



Promoting Positive Competition through Knowledge, Skill & Character

**Specialty Camp Parent Handbook
YMCA of Greater Cleveland**

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Dear YMCA Families,

Thank you for choosing the YMCA of Greater Cleveland for your child's summer specialty camp experience. For those of you who have spent the summer with us before, you are aware of the pride we take in our quality summer programs and camp counselors. We have assembled a wonderful and experienced staff team this summer to work with your child. Our philosophy is "kids come first," and we look forward to welcoming your camper into our community. A community that emphasizes personal growth, a respect for others, appreciation of competition, winning and losing and most importantly – FUN! We are committed to making this a summer for safety, friends, fun and quality programs that every child will enjoy. We stress an "experience it" approach to all campers and want every child to experience personal and physical growth, the YMCA culture, recreational programs, and sports of all sorts, teambuilding and respect.

Our goal at the YMCA of Greater Cleveland is to have each camper push themselves to become a better, well rounded and positive person. We are able to achieve this goal by offering challenge by choice to each camper to meet them where they are in their personal ability. Campers leave the YMCA with more confidence and new friends that they will have for the rest of their lives. This is why we, at the YMCA of Greater Cleveland, are committed to offering a place where your child can grow in spirit, mind, and body—we thank you for providing this opportunity for your child.

The YMCA of Greater Cleveland is a place where every child matters, where campers have an opportunity to put values into action, and where children will create memories that last a lifetime.

The purpose of this handbook is to give you, as the parent or guardian, an overview of our program policies and procedures. Branch and Camp Specific information will be sent out the week before camp starts. Please feel free to contact your Program Director or Coordinator with any questions or concerns you may have.

Specialty Camp Locations

French Creek Family YMCA

2010 Recreation Lane
Avon, Ohio 44011
(440) 934-9622

Hillcrest Family YMCA

Southlyn School
1340 Professor Road
South Euclid, Ohio 44121
(216) 382-4300

North Royalton Family YMCA

11409 State Road
North Royalton, Ohio 44133
(440) 230-9339

Geauga Family YMCA

12460 Bass Lake Road
Chardon, Ohio 44024
(440) 285-7543

Lakewood Family YMCA

16915 Detroit Avenue
Lakewood, Ohio 44107
(216) 521-8400

West Park Family YMCA

15501 Lorain Road
Cleveland, Ohio 44111
(216) 941-5410

West Shore Family YMCA

1575 Columbia Road
Westlake, Ohio 44145
(440) 871-6885

Warrensville Heights Family YMCA

4433 Northfield Road
Warrensville Heights, Ohio 44128
(216) 518-9622

OUR MISSION

To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

OUR VISION

To be the premier community-based, charitable organization that embraces collaborations to build strong kids, strong families and strong communities.

OUR VALUES

The character development core values of caring, honesty, respect and responsibility will guide all our interactions and decisions.

PROGRAM GOALS

The goals of our Specialty Camps are to teach our YMCA core values: Caring, Fairness, Honesty, Respect and Responsibility.

We also will:

1. Build self-esteem
2. Teach social skills-values, communication, and human relations
3. Teach physical skills, fitness, and health
4. Develop responsibility and decision making skills
5. Enhance leadership skills in our campers
6. Build relationships among peers and between parent and child
7. Support and strengthen family life
8. Create a fun experience, making lifelong memories with their fellow campers

DIVERSITY AND INCLUSION

The Y is a diverse organization of people joined together by a shared commitment to ensure that everyone has the opportunity to learn, grow and thrive. The YMCA of Greater Cleveland is led by staff and volunteers who intentionally and continuously strive to promote an inclusive organizational culture that values diversity, strengthens inclusion, and builds a global community. By prioritizing diversity and inclusion, we seek to ensure that all segments of society have access to the Y and feel welcome and fully engaged as participants, members, staff and volunteers. The Y is a force for building bridges among all people to advance our cause of strengthening community.

Diversity: The presence of differences that make each person unique and that can be used to differentiate groups and people from one another.

Inclusion: The full engagement of all YMCA stakeholders (participants, members, staff, policy volunteers, program volunteers, partners, local communities, vendors, etc.).

