



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DREAM DISCOVER GROW

**HARLEYSVILLE YMCA
Early Childhood Center
PRESCHOOL Summer Camp
Parent Handbook**

**Harleysville YMCA Early Childhood Center
311 Alumni Ave.
Harleysville, PA 19438
215-256-0767**

Diane Greve, Branch Director dianeg@northpennymca.org

NORTH PENN YMCA

www.northpennymca.org

MISSION OF THE NORTH PENN YMCA

Our mission is to make the community we serve a better place to live. Through our programs and activities, we strive to enrich and strengthen families; provide wholesome supervised recreation; offer positive learning, leadership and character development opportunities, and promote wellness for all people regardless of ability to pay.

WELCOME TO OUR PRESCHOOL SUMMER CAMP!

Summer is a time for children to explore new adventures, have fun and learn about themselves and others. At our Preschool Summer Camp, children can do just that! Under the guidance of qualified, caring staff, children will enjoy active play, arts and crafts, cooperative games, songs, nature activities, water play, and much more.

THE NORTH PENN YMCA Camp Program admits children without regard to race, color, religious creed, disability, ancestry, national origin, or gender.

REGISTRATION PROCEDURES

Parents can find all of the registration forms on our website:

<https://www.northpennymca.org/summer-camp/preschool-harleysville/>

Please submit forms to dianeg@northpennymca.org , or mail or drop off at 311 Alumni Avenue. Registrations cannot be processed without payment of the non-refundable session deposits. If you are emailing forms, please ensure that you contact our office with credit card information to complete the registration process. 215-256-0767

PAYMENT POLICIES

- A \$25.00 non-refundable deposit is due at the time of registration for each camp session your child is registered.
- Deposits will be credited toward the camp session fee.
- Weekly Preschool Camp payments are due ONE WEEK PRIOR to the session start date. You may make online payments, set up automatic payments through our office, or send a check payable to North Penn YMCA.
- All past due accounts will incur a \$30.00 late payment fee if not paid by the session start date.
- Late fee/extended hours: If your child is dropped off or picked up any time other than the times that are indicated on your registration form, your account will be charged \$15.00 per 15 minutes.

CANCELLATION/CREDIT POLICY

Written notice is required to cancel any camp session.

Withdrawals require two week's written notice to receive a full refund minus the \$25.00 non-refundable deposit. Less than two week's written notice, registrant receives a 50% refund less the \$25 non-refundable deposit.

CHANGE POLICY

Please notify our office as soon as possible if your plans change. A \$10 change fee will apply for schedule changes made within 2 weeks of a session start date.

WAIT LIST POLICY

If a session is full and you are on a waiting list, we will contact you if a space opens up. Openings are dependent upon the required Child: Staff ratios and classroom capacity.

ABSENCES

Please call or email the Harleysville YMCA-Early Childhood Center:

215-256-0767 dianeg@northpennymca.org

We are required to track all illnesses, so please let us know if your child is sick or is absent for personal reasons. Credits or refunds will not be issued for absences.

EMERGENCY CONTACT INFORMATION

The Emergency Contact form must be completed with no blank sections per State requirements. Please contact our office immediately to make any updates. Be sure to inform your emergency contact person(s) of their responsibility, should you not be able to be reached.

UNAUTHORIZED PERSON SEEKING CUSTODY

For safety purposes, children will not be allowed to leave with anyone except the people whose names are listed on your child's emergency information form. Children will not be released to anyone under the age of 18. Our staff will request a photo identification of pick-up person as proof of identity and driver's license. In order to provide the best protection for your child, we cannot release the child to anyone who is not listed on the emergency form unless we receive written permission from you in advance. Custody Orders must be provided to the Camp Director upon registration.

WHAT TO BRING TO CAMP EVERY DAY

Campers should wear clothing and closed toe shoes suitable for outdoor activities, doing crafts and generally getting hot and dirty.

On a daily basis, campers must bring a backpack with the following items:

- Complete change of clothing
- Refillable water bottle
- Snack (nut-free)
- Ready-to-eat lunch stored in a container with re-usable frozen ice packs (nut-free)

**** REMINDER: We are NUT free program. ***Label all items with your child's name!**

WHAT TO LEAVE AT HOME

Please leave all personal items, electronics, cell phones, etc. at home.

