



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Summer 2019

Parent Guide

School Age Services- Montgomery County
YMCA OF MIDDLE TENNESSEE
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Welcome to Summer Adventure 2019

All youth need the intellectual development, motivation and skills that equip them for successful work and lifelong learning. These result from quality learning environments, challenging expectations, and consistent guidance and mentoring.

YMCA Summer Adventure and specialty camp programs are designed to foster opportunities for young people to build skills, exercise leadership and form relationships with caring adults and their communities. Using this approach, we create environments in which young people thrive.

The YMCA of Middle Tennessee has operated the Fun Company School Age Programs for over 30 years. Currently, Fun Company operates licensed care in 117 local schools with an average of 7,300 youth attending daily during the school year and 17 Summer Adventure sites with an average of 2,000 youth attending daily in the summer.

The YMCA Summer Adventure program is offered during the summer months. Sites are decorated according to theme to refresh the site and give participants a feel of summer vacation. Additional emphasis is placed on the Thematic Learning Curriculum to offer a variety of fun experiences. Participants will make new friends and create memories to last a lifetime.

Opportunities are provided for participants to swim and go on a field trip as a regular part of the program.

Essential Program Elements:

Explore

"Hands On" Discovery Learning Centers change a cafeteria into a place of excitement and challenge. Discovery Learning Centers are available in the following areas:

- Blocks/Building/Transportation
- Dramatic Play/Home living
- Games and Manipulatives
- Discovery Art
- Quiet/Listening/Reading
- Science and Math

Create

Through small group experiences, building a sense of community, and making youth feel that they are welcome, the Y integrates academic support through project-based learning. This is an instructional approach built upon authentic learning activities that engage student interest and motivation. Theme- and choice-based creative activities are designed to answer a question or solve a problem that generally reflects the types of learning and relevance of work people do in the everyday world. Each day, a caring adult facilitates an activity based on kids' interests that allows each child to be an original and creative thinker. Typically, children work on projects together with a common goal in mind.

Play

Through regularly scheduled physical activity time, kids learn the important habits and skills they need to develop and maintain healthy lifestyle habits while improving their:

- Physical Activity
- Ability to cope with stress
- Eating habits (using water as the primary drink, encouraging consumption of five fruits and vegetables per day)
- Capacity to be a healthy role model
- Implement 5-2-1-0 in our youth programs... encouraging **5** fruits and vegetables a day, **2** hours or less of screen time, **1** hour of active play and **0** sugary drinks.

We provide youth in our program the opportunity to learn about healthy lifestyle habits. Our goal is that future generations will face lower risks of heart disease, obesity, diabetes, stroke and other diseases that originate from poor lifestyle habits.

Summer Adventures begin at...

Community of Hope First Nazarene

[150 Richview Rd Clarksville, TN 37043](http://www.chfnazarene.org)

931-647-3861

Grace Church of the Nazarene*

3135 Trenton Road Clarksville, TN 37040

931-647-3861

The Vineyard Church

2182 Old Russellville Pike Clarksville, TN

37043

931-647-3861

Sample Daily Schedule for On Site Days

6:30-8:30am	Opening (Centers, Gym, Outside)
8:30-9:00am	Morning Snack/Breakfast
9:00-9:30am	Opening Ceremony
9:30-10:15am	Rotation 1
10:15-11:00am	Rotation 2
11:00-11:45am	Rotation 3
11:45-12:45pm	Wash Hands/Lunch
12:45-1:15pm	Rotation 4
1:15-2:00pm	Rotation 5
2:00-2:45pm	Rotation 6
2:45-3:15pm	Closing Ceremony
3:15-3:45pm	Afternoon Snack
3:45-6:00pm	Closing (Centers, Gym, Outside)

Note about off-site days:

Your weekly calendar will have schedule information regarding your field trip and swim day. Please arrange your schedule so that your child(ren) are dropped off before 8:30 a.m., and do not plan to pick up your child(ren) before 4 p.m. No staff will remain on-site after the bus has departed. Parents MAY NOT drop off or pick up at trip or pool site.

