contacts and authorized pick-ups, basic health information, and consent for certain activities.
- **YMCA Camp Secondary Registration Form:** This form is available in the YMCA Portal after your registration has been processed. You will be asked to provide additional medical information and your full agreement with our waivers and consents.
- **Summer Day Camp Fee Agreement:** This form is available in the YMCA portal after your registration and must be filled out and uploaded.
- **Child Health Report:** A Health Assessment on an approved form along with immunization records signed by a pediatrician must be submitted as part of the completed enrollment packet.

If changes occur, updates should be made immediately, including changes of address, phone numbers, any of the emergency contact people or those to whom your child may be released.

These forms will be reviewed by the Program Leader to confirm completion prior to attending. You may receive emails and phone calls if paperwork is incomplete.

## **Other Required Forms**

To allow our team to best serve your child and your family, we ask that you also provide us with a copy of any **IEP/IFSP/504 Plan** that pertains to your child.

If there is a **court-ordered custody agreement** (or any updates to prior orders), it is in your and your child's best interest to provide a copy to the center to be placed in the child's file. This is especially important if there is an action or an order against a natural parent that denies him or her right to see or obtain the child in whole, or as per a set schedule. We will adhere to the custody order and will involve local authorities, as necessary.

All forms may be uploaded to your YMCA portal or emailed to your Site Leader and will remain confidential and discussed only with those parties in a need-to-know situation.

## **Behavioral Support Staff**

If your child will be accompanied to camp by Behavioral Support staff, please reach out to [gpy-camp@philaymca.org](mailto:gpy-camp@philaymca.org) so that we can partner with you in coordination. We ask that you share our Behavioral Support Staff expectations with your child's care team to ensure the best possible experience for all.

The Behavioral Support Staff:

- Will provide the YMCA Program Director with official documentation of assignment to YMCA site to include contact information for Agency Supervisor's name and telephone number
- Will assist YMCA Staff in awareness of any specific behavioral elements that must be monitored/understood
- Will implement their agency's delineated strategies in a manner that aids their clients' participation in YMCA programs and activities
- Will assist YMCA staff in crisis intervention by removing their client from a dangerous situation, removing dangerous objects, using their agency's prescribed de-escalation techniques, and contacting their Agency supervisor in emergency situations as warranted.
- Will seek authorized YMCA Program Director signature when required, as documentation and indication of the hours worked at the end of their workday/work week.
- Will not Transport the client from the YMCA for any reason.
- Will not accompany client *into* a bathroom unless an emergency or as outlined in their care plan/IEP. They must be accompanied by a YMCA staff person. In normal situation, they will wait outside the bathroom within sight/sound for adequate supervision.
- Will not remain alone at any time with the client and/or other children while at program site/classroom (unless otherwise outlined with their Care Plan or IEP). YMCA staff must be within visual range of Support Staff and client at all times.
- Will be provided with a copy of the YMCA dress policy to be observed during sessions: no flip flops, tank tops, extremely short pants, skirts and low cropped pants and frayed jeans.
- Cannot provide supervision/responsibility for children other than their client while at YMCA program site/classroom.

- Will not engage in personal activities, e.g. reading, sleeping, talking or texting on cell phone or any other activity which distracts their focus from their client or which may cause distraction while assisting their client in the YMCA program/classroom.
- Will not leave their client, unless they notify YMCA Staff of their intentions and time of their approximate return in instances (i.e. bathroom, lunch break, etc.)
- Will participate in all activities that their client is participating in, including swimming, as needed.

*Support Staff are assigned to support the participation and/or involvement of their client in programs/classrooms. They are not to be used in place of or to be assigned any other responsibility by a YMCA Program Director and/or program staff.*

## **Wait List Policy**

If the program has reached capacity, you will be added to a waiting list. The YMCA will send an email when a spot has opened, and you will have 48 hours from the time the email is sent to accept or reject your spot. We ask that parents update us if they register for another camp program or their plans change. Openings are dependent upon the approved ratios for each age group.

# **DROP-OFF & PICK-UP**

## **Sign In/Out**

All children must be accompanied to the program by an adult and placed under direct supervision of YMCA staff. Children must also be accompanied by an adult when leaving the program at the end of the day. You must sign your child in at drop-off EVERY DAY and sign them out at pick-up EVERY DAY. This is a requirement, and your cooperation is appreciated. A completed signature with your full name or first initial and last name is required.

## **Release of Child**

Children will only be released to individuals that are listed as persons whom the child may be released to on the child's file. Any person picking up a child needs to have an ID with them every time. Staff are required to ID any individual that they do not recognize and make sure that person is an authorized person before releasing a child. Because staff turnover may occur, please be prepared to show ID even if you feel that all the staff know you. This will ensure that our staff are able to follow proper procedures when releasing children.

On your child's Emergency Contact information, provide the full names of ALL people to whom we may release your child. Pick up and drop off people must be age 16 or older. Children will not be released to anyone whose name does not appear on the list without written notice by the parent and/or to anyone who cannot produce proper identification. This is for the safety of your child/children.

Please make sure to notify the Camp Director immediately if there will be a change in the people who are authorized to pick up your child. You will need to update your child's file with any changes.

## **Intoxicated or Impaired Individual**

If a person, authorized or not, who arrives to pick up a child appears to be under the influence of medications, alcohol or otherwise impaired, the GPY team member will make every attempt to discourage that person from picking up the child. A team member will be directed to take the following steps:

- Delay the individual
- Every attempt should be made to contact another parent/emergency contact person to come pick up the child
- Explain to the individual that arrangements have been made for "alternate contact" to pick up today and that the child shall remain in our care until that time
- If the individual becomes threatening or violent ask them to leave and contact the police if they do not leave
- A team member cannot legally deny release to a parent (without a court order), but we need to consider the safety of the children without putting others in harm's way

If the individual snatches the child and leaves, our team will contact the police and notify them that an intoxicated/impaired individual is leaving the center with a child; we will also inform them that attempts were made to delay until other arrangements for pick up could be made but we were unsuccessful

## **Late Pick-Ups**

Children must be picked up by closing every day. A late fee as outlined in your fee agreement will be assessed every occurrence that a parent is late. This fee will be added to your bill and must be paid within 48 hours. No money should be given to the camp staff.

