

YOUTH & FAMILY PARENT POLICIES

REVISED May 2024

Please check periodically for any up-to-date revisions to the handbook!



We raise the **B.A.R**
One child at a time

Belonging. Achievement. Relationships.

TABLE OF CONTENTS

About the Y _____	3
ProCare _____	4
A-Z Information _____	5-13
Character Guidelines and Anti-Bullying Policy _____	14-17

Welcome to the Day Camp Program:

The YMCA of Greater Oklahoma City welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive.

Take a minute to learn more about the Y and how we will help your child explore, connect, and discover while staying safe this summer. If you have any questions, concerns, or suggestions, please feel free to contact staff at any time.

Sincerely,

**YMCA of Greater Oklahoma City
Youth and Family Directors**



Our Mission

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Our Cause

At the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure everyone, regardless of age, income, or background has the opportunity to learn, grow and thrive.

About the Y: Who We Are

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility. Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

Areas of Focus

Youth Development: Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living: Improving the nation's health and well-being

The Y is a leading voice on health and well-being and plays an important role in the education and prevention of obesity in Oklahoma. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

Social Responsibility: Giving back and providing support to our neighbors. The YMCA of Greater Oklahoma City has been listening and responding to our communities' most critical social needs for 130 years. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

Why Choose the Y?

The Y is, and always will be, dedicated to building healthy, confident, connected, and secure children, adults, families, and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in the Oklahoma City area and neighborhoods around the nation are taking more interest in learning and making smarter life choices. Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.



PROCARE

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to be using Procare Solutions' best-in-class parent app. NEW this year- all of our camps are using ProCare, a required app to sign your child in and out, parent communication, and other important information.

What Can I See on the App?

Once you download the Procare mobile app, you can stay up to date on your child's daily activities, messages, newsletters, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several ways to check your child in and out.

How do I get the app?

You will receive an email from Procare with a unique 10-digit code and instructions on how to create an account. You will need to download the free Procare childcare mobile app from the Apple or Android stores.

We think you will really enjoy this new way for us to stay connected!





A-Z ADDITIONAL INFORMATION

ABSENCES

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please leave a message for Day Camp **no later** than 9 a.m. If this is due to illness, please let us know symptoms and child's status. ProCare is the preferred form of communication. Parents/guardians of children not in attendance without prior notification, will be contacted via ProCare. No refunds will be given due to non-attendance.

If your child has any of the following symptoms in the last **24 hours**, they will not be able to attend our program:

- Temperature of 100 or above
- Severe Cough or Sore Throat
- Chills/repeated shaking with chills
- Nausea, vomiting or diarrhea
- A new rash that has not been diagnosed
- Or other illness related symptoms

A contagious illness such as strep, covid, flu, etc. must remain home using doctor's instructions.

ADMISSION POLICY FOR DAY CAMP

The YMCA of Greater Oklahoma City admits children ages 5-12 years of age, though age requirements and program availability vary by location (some sites allow through 15 years old). The Y is open to all youth regardless of race, gender, sexual orientation, religious beliefs, or income. The Y will address children who are physically challenged or have special needs on a per request basis with the hope that we can serve all children who come to us.

AGE GROUPS

Children are assigned to groups according to their ages. This atmosphere provides an opportunity for each child to express themselves, be accepted by their peers, and develop skills. *We typically cannot take special requests to keep siblings or relatives together. We cannot guarantee your child will be placed with a particular staff member.*

ALLERGIES

All known allergies or any required special dietary needs based on a medical condition must be in writing on your child's registration. Please talk to staff if your child has severe allergies in serious circumstances, i.e., cannot be near peanut butter or latex. An authorized parent/guardian must administer medication form must be filled out and signed for all medications used in our programs. This form is available online from the Director at your site.

AMERICANS WITH DISABILITIES ACT

The YMCA is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to



accommodate your request. The safety and well-being of all children and staff must be maintained.

