

# ARMED SERVICES YMCA FORT LIBERTY OPERATION SUMMER CAMP REGISTRATION PACKET 2024

#### **OPERATIONAL POLICY - ASYMCA OPERATION SUMMER CAMP**

# 6/3/2024 - 8/9/2024

NOTICE TO PARENTS: PLEASE READ THE FOLLOWING POLICIES THOROUGHLY BEFORE SIGNING THE OPERATIONAL POLICY AGREEMENT.

#### **GENERAL INFORMATION**

- 1. The Armed Services YMCA will offer Operation Summer Camp June 3 August 8 at South Harnett Elementary Monday Friday from 7am until 6pm.
- 2. The Armed Services YMCA Operation Summer Camp program places emphasis on caring, respect, honesty, and responsibility.
- 3. No child shall be excluded from any Armed Services YMCA program regardless of race, color, creed, or national origin.
- 4. Parents must complete the enrollment form in its entirety. A copy is kept on file at the Operation Summer Camp Site.
- 5. The parent is responsible for notifying the ASYMCA of any changes to their contact information, medical information, and authorized pick-up/emergency contact information in writing (email and phone calls are not acceptable forms of notification).
- 6. Pets are not allowed at the Armed Services YMCA Operation Summer Camp site.
- 7. The Armed Services YMCA emergency procedure plans are kept on file at the Operation Summer Camp site and are available for review at any time.
- 8. All policies are subject to change. Parents will be notified via email of any ASYMCA operational policy changes.

#### **MEALS AND SNACKS**

- 1. Breakfast may be brought from home and is eaten between 8:00-8:30 a.m. A mid-morning snack is also served.
- 2. Lunch is provided by the parent/guardian. We recommend sandwiches, Lunchables, and **non-microwaveable** items (as we DO NOT have a microwave onsite), as well as fruits, vegetables and other nutritious items. Please choose food from each of the food groups when possible.
- 3. Sodas are NOT permitted. Refillable water bottles are mandatory.
- 4. Please write your child's name on their lunchbox and water bottle.

#### **OUTSIDE PLAY**

- 1. Your camper will spend 1 to 2 hours each day participating in outside gross motor activities.
- 2. All weather alerts are monitored to ensure the safety of our campers and shaded areas are utilized as much as possible during hotter temperatures.
- 3. Please send your camper with any sunglasses/ hats/ visor while playing outside.
- 4. Sunscreen may be applied if we have an authorization form on file.
- 5. Water is always available to campers.

#### DRESS CODE

- 1. Appropriate shorts/pants should fit at the waist and be an appropriate length.
- 2. Shorts are required to be worn underneath dresses/skirts.
- 3. Clothing may not contain inappropriate slogans, messages, language, or images.
- 4. Closed-toe, rubber-solved shoes are always required. No flip flops, or open-toed sandals are permitted.
- 5. Every camper needs a complete change of clothes in their backpack daily.

#### **WATER DAYS**

- 1. Closed-toe water shoes are encouraged NO Crocs or flip flops allowed...
- 2. Children should wear swimsuits under shorts and a T-shirt.
- 3. Campers must bring a towel, a complete change of clothes (including undergarments), and a plastic bag for wet clothes.

#### **PERSONAL BELONGINGS**

- 1. Children are not allowed to bring any toys or use any electronic devices while at Operation Summer Camp (i.e., dolls, games, fidgety items, phones, tablets, etc.). as we have enough equipment and activities to keep your child engaged throughout the day.
- 2. Children can bring a backpack to include their lunch box, water bottle, and a change of clothes. Please remember to label all items with your child's name.
- 3. The Armed Services YMCA is not responsible for broken or lost personal items.

#### **SUNSCREEN**

- 1. Parents are required to apply sunscreen to their child before dropping off at camp.
- 2. Each child must provide their own sunscreen. Sunscreen should be left in the child's backpack and labeled with their name.
- 3. Children will apply their own sunscreen based on the instructions on the label.
- 4. ASYMCA Operation Summer Camp Counselors will supervise the sunscreen application process to ensure the child has reapplied throughout the day.

#### **MEDICAL INFORMATION**

- 1. Parents must submit a copy of the child's up-to-date immunization records with their child's Enrollment form.
- 2. If your child has an allergy and/or medical condition/diagnosis that requires special instructions, parents must complete the Allergy and Anaphylaxis Emergency Plan and/or the Child Medical Action Plan.

