

# B.A.S.E. Summer Fun Program

at



**Summer 2019  
Parent Handbook**

**YMCA of Frederick County  
2019 B.A.S.E. Summer Fun Program  
Parent Handbook – Policies and Procedures**

Summer Site: \_\_\_\_\_

Summer Directors' Names & Contact Information:

1. \_\_\_\_\_
2. \_\_\_\_\_

Main YMCA Phone #: 301-663-5131

Child Care Fax Number: 301-663-1651

Child Care Scholarship (CCS) Extension: Wendy McLean - 301-663-5131 ext. 1263

Billing Extension: Wendy Cline - ext. 1276

B.A.S.E. Office Extensions:

Diana Lewis – Director – ext. 1269

Tabitha Alder – Regional Director – ext. 1270

(Spring Ridge & Urbana @ Sugarloaf)

Lauren Hawkins – Regional Director – ext. 1234

(Glade and Whittier)

Christy Whittington – Regional Director - ext. 1272

(North Frederick and Tuscarora)

Welcome to the YMCA of Frederick County's Before & After School Enrichment Summer Fun Camp. The Maryland State Department of Education/Office of Child Care licenses our camp. Our staff in the summer is the same staff that operate our school year programs at various sites around the county.

This handbook is designed to answer questions that you may have regarding the operation of the program. Please feel free to contact your site director(s) or any of the above YMCA staff with questions. Questions pertaining to billing should be referred to Wendy Cline.

**All required forms must be completed and on file at the summer site your child will be attending before your child can start the program. Forms include:**

1. Current Emergency Card
2. Current Health Inventory (includes immunization record)
3. YMCA Discipline Policy (signed)
4. Parent Acknowledgement & Permission Form (Back page of this handbook)

If your child attended B.A.S.E. for the 2018-2019 school year, and all forms are on file, you do not need new forms, but may need to update the Emergency Card. If your child was not enrolled in B.A.S.E. for the 2018-2019 school year, you will need new forms. **All forms listed above must be given to the Site Director on the first day of attendance or before. Please do not turn them in at the Downtown YMCA with your registration forms.**

**Please check the parent table for any notices or announcements throughout the summer.**

**Thank you for choosing the Y to care for your child this summer. We're grateful for the trust that you have placed in us and we look forward to a fantastic summer with your child!**

### **OUR MISSION**

The Y is a charitable, non-profit organization dedicated to strengthening our community. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **OUR PHILOSOPHY & GOALS**

- To provide a safe, quality child care environment where children feel secure and accepted.
- To create an atmosphere of respect that promotes self-esteem.
- To recognize each youth as a unique person with individual needs and interests, and provide a range of activities accordingly.
- To give children opportunities to make choices among a wide range of developmentally appropriate activities to develop self-control, independence and a sense of purpose.
- To provide opportunities that stimulate social development and respect for the rights of the individual differences among others, using the "Character Counts" pillars of character development: *Trustworthiness, Respect, Responsibility, Fairness, Caring, & Citizenship.*
- To work as a team with parents, maintaining open communication and mutual support. To seek parent input to ensure our program complements the family institution.
- To involve families in the program activities.
- To meet or exceed the state licensing requirements to ensure the highest quality child care.
- To provide qualified, caring staff with ongoing training for continued growth as care givers.
- To monitor and appraise programs on a continuing basis to ensure continuous improvements.
- To work in cooperation with the schools and other social agencies to maximize the program's effectiveness.
- To incorporate the program and facilities of the YMCA of Frederick County to enhance the BASE program

## **A TYPICAL SUMMER DAY ACTIVITY PLAN**

6:30 – 8:15	Table Activities
8:15 – 8:45	Hand Washing & AM Snack
8:45 – 9:00	Camp Songs & Announcements for the Day
9:00 – 9:45	Physical Activities (Indoor/Outdoor Group Games)
9:45 – 10:45	Theme Related Teacher Directed Activities
10:45 – 11:45	Child Choice Theme Related Activities
11:45 – 12:15	LUNCH
12:15 – 12:45	Quiet Activity Time (Independent Reading Time)
12:45 – 1:45	Physical Activities (Indoor/Outdoor Group Games)
1:45 – 2:45	STEM Activity
2:45 – 3:45	Child Choice Theme Related Activities
3:45 – 4:15	Hand Washing & PM Snack
4:15 – 5:15	Whole Group Activity (Inside/Outside)
5:15 – 6:15	Child Choice Table Activities
6:15 – 6:30	Clean up and Prepare to Go Home