WHAT TO BRING TO CAMP:

Campers may bring a backpack or waterproof bag to camp that contains the following items (please clearly label all items with the child's full name):

- Closed-toe shoes that attach to the foot (NO sandals or shoes with heels)
- Water Bottle(s)
- Sunscreen (no aerosol containers are permitted)*Please remember that these items should be given to the camp staff on the first day that your camper attends camp
- Swimsuit/towel
- Change of clothes
- Healthy packed lunch, no sugary drinks or soda are permitted at camp
- Hat (optional)

***Campers must wear their YMCA camp T-shirt to camp each day.**

WHAT NOT TO BRING TO CAMP:

- Electronic items/valuables: handheld gaming devices, personnel listening devices, cell phones, pagers, jewelry, hairdryers, curling irons, etc.
- Candy, gum, toys, games
- Matches, lighters, firecrackers
- Sports equipment
- Pets, Elephants, Beetle collections
- Weapons or anything that resembles a weapon.
- Power tools, tanks, hover boards
- Pop-its, Fidget toys, Pokémon cards

In the event that any of these items are brought to camp, they will be confiscated by the staff and returned only to the parent/guardian. Immediate suspension or expulsion from the YMCA sports camp program may occur without refunds or credits issued.

SAMPLE WEEKLY SESSIONS (Weekly Themes Will Vary by Branch)

	Sports Camp	Drama Camp	Arts Camp
Week 1	Fun Camp	Basics of Drama	Dr. Seuss
Week 2	Basketball	Learning to Act	Movie Magic
Week 3	Flag Football	Setting the Stage	Harry Potter
Week 4	All Sports	Learning to Direct	Wonders of Space
Week 5	Soccer	Production	Disney

SKILLS LEARNED

Sports Day Camp Activity Areas	Ages 6-9	Ages 10-12
Basketball	Your child will learn basic skills including: dribbling, passing, and shooting	Focus on improving basic skills like utilizing chest passes, jump shots and how to steal/block the ball.
Baseball/Softball	Campers will learn fundamentals of baseball including: fielding, hitting, and throwing	Campers will work on more advanced skills like pitching, sliding, and bunting.
Fun Camps	Campers will enjoy a variety of sports and activities.	More advanced camp games will be played.
Flag Football	Campers will learn the fundamentals of baseball including: throwing and catching	Campers will work on more advanced drills including route running and route reading.
Soccer	Campers will work on basic soccer skills including: dribbling, passing, and shooting	More advanced skills will be taught, including offensive/defensive positioning and goalie techniques.
Volleyball	Children will learn the basics of the game consisting of bumping and setting	Bumping, setting and spiking will be introduced to campers in a variety of games



SAMPLE DAILY SCHEDULE

Below is a sample daily schedule for Sports Camp. Daily schedule will vary by branch. Check your local branch for a more accurate camp schedule.

9:00-9:15am	Check in/Daily Announcements
9:15-9:30am	Stretching/Warm-ups
9:30-10:10am	Small Group Skills Sessions
10:10-10:40am	Sport Specific Games
10:40-10:45am	Water Break (water bottle is helpful)
10:45-11:15am	Small Group Skills Sessions
11:15-11:45am	Games
11:45am-12:30pm	Lunch (not provided)
12:30-12:45pm	Change for swimming
12:45-1:45pm	Swim (please bring towel/swim suit) (not at all branches)
1:45-2:00pm	Change from swimming
2:00-3:30pm	Large Group Games
3:45-4:00pm	Clean-up/Prepare for pick-up

DROP OFF AND PICK UP

Sports camp operates from 9:00 am to 4:00 pm each day, Monday through Friday. Parents should plan on dropping off and picking up their child at these times. Please watch your speed in the parking lots as there will be many children on site. Parents will be charged for late pickups. For every 5 minutes after 4:00 pm that a child is not picked up, parents will be charged an additional \$5.00 to cover costs associated with staff being required to stay with the child.

Parents should allow for five minutes each morning and afternoon to sign their children in and out of camp. This is also an excellent time to speak with the staff about your child and his or her day at camp or any questions or concerns that you may have.

ARRIVAL/DEPARTURE

Parents arriving and departing from the program must sign their children in and out each day. Attendance will be taken at any child's arrival and departure. A daily attendance record for each child shall be kept on file at the camp and shall specify: names and dates of birth for children in that group, names of program personnel responsible for the group's activities, the days of each child's attendance.

