

Dear Parents, Guardians and Summer Campers,

Thank you for choosing the **YOUNG WONDERS** Summer Day Camp Program at the YWCA Westmoreland County. The program is for children ages 6-10, and the children must be 6 years of age by June 1, 2019 in order to attend. Summer camp begins June 3 and will run through August 16. The program is licensed by the PA Department of Human Services and is also rated a Keystone STARS 2 site. We are planning a variety of fun and engaging activities for the children during summer vacation. Newsletters will be given out monthly explaining the different themes we will explore and enjoy.

We ask that you remember the following basics for each adventurous week:

A backpack for carrying belongings and stowing treasures

A bagged lunch daily; we will provide two small snacks

A water bottle labeled with your child's name

A swimsuit, towel, sunscreen and extra T-shirt for swimming/water days
(Wednesdays & Fridays)

Socks for bowling on Tuesdays

Library card for Tuesdays

Wear walking shoes-**no** sandals, **no** wheeled shoes, and **no** cros

Attendance

The program is offered 5 days per week (closed July 4th). You must choose the dates of your child's attendance in the program when you register.

Hours of Operation

Early Drop-Off: 7:30 AM

Core Camp Hours: 9:00 AM- 4:00 PM

Last Pick-Up: 6:00 PM

Please make sure your child is here by 9:30 AM so she/he does not miss out on any fun. Also, if your child has another activity to go to or an appointment to keep, please keep our schedule in mind. We leave for swimming on Wednesday at 11:00 AM and return by 4:30 PM. We also go bowling and to the library on Tuesday afternoon and will return by 4:00 PM.

We cannot leave late or come back early to accommodate one child. We all go together as a group. The staff day ends at 6:00 PM. Everyone will need to make arrangements to be picked up by 6:00 PM.

Overtime fees for a child who remains past pick-up time are as follows:

5-15 minutes overtime: \$5.00/child

16-30 minutes overtime: \$10.00/child with \$1/minute thereafter

Late fees are to be paid immediately to the YWCA office.

PLEASE NOTE: Unscheduled early drop-off and late pick-up of a child is strictly against policy and may result in suspension of services.

Campers MUST be signed in and signed out of the program each day by a parent/guardian. Parents/guardians shall enter and exit the door at the lower end of the parking lot. The ignition of all cars must be turned OFF and the keys removed from the ignition. **NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE.** All children must be accompanied by a parent or designated adult into the childcare area at the facility. While the child is walking to and from her/his car, her/his care and safety are the responsibility of the parent.

A child shall be released only to the child's parent/guardian or to an individual designated, in writing, by the enrolling parent/guardian. In an emergency, a child may be released to an individual upon oral designation of the parent/guardian, if the identity of the individual can be verified by the staff person. In such an instance, the YWCA main office, **724-853-7221**, may be called; we will document the information regarding an alternate adult to pick-up the child. Program staff will verify this information by a return call to the parent/guardian. Identification will be required of the specified person picking up the child before the child will be released from camp. Also, in the event the program staff on duty is not familiar with a parent/guardian, they may require the parent/guardian to provide identification. Although this seems inconvenient, please realize that your child's safety is our priority.

Health and Wellness

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.), please be sure the Director knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that all the appropriate forms for its use have been completed.

Whenever the child is to be given prescription or over-the-counter medicine, the parent must provide the Director with a completed, signed medication authorization form. The medication must be in the original container, accompanied by the physician's directions and signature.

If a child has any one of the following conditions, the parents/guardians will be notified to pick up the child immediately: **contagious disease, fever over 100F, vomiting or diarrhea, or an accident requiring medical attention.**

For the protection of your child and others, please do not send your child to camp with symptoms of any of the following:

- | | | |
|---------------------------|-------------------|---------------------|
| 1. An upset stomach | 4. Fever | 7. Diarrhea |
| 2. Runny nose with a cold | 5. Rash | 8. Earache |
| 3. Sore throat | 6. Swollen glands | 9. Persistent cough |

Other communicable disease

If your child is injured or becomes ill at camp, we will attempt to notify the parents/guardians first. If the parents/guardians are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep us notified of any changes in telephone numbers, addresses, places of work, and emergency contacts.