If you are running late for any reason, please make every effort to call the program and provide an estimated time of arrival. The staff will attempt to contact the parents to alert them that the child is still at the camp if no call has been received. If unable to reach a parent, the other people listed on the emergency contact list will be contacted. If the staff are unable to reach anyone and the child is still at the camp 45 minutes after closing, the police will be contacted to pick up the child.

Consistent lateness in picking up your child may result in the child's dismissal from the program.

# PAYMENTS AND FEES

## Payment and Due Dates

Payments are due 2 weeks prior to the first day of the camp session. All major credit cards, cash, checks and debit are accepted. An automatic payment option via bank account or credit card is available. Account information will be securely stored in our system and will be drafted on payment due dates. If your EFT or credit card draft is declined, the payment may be collected electronically. Please note that if payment is made with a check that has insufficient funds available at time of deposit, the parents are responsible for paying the amount of the check plus \$35.00 fee. Payment must be made in full within three days; otherwise, the child must be withdrawn from the program. The YMCA may require that all future payments be made by money order.

**Payments for camp** must be paid online through the YMCA Portal, phone with the YMCA's Connection Center at 215-220-9199, or at the YMCA's Member Services desk, and **cannot be accepted at a camp site.**

## PAYMENT SCHEDULE SUMMER CAMP 2026

**Payments are due 2 weeks prior to the first day of the camp session.**

Week	Session Start Date	Session End Date	Cancellation/Change Deadline	Payment Processing Date
1	6/1/2026	6/5/2026	5/17/2026	5/18/2026
2	6/8/2026	6/12/2026	5/24/2026	5/25/2026
3	6/15/2026	6/19/2026	5/31/2026	6/1/2026
4	6/22/2026	6/26/2026	6/7/2026	6/8/2026
5	6/29/2026	7/3/2026	6/14/2026	6/15/2026
6	7/6/2026	7/10/2026	6/21/2026	7/11/2026
7	7/13/2026	7/17/2026	6/28/2026	6/29/2026
8	7/20/2026	7/24/2026	7/5/2026	7/6/2026
9	7/27/2026	7/31/2026	7/12/2026	7/13/2026
10	8/3/2026	8/7/2026	7/19/2026	7/20/2026
11	8/10/2026	8/14/2026	7/26/2026	7/27/2026
12	8/17/2026	8/21/2026	8/3/2026	8/4/2026
13	8/24/2026	8/28/2026	8/10/2026	8/11/2026
14	8/31/2026	9/4/2026	8/17/2026	8/18/2026

## **Cancellation for Non-Payment and Late Fees**

If payment is not received at least 2 weeks prior to the start of camp, your camp deposit will be forfeited, and your child's registration will be canceled the day after the payment deadline. In the event of a waiting list, your child's spot may be assigned to the next individual on the list, and re-registration will only be possible if another space becomes available.

**Payment is considered late if not received on the due date. Payments made after the due date will incur a \$25 late fee.**

## **Third Party Subsidy**

The YMCA accepts various Third-Party Subsidy, including ELRC, BCCAP, Child Care Aware, and the IRS Federal Employee program. Families utilizing subsidies should understand:

- **Not all locations accept subsidies.** Families are responsible for ensuring they register at a location that accepts their funding.
- **Subsidy may not cover the full cost of camp.** Families are responsible for any remaining balances, including copays, adjustments for weeks not authorized, as well as any adjustments for absent days in accordance with your subsidy agency's policies.
- **Subsidy will not appear on your account until authorization is received** from your agency.
- **If you add additional week(s) of camp after your initial registration, you must notify your caseworker.** Agencies do not automatically provide authorization for additional weeks without your communication.
- **Charges for absences not covered by subsidy** may appear on your account after camp has occurred in line with your subsidy agency policies.
- **Cancellations or changes between camp weeks require at least fifteen (15) days' notice prior to the start of the camp week.** If you cancel with fewer than 15 days' notice, you will be responsible for the full balance, and subsidy will not cover the charges.

## **Refund/Credit Policy**

DEPOSITS ARE NON-REFUNDABLE. DEPOSITS MAY BE TRANSFERRED BETWEEN CAMP WEEKS UNTIL MAY 31ST. ON OR AFTER JUNE 1ST, NO DEPOSITS MAY BE TRANSFERRED BETWEEN CAMP WEEKS. CANCELLATIONS OR CHANGES BETWEEN CAMP WEEKS REQUIRE AT LEAST FIFTEEN (15) DAYS' NOTICE PRIOR TO THE CAMP WEEK START DATE. AFTER FIFTEEN (15) DAYS PRIOR TO CAMP WEEK START DATE, THE ENTIRE CAMP FEE IS NON-REFUNDABLE. WHEN TRANSFERRING TO A CAMP WEEK OF HIGHER VALUE, THE DIFFERENCE IN THE DEPOSIT AMOUNT IS DUE AT THE TIME OF THE TRANSFER, AND REMAINING BALANCE IS DUE TWO WEEKS PRIOR TO THE CAMP WEEK, ALIGNING WITH THE CAMP PAYMENT DUE DATE. CHANGES TO A PROGRAM OF LESSER VALUE WILL RESULT IN A CREDIT TO YOUR ACCOUNT FOR THE DIFFERENCE. NO CREDITS OR REFUNDS FOR UNUSED/UNATTENDED CAMP DAYS. NO CREDITS OR REFUNDS WILL BE ISSUED FOR CAMP CLOSURES DUE TO INCLEMENT WEATHER, MAINTENANCE, CITY ORDINANCE, EVENTS, OR OTHER CLOSURES. ACCOUNT CREDIT IS GOOD FOR USE UP TO ONE YEAR FROM THE CREDIT DATE.