A YMCA staff member will verify (through a photo ID and comparison to child enrollment paperwork) that the person picking up the child each day is a designated and authorized person. The parent, guardian or authorized pick-up should have photo identification accessible at all times when picking up a child. Failure to provide photo ID when requested will result in the non-release of your child.

CHILD RELEASE POLICY

For the safety of your child, only you, or the persons you designate in writing, may pick up your child from the program site. A photo ID may be requested at any time, from anyone picking up your child in order to release them. It is the parent, guardian or authorized pick-up's responsibility to always carry a photo ID when picking up a child.

If your child is to be released to anyone other than the parent/guardian then the following conditions must be met.

1. The person is authorized on the enrollment form –OR- a written authorization is received from the parent prior to the release of the child
2. The YMCA requires that those who are authorized to pick up a child must be 16 years of age or older. Those who are between the ages of 16 and 18 need written permission from the child's parent or guardian in order for the child to be released to them.

If these conditions are NOT met then the following will occur:

1. The child will be released to another authorized adult –OR-
2. The staff will notify law enforcement officials and/or Child Protective Services if an authorized adult cannot be reached and the program has ended.
3. Repeated occurrences will result in care being discontinued for that child.

If the parent/adult is suspected of being "under the influence" of alcohol or other mood altering substances or if the parent/adult is abusive or threatening to the child or staff, the YMCA staff will notify their immediate supervisor and call emergency contacts to pick up the child. Local law enforcement officials and/or Child Protective Services will be notified if necessary.

Custody Agreements:

If there is a custody dispute that affects the care given to your child, the YMCA is legally bound to abide by the wishes of the parent with legal custody. A copy of the most recent court order showing custody must be provided and retained in the child's file. Release of the child will be guided by the court document. Without a court document, the YMCA will not accept the responsibility of deciding which parent has legal custody. If there is a concern about any possible issues, a written agreement will be required. It will be signed by both parents and it will delineate who can pick up the child(ren) and when.

REGISTRATION AND FEES

Enclosed in the registration packet (separate document) you will find the following forms: Child Enrollment and Health Information Form, Sport Camp Permission Form, Administration of Medication Form (for sunscreen), Administration of Medication Form and Child Care Plan for Health Conditions or Medical Procedures (if applicable). These forms are necessary for the care and safety of your camper and are required for your child to participate in our sports camps. If you have any questions, please give us a call and we'll be glad to help. To help with a smooth check in, all forms should be completed and returned to Camp at least two weeks prior to your child's start date.

Camp fees are due at least one week before the first day of the session your child is attending. If payment is not received by that time, your registration will be cancelled. A non-refundable deposit of \$25.00 per week is required to hold your spot in camp and will be applied toward your remaining balance for the week.

Non-Sufficient Funds:

- Returned checks or EFT drafts may be collected electronically by our third party collection company and will be assessed a minimum fee of \$30 (or the maximum allowed by state law).
- Declined credit card drafts will be assessed a \$30 declined payment fee.

Changing/Canceling Sessions:

Should it be necessary for you to change or cancel your child's session, you must contact your YMCA at least two weeks prior to the beginning of the session. All payments toward sessions cancelled less than 2 weeks prior to the first day of that session are non-refundable.

Adding on Sessions:

You may add weeks of day camp if space is available. Registration can be taken until 5:00 pm, Wednesday of each week for services rendered the following week. Payment in full must be made at the time of registration. Unfortunately, we cannot guarantee space, and suggest you register early for day camp sessions and for all sessions you are planning on attending.

CHANGE OF INFORMATION

We must be notified within 24 hours of any change in your address or phone number (work and home) as well as changes for all emergency contacts or those authorized to pick up your child. It is extremely important to your child's safety and well-being that the program staff are informed of such changes. The YMCA assumes no responsibility for problems or hardships arising from missed communication due to incorrect or non-current addresses or phone numbers.

MEALS AND SNACKS

Parents should provide a morning snack, a lunch and an afternoon snack for their child each day. Each snack should contain at least two nutritional foods from two of the four basic food groups. The lunch must consist of nutritional food from the following food groups; one serving of dairy, one serving of meat or meat alternative (protein), two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains. All food must be stored in a lunch bag (*plastic zip lock bag preferred*) clearly marked with your child's name. We are unable to refrigerate lunches, so please include an ice pack in your child's lunch or pack non-perishable items. If a lunch does not meet the nutritional requirements then the camp is required to supplement the missing food(s). These will be provided at a charge of \$1.00 per item.