In case of accident or illness, parents/guardians of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents/guardians will be called as soon as possible.

If your child will NOT BE ATTENDING the camp because of scheduled appointments or other unplanned absences, please notify the Director in advance. **If your child is ill, please call the Director at 724-834-9390.** Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent waiting for the child may occur. If you need to call prior to 9:00AM or after 5:00PM please call 724-853-7221. **NO REFUNDS FOR ILLNESS ARE GIVEN.** **Each child must have a Child Health Assessment form on file.** See attached.

Swimming

We will walk down to Lynch Field for lunch, then over to Veteran's Memorial Pool for swimming. A school bus will drive the campers back to the YWCA after a fun-filled time at the pool. We may also visit Youngwood Park & Pool. A school bus will transport us to and from this site. Please inform your child of the risk of sunburn and the importance of proper sunscreen application. Each child **must** provide their own sunscreen, clearly labeled with her/his name. Sunscreens will remain here at the YWCA, so your child will have access to her/his own sunscreen everyday. We **strongly suggest** an extra t-shirt, and hat to be worn in the pool for additional protection.

We also ask that you **do not** send money for snacks at the pool. Please pack a few extra snacks and drink in your child's lunch on swimming days. **Each child must have the Permission to Apply Sunscreen form on file.** See attached.

Library

On Tuesdays, the children will be walking to the Greensburg Hempfield Area Library to check out books. Your child will need to have a Greensburg Hempfield Area Library card. Please have your child bring it along every Tuesday. **If your child does not have a current card, please make arrangements to obtain one before June 3, 2019.**

Children's Personal Property

Children's personal property (marked with name) must be removed from the center at the end of each day. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property. Children should not bring money or other items not necessary for camp including:

guns, knives, squirt guns	cell phones
make-up, other cosmetics	hand held electronics
dolls and action figures	iPods or other MP3 players
tobacco products	wheeled shoes
croc sandals	stuffed animals
magazines or books (unless approved by staff)	
Web-kins (or any other type of "pet")	

Discipline Policy

Management and guidance strategies appropriate to the skills and interests of elementary and middle school level children will be used at camp. Verbal, physical or emotional punishment will be prohibited (i.e. spanking, bribing, shaming or threatening.) Correction will be positive, firm and consistent in order to foster the development of self-control, self-direction, self-esteem and a spirit of cooperation within the children. If intervention is necessary to prevent a child from harming her/himself or others, a staff member will problem-solve with the child helping her/him to choose a more pro-social behavior.

If a child has a pattern of negative behavior, the Director will ask to meet with the child's parents/guardians to inform them and to enlist their help in working towards a more successful relationship with the child. If disruptive behavior continues, the child will be suspended.

The staff will show respect to your child and her/his needs and will expect the same measure of respect in return to staff and fellow campers. **Staff will not tolerate any abusive language, action, or swearing.**

If a child's behavior is not appropriate, the following steps will be taken to insure a positive experience for the child and the rest of the group:

- The staff will explain to the child exactly what behavior is expected and that continued inappropriate behavior will necessitate separation from the group.
- The child will be separated from the group in "Reflective Time". This is always within the room and is to give the child time to regain control and provide opportunity for the group to complete their activity without disruption. The child will be permitted to return to the group when she/he decides that she/he is ready. If the child repeats the same behavior, the staff will decide how long the child should have Reflective Time (not exceeding 15 minutes).
- The child may be deprived of a privilege (such as craft time) if Reflective Time is not effective. If a privilege is withheld, it will be made clear that this action is a direct result of her/his behavior.
- The first steps will occur between the child and the staff. If the child's behavior does not improve, the parents/guardians will be included in the process. The Director will schedule a conference with the parents/guardians to discuss the possible causes for the problem and ways to solve it. If the parents/guardians are not willing to accept responsibility for working with the staff beyond this point, the Director has the option of removing the child from the program temporarily or permanently.

The policy of the YWCA is to work with the parents/guardians in resolving behavior problems. Please review the discipline policy with your child including the following rules: **Camp Rules: Be prepared for daily activities; bring necessary items.**

Maintain a happy attitude.