**Please note that field trips may alter the above activity plan.**

## **Child Care Handbook Parent Policies and Procedures**

**ABSENCES:** Please contact the YMCA Site Director if your child is going to be absent from the program. The Site Director will give you the Verizon cell phone numbers to call. Please write the numbers on page 1 of this handbook. Please call the site, not the office to report absences.

**ACTIVITIES:** The children will participate in a wide variety of activities during the program. This will include organized games, sports, arts & crafts and table games, as well as free choice activities, and large group activities. Outdoor activities will be incorporated on a daily basis when weather permits. Directors will provide a list of special activities and field trips. Please see the parent table for these special activities. For safety reasons the Y has a "no monkey bar" rule. Our licensing specialists may deem some of the playground slides too high for use and our staff will ask the children to staff off them while playing.

**CHILDREN'S RESPONSIBILITIES:** The Site Directors, using the YMCA Discipline Policy as a foundation, design site rules and consequences for behavior. The child's responsibility is defined within this structure. Please direct any questions regarding the site rules to your Site Director.

**COMMUNICATION:** Each school site has a cell phone; the Director will provide you with this number. Please report any absences, late pick-ups, schedule changes, etc. This type of communication can assist us in providing better care for your child. If you have an issue that cannot be resolved at the site, please reach out to the Regional Director of the site or the Director of the Before & After School Enrichment Program. Their contact information is on page 1 of this handbook.

**CONFERENCES:** Site Directors will conduct parent conferences when there are areas of concern. Parents may request conferences with the Site Directors at anytime there is a question or concern.

**DEPOSITS:** A \$25 deposit per child, per week will be accepted at the time of registration, unless registration is within 3 weeks of the start date, in which case payment is required in full. The deposit amount is the same for all participants, including CCS and YMCA financial aid recipients. **The balances of all weekly fees are due TWO WEEKS prior to the start of each week.** Parent/guardians must authorize the YMCA to draft these balances to a credit card/bank card per the schedule below. (Requires completion of the Child Care Payment Agreement for Summer 2019). Families whose balances have not been successfully charged to their credit card will not be able to participate in the program.

	<b>Deposit Accepted</b>	<b>Credit Card Charge Date</b>	<b>Disenrollment Date if Balance Not Paid</b>
Week 0 (6/20-6/21)	Thru 5/26/19	5/31/19	6/13/19
Week 1 (6/24-6/28)	Thru 6/2/19	6/7/19	6/17/19
Week 2 (7/1-7/5)	Thru 6/9/19	6/14/19	6/24/19
Week 3 (7/8-7/12)	Thru 6/16/19	6/21/19	7/1/19
Week 4 (7/15-7/19)	Thru 6/23/19	6/28/19	7/8/19
Week 5 (7/22-7/26)	Thru 6/30/19	7/5/19	7/15/19
Week 6 (7/29-8/2)	Thru 7/7/19	7/12/19	7/22/19
Week 7 (8/5-8/9)	Thru 7/14/19	7/19/19	7/29/19
Week 8 (8/12-8/16)	Thru 7/21/19	7/26/19	8/5/19
Week 9 (8/19-8/23)	Thru 7/28/19	8/2/19	8/12/19

**DISENROLLMENT:** Parents/Guardians who have registered their children (either by deposit or payment in full) and no longer need care must disenroll their children in writing by completing the green "Transfer/Disenroll Form for Summer 2019". (See "REFUNDS")

**DRESS:** We have children outside nearly every day. We ask that children wear clothing appropriate for the weather and activities planned, including shoes that allow them to play actively and safely. Sneakers are preferred; sandals and flip flops are not recommended. Children may bring a change of clothes or shoes, and should bring their swimsuits and a towel on days that we plan to swim.