Modified Diets:

Modified diets that eliminate milk and whole food groups shall be approved in writing by a licensed physician and documented on "Request for Administration of Medication" form. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent or guardian.

SUPERVISION OF CHILDREN

At no time will a child be left attended. Staff will supervise children at all times, including restroom breaks. In the event that a camper must leave the designated room or group to use the restroom facilities, either a staff member accompanies the child to and from the restroom or the child may use the restroom singly as long as they are within hearing and visual distance of the staff member and there is no one occupying the restroom. The appropriate number of program staff shall be physically present with each group of children to maintain the ratio of 1:10. If there are ten or fewer children present with one program staff member, there shall be at least one additional program staff member on the premises who can be summoned in case of an emergency.

INCIDENT/INJURY REPORTING

An incident/injury report shall be completed by the YMCA staff member in charge when the following occur:

1. An illness, accident or injury which requires first aid treatment
2. A bump or blow to the child's head
3. Emergency transporting
4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

The completed report shall be given on the day of the incident/injury to the parent/guardian or person picking up the child from the program. In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent/guardian within at least twenty-four hours following the incident/injury.



EMERGENCY PROCEDURES

Accident, Illness or Injury:

The program will take the following action in case of an accident, illness or injury:

1. YMCA staff will give appropriate first aid immediately.
2. If it is determined that medical treatment is required, the parent will be notified immediately.
3. If the parent or other designated persons on the emergency contact list are unavailable or the child requires emergency medical services, the child will be taken to the nearest hospital for treatment via an emergency vehicle at the parents' expense.

Fire/Flood:

The program will take the following action in the event of a natural disaster such as a fire/flood:

1. A staff member sounds the alarm (fire)
2. A staff member gets the attendance book and checks all rooms and bathrooms for children.
3. Staff member signals evacuation route to be taken
4. A head count will be conducted at this time
5. Children walk quickly and quietly in an orderly manner away from the building. One adult must be in front and in the rear as children evacuate the building.
6. A staff member notifies the fire department
7. All staff members remain calm

Tornado/Severe Weather:

The program will take the following action in the event of a natural disaster such as a tornado or severe weather:

1. A staff member signals when a storm warning is issued, gets the attendance book and conducts a head count.
2. Staff member checks all rooms and bathrooms for children and gets radio and emergency lighting.
3. Children walk quickly and quietly in an orderly manner to designated area. Children should kneel on floor facing southwest wall (away from stairs, bookcases, windows, doors, radiators, or load bearing walls) in a squatting position with arms folded over head for protection.
4. Staff will keep a radio station tuned in, and have a flashlight available for emergency lighting.



Loss of Power, Heat or Water:

The program will take the following action in the event of a natural disaster such as loss of power, heat, or water:

1. A staff member gets the attendance book, emergency lighting, and checks all rooms and bathrooms for children.
2. A head count will be conducted and children will walk quickly and quietly in an orderly manner to designated area.
3. The parent/guardian will be notified that they must pick up their child.
4. If the parent or guardian is unavailable, the other designated persons on the emergency contact list will be called.
5. Staff will remain at the center until all children have been released to an authorized adult.

In the event of any emergency, YMCA staff shall ensure that no child shall be left alone or unsupervised for any reason. Staff will conduct head counts of the children and reference attendance records to ensure that all children have been accounted for. All staff has immediate access at all times to a working non-coin telephone within the building used by the site.

Lost or Missing Child

The program will take the following action in the event a child is missing

1. YMCA staff will announce a facility lockout and secure all entrances
2. YMCA staff will quickly search the area checking bathrooms, closets and other groups.
3. YMCA staff will call 9-1-1
4. All children will be brought to a central area and attendance will be taken to ensure child is not with another group.
5. A detailed description of the missing child will be formed. This will include: name, age, address, physical and clothing description of the child (including any distinguishing marks such as visible scars or birthmarks), description of situation, medical status (if appropriate), last known whereabouts, person with whom the child was last seen, any information about possible kidnapper and enrollment form.
6. A search will continue while a YMCA staff member:
 - Notifies their supervisor and Branch Director;
 - Determine when and where child was last seen;
 - Contact parents, guardian or emergency contacts;
 - Notify other appropriate authorities (lifeguards, park rangers).
7. Continue searching until person is found.