Obey the three R's

Respect for Self,

Respect for Others and their Property,

Responsibility for Your Own Actions

Payment Fees and Schedule

An \$18 non-refundable processing fee is required to participate in this program. (\$10.00 for each additional child per family) A \$20 adult basic YWCA membership is also required on an annual basis in support of our goals and programs. Membership must be obtained at the time of registration.

YOUNG WONDERS – THE WEEKLY RATE IS \$155 or \$31 DAILY

Full Summer Payment

A 5% discount is given for pre-payment! Pre-paid campers who have received the 5% summer discount are ineligible for refunds, but with proper notice, may exchange a maximum of 5 prepaid days for other available days. No refunds will be made.

Regular Payment

A deposit of \$10 per child for each week the child is enrolled must be prepaid at the time of registration. This weekly reservation fee is NON-REFUNDABLE. Weekly balance must be paid two weeks prior to service. SEE PAYMENT SCHEDULE BELOW. Failure to pay by listed due date will result in loss of service. **No refunds. No substitutions of days.**

Payment Schedule

CAMP WEEK	PAY IN FULL BY:	PAID/CHECK NO.
June 3	May 20	
June 10	May 27	
June 17	June 3	
June 24	June 10	
July 1 (4 days)	June 17	
July 8	June 24	
July 15	July 1	
July 22	July 8	
July 29	July 15	
August 5	July 22	
August 12	July 29	

Full week = \$155 minus \$10 deposit. Balance due = \$145.

Daily = Number of days x \$31 minus \$10 deposit. Balance due _____.

Visa and Master Card payments will be accepted at the front desk weekdays from 9:00AM to 4:30PM. Payment inquiries should be made at the front desk also if you are having financial difficulties (please do not make payment inquiries to the summer staff). Delinquency in payments is subject to dismissal from the program but we will try to work with you; keep us informed.

Financial Assistance

Financial Assistance is possible through Early Learning Resource Center (ELRC) at 724-836-4580.

Families not eligible for the above funding may qualify for need-based financial assistance from the YWCA. Scholarships are available on a limited basis; you may obtain an application at the YWCA front desk. Completed applications must be accompanied by proof of income and non-eligibility letter from ELRC. Scholarships are not retro active. You need to allow a 2 week processing period. YWCA staff will notify you as to your eligibility and set up your weekly and/or daily rate. All confidentiality is maintained.

IRS Statements

The YWCA DOES NOT provide an itemized statement for your tax purposes. We suggest that you keep a record of your checks as an accurate account of your child care expenses. The YWCA taxpayer identification number for the Child Care Expenses form is 251117999.

Emergency Plan

Our Emergency Plan provides responses to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation: Children are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.

In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be relocated to Kepple-Graft Funeral Home at 524 North Main Street, Greensburg.

Please listen to WCNS radio Latrobe, WPXI TV 11, KDKA TV 2, WTAE TV 4, for announcements relating to any of the emergency actions listed above.

We ask that you do not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

Nondiscrimination In Services

Admissions, and the provision of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, sex or Limited English Proficiency.

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

Any person (and/or her/his guardian) who believes she/he have been discriminated against may file a complaint of discrimination with any of the following:

YWCA Westmoreland County
424 North Main Street
Greensburg, PA 15601

Bureau of Equal Opportunity
Department of Human Services
Room 223 Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

Office of Civil Rights
U.S. Dept. of Health & Human Services
Suite 372, Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222

Bureau of Equal Opportunity
Department of Human Services/Western Field Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222

TIPS THAT HELP KIDS TRANSITION INTO SUMMER CAMP

If this is your child's first experience at camp, arrange a tour before his/her first drop off day.

Take your child to the swimming pool and library before camp so they will be familiar with the sites.

Read the monthly calendar with your child so everyone will know what is scheduled for the day.

Allow time in the morning for breakfast.

Allow an extra 3 minutes when dropping off your child in the morning to say good-bye and make sure they are settled in.

Allow an extra 5 minutes at pick-up to allow your child to help clean up and say good-bye to their friends.

On Tuesdays; Library cards and socks are needed for Library/Bowling days.

On Wednesdays and Fridays; be sure your child has their swimming suit, underwear, sunscreen, towel and an extra snack and drink for swimming days.