**EMERGENCIES:** If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If they cannot be reached, the staff will contact the emergency contact persons listed on the emergency card. If the emergency is such that the child needs to be transported to the local hospital, a staff member will go with the child ONLY IF STAFFING AT THE SITE PERMITS. If staff cannot leave the site, the child will be transported in the care of emergency personnel. Be sure to keep the information on the emergency card current.

**FIELD TRIPS/ACTIVITIES:** We have three field trips planned for each week (with the exception of Week 2). In the event of inclement weather, the Y staff will make every attempt to have a back-up trip available. The YMCA will provide families with a schedule of the trips at the start of camp. Children will wear YMCA t-shirts (provided by the YMCA) on field trips. Please see the Parent Table for all details.

**FOOD AND SNACKS:** The program provides wholesome snacks in the morning and afternoon. If there are any food allergies that we need to be aware of, please include this in your Health Inventory packet and on the back of the emergency card. Menus are designed using regulations from MSDE Office of Child Care. Parents must provide lunch daily. (See "LUNCH"). In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

**FORMS: Necessary forms (listed on page 1 of this handbook) must be taken to the site on the first day and handed to the Director. We cannot be responsible for forms mailed in or turned in to the YMCA in advance.** The director may have additional forms for your review and/or signature. These may include permission slips, special program registrations, and incident reports. Please see the Parent Table.

**HOURS:** All sites open at 6:30 am and close at 6:30 pm. Additional fees are charged for late pick-up at a rate of \$1.00 per minute.

**ILLNESS:** Children cannot attend the program if they have any illness that threatens the health of the other children. The Department of Health regulations concerning communicable diseases will be enforced. If your child has a fever of 100 degrees or higher, is vomiting, or requests to contact you, you will be called by staff and required to make arrangements to pick up your child. Please do not bring a child who feels ill, has had a fever in the last 24 hours, or has re-occurring vomiting or diarrhea.

**LATE FEES:** Late fees are assessed at the rate of \$1.00 per child for each minute past 6:30pm. If you are late, the Site Director will give you a form stating the amount due and request payment by CHECK ONLY. After the 3rd late pickup, your child may no longer be able to attend and you will have to meet with a Regional Director of the program at the YMCA.

**LICENSING:** All YMCA B.A.S.E. programs hold current licenses from the Maryland State Department of Education and abide by the regulations for the department. Any parent may request a copy of these regulations from their Site Director.

**LUNCH:** Morning and afternoon snacks and drinks will be provided by the YMCA, however, please provide a lunch for your child each day. On field trip days, lunch and lunch bag must be completely disposable. On non-field trip days, an insulated bag with a freezer pack is recommended. Refrigeration space is limited.

**MEDICATIONS:** Medication can only be administered at the site if accompanied by the Medication Administration Authorization form that has been signed by both the physician and parent/guardian. Medication must be in its original container with the information on the label. We cannot administer the first dose of any medication. The medication form can be obtained from our web site [www.frederickymca.org](http://www.frederickymca.org) or from your site director. We cannot accept medication forms from FCPS.

**PARENT & STAFF BEHAVIOR:** The YMCA is committed to creating a safe, nurturing and caring environment. We speak to all children respectfully. We also believe in speaking to the parents in a calm and respectful way and expect the same in return. We believe, because you have chosen the YMCA, you are also committed to these same principles.

**PARENT RIGHT AND RESPONSIBILITIES:** The pamphlet, "A Parent's Guide to Regulated Child Care", published by the MSDE Office of Child Care, informs Parents of their rights and responsibilities as a child care consumer. This pamphlet is available at [www.marylandpublicschools.org](http://www.marylandpublicschools.org), Early Childhood Development Division, Licensing Branch.

**PAYMENT METHODS/OPTIONS:** Payment of all fees can be by cash, check, money order, or credit card (Visa, Master Card, Discover or American Express). Payment is made at the time of registration, in person only, at the YMCA. Payment options are Deposit Only or Payment in Full. (See "DEPOSITS")

**PERMISSION SLIPS:** Parents will be notified of any special events in advance. Permission is required for any activity outside of the school grounds.