ILLNESSES

If your child is ill, you must report this to your sports camp staff. The Communicable Disease section lists symptoms that will require a child being sent home from the Center. A child must be symptom free for a minimum of 24 hours before they may re-enter the program.

Communicable Disease Policy:

1. A staff member will observe all children entering their group and notify the parent or guardian of any signs and/or symptoms listed on the communicable disease chart posted at the site.
2. A child who is suspected of having a communicable disease will be isolated at the site and will be supervised by a staff member at all times within sight and hearing of an adult. Parent/Guardian will be notified to pick up the child and must do so within one hour (to reduce the possibility of spreading illness to other children). Failure to pick up the ill child within one hour will result in a **\$10.00 fee** for every fifteen minutes exceeding 60 minutes.
3. The child will be readmitted to the Center after an illness with a physician's written verification that the child is free from communicable disease.
4. Parents of other children in the Center will be notified of exposure to a communicable disease by written verification from the YMCA staff within the next day of center operation.
5. A child must be symptom free for a minimum of 24 hours before they may reenter the program.
6. Any employee displaying signs or symptoms of a communicable disease will not attend the center until free of communicable disease.

For the identified symptoms, the following procedures will occur.

Isolate and Send Home

1. Diarrhea, three or more abnormally loose stools within 24 hr. period
2. Severe coughing, causing child to become red or blue in the face or make a whooping sound
3. Difficult or rapid breathing
4. Yellow skin or eyes
5. Redness of the eye, or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
6. 100 degree (or higher) temperature (taken by axillary's method) when in combination of any other sign or symptom

If your child's temperature reaches 103 degrees when taken by the axillary's method (under the arm) or 104 degrees when taken orally at any time before you arrive, Emergency Medical Services (EMS) will be called to assess the situation and transport your child to the nearest hospital as needed.

7. Untreated infected skin patches, unusual spots or rashes

8. Dark urine and/or gray or white stool
9. Lice, scabies, or other parasites
10. Vomiting more than one time or when accompanied by any other sign or symptom.
11. Stiff neck with an elevated temperature.
12. Sore throat or difficulty in swallowing

Observe: DECISIONS REGARDING SENDING A CHILD HOME WILL BE MADE BY THE YMCA STAFF AND THE PARENT.

1. Minor cold symptoms
2. Not feeling well enough to participate in program activities

Temporary exclusions are designed to prevent the spread of disease and enable children to obtain the care and attention they need while ill. We may refuse to allow a child to attend the program if they are unwell and we feel it necessary. If a child is not infectious, but unwell and needing one to one care, they will need to be at home. Children who require medication to mask symptoms of illness that would otherwise require exclusion from care, should also remain at home. In addition, the YMCA reserves the right to use their discretion in excluding a child from care if a child is not able to participate in usual daily activities.

MEDICATION

The YMCA will administer prescription medication, vitamins, modified diets, or fluoride supplements upon the return of a completed form "Request for Administration of Medication". This form can be found in your enrollment packet or you can request a form from your Program Director. Before any prescription substances are administered to the child, written instructions on the administration of such substances must be obtained from the physician or dentist. This may be in the form of actual written instructions from the physician or a prescription label attached to the container. Any prescribed medication to be administered by our staff must be in the original container provided by the pharmacy with the proper label indicating the name of the child and the physician, the name of the medication, exact dosage, and how the dosage is to be administered.

If care is provided for a child that has an on-going health condition that requires child specific care or may require a medical procedure, such as but not limited to: monitor the condition, provide treatment, care or to give medication as indicated on the Camp enrollment form JFS 01236 "Medical/Physical Care Plan" must be completed and kept on file at the branch prior to the child's first date of attendance. The form or a link to the form will be provided. The program staff will implement the plan. This does not include short term illnesses unless the YMCA staff member needs to perform a medical procedure for the child.