The YMCA does not discount, provide credit, or issue refunds for camp fees due to absences of any nature. This includes, but is not limited to, absences resulting from illness, injury, vacation, medical appointments, holidays, or suspension from the program. This policy is in place regardless of if a doctors' note is provided.

**This policy applies in all circumstances, regardless of whether a doctor's note or other documentation is provided.**

Camp fees are assessed and remain payable in full regardless of the number of days attended.

## **Financial Assistance**

The Greater Philadelphia YMCA offers YMCA Members limited financial assistance to those who qualify for summer camp and other programs. If you are interested in applying for financial assistance, please complete a Financial Assistance Application. The application process can be found at <https://www.philaymca.org/join/financial-assistance-program>.

Funds are distributed on a first-come, first-serve basis and the amount of funds available varies from branch to branch. Financial Assistance funds are supported by our Annual Campaign. For information, on how to contribute to our campaign, please see your camp director or visit the branch's Welcome Center.

If you are not a member of the YMCA, you are ineligible to receive YMCA Financial Assistance

# COMMUNICATION

## **Open Houses**

Parents are encouraged to view our virtual information session or In Person Open House events. Information can be found on our website at <https://www.philaymca.org/camp/open-house>.

## **Emergency Contact Information**

Complete emergency information including emergency contact people is required prior to the start of camp. If there are changes to this information, it is the parent's responsibility to update. Please inform the emergency contact person of their responsibility, and notify them of camp procedures and trip information, should you not be able to be reached. This information is kept on file at the site of the camp.

## **Email Communication**

The Camp Director will email a newsletter by the Friday before your child's camp week. This newsletter will detail information pertaining to in-house experiences of field trips, drop-off and pick up processes, swim days and what to pack for camp. This newsletter will come via email, to the email listed on your child's registration.

## **Weekly Update**

Please take a moment at the end of the week or beginning of a new session to communicate with your child's counselor. This will keep you up to date regarding your child's participation and involvement in the camp program, learn about upcoming events and plan for the next week. Please arrange to see the camp or site director and put all information in writing for the camper's records.

## **Parent Call-In**

**Campers are not permitted to bring cell phones to camp.** Aside from the fact that cell phones are expensive and can get lost, cell phones can prevent campers from being fully engaged and present in camp. If a child is using a phone in camp, we will contact the camper's parents to pick the phone up at that time. Parents are welcome to call the YMCA/camp office for updates, messages, and concerns. Parents are requested to call the Camp/YMCA by 8:30am whenever a child will not be attending on a scheduled day. Parents may leave a voicemail on the camp site phone. The Y is not responsible for any lost or damaged items.

## **Change in Arrival or Departure Times**

Our Summer Day Camp Program complies with DHS regulations by staffing programs based on the child's arrival and pick-up times. Please adhere to these times as noted on the fee agreement. When there are changes, please give the YMCA staff 24-hour notice. Failure to comply with these standards may compromise the ratio of the Summer Day Camp for your child and others.

- Please notify the YMCA if you are running late.
- All children must be accompanied into camp by an adult and be placed under direct supervision of YMCA staff. Children must be accompanied by an approved adult when leaving the YMCA.
- All early pickups must occur **before 3:30 pm each day**.

## **Program Evaluation**

Parents are encouraged to share their feedback with the Camp Director at any time. Surveys will be sent out via email in addition. Your input is welcome and encouraged.

# **GUARDIAN/CHILD CONDUCT POLICIES**

## **Conduct Policy**

Please make certain that you and your child are completely familiar with these policies. The following policies pertain to actions by a child to another child or to an adult or parent towards any child or team member. The Program Leader, upon notification to the parent, may suspend or terminate a child or family from all activities and participation in the program for the following types of misconduct by you or your child:

- Injuring another person
- Use of foul language or rudeness
- Verbal or physical threats towards another program participant or participant's family member or YMCA staff
- Bringing in or using illegal substances
- Engaging in fighting
- Failure to consistently follow program rules and staff directions
- Stealing or vandalizing another person's property
- Leaving the facility without permission or going into posted unauthorized areas
- Running from the group/program space or running from group during outings
- Not following check-in and out procedures
- Defacing YMCA or program property or field trip facilities

## **Discipline Policy**

The YMCA expects that each individual will be or will learn to be responsible for his or her behavior, will be respectful towards others and will act in a caring and honest manner. From time to time, all individuals need help and direction in learning, developing, and maintaining appropriate behavior.

If an individual exhibits frequent disruptive and/or aggressive behavior, a family conference will be scheduled. Continued disruptive and/or aggressive behavior may result in temporary suspension or permanent dismissal from the program. All families need a safe, stable and enjoyable environment while at the YMCA and disruptive individuals can quickly destroy the cooperative atmosphere of a program. This policy has been adopted with the safety of all of the families in YMCA childcare in mind.

We recognize that children go through different developmental stages throughout their time with us. Therefore, each case will be addressed on an individual basis. Together we will try to work out a program to manage the behavior, and the Program Leader will offer parents referral information pertaining to social, mental, health, education and medical services as appropriate.

## **Suspension and Expulsion**

The GPYMCA Camp programs will make every effort to prevent suspension and expulsion. Team members will:

- Take proactive steps to prevent Suspension/Expulsion
- Try to redirect child from negative behavior
- Reassess program environment, activity appropriateness, and supervision
- Always use positive methods of language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for rules

- Give verbal warnings for behaviors
- Provide brief breaks from activities to allow child to regain control
- Temporarily suspend loss of certain privileges for the child
- Notify parents/guardians verbally of concerns and situations
- Document the child's disruptive behavior and maintain its confidentiality

Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion. The Program Leader, team member and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

When challenges arise that prevent us from providing a safe and appropriate environment for children and staff, we will follow the steps and actions as outlined below:

1. Record behaviors / incidents on appropriate documents and implement modification strategies.
2. If behaviors or incidents increase in severity or frequency, camp staff will notify Program Leader. Program Leader will meet with legal guardians to discuss strategies used to modify behaviors and to identify changes needed to support success.
3. If behaviors continue, Program Leader will meet with legal guardians to discuss whether suspension is required to maintain safety while external supports are put in place for child. An action plan is required at this point and must be shared with legal guardians, teacher, Program Leader, Executive Director and Association Day Camp Director.
4. Implement proposed action plan with use of external supports. Evaluate effectiveness in no more than five (5) days. Additional legal guardian conference to share resources to alternate providers as well as progress and challenges for the child.
5. Post five (5) days of implementation of action plans, a reevaluation should take place and a decision to refer (expel) if necessary, or to modify the action plan will be made. All observations, and leadership support must be in place prior to the suspension or expulsion of any child except in the case of an event which requires immediate expulsion (see Reason for Immediate Expulsion, pg 16).
6. Final determination should include the Program Leader, Executive Director, and Association Day Camp Director.

