



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**The Hardin County Family YMCA**  
**918 W Franklin St, Kenton, Ohio 43326**  
**(419) 673 - 6131**

Welcome to the Hardin County Family YMCA! This handbook contains information regarding the Summer Day Camp Program. It is very important that you read this handbook and keep it somewhere for your quick reference as long as your child is enrolled in the Summer Day Camp Program. This handbook will answer many of the questions you have about the Hardin County Family YMCA's Summer Day Camp Program.

**Philosophy & Goals**

The YMCA strives for Youth Development, Healthy Living and Social Responsibility. The YMCA Summer Day Camp Program is one of the largest Summer Camp networks in the nation. Each week children will have an opportunity to connect with peers, learn something new and have fun. This camp is designed for children ages 5 to 12. In order to acknowledge this age range, Camp Staff is trained to provide a variety of age appropriate activities. Counselors will split participants up into groups based on age. The YMCA offers a variety of creative experiences to encourage mental, physical and emotional growth and we are pleased that you have chosen us to be a part of you and your child's summer plans.

**License**

The Hardin County Family YMCA Summer Day Camp is a Licensed Camp through the Ohio Department of Job and Family Services (ODJFS).

**Admission**

A child is considered to be enrolled in Summer Day Camp only after the registration has been received, an administrator confirms the availability of space and the required paperwork is received, reviewed and approved by the administrator.

**Hours & Days of Operation**

The Hardin County Family YMCA Summer Day Camp Program will begin June 1<sup>st</sup>, 2021 and end on August 6<sup>th</sup>, 2021. Children must sign up on a weekly basis. Camp runs from 9:00 am to 4:00 pm. Children will not be permitted to be dropped off before 8:45 am and must be picked up no later than 4:15 pm. If extra care is needed, children can be enrolled in Pre-Camp from 7:30 am to 9:00 am and/or Post-Camp from 4:00pm to 5:30pm for an additional fee. Pre-Camp participants may arrive no earlier than 7:25 am and Post-Camp participants must be picked up

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no later than 5:15 pm. A late fee of \$5 will be charged if a child is not picked up by the designated time.

### **Staff/Child Ratios & Maximum Group Size**

The Hardin County Family YMCA will not exceed the required state ratio of 1:18. Because we desire to provide a higher quality level of care we will strive to follow the American Camp Association standards of a 1:10 ratio during our Summer Day Camp Programs and a 1:12 ratio during Pre and Post Camp. Although we will strive to maintain the 1:10 ratio, there may be times where the ratio is 1:12. This will not exceed 1.5 hours per day, if at all.

### **Daily Schedule**

The Summer Day Camp Schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want children to view the Hardin County Family YMCA as a safe and comforting place, where they know what to expect and when to expect it.

A typical day at Summer Day Camp will include:

**9:00am - 9:30am** - Opening Circle/Choose Your Activities

**9:30am - 10:30am** - Choice Activity 1

**10:30am - 11:30am** - Outdoor Group Activity

**11:30 - 12:15pm** - Arts and Crafts

**12:15pm - 12:30pm** - Prepare for lunch

**12:30pm - 1:15pm** - Lunch/Clean Up

**1:15pm - 2:15pm** - Choice Activity 2

**2:15pm - 2:30pm** - Get ready for swimming

**2:30pm - 3:30pm** - Swimming

**3:30pm - 3:45pm** - Change/prepare to go home

**3:45pm - 4:00pm** - Transition to gym for pick up

\*Schedules may vary daily based on predetermined field trips and special events. Children and parents will be notified of these events either at the time of Summer Day Camp enrollment or at the beginning of each camp week.

### **Fees & Payment Policies**

Members will be charged \$100.00 per week of Summer Day Camp. If desired, members can choose to enroll in Pre - Camp and/or Post - Camp for an additional \$5.00.

Nonmembers will be charged \$150.00 per week of Summer Day Camp. If desired, nonmembers can choose to enroll in Pre - Camp and/or Post - Camp for an additional \$10.00.

The first child will pay the full price as listed. Each additional child can be enrolled with a \$10.00 discount/week.

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If a parent or guardian realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$5.00 per child per will be charged after 4:15 pm (5:45 pm if enrolled in Post - Camp). Each additional 15 minutes will result in an additional \$5.00 per child until the time of pick-up. Please remember our staff is anxious to get home on time to their families and commitments.