Summer Adventure 2019 :

The YMCA Summer Adventure program is a 9-week program where kids will engage in fun and challenging activities*. Activities include games, art, science, sports, team building and much more, all based on a weekly theme. Each week, kids have the opportunity to swim. Descriptions for our Summer Adventure 2019 themes are listed below.

Session 1: Welcome Week

Come start the summer off right with getting to know you and team building activities. Diversity and various cultures will also be celebrated throughout the week.

Session 2: Camp Mad Scientists

Does your child want to channel their inner scientist? Enter our Summer Adventure Lab and learn about the world around us through fun experiments and demonstrations.

Session 3: Super Hero / Career Week

Who is your hero? Join us as we learn what it means to be a hero and explore those heroes that don't wear capes.

Session 4: Do It Yourself Week

Do you like making stuff with your hands? Join us during DYI week and get your hands messy as we learn all about how to turn our ideas in to reality in the kitchen and at home.

Session 5: Animal Planet

Put on your safari hat and gather your gear as we take your child on a wild safari ride where they will learn about different animals, their habitats, what they eat and so much more.

Session 6: (4th of July) Out Of This World

Come on a journey with us to outer space! Campers will engage in intergalactic activities that will allow them to explore all things related to the solar system.

Session 7: Sports Of All Sports

Campers will participate in a combination of traditional sports and wacky Y games throughout the week. Everyone goes home a winner when they accomplish goals and learn new skills.

Session 8: Artful Antics

Campers will unleash their creativity as they express and explore their thoughts, feelings and ideas through fine arts. We'll learn about both visual and performance art, such as drawing, painting, dance, vocal, and music.

Session 9: Carnival Week

Does your child like to clown around? Join us this week as we play carnival games, create a parade and host a picnic.

****(Due to availability, Grace Church of the Nazarene is only an 8-week program) ****

Registration Information

Once you enroll in our program, a space is reserved for your child. YMCA of Middle Tennessee will not discriminate by race, color, sex, national origin, creed or special needs.

- Registration forms must be completed for each child enrolled. A non-refundable \$15 deposit for each week registered should be paid online to hold your child's spot. You can register online at ymcafunco.org. If you want to register after online registration has closed, you must contact the Summer Adventure Director or the Fun Company office (check ymcafunco.org for each county's location) for availability and to start the registration process. We are not able to accept registrations on-site after summer begins. We do not accept checks/cash/money orders on site for registrations or weekly payments. Payments should be made online at ymcafunco.org.
- Child Information Forms must be completed before the child attends Summer Adventure.
- Parents are financially responsible for all weeks they registered for. All fees must be paid online at ymcafunco.org **by 6 p.m. Friday before** the week of care is provided.

Snacks/Lunches

- We will provide a nutritious snack in the morning and afternoon.
- Parents must provide lunches and drinks that do not require heating or refrigeration.
- Please send extra water for your child to drink during the day.

- Packed lunches must be stored in a lunchbox that can keep food cool.
 - Please do not send lunches in a plastic/paper sack (unless instructed on trip days).
- Carbonated beverages (soft drinks) are not permitted.

Field Trip and Swimming Information

- Each week, you will receive a calendar with specific field trip information. In order for children to go on field trips, parents must give written permission for each field trip. In some counties, permission may also be granted by signing in the child(ren) on the day of the trip.
- Parents are invited to accompany children and staff on field trips. However, for the safety of the children and following DHS Rules and Regulations, parents will need to follow the bus in their personal vehicle.
- No siblings may be in attendance on trips unless otherwise stated.
- The YMCA complies fully with transportation rules and regulations as governed by the State of Tennessee and the Department of Human Services. We do not permit child pick-up or drop off while on off-site trips, which includes days we are swimming.
- Swimming is scheduled at a YMCA approved facility with lifeguards on duty – along with our Summer Adventure staff. All campers must complete a YMCA Swim Test prior to entering the pool. Occasionally, swimming field trips are cancelled due to maintenance issues with the pool, hazardous conditions, or inclement weather. In the event this happens, we will try our best to reschedule the

trip or find another trip to take its place. However, this is not always possible.