If after the remedial actions have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion. A suspension action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the program.

- The parent/guardian will be informed regarding the length of the suspension period
- The parent /guardian will be informed about the expected behavioral changes required for the child or parent to return to the program
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate childcare whenever possible (depending on risk to other children/staff welfare or safety).

### **Reason for Immediate Expulsion**

We will make every effort to work with families in the event that expulsion from the program is necessary. However, if the child or parent/guardian presents a direct threat to their own or the safety of other participants and team members, the YMCA may call for an immediate expulsion from the program. These threats can include, but are not limited to, physical violence and verbal or implied threats.

Unfortunately, there are some reasons we have to expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Payments for suspended or expelled days are non-refundable.

The following are reasons we may have to terminate or suspend a child from the program.

**Parental Actions for Child's Suspension/Expulsion**

- Failure to pay/habitual lateness in payments
- Failure to complete required forms
- Habitual tardiness when picking up your child
- Physical or verbal abuse to participants or team members

**Child's Actions for Suspension/Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to team members or other children
- Excessive biting

**A child will NOT be expelled if a child's family:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Report abuse or neglect occurring at the center
- Question the center regarding policies and procedures

**Drug, Alcohol, and Tobacco Free**

The Greater Philadelphia YMCA Summer Day Camps and programs are drug, alcohol and tobacco free environments. Any camper who brings drugs, alcohol or tobacco to camp, or on YMCA property will be expelled from the program. No refunds or credits will be issued for a violation of this code.

# **CLOSINGS/EMERGENCY PROCEDURES**

## **Emergency Closings**

Should severe weather conditions or other emergency situations arise during the time of Summer Day Camp operation, the Executive Director, Camp Director, or designated person will determine what action is to be taken. Should it be determined that the camp is to be closed, all will be advised as soon as possible for immediate pick up.

## **Emergency Procedures**

All emergency drills are recorded and reviewed to achieve the best possible results in the event of a real emergency. Any real events are recorded and reviewed to ensure the best possible response in subsequent events. Procedures have been developed for emergency evacuation. Staff are trained in procedures for evacuation due to unforeseen emergencies and procedures are posted.

### **Fire Drill**

Fire drills are completed monthly. An alarm is heard, and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

### **Lost Camp and Lost Bather Drills**

Drills are completed several times throughout the camping season. Camp staff are trained in the appropriate procedures for each site and review the procedures with the campers prior to the drill.

### **Transportation – Emergency Procedures**

Campers are briefed in emergency procedures prior to each field trip or transportation event. The staff have been trained in emergency procedures and reports any event to the camp director and the parents of children involved.

# HEALTH & SAFETY

## ILLNESS POLICY

The health of all children attending YMCA programs is very important to the staff. By monitoring each child's health status, we can maintain a healthy environment for the entire program. Any child who is unable to participate in daily activities due to illness should not be in attendance. If the staff feels that your child is too ill to remain in the program, you will be called. We expect you, or someone you designate, to pick the child up within 2 hours of receiving a phone call. If we are unable to reach a parent/guardian, another person listed on the child's emergency contact form will be called.

Please be sure to establish a back-up person upon whom you can depend in an emergency. Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. The camper should not be sent to camp and may be sent home if any of the following conditions are apparent, and we may require a physician's note for remittance:

- A temperature of 100.4° or more, or at Directors discretion
- Conjunctivitis (pink eye) until treated
- Contagious illness and diseases including, but not limited to COVID, flu, measles, chicken pox, mumps, roseola, 5ths disease
- Hand/foot/mouth only if child has a high fever, blisters in mouth that prevent eating/drinking
- Mouth sores with drooling
- Inability for child to participate in the daily schedule at an acceptable level
- Rashes with fever or behavioral change, at Directors discretion
- Abdominal pain that continues for more than two hours
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Strep throat or other strep infection until receives 2 doses of medication
- Impetigo, ring worm, scabies, or Lice until treated
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage causing inability to participate in the daily routine
- Bronchitis, croup or other throat infections, until treated for at least 24 hours

The child must remain free of symptoms such as fever (without medication), nausea, vomiting, etc. for at least 24 hours before they can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

## Injury & Accident Procedures

It is necessary that you keep the YMCA up to date on telephone numbers, emergency numbers and other pertinent information. In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on site at the time of the accident. At pick up a parent will be asked to sign incident report. Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

If your child is severely injured while attending the YMCA program, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information (from your Emergency Contact Form). We use the nearest hospital. If you prefer a specific hospital, we will do our best to honor this request. However, the ultimate decision will be made by the EMT's. A doctors' note may be required for readmittance to the program.

## Medication Administration

If your child is in need of medication during the time they are in the program, **The YMCA requires a doctor's note for the administration of any medications whether they be prescription or over the counter.** Parents/guardians must sign the medication log before any medication will be given. We will give your child medication only if:

- The medication is in the original labeled package (bottle/box/container) (prescription or over the counter),
- Is handed directly to a YMCA team member, and
- Is on a medication log and is accompanied by a doctor's note.

Please do not alter any foods or liquids with medication without a doctor's note and informing the child's primary teacher. A medication log must be completed. **IT IS VERY IMPORTANT THAT MEDICATIONS NOT BE LEFT WITHIN THE REACH OF ANY CHILD.** We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription. Over-the-counter medications will not be administered for more than two consecutive days without a doctor's note and specific instructions.