SUNSCREEN POLICY

Children will spend time outdoors every day, weather permitting. Parents are responsible for applying sunscreen prior to the start of the camp day.

BATHROOM & HYGIENE

Children enrolled in Preschool Summer Camp must be potty-trained before beginning. The expectation is that children can tell the staff when they need to use the bathroom, and attend to their own hygiene when finished. We realize that occasional accidents may happen. We ask that you keep a complete change of clothes in your child's backpack. If a child has repeated accidents after reasonable accommodations have been attempted, we will evaluate whether our program is suited to meet the child's needs.

MEDICATION PROCEDURES

Prescription medication requires a physician's current written instructions and written consent from the child's parents/guardians. All medications must be kept in their original child-resistant containers, labeled with the original prescription label, and should be handed to the camp site director.

For over-the-counter medications, medication must be in the original child – resistant container. The medication should be labeled with the child's name, and specific instructions for administration and storage.

SPECIAL NEEDS

Parents of a child with an Individualized Education Plan (IEP) are asked to provide a copy of the IEP to our Camp Director prior to registering.

We are committed to providing the optimal environment for all of our children, and the IEP allows us to determine if we can meet the care plan identified for your child.

We reserve the right to ensure the safety and wellbeing of all children in our program, and will determine whether our program can meet each child's needs accordingly.

BEHAVIOR AND DISCIPLINE

All children are encouraged to respect others, respect property, and learn to be accountable for their actions. Staff will model and encourage appropriate behavior, set clear and consistent rules, use positive guidance, redirect, and teach children to problem solve. Aggression or physical violence is unacceptable.

Unsafe or disruptive behavior will be dealt with in the following manner:

1. A verbal warning will be given to the child along with a reminder of acceptable behavior.
2. If the behavior continues, staff will complete a Behavior Incident Report to notify parents/guardians.
3. In the event of a second Behavior Incident Report, and/or if the child continues with the chronically disruptive behavior, a conference will be scheduled with the Camp Director, appropriate staff, and parent /guardian in order to determine conditions for the child remaining in the program.

When a pattern of behavior persists that endangers self, others, or property, or significantly disrupts the program, a child may be subject to exclusion from our program at the Camp Director's discretion.

HEALTH AND ILLNESS POLICY

We are required to track all illnesses, so please let us know if your child is sick.

Children who become ill while in our care will be kept comfortable until the parent arrives. Parents will be contacted and expected to pick their child up within an hour. When a parent cannot be reached, the emergency contact person will be called. Teachers cannot properly care for the sick child without interfering with the care of the other children.

The child must remain free of symptoms, fever, nausea and vomiting, rashes, diarrhea, severe congestion, infections, etc., for 24 hours before he/she can be readmitted to the program.

Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious and have met the above criteria for 24 hours before the return date.

A child may be sent home or may not be admitted into care at the center in accordance with our Health Policy in the following situations:

- Minimum temperature of 100.4 degrees orally or 100 from the armpit (this excludes reactions children may be having from immunizations). Note: Children need to be fever free (without fever reducing medication) for 24 hours prior to returning to care.
- A behavior change making the child unable to participate; for example- sluggish, sleepy and/or inconsolable.
- Exceeds 2 or more loose stools; or stools are abnormal for that child.
- Vomiting 2 or more times while at school. May return 24 hours after vomiting has stopped.
- Bronchitis, which is an upper respiratory infection with severe coughing and mucous. May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five school days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.
- Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note.

The Department of Human Services requires whenever there is an illness that is infectious or contagious that we notify all the families. Certain diseases are reportable to the Board of Health and may result in your child not being able to attend child care until cleared by a physician.

INJURY AND ACCIDENT PROCEDURES

In the case of minor injury, staff certified in first aid procedures will attend to the child and the parent will be notified. The staff person will fill out an accident report at the time of the accident/incident.

In the event of an emergency, 911 will be called first followed by a call to parent/guardian/emergency contact. A staff person will accompany the child to the hospital and stay until the parent/guardian/emergency contact arrives.

Please ensure that we always have your current contact information.