- 3. ALL medication (over the counter and prescription) **MUST** be turned in to the check-in station representative and a signed **Medicine Administration Permission Form** must be completed by the parent.
- 4. All prescription medication must be in its original container properly labeled with your child's full name, date prescription was filled, medication's expiration date, and legible instructions for administration such as manufacturer's instructions or prescription label.
- 5. The Camp Director will administer your child's medication as directed on the Medicine Authorization Form.
- 6. Medications are stored in a locked box out of the reach of children.
- 7. We maintain a record of administration in the locked box on a medication log.
- 8. Parents are responsible for picking up medications at check-out each day. Long-term medication (such as inhalers, epipens, eczema cream) may be left during camp.
- 9. Any unused medication will be returned to you or properly disposed of.
- 10. The Armed Services YMCA adheres to the Harnett County School guidelines regarding COVID-19 safety precautions.
- 11. The Armed Services YMCA staff will notify parents of any communicable diseases occurring at Operation Summer Camp.
- 12. Sick or ill children must be symptom free for 24 hours (without medication) before returning to the ASYMCA Operation Summer Camp Program.
- 13. Children with head lice will not be allowed to return to camp until the child has received successful treatment.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child.

#### **MEDICAL EMERGENCIES**

- 1. In case of a medical emergency, the proper procedures will be taken to ensure the child's health and safety.
- 2. Parents will be notified immediately should their child become ill or seriously injured.
- 3. In the case of life-threatening emergencies, a member of the ASYMCA Summer Camp Staff will immediately call 911, administer First Aid & CPR, and notify you as quickly as possible. If you cannot be reached, a designated emergency contact will be notified.
- 4. If transportation to the hospital is needed, an ASYMCA Summer Camp Staff member will accompany your child in the ambulance and will stay with him/her until you arrive.
- 5. If a child requires medical attention while participating in the Armed Services YMCA Operation Summer Camp program, the parents are responsible for payment of any medical services rendered,
- 6. For minor injuries, all ASYMCA Summer Camp staff are trained in First Aid & CPR, and will administer aid as needed. A staff member may contact you to pick up your child if additional care is needed.
- 7. For minor injuries, an accident/injury report will be given to parents explaining the nature of the incident.

#### SPECIAL NEEDS

Armed Services YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed at Armed Services YMCA programs. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have great difficulty in managing their behavior in a group setting. If your child has a significant health issue or a special need, please contact the Executive Director, Jeremy Hester, at <a href="mailto:ihester@asymca.org">ihester@asymca.org</a> to discuss appropriate accommodation. ADA: If a child requires one on one care the Armed Services YMCA will be unable to accommodate.

#### **INSURANCE**

Everyone, their parent or legal guardian, is responsible for their own accident and health coverage while participating in all Armed Services YMCA activities. The Armed Services YMCA does not provide any accident or health coverage for its participants.

#### **CODE OF CONDUCT**

The Armed Services YMCA is committed to providing a positive, safe and inclusive atmosphere in our community. Therefore, the Armed Services YMCA has adopted a code of conduct to govern the actions and behavior of all people while participating in ASYMCA programs. Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to Armed Services YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

Individuals are expected to:

- Uphold the Armed Services YMCA core values of respect, responsibility, honesty, and caring.
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected statuses.
- Be respectful and cooperative with all Armed Services YMCA staff and others.

The following will NOT be tolerated at Armed Services YMCA facilities and programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, or violent acts
- Weapons of any kind
- Smoking
- Damaging or defacing property
- Possession, sale, use or being under the influence of alcohol or illegal drugs
- · Offensive and unlawful conduct

#### **DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY**

All efforts will be made to guide/redirect campers to appropriate behavior. The Armed Services YMCA Fort Liberty has clear and appropriate expectations for the children in our care. We attempt to set limits, assist children with understanding rules, and provide clear definitions of acceptable and unacceptable behavior.

If your camper is not having a "good day" and there is concern for the well-being of your child or others, we may contact you for possible pick-up.

Please be sure to review our discipline policy with your child(ren). Often, parent reminders for behavior expectations go a long way to ensuring your child(ren) have a fun and positive day with their friends. J

Please encourage your child to come ready to participate, be respectful of others and have FUN!

Praise and positive reinforcement are effective methods of behavior management. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concept, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy.

#### We Do:

- Praise, reward and encourage children.
- Reason with and set limits for the children.
- Model appropriate behavior for children.
- Modify the classroom environment to attempt to prevent problems before they arise.
- Listen to children.
- Provide alternatives to inappropriate behavior for the children.
- Provide the children with natural and logical consequences for their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor behaviors.
- Explain things to children on their level.
- Use short, supervised periods of time out sparingly.
- Stay consistent in our behavior management system.
- Use effective guidance and behavior management techniques that focus on the child's development.