Don't forget...

- Put your child's name on their belongings.
- Apply sunscreen daily before arrival.
- Send a bathing suit and towel on swim day.
- Make sure your child wears comfortable shoes. No flip flops.
- Please refrain from bringing toys and electronics from home. The YMCA discourages children from bringing toys/items from home unless it is a planned special activity. The YMCA is not responsible for broken, lost or stolen items.
- Send a change of clothes daily... ***kids will get messy this summer!***

Medication

Please ask your site director for medication forms.

- If your child must take medication during the program hours, you must provide written instructions with the medication prescribed by a doctor in its original prescription bottle.
- Parents must fill out a "Permission to Administer Medication" form prior to the administration of medications.

Sunscreen

- The YMCA does not administer sunscreen or bug repellent that was not provided by the parent or guardian.
- Parents must fill out a "Permission to Administer Sunscreen / Bug Spray" form.

Fee Policies

• **Registration Changes:**

Adding Weeks – you can add weeks when space is available by filling out a change form and submitting it to your Summer Adventure Director or online at ymcafunco.org (if space is available). Please check with your Summer Adventure Director or your SAS Administration office for availability. When adding a week within two weeks of starting care, the full weekly payment may be required instead of the \$15 deposit.

Canceling/Deleting Weeks – The \$15 deposit is non-refundable. You are responsible for the remaining weekly payment of the week you are canceling/deleting unless you give a two-week written request to your Summer Adventure Director or Program Director at the Fun Co. Admin office.

Changing Weeks – If you would like to move around your already scheduled weeks, it must be done in writing using the camp change form. Change forms are available with your Summer Adventure Director or online. Your \$15 deposit is transferable within Summer Adventure programs. *You are not permitted to make a change to your camp enrollment within two-weeks of the original selected week registered due to not being able to fulfill the two-week notice requirement.*

- **Weekly/Session Fees:** All fees are to be paid online on the Friday by 6 p.m. before camp begins the following week. A \$5 late payment fee will be assessed for payments received after Friday at 6 p.m. Weekly fees can be made online at ymcafunco.org as well as an automatic credit card or bank draft.

- The \$15 deposit per week registered is **non-refundable**. It can be transferred to an additional week in Summer Adventure.
- Parents are financially responsible for every week that is registered. A two-week notice is required to drop a week without being responsible for the weekly fee. A change in vacation plans, visiting grandparents or being sick does not eliminate the responsibility to pay for a week that you have registered without a two-week written notice for the change.
- We do NOT accept cash/check/money orders at the site.
- Failure to keep fees current will result in loss of care and ability to register for other YMCA programs.
- Credit will not be given for illness or vacation. Parents are financially responsible for every week that is registered.
- The YMCA will not prorate days missed from your fee.
- Your child/children must be picked up by 6 p.m. There will be a \$1 per minute per child late charge after 6 p.m. The late fee will be added to your account and you will need to pay it online at ymcafunco.org by the end of the week. If you have a late fee balance at the end of the week, your child may not attend the following week.
- The person picking the child up must be 18 years old with proper photo identification—we will not release to anyone under the age of 18 or someone without proper photo identification matching your child information form.
- The Department of Children's Services requires licensed child care centers to have a written policy regarding intoxicated adults or adults who display behavior which may place the child/children in immediate risk when picking up. The YMCA will inform adults picking up children from our program who clearly appear intoxicated or display "erratic" behavior that we suggest that they allow us to call another adult from the transportation list to pick up the child. Should the adult take the child in their car anyway, we are required to contact the police or child protective services and report the incident.