Help your child stay organized by labeling their backpack, towel, sun screen, water bottle and lunch bag.

Have your child help pack their lunch the night before. This will cut down on the morning rush and lets the child help make healthy choices.

Keep a scheduled bed time. A 7 year old, on average, needs 9 hours of sleep.

Take the time to introduce yourselves to the staff. We need to keep in contact with each other to make your child's summer camp experience a positive one and to maintain the quality we all expect at the YWCA.

Please inform us of any changing situations in your home that might affect your child, such as moving, separation, a death in the family, someone seriously ill or hospitalized, etc. The better we know your child, the better we are able to work with him/her.

YWCA Westmoreland County
424 North Main Street, Greensburg, PA 15601
Phone: 724-834-9390
E-Mail: Info@ywcawestmoreland.org
Web Site: www.ywcawestmoreland.org

Please make sure to return all the following forms to the
YWCA WESTMORELAND COUNTY,
424 North Main Street, Greensburg, PA 15601.

- _____ YWCA Membership Application
- _____ Child Health Assessment Form
- _____ Emergency Contact & Parental Consent Form
- _____ Financial Agreement
- _____ Attendance Schedule
- _____ Sunscreen Permission Form
- _____ Getting To Know You Form
- _____ Photo Release and Acknowledgement of Discipline Policy
- _____ Literacy Survey

Due to our licensing requirements, **your child will not be permitted to attend camp unless all forms are completed and sent to us prior to the first day of camp.** All forms must be turned into the YWCA office by noon on Thursday, June 30, 2019 if your child will be attending Monday, June 3, 2019. Space is limited and enrollment is on a first come-first serve basis, **so sign up today!** We are looking forward to a wonderful summer and to sharing it with you and your family! Please contact the YWCA **724-834-9390** with any questions you may have.

Sincerely,
Marae A. Johnston
Marae A. Johnston
Childcare Director

YOUNG WONDERS ATTENDANCE SCHEDULE 2019

Child's Name: _____

It is very important that we know exactly how many children will be attending each day so that we are able to schedule staff, order supplies and plan activities according to the number of attendees daily. Please indicate below the days in which you can expect your child to attend. If your schedule changes, we require a two week notice, as indicated in the Financial Agreement. The dates shown are Monday through Friday's calendar dates. Please circle those days in which your child **will** attend. A signed copy of your child's attendance schedule will be mailed to you confirming the days your child may attend. While your processing fee guarantees participation in the program, **only** by paying in full or two weeks in advance is your daily spot in the program reserved.

I agree to the above terms and conditions: _____ Date _____

JUNE

Week 1:	3	4	5	6	7
Week 2:	10	11	12	13	14
Week 3:	17	18	19	20	21
Week 4:	24	25	26	27	28

JULY

Week 5:	1	2	3	**	5
Week 6:	8	9	10	11	12
Week 7:	15	16	17	18	19
Week 8:	22	23	24	25	26

AUGUST

Week 9:	29	30	31	1	2
Week 10:	5	6	7	8	9
Week 11:	12	13	14	15	16

**The YWCA child care is closed in observance of the holiday.

DAILY DROP-OFF TIME: _____ DAILY PICK-UP TIME: _____

Office Use Only: Registration/Membership Paid _____ Cash/Check# _____ (membership extended accordingly)
Approved attendance schedule: _____ Date: _____ # of Days Attending: _____

SUMMER CAMP AGREEMENT 2019

Name of child _____

Fee amount \$155.00 per week per child or \$31 per day per child.
 \$18.00 Processing fee (\$10.00 each additional child)
 \$20.00 Membership fee (if not a current member)

Services to be provided as part of the day care fee include:

Swimming fee and transportation to and from the pool, admission fees and transportation for field trips, two snacks daily, bowling fee, arts and crafts supplies.

_____ 5-15 min. late fee \$5.00/child
 Child's arrival time Child's departure time to be paid immediately.

Extra services to be provided at an additional fee if applicable:
 Major field trips may require an additional fee. (Range between \$7-\$10)

Payments will be made in one of the two following ways:

Full Summer Payment

A 5% discount is given for pre-payment. Pre-paid campers who received the 5% summer discount are ineligible for refunds, but with two weeks notice, may exchange a maximum of 5 prepaid days for other available days. No refunds will be made.