YMCA Camp Staff will only administer medication to children according to the DHS (State of PA-Dept. of Human Services) policy listed in 055 Pa. Code 3370.133. Child Medication and Special Diets, listed as follows:

*The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs. When medication or special diets are administered, the following requirements apply:*

1. *A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.*
2. *A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.*
3. *The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.*
4. *Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.*
5. *Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.*
6. *A parent shall provide written consent for administration.*
7. *An operator is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum information:*
  - a. *The name of the medication.*

- b. The name of the child receiving the medication.
- c. A requirement for refrigeration.
- d. The amount of medication administered.
- e. The date of administration.
- f. The time of administration.
- g. The initials of the staff person who administered the medication.
- h. Special notes related to problems of administration.

## **Severe Allergy Treatment Policy**

The Greater Philadelphia YMCA is concerned for the health and safety of all children in our care. Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in the Camp program due to contact with ingestion of the allergen. Contact with these allergens may result in anaphylaxis - a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, or death. Accordingly, when an enrolling/enrolled child is known to have a severe, life-threatening allergy, parents/guardians must complete and/or provide the following:

- 1. A signed copy of the Greater Philadelphia YMCA's "Authorization for Emergency Care for Child with Severe Allergies" authorization form, in your child's online camper file.**  
The authorization form is designed to provide the YMCA with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parents/ guardians shall provide a copy of any other physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.
- 2. A signed copy of the YMCA's "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies ("waiver").**  
The waiver releases the YMCA and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that the YMCA exercises reasonable care in taking such actions.
- 3. All equipment and medications needed by the YMCA to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen).**  
Parents/guardians are responsible for ensuring that all medication is properly labeled and in the original container by a pharmacist and replaced prior to the expiration date.

## **Insect Repellant Policy**

Some camp sites are in a wooded area, so please be sure to apply insect repellant and tick repellent each morning prior to your arrival at camp. Parents are notified of trips that would require application of insect repellant and will be asked to supply the appropriate repellant with the child. If the site has likelihood of ticks on the location, parents are encouraged to apply tick-repellent to the child's socks, avoiding skin contact and check for ticks upon return from camp. Parents with children under the age of six will be required to complete a medical release form in order for YMCA staff to apply repellants. Aerosol products are not permitted.

## **Sunscreen Policy**

Parents should apply sunscreen to children prior to attending Summer Day Camp or other program where the child will be exposed to the sun. Each child is required to bring their own sunscreen. YMCA staff will not apply sunscreen to children and will not be responsible for

maintaining sunscreen for each child. Parents with children under the age of six will be required to complete a medical release form in order for YMCA staff to apply sunscreen. Aerosol products are not permitted.

## Child Safety & Maltreatment Policy

**Abusive Head Trauma:** Abusive Head Trauma is a preventable and severe form of physical child abuse that results in an injury to the brain of a child. Abuse Head Trauma often happens when a parent or caregiver becomes angry or frustrated because of a child's crying. It is caused by violent shaking and/or with blunt impact. The resulting injury can cause bleeding around the brain or on the inside back layer of the eyes.

**Shaken Baby Syndrome:** *Shaken Baby Syndrome is a form of Abusive Head Trauma. It often occurs for children 2 and under when a caregiver shakes a baby out of anger or frustration. Babies have weak neck muscles that fail to provide proper support for their head. Shaking causes the infants head to move violently back and forth resulting in serious and often fatal brain injury, this force can be exaggerated if the infants head impacts a surface.*

**Potential Signs or Symptoms of Abusive Head Trauma and Shaken Baby Syndrome:**

*Symptoms vary and are caused by generalized brain swelling secondary to trauma. They may appear immediately after the shaking and usually reach a peak within 4-6 hours. The following signs and symptoms may indicate shaken baby syndrome:*

- *Altered level of consciousness*
- *Drowsiness accompanied by irritability*
- *Coma*
- *Convulsions or seizures*
- *Dilated pupils that do not respond to light*
- *Decreased appetite*
- *Vomiting*
- *Posture in which the head is bent back and the back arched*
- *Breathing problems and irregularities*
- *Abnormally slow and shallow respiration*
- *Cardiac arrest*
- *Death*
- 

**Strategies and Prevention:**

- Understand personal limits –if you are feeling overwhelmed or stressed call for help into your room
- Recognize that crying or tantrums can be age appropriate, work with your supervisor to come up with strategies for addressing this behavior and understanding when/how to appropriately intervene
- Take all appropriate trainings in regards to childcare, child abuse, and prevention of shaken baby syndrome
- Understand how to properly lift an infant, supporting their head and neck at all times
- Take a breath in emergency situations to ensure you properly lift infants while protecting their head
- Remember to check for responsiveness on infants by tapping or scratching the inside/bottom of the child's feet and hands

## Child Maltreatment

There are four types of child abuse

- **Physical:** An injury or pattern of injuries that happen to a child that is not accidental. The injuries may include beating, burns, bruises, bites, welts, strangulation, broken bones or death.
  - **Potential Signs of Physical Abuse**
    - Unexplained burns, bites, bruises, broken bones, or black eyes
    - Seems frightened of the parents or cries when it is time to go home
    - Shrinks at the approach of adults
    - Reports injury by apparent or another adult care giver
- **Neglect:** Neglect occurs when adults responsible for the well-being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter, failure to keep children clean; lack of supervision and withholding medical care.
  - **Potential Signs of Neglect**
    - Frequent absences from school
    - Frequently begging or stealing food or money
    - Lacks needed medical or dental care or immunizations
    - Consistently dirty with sever body odor
    - Lacks sufficient clothing for the weather