#### We Do Not:

- Handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- Place children in a locked room, closet, or box or leave children alone in a room separated from staff.
- Delegate discipline to another child.
- Withhold food as punishment or give food as a means of reward.
- Discipline for toilet accidents.
- Discipline for not sleeping during rest periods.
- Discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning.

- Withhold or require physical activity such as running laps or doing push-ups, as punishment.
- Yell at, shame, humiliate, frighten, threaten, or bully children.
- Restrain children as a form discipline unless the child's safety or the safety of others are at risk.

#### **Student Behavior Expectations**

- Children will be respectful to all others.
- Children will listen and follow directions.
- Children will always keep themselves to themselves.
- Children will respect all equipment and supplies.
- Children will follow all school rules.

#### **Student Behavior Consequences**

1st Offense — Verbal Warning

2nd Offense — Removal from Situation and Redirection

3rd Offense — 3-5 Minute Time Out\* and Behavior Report Shared with Parent

After 3 Behavior Reports a conference may be scheduled with the parents if the Program Attendant, Program Coordinator/Director, all believe it is necessary. The staff of the Armed Services YMCA will not tolerate inappropriate behavior, language, or actions from parents or children enrolled in the program.

\*A "Time Out" is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The 'time out' space, usually a chair, is located away from the classroom activity but within the teacher's sight. During 'time out' the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and the appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children. (Adapted from the original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College)

#### STATEMENT FOR PREVENTION OF ABUSE

A main effort of the Armed Services YMCA is to provide a healthy atmosphere for youth and children's growth. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Armed Services YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Armed Services YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse.

In addition, all employees are thoroughly screened, and background checks are conducted upon hiring or rehiring. Employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guideline's employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults.
- Staff may not relate to children who participate in Armed Services YMCA programs outside of approved Armed Services YMCA activities. For example, babysitting, weekend trips, foster care, etc. are not permitted.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under the age of 18 is not allowed.

#### FEES AND FINANCIAL INFORMATION:

- 1. All Operation Summer Camp fees must be paid in advance by midnight each Thursday the week before camp to be accounted for in next week's attendance roster and avoid late fees.
- 2. All payments must be made online at https://fortliberty.asymca.org or contact the Program Director for assistance.
- 3. Parents must notify the Program Director before midnight each Thursday if their child will not be attending the Operation Summer Camp program the next week to avoid any late payment fee.
- 4. A late payment fee of \$25.00 will be assessed if payments are not made by midnight each Thursday for the upcoming week.

- 5. If Operation Summer Camp fees are delinquent, the child cannot attend the Operation Summer Camp Program until the late fee and weekly fee is paid in full.
- 6. A late pick-up fee of \$1.00 per minute will be assessed to your account if your child is not picked up by 6pm. This late pick-up fee must be paid in full to continue Operation Summer Camp services.
- 7. Refusal to pay any incurred fees (late pick-up fees, and/or the \$25 late payment fee) will result in immediate removal of the child from the Operation Summer Camp program until all fees are paid in full.
- 8. The ASYMCA does not offer daily, hourly, or prorated rates for Operation Summer Camp.
- 9. Refunds will not be given if my child is absent for any reason.
- 10. A two-week written cancellation is required to withdraw your child from the program.
- 11. Refunds will not be given for any pre-paid registration fees if two weeks' notice of the absence is not provided in writing to the Program Director. However, deferments may be allowed with approval from the Program Director.
- 12. Refunds will not be given if a child is removed from the program due to the failure to follow these rules.

#### **Payment Schedule**

	WEEK OF:	PAYMENT DUE DATE:
1.	June 3 – June 7	MAY 30
2.	June 10- June 14	JUNE 6
3.	June 17- June 21	JUNE 13
4.	June 24- June 28	JUNE 20
5.	July 1- July 5	JUNE 27
6.	July 8- July 12	JULY 4
7.	July 15- July 19	JULY 1
8.	July 22 – July 26	JULY 18
9.	July 29- August 2	JULY 25
10.	August 5- August 9	AUGUST 1

#### CHECK - IN

- 1. The safety and well-being of your camper is our number one goal. Please **TURN OFF YOUR VEHICLE** before you and your child enter the building.
- 2. Children can NEVER be left unsupervised. You must always accompany them when entering or exiting our facility.
- 3. Please sign your camper in and out daily.
- 4. Drop off and pick up is permitted anytime between 7am 6pm (except on field trip days). However, we do not provide drop-in care, once your child is checked out for the day, he/she may not return unless prior arrangements have been made with the Program Director for medical appointments.