### **Supervision Policy**

A major responsibility of the staff is to ensure the health and safety of each participant at the Hardin County Family YMCA Summer Day Camp. Staff will be alert to safety needs of participants, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

### **Arrival/Departure**

Parents are required to drop their children off in Summer Camp Room (Community Room) with one of the Camp Counselors and sign the child in on the sign in sheet. Camp Counselors will be wearing a YMCA "Staff" t-shirt or other YMCA apparel and will have a table or other designated check-in area set up. Any special messages, medications, special pick up notes, etc. should be given directly to the Camp Counselor by the parent. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

At the time of pick up, parents are asked to make contact with a supervising staff member to ensure that staff is aware that the child has been picked up. Parents are also required to sign the child out on the sign out sheet. Parents are responsible for the supervision of their child before sign-in and after signing them out. If special arrangements need to be made for pick-up or drop-off (i.e., if a child needs to leave early or arrive late on a particular day), they must make a Camp Counselor aware of this at the beginning of the week and provide a signed note documenting such situations.

### **Release of a Child**

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick-up their child. Staff may check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

### **Custody Agreements**

If there are custody issues involved with your child, you must provide the Hardin County Family YMCA with papers indicating who has permission to pick up the child. This documentation must be given directly to the Program Director or the Day

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Camp Supervisor, NOT a camp counselor. The Lima YMCA cannot deny a parent access to their child without proper documentation.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

### **Emergency Situations/Transportation of Children**

The Hardin County Family YMCA will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

### **Field Trips**

We will be taking periodic field trips which will require private bus transportation. The distance of these field trips will vary from 15 minutes to 1 hour. Before departing the YMCA, a count will be taken of all the participants and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the Y. During the course of field trips, each staff will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the YMCA will obtain written permission from the parent or guardian and provide details of the upcoming event.

### **Lunches/Snacks**

**Lunch:** The Hardin County Family YMCA Summer Day Camp will be utilizing the Summer Lunch Program through the Kenton City Schools starting **June 1<sup>st</sup> and ending July 16<sup>th</sup>**. These lunches will be provided Monday – Thursday here at the Y for an additional \$5.00/week per child if needed. Participants are required to pack lunches every Friday throughout the summer, and will be required to pack lunches every day **during weeks 8 – 10**. Participants have the option to pay for lunches each week or to bring a packed lunch every day. Packed lunches will be stored in the refrigerator in the Summer Day Camp Room and will only be accessible to Day Camp Staff. Please be sure to list any food allergies your child may have on their Health/Medical Form.

**Snack:** Please provide your child a healthy snack each day. This is very important for Pre or Post Camp participants as they will be at Camp longer than other participants. Depending on the schedule for the day, there will be time for a snack either in the morning or in the afternoon each day.

### **Outdoor Play**

The Hardin County Family YMCA, in following Ohio Department of Job & Family Services Standards, will incorporate outdoor activities for a minimum of one half of each day. We will limit the amount of time outside when temperatures rise above 88 degrees. If the situation requires it, we will also adjust outdoor time due to rain,

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threatening weather, ozone warning, etc. On days outdoor play is not provided due to these conditions, we will include time for indoor gym activities such as obstacle course, dancing and exercising, basketball, floor hockey, wiffle ball, etc.

### **Additional Policies**

**Staff Credentials:** All staff and volunteers will have undergone the following trainings: Child Abuse Prevention, Water Safety, First Aid, CPR, Choking, and Child Safety. All staff and volunteers will have also had a BCI Background Check and Police Background Check. Volunteers under age 18 will forego the BCI Background Check but will have had a Juvenile Police Background Check. All of these policies and trainings help to provide the safest Day Camp environment possible.

**Appropriate Clothing:** Please be conscious of the weather and send your child with a sweatshirt or long sleeves if it is chilly outside. Shorts should be fingertip length or longer. Closed-toed shoes are recommended for outdoor play or sandals with backs to them. Appropriate swimsuits must be worn to be able to swim.

**Toys from Home:** The Hardin County Family YMCA encourages sharing and working together. If your child chooses to bring a toy from home, please be aware that other children may ask to join in or take turns with this toy. If your child would prefer not to share, they will be asked to put the toy away until it is time to go home. **Please refrain from bringing electronic devices to Summer Day Camp. Your child will not be allowed to use any electronic devices at camp.** The Hardin County Family YMCA will not be responsible for lost, damaged, or stolen items. The Day Camp room will be locked when not in use by Summer Day Camp and staff will keep an eye on where participant's personal items are stored but we encourage leaving items of high value, such as electronics, at home.

**Birthdays:** If your child is celebrating a Birthday while at Camp, please make us aware and we will do our best to make it extra special! We have their Birthdays on file with registration, but a reminder will help us ensure their day has a special touch. If you plan to bring anything in for your child's Birthday, please make sure there is enough for every participant. If you remember, check with staff ahead of time for food allergies.