**PERSONAL ITEMS:** Each child will be responsible for the care and maintenance of their personal belongings. Please label all items (water bottles, toys, etc.). At the end of summer, items not collected will be donated to local charities. The YMCA will not be responsible for personal items that are brought to the program.

**REFUNDS:** A parent/guardian must complete the "Transfer/Disenroll Form for Summer 2019" if children will not be attending. If disenrollment is requested by close of business THREE WEEKS before the first day of the session and full payment has been made, a partial refund will be given. All refund requests submitted prior to the 3 week deadline will be charged a \$25 per camp, per week, processing fee. No refunds will be given for cancellations submitted within 3 weeks of the start date for any given site.



	Notification Date For Partial Refund	Notification Date No Refund:
Week 0 (6/20-6/21)	5/27/19	5/28/19 or after
Week 1 (6/24-6/28)	6/3/19	6/4/19 or after
Week 2 (7/1-7/5)	6/10/19	6/11/19 or after
Week 3 (7/8-7/12)	6/17/19	6/18/19 or after
Week 4 (7/15-7/19)	6/24/19	6/25/19 or after
Week 5 (7/22-7/26)	7/1/19	7/2/19 or after
Week 6 (7/29-8/2)	7/8/19	7/9/19 or after
Week 7 (8/5-8/9)	7/15/19	7/16/19 or after
Week 8 (8/12-8/16)	7/22/19	7/23/19 or after
Week 9 (8/19-8/23)	7/29/19	7/30/19 or after

**RELEASE OF CHILDREN:** Children will be released **only** to those persons aged 16 or older who are designated on the emergency card. Please make sure that this information is complete and up-to-date so that difficulties do not arise when you need assistance with pick-up. If you need to make changes to the emergency card, you may do so at any time throughout the summer. **Please inform those designated that staff will require identification upon pickup for anyone who is not known by the staff working.**

**SIGN IN/SIGN OUT:** Authorized persons must sign the in/out roster when dropping off and picking up the children. Children may not be dropped off without being signed in nor will they be released without the authorized signature. See "RELEASE OF THE CHILDREN".

**SWIMMING:** When field trips include swimming, a towel, bathing suit and sunscreen are required. Children who can swim must demonstrate this ability to the lifeguards. Children who cannot swim must stay in the shallow water at all times. Parents may supply safety vests if they wish. Please label it with your child's name.

**SUNSCREEN & INSECT REPELLANT:** Each child who will be using sunscreen and/or insect repellent must bring his/her own bottle, labeled with the child's name and enclosed in a labeled ziplock bag. No child will be permitted to use another child's sunscreen or insect repellent. Children may apply sunscreen and insect repellent to themselves but not to each other. Please see the signature form at the back of this handbook authorizing staff to apply sunscreen and insect repellent to your child. Children who do not bring their own sunscreen must wear a t-shirt (provided by the YMCA) and remain in the shade for the remainder of the field trip if they begin to burn. Parents may want to send children with an extra-t-shirt, in addition to the above precautions.

**TRANSFERS:** A parent/guardian must complete the "Transfer/Disenroll Form for the Summer 2019" to request transfers. There is no fee for transferring from one week to another or one site to another.

**TRANSPORTATION:** Parents/guardians are responsible for transporting children to and from their BASE summer site. The YMCA of Frederick County utilizes the Frederick County Public School buses for field trips. Signed permission from parents must be on file for the children to participate in field trips. Please see the signature form at the back of this handbook. Also, see the parent table as needed for important information.

