

# THE YMCA OF ACADIANA SUMMER CAMP PROGRAM

## STANDARDS OF CONDUCT

It is our intent that each child enjoys the activities planned by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline, that we are here to help him/her, and that we want him/her to succeed.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant. In accordance with the severity of the inappropriate behavior and the number of times the behavior occurs, a child may:

1. Lose the privilege of participation in a specific activity.
2. Be suspended from the program, for a specified amount of time.
3. Be expelled from the program.

### **Inappropriate behaviors that are grounds for dismissal from the program:**

1. Intentionally and repeatedly going to unauthorized areas of the facility without permission.
2. Repeatedly using foul language and being repeatedly rude and discourteous to staff and peers.
3. Defacing Y property.
4. Repeatedly refusing to follow basic rules of safety while at the program site.
5. Stealing or defacing other's property.
6. Smoking, gambling, extortion, arson.
7. The possession, use or sale of drugs or alcohol.
8. Possession of weapons.
9. Any other behavior that is deemed inappropriate and dangerous or contrary to the best interest of the participants and staff.

We desire that every child enjoy his/her experience at the Y Summer Program. For this reason, we have initiated policies we feel are fair, easily complied with any child, and of benefit to everyone involved.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## THE YMCA OF ACADIANA DISCIPLINARY PROCEDURES

1. Child will be given a verbal warning for misbehavior the first time.
2. If the misbehavior continues, the child will be given:
  - a. 5 minutes from group activity
  - b. Behavior warning listing consequences (step 4 & 5)
3. If the behavior has not stopped, he/she will lose activity privileges and will be sent to the Program Director. The Program Director, Counselor, and Child will talk about proper behavior and given suggestions on how to improve.

### PARENTS WILL BE NOTIFIED BY CALL

4. If a child misbehaves again, your child will receive a BEHAVIOR REPORT. The counselor, director, parent, and camper will sign the behavior report. A reward system will be in effect for improving behavior and it will be written what actions will come into effect if behavior continues.
5.
  - a. SUSPENSION FOR 1 DAY – FIRST OFFENSE
  - b. SUSPENSION FOR 3 DAYS – SECOND OFFENSE
  - c. EXPULSION FROM CAMP

### \* A CHILD WILL BE SENT TO THE PROGRAM DIRECTOR WITH THE POSSIBILITY OF IMMEDIATE EXPULSION FOR THE FOLLOWING:

1. HARMS ANOTHER CHILD OR COUNSELOR
2. STEALS
3. DAMAGES PROPERTY
4. USES FOUL LANGUAGE
5. TOTALLY DISRUPTIVE TO THE GROUP
6. LEAVES AREA WITHOUT PERMISSION

**\*\* IN THE EVENT THAT A CAMPER DAMAGES ANY PROPERTY OR EQUIPMENT (INCLUDING BUSES AND FIELD TRIP PROPERTY) THAT THE YMCA IS USING, THE PARENTS WILL BE RESPONSIBLE FOR THE REPLACEMENT.**

### THERE WILL BE NO REFUNDS GIVEN FOR SUSPENSIONS FROM CAMP!

### PROPER BEHAVIOR INCLUDES THE FOLLOWING:

1. RESPECTING THE RIGHTS OF OTHERS
2. USING APPROPRIATE BEHAVIOR FOR EACH ACTIVITY
3. STAYING WITH YOUR GROUP
4. LISTENING AND FOLLOWING DIRECTIONS
5. RESPECTING STAFF
6. HAVING FUN!!

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Parents/Guardians Rights & Responsibilities

### Parents/Guardians have the right to:

1. Know their children are in a safe environment where they are free to choose from a variety of activities.
2. Participate in all levels of decision-making concerning how their children spend the day.
3. Know what types of programs and activities are being planned and offer feedback on the kinds of activities the children enjoy.
4. Share concerns with staff at any time about anything they do not feel is in the best interest of the children.
5. Know if the child is misbehaving and to spend time talking with the staff concerning a solution.
6. Know if their child does not report to the program as intended.
7. Know when the children will be going any place other than where the program is usually being held.
8. Voice special concerns and considerations not covered in the handbook and discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

### Parents/Guardians have the responsibility to:

1. Let the staff know if their child will not be attending for the day.
2. Observe the rules of the program as set forth in the handbook and in any additional policy statements.
3. Share their concerns with staff members if the program is not meeting their child's needs.
4. Listen to concerns that staff members have about their child's behavior and work through an agreeable solution to any problems that might occur.
5. Know about any changes in policy or procedures.
6. Know the discipline procedure of the program as explained in the handbook.
7. Replace any equipment that their child is responsible for misusing.
8. Sign in/out their child at the end of the day; notify a staff member when taking a child from the program, notify a staff member when another authorized person is picking up a child.
9. Inform staff if a child has been exposed to a contagious illness.
10. Notify staff of planned vacation and other absences in advance.
11. Notify staff in writing of campers withdrawal.
12. Pay fees on time.
13. Keep the child's record up-to-date with changes in phone numbers and addresses.
14. Pick up children on time.