BUS RULES (if applicable)

In certain circumstances, buses will be provided to our off-site camps to get the campers to and from swimming or main camp. Buses are also provided for field trips to and from sites during before and afterschool. Children are to remain seated on the bus at all times. No food, drinks or candy are allowed while on the bus unless approved. All posted bus rules will be followed. Children are to follow all other guidelines while on a bus.

CAMP COUNSELORS/SCHOOL AGE STAFF

Staff are trained in CPR, AED, First Aid, child abuse prevention, emergency procedures, water safety, and how to conduct activities including songs and games that incorporate values and education. See staffing. Staff are 18 years old and older, and most are studying education or recreation-related fields. We also employ Junior Counselors, 14- 17-year-old, to assist in specific program areas.

CANCELLATION

Written notification of your intent to withdraw from the program must be given at least two weeks prior to your intended last day. No refunds will be given if notification is not received within two weeks of the registered program.

CHARACTER DEVELOPMENT

The YMCA has four core values that we strive to model and teach our children daily: caring, honesty, respect, and responsibility.



Our mission comes to life through the emphasis of these character values. Challenging people to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

If everyone exhibited **caring**, **honesty**, **respect**, and **responsibility**, what would this community look like? The country? The world?

That is what the YMCA is about. Make this a summer for your child to grow and develop strong roots and *positive values*. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to the YMCA. The YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Staff will be notified immediately, and a report

will be made to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

CLOTHING/DAILY ATTIRE

During camp, children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, etc. Children should wear closed-toe shoes. A pair of athletic shoes are recommended. No flip-flops or slides. This is both for the child's safety and comfort as programs are highly active. Label all belongings. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be a properly fitting swimsuit. All clothing is at the discretion of the Director and/or Leadership staff. For School Age programming, children should follow school dress codes. The YMCA is not responsible for loss of belongings. See lost and found.

Camp T-Shirts

Shirts are available for purchase for \$12. Camper shirts are typically required for field trip days or on other designated days or whenever your child would like. Optional camper swim bags are available to purchase for \$10.

CODE OF CONDUCT & BEHAVIOR MANAGEMENT

Please read over the Character Guidelines and Code of Conduct (page 16) with your child. The YMCA expects all children and guardians to behave according to these guidelines.

DISCIPLINE POLICY

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated and the same respect will be expected from your child for his/her peers and the Y staff. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate.

When disciplinary action is necessary, age-appropriate methods will be implemented. If the behavior is not corrected, the following steps will be taken:

- ! A form will be completed and may require the signature of a parent/guardian.
- ! If the child continues to demonstrate inappropriate behavior, he/she may be suspended for one or more days.
- ! The next serious infraction could result in a three (or more)-day suspension.
- ! If the behavior has not improved, the child may be removed from the program for its duration.

***Policy infractions may require immediate pick up from programs.

***The Y reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.

***If a child is suspended from school or the school bus, they also cannot attend Y before or afterschool programs.

The Y reserves the right to terminate your child's attendance for such things as, but not limited to excessive disruptive behavior, emotional problems, or disabilities that we are not equipped to handle, or that are a safety risk to themselves or others in the program.

DROP OFF/ PICK UP LOCATION

Pick up and drop off locations vary by site. If you are picking up or dropping off your child outside the designated times provided by your camp, you must make arrangements ahead of time with the Day Camp Site Coordinator.

ENROLLMENT

A new enrollment form is required for each child who will be participating in each program at the time of enrollment. In addition to the enrollment form, a current immunization record,

current photograph and paid program fee are required. A \$40 registration fee is required to hold each child's place in school-year programs. A \$10 per week deposit is required for each child at Summer Day Camp. Deposits and Registration Fees are non-refundable. All registrations are accepted online. Any changes to the information originally provided on the registration form must be given to the staff in a written document via email.

EXTENDED CARE (Day Camp and School Break Care Days)

Extended care is included in your Day Camp fee. Starting at 7 a.m. (early at some sites) campers will have supervised activities to participate in while other children are being dropped off. The rest of the day will be planned activities for your child's age group. From 4-6 p.m. children will also have supervised activities to participate in while campers are being picked up.