**YMCA OF FREDERICK COUNTY**  
**CHILDCARE BEHAVIOR MANAGEMENT POLICY AND AGREEMENT**

- I. Behavior management means teaching. We attempt to teach acceptable behaviors, and to promote positive self-image in children by:
  - a. Preventing problems.
  - b. Offering positive suggestions.
  - c. Redirecting to a different behavior or activity.
  - d. Providing encouragement.
  - e. Discussing the situation and why the rule is needed.
  - f. Giving positive attention frequently.
  - g. Developing rules with the children.
  - h. Setting up a program that is suitable for the ages and needs of the children.
  - i. Providing appropriate consequences.
  - j. Offering choices and interesting activities.
  - k. Using age appropriate "time out", to allow for a cool down and time to think of better ways to handle problems.
  - l. Removing privileges.
- II. Children and their parents must accept that the YMCA School Age Child Care, Preschool, and Child Development Center staff have definite expectations for behavior that must be met:
  - a. Children are to be respectful to other children and staff. Respect should be mutual.
  - b. Children are to listen to and follow directions given by the staff.
  - c. Children are to keep their hands and feet to themselves. (No physical contact.)
- III. Should a child refuse to follow these rules:
  - a. The director or teacher will communicate verbally with the parents.
  - b. The director or teacher will document the behaviors on a behavior report and review with parents.
  - c. The director or teacher will develop a plan for behavior management.
  - d. The director or teacher will review the plan with the parents and request suggestions and support.
- IV. Should satisfactory progress not be made:
  - a. The child may be suspended from the program for 1 to 3 days.
  - b. A conference with the parents may be required before the child may return.
  - c. Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.
- V. Should a child not be able to adapt to our program, he/she may be removed from the program, with up to a two-week period allowed for the parents to find alternate care.
- VI. Major offenses may result in immediate suspension and/or expulsion from the program. If a parent cannot be reached, we will call the emergency contacts. The CEO of the YMCA or designee will be consulted and a YMCA Incident/Accident report will be filed per YMCA procedures. Someone will need to come *immediately* if the following behaviors occur:
  - a. Physically harming another person.
  - b. Threatening, harassing or otherwise verbally abusing another person.
  - c. Endangering him/herself.
  - d. Intentionally destroying property.
  - e. Possessing or using any illegal substance.
  - f. Possessing or using any weapon.
- VII. Physical restraint of an out of control child may be required in extremely limited circumstances to protect the child, other children, or staff. If physical restraint is used, the parent/guardian will be notified immediately. In addition, the incident will be documented on an official Incident/Accident form and reported as per YMCA procedures.
- VIII. These policies are intended as guidelines for behavioral or disciplinary concerns. Nothing in the Behavior Management Policy or the Parent Handbook (other than the Parent's Agreement) creates any expressed or implied contractual rights. The Handbook reflects the policies and procedures generally applicable at the time of publication, and such policies and procedures may be changed by the YMCA. Please discuss this Behavior Management Policy and Agreement with your children.

I HAVE READ THE YMCA BEHAVIOR MANAGEMENT POLICY AND AGREE TO ALL THE RULES AND REGULATIONS.

\_\_\_\_\_  
Parent Signature

Revised 03/04/2010

\_\_\_\_\_  
Date

# **Child Care Handbook Parent Policies and Procedures**

## **YMCA B.A.S.E Summer Program – 2019 Parent Acknowledgement & Permission Form**

1. I have been notified that the YMCA of Frederick County BASE Summer Program Parent Handbook is available on-line. A hard copy is available upon request. I will read and abide by the policies and procedures in the Handbook and will call the Site Director(s) with questions or concerns.
  
2. I understand that my child will be participating in field trips and will be transported by school buses leased by the YMCA from Frederick County Public Schools. I give permission for my child to participate in these field trips.
  
3. I understand that my child will attend several swimming field trips and that he/she will be required to demonstrate their swimming ability to the YMCA Site Director and Lifeguards. The Site Director and Lifeguards will determine whether each child may/may not swim in deep water based on the swimming test.
  
4. I give my permission for the YMCA Staff to apply sunscreen or insect repellent (that I provide) to my child in hard-to-reach places that are exposed. I understand that my child may apply sunscreen or insect repellent to him/herself, but may not apply to another child. I understand that each child must have his/her own sunscreen labeled with that child's name.
  
5. My child has permission to view G or PG rated movies if there is a field trip scheduled.

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_