



**SUMMER ADVENTURE 2023  
PARENT HANDBOOK**

## WELCOME TO SUMMER ADVENTURE

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 35 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.

## 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 Adventure is offered:  
Davidson County offered weeks 6-9  
Montgomery offered weeks 1-9  
Rutherford offered Weeks 6-9  
Sumner County offered weeks 1-8

**Locations can be found on the web at:**

[www.ymcafunco.org/summer-adventure](http://www.ymcafunco.org/summer-adventure)

To contact the Fun Co Office in your area see below:

**Davidson County Office**

Northwest YMCA, 3700 Ashland City Hwy,  
Nashville, TN  
615-226-5577

**South Davidson Community**

Shaun Miller  
sdmiller@ymcamidtn.org

**North Davidson Community**

Tashia Wells  
twells@ymcamidtn.org

**Antioch/Donelson Community**

Brianne Simmons  
bsimmons@ymcamidtn.org

**Montgomery County Office**

931-647-3861  
1817 A Suite 2 Madison St, Clarksville TN  
Lauren Williams  
lwilliams@ymcamidtn.org

**Rutherford County Office**

136 South Cannon Ave, Murfreesboro TN  
615-742-7331  
Shelia Ford  
sford@ymcamidtn.org

**Sumner County**

100 Bluegrass Commons Blvd, Hendersonville TN  
615-782-2432  
Trish Bailey-Dunn  
tbailey-dunn@ymcamidtn.org

**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)

**Drop-off is 6:30-9:00 a.m.**

**Pick-up is 3:30-6:00 p.m.**

**Summer Adventure 2023**

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. Summer Adventure 2023 session dates are listed below.

**Session 1: May 30-June 2 (No camp May 29)  
Montgomery and Sumner County ONLY**

**Session 2: June 5-9  
Montgomery and Sumner County ONLY**

**Session 3: June 12-16  
Montgomery and Sumner County ONLY**

**Session 4: June 20-23 (No Camp June 19)  
Montgomery and Sumner County ONLY**

**Session 5: June 26-June 30  
Montgomery and Sumner County ONLY**

**Session 6: July 3-7 (No camp July 4)  
Davidson and Rutherford County starts July 5**

**Session 7: July 10-14**

**Session 8: July 17-21**

**Session 9: July 24-28  
Not available in Sumner County**

## 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 is completed online at [ymcafunco.org](http://ymcafunco.org). A non-refundable \$10 deposit for each week registered should be paid online to hold your child's spot. We are not able to accept registrations on-site. We do not accept checks/cash/money orders on site for registrations or weekly payments. Payments should be made online at [ymcafunco.org](http://ymcafunco.org).
- Child Information Forms must be completed before the child attends Summer Adventure.
- Parents are financially responsible for all registered weeks. All fees must be paid online at [ymcafunco.org](http://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.

## Don't forget...

- Put your child's name on their belongings.
- Apply sunscreen daily before arrival.
- Send a bathing suit and towel on water 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

Weeks may be added when space is available by registering online at [ymcafunco.org](http://ymcafunco.org). 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 \$10 deposit.

#### Canceling/Deleting Weeks

The \$10 deposit is non-refundable. You are responsible for the remaining weekly payment of the week you are canceling/deleting unless you email a 48 hour written notice of cancellation to [SASSupport@ymcamidtn.org](mailto:SASSupport@ymcamidtn.org). Cancelations are not taken at the site for any reason.

#### Changing Weeks

If you would like to move around your already scheduled weeks, it must be done in writing and emailed to [SASSupport@ymcamidtn.org](mailto:SASSupport@ymcamidtn.org). Your \$10 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. Changes are not taken at the site location and must be emailed to have changes made.

#### Weekly/Session Fees

- All fees are to be paid online on the Friday by 6 p.m. before camp begins the following week. Weekly fees can be made online at [ymcafunco.org](http://ymcafunco.org) as well as an automatic credit card or bank draft.
- The \$10 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 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 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.

## 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.
- Parents are responsible for adding adults to their online account as authorized pickups for their children.
- Parents will also need to speak with the Site Director to add people to the child information form at the site to make sure they match.
- 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.
- 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](http://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.

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

### Program Suspension

Suspension 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.

### Program Dismissal

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.

### Additional reasons for dismissal other than 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 2023 Summer Adventure Parent Guide, should you have any questions, please direct them to your Site Director or Program Operations Director. You can also download the latest Fun Company Parent Handbook for further clarification on program policies and procedures at [ymcafunco.org](http://ymcafunco.org).