FIELD TRIPS

Field Trips may be subject to change at any time. Make up field trips are not guaranteed. Changes in field trips will be communicated to parents/guardians.

Campers are required to wear a location specific current camp T-shirt on all field trips. T-shirts are available for purchase at the Y for \$12/shirt.

Staff cannot stay behind with children on field trip days, so it is important that you arrive on time or make other childcare arrangements.

FINANCIAL ASSISTANCE

The Y is a community building organization for all. Our financial assistance program ensures anyone can participate in Y programs, despite the inability to pay the full program or membership fees.

- Assistance is awarded on a need and case-by-case basis. Each applicant's approval is based on income and the number of people in the household. If you feel you may qualify, please complete the Financial Assistance application, and bring it, along with proof of income, to one of our branches. Proof of income can be your most recent 1040, or other tax or government documents. If you are not sure if you qualify, we encourage you to apply.

You should allow five working days for your financial assistance application to be processed. If you plan for your child to attend the program prior to review of your Financial Assistance application, you will be required to pay the regular fee until a decision on your application is reached.

HOLIDAYS & INCLEMENT WEATER

Care is not provided on days when schools are closed due to inclement weather, nor is care provided on holidays. If a school/district cancels afterschool activities the Y will cancel programs or close early. Holidays and inclement weather have been factored into the price of programming.

Each school age program has a list of 18 days (about 2 and a half weeks) school break care days included in your program. Additional school break care dates are available for an additional fee. Please check with your director on your school break care schedule.

ILLNESS

The health and safety of your child is a priority for us. A sick child or a child with any symptoms is to be kept at home. At check in, you will visually check your child to make sure they appear well and ask additional questions as needed. If your child becomes ill in our program, we will isolate your child from others, and we will call you. You must then arrange to pick up your child immediately. If we send your child home with an illness, they may not return until they have been without an illness for **24 hours**. Call the Y by 9 a.m. on the days when your child is ill or will be absent from Day Camp. We need to know where your child is

every day for the child's own safety and accountability. The Y should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

If your child has any of the following symptoms in the **last 24 hours**, they will not be able to attend our program:

- Temperature of 100 or above
- Cough
- Shortness of Breath
- Chills/repeated shaking with chills
- Nausea, vomiting, or diarrhea
- A new rash without a diagnosis
- Taken a fever reducer in the last 24 hours

Lice and Bed Bugs

Due to the contagious nature of lice and bed bugs, we ask that you check your child before sending to Y programs/facilities. Both are very detectable and treatable. Please know that children with lice or bed bugs are not allowed to return until completely nit or bug free.

Parents will be notified of communicable diseases, head lice or any other infestation exposure. The Y uses Oklahoma State Health Department resources such as the Good Health Handbook as a guide for illnesses and/or communicable diseases.

Illness guidelines are subject to change with federal, state, and local direction.

INJURY/ EMERGENCY

All staff are trained in emergency first aid. If your child sustains an injury more severe than our skills allow, the staff will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- ! Attempt to contact a parent or guardian, using all numbers for persons provided on the enrollment form.
- ! If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.
- ! An Incident Form will be completed.

**Parents/guardians are required to notify staff of any previous injuries that staff should be aware of.

LATE FEES

A late fee of \$1 per minute will be assessed for each minute after 6 p.m. that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed. If there is no account on file, late fees must be paid at the member services desk before your child may return to the program.

LOST AND FOUND

Unclaimed lost and found items at the end of each day will be placed in a bin or designated spot. Anything not picked up within one week will be discarded. Please only send essential, required items that are labeled.