#### **CHECK - OUT**

Policies and procedures regarding pick-ups are essential to ensure the safety of all children at the ASYMCA Operation Summer Camp.

- 1. Children must be picked up by 6:00pm daily or parents will incur a \$1 per minute late pick-up fee.
- 2. For the child's safety, children will only be released to parents and those authorized to pick-up as identified on the enrollment form.
- 3. Individuals not listed as the parent or authorized pick-up/emergency contact will not be allowed to pick up your child.
- 4. Individuals authorized to pick up your child must be at least 16 years of age and present a photo ID at pick-up and the ASYMCA employee must verify the individual is on the authorized pick-up list before the child is released.
- 5. Authorized individuals must sign-out the child each day on the appropriate form before leaving the program.
- 6. Any request to make any additions or modifications to the authorized pick-up/emergency contact list must be made in writing by the child's parent or guardian and should then be turned into an ASYMCA on-site employee or dropped off at the ASYMCA main office.
- 7. An email or phone call is not considered sufficient to modify the pick-up list as the ASYMCA cannot confirm the identity of the parent.
- 8. Children are not allowed to leave the Operation Summer Camp program alone (i.e., walking home).
- 9. All "Custody Agreements" must be on file with the Armed Services YMCA Main Office and a copy kept onsite. Please be aware that the Armed Services YMCA will not be party to any violations of custody agreements. Any disagreements involving custody must be resolved between the parties concerned or the courts.
  - a. Ex. If one parent no longer has legal custody of the child or is not legally allowed to pick-up the child, a copy of all legal documents must be submitted to the ASYMCA Program Director confirming this change of parental responsibility as the ASYMCA cannot withhold a child from the parent without legal documentation stating as such.
- 10. Campers may not be picked up from field trip venues.

Thank you for allowing us the privilege of working with your child(ren) this summer. We know that it is going to be a busy summer, full of new friends (and some old ones), exciting field trips, and lots of projects and activities that we hope they can't wait to share with you.

Please know that we are here to meet your needs as well as your child(ren)'s. Our door is always open and we are happy to speak with you at any time. We are going to have an AMAZING summer celebrating our youngest heroes.



# ARMED SERVICES YMCA FORT LIBERTY OPERATION SUMMER CAMP ENROLLMENT FORM

Student Name: _		Age:	Date of B	irth:Gender: M / F	
School:		Schoo	l Year 2023-	2024 Grade:	
MOTHER /	First Name:	Last Name:		Is Mother Military Connected?	
GUARDIAN				Yes No	
	Mother's Military Status:	Mother's Branch o	of Service:	Mother's Ethnicity:	
	☐ Active-Duty	☐ Army		African American/Black	
	Military Spouse	■ Navy		☐ Asian/Pacific Islander	
	National Guard	☐ Air Force		☐ White/Caucasian	
	☐ Reserve	Marines		☐ Hispanic	
	☐ Veteran	Coast Gua	rd	☐ Native American	
	Civilian/Non-	□ N/A		☐ Other	
	Military			Prefer Not to Answer	
Mother's Rank	·	E6 E7 E8 E9 W	1 W2 W3	W4 W5	
(If Applicable)	O1 O2 O3 O4 C	05 O6 O7 & UP	Veteran Pre	9-11 Veteran Post 9-11	
Street Address					
City, State, Zip					
Mother Home		Mother Work	Phone		
Phone					
Mother Cell		Mother's Ema	l Address		
Phone					
FATHER/	First Name:	Last Name:		Is Father Military Connected?	
GUARDIAN	Early Jaharina Challes	Full C. D l (	C	Yes No	
	Father's Military Status:	Father's Branch of	Service:	Father's Ethnicity:	
	☐ Active-Duty	☐ Army		☐ African American/Black	
	☐ Military Spouse	□ Navy		☐ Asian/Pacific Islander	
	☐ National Guard	☐ Air Force		☐ White/Caucasian	
	☐ Reserve☐ Veteran	☐ Marines		☐ Hispanic	
		☐ Coast Gua☐ N/A	ru	☐ Native American	
	☐ Civilian/Non- Military	□ N/A		<ul><li>Other</li><li>Prefer Not to Answer</li></ul>	
Father's Rank:	·	F6 F7 F8 F0 \N/	1 \\\/2 \\\/2		
(If Applicable)	N/A E1 E2 E3 E4 E5 E6 E7 E8 E9 W1 W2 W3 W4 W5 O1 O2 O3 O4 O5 O6 O7 & UP Veteran Pre-9-11 Veteran Post 9-11				
Street Address	(If different from above)				
City, State, Zip	(				
Father Home		Father Work P	hone		
Phone					
Father Cell		Father's Email	Address		
Phone					
	I	ı			