Regular Payment

Prepaid at time of registration \$10 per week per child for each week the child is enrolled. This weekly reservation fee is NON-REFUNDABLE. Weekly balance must be paid **two weeks prior** to service. SEE PAYMENT ON PAGE 5. Failure to pay by listed due date will result in loss of service. No refunds. No substitutions of days.

It is my responsibility to follow the payment schedule attached. It is also my obligation to immediately notify the YWCA of extending circumstances. I understand that delinquency in payments is subject for dismissal from the program.

The YWCA does **not** provide year-end reports of child care payments for tax purposes. YWCA EIN # 25-1117999. Please save your canceled checks or payment receipts.

There is a \$15.00 fee charge for any checks returned for insufficient funds.

_____ Received complete written program information at time of enrollment.
 (Parent/guardian initial)

_____ Agree to update the emergency contact/parental consent form whenever changes occur. (Parent/guardian initial)

Person(s) designated by parent/guardian to whom child may be released to:

 Signature of Director Date Date of child's admission

 Signature of Parent/Guardian Date Date of withdrawal

PARENT'S/GUARDIAN'S PERMISSION TO APPLY SUNSCREEN

As the parent or guardian of _____
Child's name

I recognize that too much sunlight may increase my child's risk of getting skin cancer someday. Therefore, I **will** provide a sunscreen for my child and replenish it as need be throughout the summer. I give my permission for the staff of the YWCA Young Wonders to assist my child in applying a sunscreen product to my child according to the manufacturer's instructions and as specified below, on swimming days. I understand that my child's sunscreen will be kept at the YWCA and applied on days when she/he will be outdoors, exposed to the sun, for an extended period of time. I understand that sunscreen may be applied to exposed skin, but not to the eyelids or skin touched when rubbing the eyes.

Please initial all applicable information regarding the use of sunscreen for your child:

_____ My child has no allergies or reactions to sunscreen.

_____ I understand that I am responsible for providing sunscreen for my child and that the staff will assist my child in applying it according to manufacturer's directions.

_____ If I forget to provide sunscreen, the staff has permission to assist my child in applying a broad spectrum brand of sunscreen with SPF 15 or higher provided by the child care program.

_____ Please do not apply sunscreen to my child's skin.

Parent/Guardian Signature _____ Date _____

The Parent/Guardian sunscreen permission form shall remain in effect for one (1) year unless written changes are received.

CHILD'S RECORDS

I would like to receive a copy of my child (ren)'s records at the completion of the summer program.

Yes or No

Parent/Guardian Signature _____ Date _____

PHOTOGRAPH RELEASE



To Whom It May Concern:

Children will be identified by first name and age only when photographs are used for promotional means. Photographs may be included on the website.

_____ The YWCA has my permission to photograph my child (ren) to assist in the publicity of the YWCA and its programs.

_____ I do not give the YWCA my permission to photograph my child (ren).

Parent/Guardian Signature

Date

DISCIPLINE POLICY

To Whom It May Concern:

I have read the discipline policy as stated on page 4 of this booklet, reviewed the rules with my child and agree to follow them.

Parent/Guardian Signature/Date

Child Signature/Date

MEMBERSHIP INFORMATION

_____ I am a **New** YWCA Member

_____ I am already a YWCA Member*

_____ I am **renewing** my YWCA Membership**

*If you're already a member, and your membership has expired, you will be notified about renewal.

**If you are already a member, your membership will be extended accordingly.

___ Basic Member \$20 ___ Patron Member \$50 ___ Teen Member \$10

___ Century Friend \$100 ___ Supporting Member \$30 ___ Honor Circle \$200

All Century Friend and Honor Circle Members will be honored at our Annual President's Luncheon.

Name _____ Phone _____

Street Address _____

City, State, Zip _____

E-Mail Address _____

_____ Yes, I am ___ No, I am not interested in receiving YWCA updates via e-mail.

The YWCA will use your e-mail address for YWCA business ONLY. Your name will not be sold to any other organization.