We provide a well-rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home. Please do not send any of these items, unless specifically requested. Any of these items found with your child will be held and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

MEDICATION & OVER THE COUNTER SKIN PRODUCTS

Medication will be dispensed to children only under the following conditions:

- ! All medications must be accompanied by a completed Authorization to Administer Medication Form which includes the dosage, date, and time the medication is to be administered. This form is available from your Y Youth & Family Director.
- ! Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions, and physician's name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.
- ! Each time a child is given any medication an entry will be made in the Medication Administration Log.
- ! Medication and medical waste are either returned to the parent or disposed of properly when it is out-of-date, or the child has withdrawn from the program.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

Over-the-Counter Skin Products

Y staff are only permitted to apply sunscreen and insect repellent to children if there is a medication form authorizing staff to do so. Cream products will be self-applied by children. Parents are responsible for sending all sunscreen and insect repellent. The Y will keep a supply of products on hand. Should you forget yours, there is a \$2 per day charge to use ours. Sunscreen will be applied every day of Summer Day Camp to protect your child from painful sunburns. This fee will be automatically drafted from the account we have on file. Please make sure your sunscreen is less than one year old, as expired sunscreen may magnify the sun rays and can result in a severe burn.

PARENT VISITS

Parents are invited and encouraged to communicate with camp staff during pick-up, drop-off, or electronic communication on the ProCare app. Please keep communication during program hours. If messages are sent outside of program hours, a staff member will get back to you as soon as they are able. Special events including a parent invitation may be scheduled by your camp. Any other arrangements, please reach out to your Youth & Family Director or Coordinator.

PARTICIPATION

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

PAYMENT POLICIES

1. Acceptable payment methods are Credit/Debit Card, Electronic Funds Transfer (EFT) or advance payments made in full.
2. To secure your child's spot, a \$10 per week non-refundable deposit is due at the time-of-day camp registration. \$40 registration fee for school age.
3. Drafts will be made by the close of business on Wednesday for the following week of care. Drafts will be made each week unless a two-week written notification has been provided for vacation week or for cancellation of registration.
4. Please keep any and all canceled checks, payment receipts or bank statements as documentation of childcare payments. You can also login and look up all payments on your YMCA account. Reach out to the Y if you need help with your online account.
5. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays, program closures, or inclement weather days.

6. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to, the Member Service Desk and all refunds are at the discretion of the Director.

7. If your childcare payment is returned, it will be reprocessed within 48 hours of the original draft date, an additional service fee may be collected. Payments must be collected in full before the start of each enrolled session in order for your child to remain in our program.

8. A late pick-up fee of \$1.00 per minute will be assessed for each minute after 6 p.m. that your child remains in our care. This fee will be drafted from the account on file. If there is no account on file, this charge must be paid at the Y Member Service Desk, and your child will not be allowed to attend until the amount due is satisfied.

9. If you are registered for the All-Summer Day Camp Bundle and a payment or week is missed, the discount on the last week will no longer apply.

10. Written notification of your intent for a vacation week or a camp cancellation form, for any portion of camp, must be given at least two weeks prior to your intended last day.

CANCELLATION

Written notification of your intent to withdraw from the program must be given at least two weeks prior to your intended last day.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify. See Financial Assistance for more information.

REFUNDS

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends. School and program closings due to inclement weather, holidays, power outages and other similar occurrences have been considered in the pricing. See #6 above for more information.

PERSONAL PROPERTY AND REGULATIONS

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand-held games, iPods, phones, trading cards, animals, or sports equipment (unless for a special event). This also includes cell phones, iPads, tablets, smart watches, or any other electronic items. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

SEARCH AND REMOVAL

A child, and/or the child's belonging may be searched by administrators at any time. If another camper's item goes missing, we may look in other camper's bags to look for the item as items can get mixed up. Whenever staff have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation (i.e. child has in their possession either drugs, alcohol, stolen items, matches/lighters, weapons, etc.) the staff will conduct a search. The child will be invited to be present for the search when feasible. Any items found in violation of the law or program rules will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and staff.

RELEASE OF CHILDREN POLICY (SIGN IN/OUT)

Parents are required to sign their children in upon arrival and sign them out before leaving each day using our ProCare system. Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence. All children must arrive by 9 a.m. each day. Campers should be dropped off and picked up during designated times unless prior arrangements are made with the Site Coordinator.