Program Procedures

- Sites open at 6:30 a.m. and close at 6 p.m.
- You must sign your child/children in every morning and sign them out every afternoon.
- We ask on your emergency form that you provide a list of people other than the legal guardians who can drop off or pick up your child.
- We will not release any child/children to a person that is not on the list unless we receive written notice from the parent or guardian prior to the child/children being picked up.
- The core part of our program begins by 9 a.m. Please make arrangements to drop your child off by that time so they don't miss any activities.
- Please do not send your child to the program if they are sick. Should your child display sick behaviors at check-in, we will deny access.
- If your child becomes ill at the site, a parent or authorized adult on the Child Information Form will be contacted

and asked to take the child home. You will be contacted for common symptoms of illnesses like vomiting, diarrhea, fever, presence of lice and other symptoms associated with contagious conditions as well as a child who is clearly uncomfortable, lethargic, and unable to participate in daily activities. The child will be isolated, within sight and hearing distance of an adult, until the parent arrives. If the parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. Because we cannot provide sick care, parent or emergency contacts must pick up their child within one hour after being called.

Insurance

The YMCA of Middle Tennessee provides a Secondary Medical Insurance Policy, which is available after participant insurance has made payment.

- This does not imply or admit guilt or liability of the YMCA.
- The YMCA is not involved in decisions made by the insurance company on paying or denying claims.
- In the event a claim is partially covered, the parent is responsible for any remaining balance.
- It is the parents' responsibility to submit the claim form and related documentation to the insurance company.

Please make sure you carry the completed insurance claim form when seeking medical attention. The fee for this policy is built into the registration fees. Sometimes the rates increase without notice; this cost may be passed onto the parent.

Discipline

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive guidance techniques. In the event that behavior requires discipline:

- Staff action will not damage the child's self-image or embarrass the child.
- Staff action will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect of feelings for others.
- Staff will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve behavioral issues.
- To teach responsibility in the event that a child deliberately damages any property or equipment that the YMCA is using, the child/parent will be responsible for the cost of replacement.
- Our staff are responsible for addressing behavioral issues and re-direction of the children in our program. We do not allow you to "discipline" or question children that are not your own. This applies to our program or activities whether they are on- or off-site locations. Failure to adhere to this policy could result in parental suspension or expulsion from the program or not allowed on YMCA property.
- The YMCA will use observation forms to communicate with parents when they observe concerns regarding behavior changes or patterns being established. If a child receives repeated observation reports, the child could be suspended or dismissed from Summer Adventure. On any **ONE** occasion for severe behavior

determined by the YMCA, the child could be suspended or dismissed from program. If a child is dismissed from the program, he/she is not eligible for re-enrollment in any YMCA child care program.

Suspension from our program – from one to five days can occur if the following inappropriate behavior is used:

- Harming another child or staff person
- Any form of bullying
- Stealing
- Damaging property
- Using foul language
- Being totally disruptive and uncontrollable in the group
- Inappropriate child to child contact.

Behavior Management: The safety of a child is the highest priority for setting behavior management procedures. When a child has a severe discipline problem (on any ONE occasion), the parent may be called by staff and asked to pick up the child within one hour of the call.

Dismissal from our program could occur when a staff member observes:

- A child harming him/herself, another child or staff person
- Any form of bullying
- Inappropriate behavior(s) cannot be solved after repeated attempts
- Behavior of a child becomes detrimental to him/herself and others.

The YMCA Summer Adventure adheres to the zero-tolerance policy adopted by your local school system, failure to adhere to these policies -- including weapons and controlled substance, will result in a dismissal to our program.

If a child is dismissed from the Summer Adventure program, he/she is not eligible for re-enrollment in any YMCA child care program.

Other reasons for dismissal not around behavioral issues are:

- Non-payment of fees.
- Not following the YMCA Summer Adventure policies or guidelines.
- Repeated failure of parents to pick up child on time.
- Failure to provide site with current or updated emergency/medical or contact information as stipulated by state licensing.
- Inappropriate conduct of parent or guardian.
- Repeated failure to sign the child in or out each day.

Upon reading the 2019 Summer Adventure Parent Guide, should you have any questions, please direct them to your Site Director or Program Director. You can also download the latest Fun Company Parent Handbook for further clarification on program policies and procedures at ymcafunco.org.