Inhaler Policy:

When requested by the parent/guardian, the YMCA will allow the possession and use of an inhaler by a camper, when needed in an emergency for a child with a special health condition. Upon enrollment, or initial diagnosis, the parent/guardian must identify the health condition and request for the medical procedures to be followed with the Camp Director. At this time, the parent/guardian will be required to complete a "Child Care Plan for Health Conditions or Medical Procedures Form" and "Administration of Medication" form clearly delineating procedures they wish to occur in the event of an emergency related to the identified health condition. The parent/guardian, Program Director, and staff will review the required forms and make the final determination as to whether the child is capable to accept responsibility for the medication. The form or a link to the form will be provided.

The child will be required to immediately notify staff if the medication is taken. Staff will log the dispensation on the Administration of Medication form and notify the parent/guardian upon pick-up. Should the child abuse the privilege of possessing their medication at any time for any reason, permission will be revoked by the YMCA. The parent/guardian will then be required to grant center staff permission to administer the medication.



BEHAVIOR MANAGEMENT

The YMCA strives to provide a positive learning environment and successful experience for all children in our care. The basis of our behavior management philosophy is to provide a safe environment for the development of spirit, mind, and body for both our children and their families.

If behavioral issues occur, our philosophy is to assist children, through the use of positive discipline techniques, in learning the YMCA core values and conflict resolution while taking responsibility for their choices. We choose to address behavior issues in a way that supports children in learning more appropriate behaviors, while engaging parents and outside agencies as needed.

Positive Discipline Strategies:

- **Setting Limits:** Program rules and expectations are defined in a clear, concise and consistent manner based on a child's development level.
- **Modeling:** Staff acts as positive role models for children through modeling appropriate actions and behaviors based on program rules and expectations.
- **Positive Attention:** Certain inappropriate behaviors are exhibited by children in order to receive attention. Our goal is to provide significant positive attention, thus decreasing the focus on the inappropriate behavior.
- **Redirection:** Staff attempts to engage the child in an appropriate activity.
- **One-on-One Discussion:** Staff discusses the inappropriate behavior and consequences with the child while sharing alternate solutions.
- **Cool Down Time:** Child is separated from the group or activity providing the opportunity to calm down and think through the situation. Child may return to group when the negative behavior ceases while adhering to the guideline of one minute of cool down time for each year of age.

If the techniques described above do not significantly decrease the inappropriate behavior, the following procedures will be put into place:

- Behavior will be observed and documented, on YMCA behavior form by staff, including steps taken to change or improve the behavior.
- Parents will be required to participate in a conference to determine a plan of action to address the behavior. This plan of action must be adhered to by all parties involved and may include agreement of parents to work with services from an outside agency including school resources.
- Plan of action will be reviewed weekly and modified as needed.
- If unacceptable behavior persists, the parent(s) may be asked to keep the child home for a 1 to 3 day suspension. There are no refunds of fees if your child is suspended from the program.
- After the above steps have been taken, if unacceptable behavior persists, causing a health or safety risk, the child will be withdrawn from the program. There will be no refunds issued (including registration fees) when a child is suspended or expelled from a YMCA program.

If your child is in special education or receives special services during the regular school day, the YMCA requests a copy of his/her Individual Education Plan (IEP) or similar document for inclusion in the child's file. Having this plan will allow our staff to coordinate services and provide the best possible care for your child.

SWIMMING POLICY

Campers may have the opportunity to swim during camp. Availability will vary by location. Please check with your local camp for details. In order for your camper to swim, you must have completed the swimming permission section on the child enrollment form.

- "Swimmers" are allowed to use all parts of the pool assuming they have passed all required swimming tests, and "non-swimmers" must stay in the shallow end.
- All camps will follow Test, Mark, and Protect Protocol.
- Non-swimmers will be required to wear a life jacket provided by the YMCA.
- Child care staff will accompany children to and from the pool and are present during the swim time in order to meet supervision requirements and child/staff ratios.
- Swimming activities shall not be permitted in lakes, rivers, ponds or creeks.
- For pools over two feet in depth, children will be supervised by persons who are certified lifeguards.
- Camp staff members shall review swimming and/or water safety rules with children each time they participate in water activities.
- Staff will have groups of children assigned during all water activities, and will regularly conduct head counts to ensure each child is safe.
- In the event of severe weather, swimming may be cancelled.
- Additional adults or child care staff members will not be provided above the ratio requirement.