- Abusing alcohol or drugs
  - Expresses lack of adult attention and supervision in the home
- **Emotional:** Any chronic and persistent act by an adult that endangers the mental health or emotional development of a child including reflecting, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance and/or support.
  - **Potential Signs of Emotional Abuse:**
    - Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity or aggression
    - Can either be inappropriately adults (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
    - Delayed in physical or emotional development
    - Expresses intent to self-harm or has engaged in self harm or engages in suicidal behaviors
    - Reports a lack of attachment to the parent
- **Sexual:** Sexual abuse is the sexual assault or sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Sexual abuse includes rape, incest, sodomy, fondling, exposing oneself, oral copulation, penetration of the genital or anal openings, as well as forcing children to view or appear in pornography. The perpetrator keeps the child from disclosing through intimidation, threats and rewards.
  - **Potential Signs of Sexual Abuse:**
    - Has difficulty walking or sitting
    - Unwilling to participate in physical activities
    - Complains of nightmares and bedwetting
    - Sudden change of appetite
    - Demonstrates bizarre, sophisticated or unusual sexual knowledge or behavior
    - Reports sexual abuse by a parent or another adult caregiver

### **Recognizing and Reporting Child Abuse:**

Effective abuse prevention training gives employees and volunteers the information and skills they need to keep the children in our care safe. All Greater Philadelphia YMCA employees are mandated reporters. We train our employees to recognize signs of child abuse, respond to red flag behaviors and report suspected child abuse.

### **All employees will participate in the following opportunities for professional development to support the recognition, prevention, and reporting of child abuse:**

- Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training (every 5 years)
- Duty to Report (annually)
- Appropriate Child Interactions (annually)

### *Reporting Suspected Child Abuse:*

**Phone Number:** ChildLine- 1.800.932.0131

**Electronic Report:** <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Report-Abuse.aspx>

**When making a report of suspected child abuse or general child well-being concerns, it is important to provide as much information as possible.** The below list will give you a general idea of what information our trained specialists will ask you for:

- Name and physical description of the child
- Age or approximate age range of the child
- Name, home address, and telephone number of legal guardian or parent of the child
- Name or physical description of suspected child abuse perpetrator
- Home address and telephone number of suspected child abuse perpetrator

- Suspected perpetrator's relationship to the child
- Description of the suspected injury to the child
- Where the incident took place
- Any concern for the child's immediate safety
- Your relationship to the child
- Your contact information, although you may report anonymously if you are a permissive reporter

## Facility Site Safety

All facilities have a site-specific Emergency Response Plan that all team members receive training in upon hire and annually thereafter. The plan is to be reviewed monthly by all team members on site. The plan is updated annually by the Program Leader, and a copy is sent to the local Emergency Management Association. Parents are provided with a letter regarding the ER Plan at the time of enrollment. This plan is to be posted in a conspicuous location in the facility.

Facilities shall be locked and use a doorbell or buzzer system to alert team members to the fact that someone is attempting to gain access to the facility. For off-site locations, facilities are made as secure as possible, preventing unwanted intruders, in agreement with our facility hosts.

Other safety policies:

- Team members do not allow any unknown persons to enter the facility and have contact with children without proper identification (*Children and Youth Services are permissible once identity has been established through appropriate agency photo ID*)
- Team members do not allow persons to enter through alternate doors
- Monthly Health & Safety Checklists/Facility Checklists are conducted by the Site or Program Leader. A corrective action plan shall follow. It is the responsibility of the site team member to ensure the safety of their site by following up on the necessary corrections. Hazardous conditions shall be reported to the Vice President of Facilities or appropriate personnel to arrange for correction. Written reports of the inspections and corrections shall be kept in the program files.
- No guns or lethal weapons are allowed in a facility
- Smoking or vaping is prohibited on all YMCA properties
- YMCA team members are always identifiable by the YMCA issued name tag

The opening team members conduct a daily safety check to assess the areas where the children might potentially come in contact with strangers or check for any signs of damage, wear, filth, or unstableness.

If there is a repair that cannot be done right away a corrective plan will be created and children will not be allowed access to the area in question. Any areas that are deemed unsafe will cause the need for the Emergency Plan to be put into effect.

# SUMMER DAY CAMP STRUCTURE

## Hours

The typical day for traditional Summer Day Camp is **9am to 4pm**. All children enrolled in the program must be picked up at the end of the day. Extended hours are available prior to the camp day and after the camp day have ended. Contact your Branch for AM/PM Care hours or more information.

## Daily Program

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening and closing ceremonies, small group time for each age group and their counselors, large group or all-camp activities (special events), lunch, quiet time (or story time for the preschoolers), and activity periods.

The camp programs include but are not limited to games, sports, drama, swimming (instructional and or free swim), art and crafts, cooking, music and singing, outdoor living skills activities, academic enrichment activities, special events, speakers and in-house experiences.

## Outdoor Play Policy

GPY Day Camp programs strongly believe that giving children ample time to play outside and explore nature is a critical piece in their development. Therefore, children will go outside for at least a short period of time every day, as long as the temperature/heat index is less than 90 degrees and there is no significant precipitation falling and no air quality alert, AND SAFE if not outside other gross motor opportunity provided.

Please always dress your child appropriately for outside play. All children should wear sneakers or other closed-toed shoes to camp to prevent injuries. Sandals, flip-flops and dress shoes can cause injury while children are running and climbing and therefore are not appropriate for children to wear to camp.

Children attending GPY Day Camp programs shall engage in active play according to the following recommendations:

- Team members will promote developmentally appropriate physical activity to help all program participants to practice lifetime healthful habits.
- Team members will lead structured activities or games that promote moderate to vigorous physical activity over the course of the day, indoors or outdoors
- Active play will not be withheld from children as a punishment
- Children will play outdoors except when weather or air quality poses a significant health risk

Children need to be dressed appropriately for the current weather conditions to play outdoors:

- Rain: raincoat and waterproof boots
- Sunny days: lightweight clothing that is sun protective, including long-sleeved shirts and hats.

Footwear should provide support for running and climbing. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.