**I have read and understand my rights and responsibilities.**

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## POLICIES AND PROCEDURES

- 1.) I agree to pay a one-time registration fee of \$\_\_\_\_\_ for the Y Summer Camp. I understand for my child/ren to attend each session, payment of \$\_\_\_\_\_ must be paid by said due date. (See payment schedule)
- 2.) I understand all fees are Non-Refundable and Non-Transferable.
- 3.) Fees are due and payable as payment schedule states.

**No money will be accepted at the Y after Monday, or a late fee of \$10 will be charged.**

- 4.) A \$25.00 charge will be assessed on checks returned NSF.
- 5.) An absentee fee of \$55.00 per camper for every week your child is absent will be charged in order to hold your child's place in camp.
- 6.) **For your child's safety:**  
Parents are expected to ensure their child's safe arrival at camp. Only those listed on the Authorization section of the registration form will be allowed to remove the child from camp.
- 7.) I agree to hold the Y and representatives free and harmless against injuries sustained during camp hours unless such injuries occur as a result of the gross negligence or willful misconduct of the Y or its authorized representatives.
- 8.) I understand that in cases of severe discipline problems, bad behavior, lewd conduct, or physical confrontation with another camper or Y staff personnel, the Y has the right to discontinue service.
- 9.) I understand if circumstances warrant, the Y will be available to discuss with me the terms set forth in this agreement.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## FIELD TRIP PERMISSION SLIP

I give my permission for my child/ren \_\_\_\_\_ to go on any scheduled YMCA field trips. I understand that I will not hold the YMCA responsible for any injury or loss during my child's participation in any scheduled YMCA program.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## YMCA OF ACADIANA SUMMER DAY CAMP CONTRACT

Dear Parents,

### **By signing below, you agree to the following:**

All fees including registration, weekly, and the activity fee are non-refundable. The weekly fee is due each Monday morning. If your child is absent a whole week, you must pay the agreed upon fee of \$55 per child to hold your spot. If your child is withdrawn from the program by your choice or expelled by the Y, all paid fees are still non-refundable. Thank you for your understanding in this matter.

THE YMCA OF ACADIANA

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CAMPER INFORMATION**

T-Shirt Size (please circle one):    YS        YM        YL        AS        AM        AL

**PAYMENT AGREEMENT**

1. I understand fees **MUST** be paid each Monday (**payments made after Monday will accrue a \$10.00 fee**)
2. **I understand that even if my child(ren) do not attend a full week, I am still responsible for the absentee fee of \$55 per child per week.**
3. The YMCA requires a credit card to be on file for all charges not paid by the end of our Summer Camp Program. This includes all absentee fees, weekly fees, registration fee and activity fee.
4. Returned check charge - \$25.
5. **All fees are non-refundable.**  
(please sign)\_\_\_\_\_

**WAIVER**

I understand that The YMCA of Acadiana assumes no responsibility for injuries or illness that my child may sustain as a result of physical condition or resulting from participation in any athletic activities.

I specifically waive, give up, and release the Y and staff from liability from any claim for damages which I or my child may have relating to injuries or illness that he/she may sustain at the Y while participating in Y activities. I agree to indemnify and hold harmless the Y from any loss, liability, damage, or cost they may incur due to the presence of the undersigned in, upon, or about the Y premises or in any way observing or using any facilities equipment of the Y or participating in any programs affiliated with the Y whether caused by the negligence of the Y or otherwise.

In signing the waiver, I certify that my child is in good health with no chronic illness or abnormal tendencies. In the event of any emergency in which my child requires medical care, I authorize the Y to act for me, and to obtain for him/her whatever medical treatment the staff in its best judgment deems necessary and appropriate; including, but not limited to, whatever medical and/or dental examination, diagnosis, and/or treatment is deemed necessary.

I give permission to The YMCA of Acadiana to use, without limitation or obligation, photographs, film footage, or tape recordings, which may include my child's image or voice for purposes of promoting or interpreting Y programs.

1. I agree to pick up my child/ren by 6:00 p.m. or I agree to pay a late fee of \$1.00 per minute thereafter.
2. **IF YOUR CHILD IS PICKED UP LATE 3 TIMES, THEY WILL BE RELEASED FROM THE PROGRAM.**

I further understand that if my child is not picked up from camp by 6:30 p.m. and the Y has tried to contact all authorized persons, the Y will notify the necessary agencies to come and get my child. The Y has been instructed by the Lafayette Police Department to carry out this procedure.

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_