Pool Rules – must be followed at all times

1. No diving. Enter the water feet first facing forward
2. All Children ages 12 & under who want to swim in the deep end must pass a swimming skills assessment administered by a YMCA lifeguard.
3. Breath holding activities are not permitted in any YMCA Pools.
4. The lifeguard has full authority over the pool and word is final
5. No running or horseplay.
6. No outside floatation devices are permitted in the pool.
7. Swimmers who are currently experiencing the following; open sores, infections or diarrhea are not permitted in the water.
8. All swimmers must shower before entering the pool.
9. Proper swim attire is required in the pool.
10. No food, gum, candy or glass bottles in the pool area.
11. All personal items (clothes, shoes, bags, etc.) must be stored inside lockers.

UNSCHEDULED CLOSINGS

The YMCA reserves the right to cancel programming in the event of inclement weather or emergency situations. If the YMCA cancels camp for that day, a credit will be issued to your child care account. Please watch your local news network and/or our social medial pages for closings.

PROGRAM HOLIDAYS

All camps will be closed on Independence Day, July 4, 2022; camp fees will be adjusted to reflect the loss of one day that week.

PROHIBITIONS

- Parking in any fire lane or unauthorized parking space when dropping off or picking up your child is prohibited. Due to safety issues we will contact the local authorities or a towing service to remove any vehicles parked illegally at the owner's expense. Repeated incidents of unauthorized parking may result in your child being dismissed from the program.
- Use of spray aerosols shall be prohibited when children are in attendance at the camp site (example - spray on sunscreen).
- No smoking of any tobacco products will be allowed on the premises during hours of operation.
- To protect the privacy of the children and YMCA staff, the use of cellular phones or other devices with cameras are prohibited in the program area.

DAMAGE TO PROPERTY

Responsible use of equipment and supplies is expected of all participants. Parents/guardians of children willfully damaging equipment or destroying property will be held responsible for replacement.

CODE OF CONDUCT FOR PARENTS, GUARDIANS AND AUTHORIZED PICK UPS

The YMCA of Greater Cleveland as an organization is committed to the principles of caring, respect for others, personal responsibility, integrity and honesty. All program participants are expected to reflect these values in their personal conduct toward staff and other program participants.

The YMCA of Greater Cleveland retains the right to deny access, suspend or cancel a program participant when a parent/guardian or authorized pick-up's conduct is determined to endanger the safety of others or interfere with another participant's enjoyment and reasonable use of YMCA programs or facilities.



Grounds for Suspension/Termination of Services

The YMCA of Greater Cleveland does not tolerate inappropriate, threatening or harassing behavior including but not limited to:

- Use of profanity
- Destruction of property
- Theft
- Being in possession or under the influence of alcohol or drugs
- Sexual misconduct
- Disorderly conduct
- Physical fights
- Verbal or other forms of harassment
- Any behavior that is determined to be unacceptable by the YMCA, and detrimental to those who we serve



COVID-19 Policies and Procedures

Specific Branch and Camp Policies will be sent out one week prior to your child(rens) camp beginning. Please feel free to reach out to your Camp Director if you have any questions or concerns. The YMCA of Greater Cleveland follows CDC guidelines.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

This information must be given in writing to all parents AND guardians as required in 5101: 2-18-19 of the Ohio Administrative Code.

This camp is registered as a child day camp from the Ohio Department of Job and Family Services (ODJFS).

The laws and rules governing the operation of the camp are available at the camp for review upon request.

The administrator and each staff member and employee of the camp are required under section [2151.421](#) of the Revised Code to report suspicions or knowledge of child abuse or child neglect.

A custodial parent, custodian or guardian of a child enrolled in a camp shall be permitted unlimited access to the camp during its hours of operation for the purposes of contacting their children or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator of his or her presence.

This camp operates 9:00am-4:00pm Monday through Friday, and serves children ages 5*-12 (must have completed Kindergarten) years old. There shall be at least one program staff member who has responsibility for no more than 18 children.

The telephone numbers below may be used by parents to report the following:

Suspected Child Abuse/Neglect

Cuyahoga County Children and Family Services: (216) 696-5437

Lorain County Children's Services: (440) 329-5340

Geauga County Job and Family Services: 1-888-285-5665

Illness Disease/Outbreak

Cuyahoga County Board of Health: (216) 201-2000

Lorain County General Health District: (440) 322-6367

Geauga County Health District: (440) 279-1926