Examples of **inappropriate clothing and footwear** include:

- Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and crocs)

- Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops)
- Clothing that does not protect children from the current weather conditions

## **Extreme Heat**

To keep participants safe during extremely hot days, we will occasionally cancel and/or adapt certain activities. We follow these principles when caring for campers during warm weather:

- Stay Hydrated: We encourage campers to drink water early and often.
- Slow Down: We frequently rest and seek out shade /water.
- Wear the Right Gear: We encourage campers to wear light loose and breathable clothes.
- Listen to Your Body: We encourage campers to “listen to their bodies” and take breaks in the office if they feel dizzy, lightheaded or nauseated.

As always, you know your camper best. If you believe your camper will not thrive on a day with severe heat and would prefer to keep your camper home, please notify camp. You can also connect with camp to coordinate an early pickup if you decide that is most appropriate for your child. Refunds or credits will not be offered due to extreme heat.

## **Air Quality**

During Air Quality Alerts, we carefully follow the guidance from the National Weather Service. We monitor and adjust programming to ensure children can safely participate in our outdoor programs. Adjustments include slowing down physical activity, emphasizing hydration, and spending more time in our indoor spaces (if/when available.) For campers with specific health concerns, sensitivity to air quality, or other concerns, we encourage guardians to send an N95 mask and speak with a camp leader for accommodations.

As always, you know your camper best. If you believe your camper would not thrive on a day with poor air quality and would prefer to keep your camper home, please notify camp. You can also refer to your camp’s early pickup information if you determine an early pickup would be appropriate for your child. Refunds or credits will not be offered due to poor air quality.

## **Group and Activity Programming**

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. This group will have the same counselors with them for the week. This allows the counselors to get to know each camper in depth. For specific activities, such as swimming, the campers will be divided into groups by ability or interest group. This allows the camper to progress more quickly when grouped with campers of the same skill level.

## **Supervision Policy**

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA camp programs. Camp staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the components of the YMCA Supervision Policy at all times for preschoolers and school-age children within care- whether on or off YMCA sites.

Children in camp shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase “supervised at all times” means that each staff person shall be assigned the responsibility of supervising specific children.

## **Staff/Child Ratios**

Summer Day Camps adhere (at minimum) to the staff to camper ratios of the Pennsylvania

DHS and ACA (American Camping Association):

- Preschoolers through children entering first grade: 1 to 6
- First, second and third grades: 1 to 8
- Fourth grade and older: 1 to 10

Our staff are extensively trained, however, do not have specialized training in the areas of behavioral or mental health and are not able to provide 1:1 staff to camper support. If your child has a support staff or 1:1, we welcome them to attend camp with your child. Reach out to us at [summercamp@philaymca.org](mailto:summercamp@philaymca.org) to chat about how we can best set your camper up for success.

# STAFFING

## Staff Organizational Structure

- a. Executive Director
- b. Sr. Program Director
- c. Program/Camp Director
- d. Unit Director' Counselor
- e. Counselor

## Staff Qualifications and Training

All staff working directly with children in our camp programs are required to have the following trainings/clearances:

- Child Abuse Clearance – renewed every 5 years
- State Police Clearance – renewed every 5 years
- National Sex Offender Registry (NSOR) – renewed every 5 years
- FBI clearance (fingerprint) – renewed every 5 years
- Complete new hire packet and personnel file
- Sign off on the job description
- Verification of age
- Verification of identification
- Verification of experience working with children
- References – minimum of 3 verified
- Bi-Annual health assessment by physician or CRNP
- Negative TB test
- Annual trainings including, but not limited to:
  - Fire Safety (annual)
  - Emergency Response Plan (annual)
  - New Staff Orientation (upon hire)
  - First Aid, CPR/AED/O2 certification
  - Water Safety (annual)
  - Child Observation skills, Inclusion, Diversity (annual)
  - Health & Safety – 10 hours (upon hire)
  - Mandated Reporter Training (5 years)

All staff are required to wear a name tag or staff shirt and project a professional image.

# THINGS TO KNOW

## Swimming

Swimming programs are conducted using the Greater Philadelphia YMCA Aquatic standards. Swimming facilities meet all state regulations under the State Swimming pool and Bather's code.

Children may participate in either or both recreational swim and safety and instructional swim, depending on the program provided by each camp. Prior to any swimming activity, campers will be swim-tested and assigned to appropriate swim level groups. Campers will receive an appropriate level band to let the counselors and lifeguards know the differing swimming levels of each child. Campers will have an opportunity to be re-tested (Mondays) and assigned to higher swim level group.

## Dress

- Children should be dressed in "camp clothes" such as shorts and t-shirts. Please do not dress children in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and special events- all have the potential to be messy!
- Children should also be dressed appropriately for the current weather conditions to play outdoors:
  - Rain: Raincoat and waterproof boots
  - Sunny Days: Lightweight clothing that is sun protective, including long-sleeved shirts and hats.
- Footwear should provide support for running and climbing. Examples of appropriate footwear include sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.
- Examples of ***inappropriate clothing and footwear*** include:
  - Footwear that can come off while running, or that does not provide support for climbing (examples: flip-flops and crocs)
  - Clothing that can catch on playground equipment (examples: clothes with drawstrings or loops)
  - Clothing that does not protect children from the current weather conditions
- Camp T-shirts. Campers will be given a camp T-shirt at the start of the summer. Camp shirts are to be worn on all trip days.

## Lost Articles

Children's belongings should have the camper's name on them with indelible marker. To prevent loss, campers are encouraged to bring and keep their belongings in a labeled backpack. Lost items will be held in the camp's lost and found until the end of the session. Articles not claimed will be donated to organizations for families in need. The YMCA is not responsible for lost or stolen items.

## Security Policy

All YMCA facilities have security systems as required by the individual needs of the building. There shall be a minimum of two staff readily available at the facility at all times while children are in care. All off-site facilities for Summer Day Camp are inspected by the Branch Executive Director, Camp Director or designated staff person before any Summer Day Camp program can be conducted.

## Photographs and Videos

By signing the waiver, you have agreed to allow the YMCA to use pictures of your child at Y camp for promotional material for the Y. No compensation will be paid and at no time will a child's name be used in the promotional material.

## **Transportation Procedures**

Camp staff may not transport campers in their personal vehicles.