Which parent/guardian is the first/primary point of contact? \_\_\_\_\_\_

STUDENT EMERGENCY MEDI	CAL INFORMATION	
I understand that I must sub (initial) YMCA Operation Summer Ca	• • • • • • • • • • • • • • • • • • • •	date immunization records with the Armed Services
Does your child have any allergies? YI	ES / NO If yes, please complete	e an Allergy and Anaphylaxis Emergency Plan.
Does your child have a medical condi	tion/diagnosis? YES / NO If yo	es, please complete a Child Medical Action Plan.
Is your child currently on any medicat	tions? YES / NO If yes, list any	medications your child is currently taking.
List any other healthcare needs or co	ncerns we need to be aware of.	Attach additional documentation as needed.
List any other unique behavioral char environment for your child.	acteristics or any other informa	tion that has any direct bearing on assuring a safe
<b>EMERGENCY MEDICAL CARE</b> Name of Health Care Provider:		Phone #:
		Phone #:
understand that I am responsible for	he ASYMCA to obtain medical a payment of any medical service	ttention for my child in the case of an emergency. Its received.  Date:
<b>AUTHORIZED PICK-UP &amp; EMI</b>	ERGENCY CONTACT INFO	RMATION (other than parents)
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

### **OPERATIONAL POLICY AGREEMENT**

YMCA personnel.

polices, and procedures set by the Armed Services YMCA.	agement Policy. I agree to abide by these standards, rules, I understand it is my responsibility to inform any person and procedures. Additionally, I understand and accept that	
Parent Signature:	Date:	
DISCIPLINE AND BEHAVIOR MANAGEMENT PO	OLICY	
hereby state that I have received a copy of the Armed Ser- acknowledge that I have read and understand this policy ar Services YMCA Operation Summer Camp Program.	vices YMCA Discipline and Behavior Management Policy. Ind will abide by said policies while participating in the Armed	
Parent Signature:	Date:	
PERMISSION TO PHOTOGRAPH, FILM, OR VID	EOTAPE FOR NON-PROFIT USE	
Armed Services YMCA staff for any legitimate purports to participation in interviews, the use of quotes, an grant the Armed Services YMCA the right to edit, ususe in print, on the internet, and all other forms of agents and employees from all claims, demands, and	and/or my family members to be photographed by the ose without payment or compensation. I also hereby consent of the taking of photographs, movies, or video tapes. I also see, and reuse said products for nonprofit purposes including media. I also hereby release the Armed Services YMCA and its and liabilities whatsoever in connection with the above. On to use photographic/video images taken of myself and/or	
Parent Signature:	Date:	
RELEASE OF LIABILITY FOR PROGRAM PARTIC		
Services YMCA programming for myself and my family men njuries incurred during programming or in transit to and from the programming or in transit to and from the programming or injury solely cause of the services YMCA, or its employees, volunteers, or agents. I do a services YMCA Members, to consent with respect to dental, or surgical diagnosis or treatment, and hospital care general or special supervision of, any physician and surgeon Practice Act on the medical staff of any hospital, whether so physician or at the hospital. I understand that the Armed Secare. If I participate in the program, whether as coach, institute the second of the program of the pro	o hereby authorize the Armed Services YMCA as agent for all the minors, to any x-ray examination, anesthetic, medical, which is deemed advisable by, and is to be rendered under a licensed under the provisions of the North Carolina Medical	

property or personal injury whether caused by equipment or the acts or omissions of others including Armed Services

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FIELD TRIP/ TRANSPORTATION SLIP

The Armed Services YMCA has my permission to transport my child on approved ASYMCA field trips away from the child care location in ASYMCA vans and/or buses. Drivers of all ASYMCA vehicles are thoroughly screened and authorized by the Armed Services YMCA, based on experience and good driving records. Each driver must also have a valid state driver's license, be currently certified in First Aid & CPR, and participate in an approved ASYMCA driver training program. Our vehicles are regularly maintained and undergo daily inspections before being driven. I understand that all precautions will be taken to ensure the safety and health of my child.

Our vehicles are regularly maintained and undergo daily inspections before being driven. I understand that all precautions will be taken to ensure the safety and health of my child.				
Parent Signature:	Date:			
SUNSCREEN AUTHORIZATION				
I authorize my child to apply his/her own sunscreen as directed by the ASYMCA Operation Summer Camp Counselors.				
Parent Signature:	Date:			