## **WHAT TO BRING/WHAT TO LEAVE**

### **Bring to Camp**

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty. All items that a child brings to camp must be labeled with his/her name. The Y is not responsible for any lost or damaged items.

#### **Campers will need to bring in a camp bag or backpack daily:**

- Appropriate clothing for outdoor activities
- Bathing suit & towel for the days that swimming or water play is scheduled
- Plastic bag for storage of wet bathing suit
- Water bottle
- Sunscreen
- Sweatshirt or rain gear if weather is inclement
- Lunch (Lunch should be stored in a small lunch bag, lunchbox or cooler, with a reusable frozen icepack daily). Lunches are not refrigerated.
- Two snacks

#### **LEAVE AT HOME:**

- Dolls or toys
- Pets
- PSPs, Nintendo DS/Switches, and any other handheld personal electronic devices
- iPods, MP3s, or any other personal music device
- Sports equipment
- Expensive equipment or jewelry
- Cell phones
- Skateboards, roller blades and scooters
- Weapons

**\*\* Please Note:** Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home

# POLICIES

## **Non-Discrimination Policy**

The Greater Philadelphia YMCA ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of a guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectional orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

## **Nondiscrimination in the Provision of Services to Persons with Disabilities**

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters.

All requests for modifications or for auxiliary aids and services should be directed to the applicable Program Director, the Branch ADA Compliance Officer or the Association Office ADA Compliance Officer. Program Directors may be reached in person or by calling the Branch's main telephone number and asking for the Program Director. Visit our website here <https://www.philaymca.org/policies/ada-compliance> and scroll to the bottom of the page to find our complete list of ADA Officers and learn how to contact us.

The YMCA will work with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications.

The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the

applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.

The YMCA prohibits retaliation against any individual for exercising their rights to request and/or receive a modification to the YMCA's policies, practices and procedures or auxiliary aids and services. The YMCA further prohibits retaliation against any individual who in good faith participates in any investigation or proceeding related to a request for modification to the YMCA's policies, practices and procedures or auxiliary aids and services.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW; Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

*This institution is an equal opportunity provider*

## **Confidentiality**

Confidentiality of each child's records, family, medical or other personal information is extremely important. Our policies are intended to demonstrate our respect for every family that places their children with us. All records and information concerning a child and his/her family are kept confidential. Parents may submit a letter of request for any written documentation relating to incidents as required by state agencies. Internal YMCA documents and electronic media will not be shared. Please contact the Program Leader with any questions regarding the confidentiality policy or to access records for your child or family.

## **Family Grievances**

Families who have a complaint that alleges a breach of Child Care Regulations, or alleges that the health, safety or wellbeing of a child at the site may have been compromised should immediately notify the Regional Program Leader, and also contact the appropriate state childcare licensing agency by calling for PA 215-560-2807 or for NJ – 877-667-9845.

Families who have a complaint that alleges abuse of a child by a perpetrator affiliated with the program should immediately notify the Regional Program Leader and also contact CHILDLINE at 1-800-932-0313.

The Regional Program Leader will conduct further review by obtaining witness statements regarding the allegation. The Regional Executive Program Leader will self-report to CHILDLINE by calling 1-800-932-0313 or 877-667-9845 and to PA DHS or NJ DCF. These are the primary reporting methods available per state licensure requirements. In addition, as an organization committed to the protection of children and the prevention of child care abuse, you may also submit a report through the following link: <https://gpy.tfaforms.net/f/child-protection-reporting-form>.

## **Babysitting Policy**

The YMCA prohibits its employees from providing babysitting or other services to members or program participants outside of the workplace. Employees are also prohibited from transporting children enrolled in YMCA programs in non-YMCA owned or leased vehicles during and outside program hours. Staff are not permitted to contact children via the internet or telephone and should not be receiving emails, text messages or calls from children.

Your cooperation with this policy is appreciated. This includes not soliciting our staff to care for your children outside of the camp.

## **Custody/Legal Issues**

It is imperative that families provide GPY with any legal documents (court order, divorce decree, parenting plan, etc) that pertains to their child. We will maintain such documentation in confidence and share details only with staff that need to know.

In the event of a parent's divorce or separation, we are required to release the child to either parent unless a court order states otherwise. Divorced parents should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file.

Any deviation of the child custody agreement will require written formal agreement with notarized signed approval by both parties acknowledging "In Direct Contradiction to the Stated Court Order" prior to allowing pick up.

In the absence of a court order on file with the childcare program, both parents will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Y suggests that the parent keep the child with them until a court order is issued.

A legal restraining order must be on file with the childcare program if an individual is not allowed to pick up the child.

## **Subpoenas/Request for Information**

I understand that if the YMCA is required to respond (whether to answer, modify, clarify or quash) to a third party subpoena (whether for testimony, documents, appearance, or any combination thereof) or other compulsory legal order or any other process as the result of any legal proceeding of which my child is a party or participant, I will be responsible for both promptly reimbursing the YMCA for its reasonable attorney fees, and the cost of the YMCA's employees and contractor's time and materials (including, but not limited to copying and document redaction costs) spent responding at the YMCA's then current hourly rates.

I further understand that failure to promptly reimburse the YMCA will result in suspension or termination of childcare services under this YMCA Care Program Enrollment Agreement and could result in the YMCA pursuing a legal action against me for collection, and that I will be responsible for paying all costs, including reasonable attorney fees, incurred by the YMCA for filing of such action.

The YMCA reserves the right to require an official court ordered subpoena for access or release of records. At least a minimum of 10 business days to process the request must be given.

In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. NO EXCEPTIONS.

Y staff will not be mediators in the case of a divorce or custody situation; families may be asked to leave the program until issues can be resolved.

### **Witness/Common Ground Exchange**

YMCA branch buildings, parking lots of off-site locations and YMCA staff members are not to be used or involved with any child custody "Witness/Common Ground" exchange programs. The YMCA is not an approved Exchange Site location. Parents who need this option may contact the courts to obtain a listing of said exchange location.