Authorization to pick up your child is included on the ProCare app. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Site Coordinator or Youth and Family Director. **Photo identification is required for any person picking up a child.** No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will contact other authorized guardians listed on form to pick up the children and the local police and DHS will be notified.

If we have not heard from you by closing time, and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for a half hour. After that time, DHS and/or the police will be notified.

CUSTODY AGREEMENTS

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the person named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply notifying us that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up. If disputes are taking place at the Y, we may call authorities to sort out the situation.

REST & RELAXATION/QUIET TIME

All groups may have rest and relaxation time each day. Children may bring their own books from home (make sure they are labeled). During this time children will have the opportunity to engage in quiet, restful activities.

SCHEDULES

Activities may vary daily including group games, STEM (Science, Technology, Engineering, and Mathematics), character development, arts and crafts, table games, spots, skits, songs, swimming, outdoor education, and more. See Y staff for more detailed schedules.

SIGN IN/SIGN OUT

Parents are required to sign their children in upon arrival to the program and sign them out before leaving each day. Please see Release of Children Policy for more information.

SNACK & LUNCH INFORMATION (FOOD POLICY)

Your YMCA Staff is dedicated to giving your child a fun, healthy experience, but we need your help! The YMCA focuses on healthy eating and lifestyles.

Lunch and/or snacks are not provided at all locations. Please check with your Y location for your specific program information on the food provided. If you are sending food with your child, please send a nutritious lunch, drink, and snack on each of those days to give your child more energy during the day (i.e., whole grains, fresh fruit, and veggies, minimal or no trans-fat products, reduced sugar). Refrigeration is not available, so food items need to either be non-perishable, or kept cool in an insulated lunch sack. Microwaves are not available. Soda, fried food, and money for vending are not allowed in our programs.

We want all children to be well nourished and to have energy during the day. If your site does not provide lunch and your child forgets their lunch (or does not have a nutritious lunch) we will contact the parent and/or provide your child with a lunch for a fee of \$8*. This will automatically be deducted from your payment information provided on file. **Cost may vary per site.*

Any food allergies, special diets or dietary needs based on medical conditions must be included in your child's Registration and Health Form. See Allergies.

STAFFING

Our staff is chosen based on responsibility, ability to relate to children, sensitivity to the children's individual needs, and recreational skills. Our staff meet or exceeds requirements set by the YMCA of the U.S.A., and the State of Oklahoma. Staff members receive training in CPR-Pro, AED, First Aid,

and Child Abuse Prevention. Staff work with small groups of children to build a positive rapport and develop mutual trust and respect.

OUTSIDE CONTACT BETWEEN STAFF AND CHILDREN

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-Y events.

SWIMMING

Children will have the opportunity to swim. Each pool is staffed by either Y lifeguards, City Parks and Recreation lifeguards, or lifeguards at a facility. All children will be given a swim test prior to open swim. Any child that does not complete the test will be required to wear an approved flotation device. Items will be sanitized. We ask that children bring a swimsuit and towel on each swim day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be properly fitting. All clothing is at the discretion of the Director and/or Leadership staff.

VACATION

Children enrolled in the Year-Round program receive one-week vacation during the school year AND one week during the summer. Written notification of intent to take a vacation week must be given at least two weeks in advance.

VOLUNTEERS

Please contact your Y for volunteer opportunities.

WATER

Water is the ultimate hydrator and our primary drink during the day. All water used by our programs is from public water systems. We recommend sending your child with a filled reusable water bottle each day.

WHAT TO BRING EACH DAY- ALL ITEMS MUST BE LABELED

- ✓ An insulated lunch bag with healthy snacks and lunch (unless provided by your site). See food policy for details.
- ✓ Children should wear simple, non-restrictive clothing.
- ✓ Athletic shoes
- ✓ Backpack or shoulder bag
- ✓ swimsuit and towel
- ✓ A filled reusable water bottle
- ✓ Sunscreen & insect repellent
- ✓ Good attitude & a smile everyday

Children will have a designated spot for their own items during the day. Please label all items.



YMCA CHARACTER GUIDELINES & CODE OF CONDUCT



BEHAVIOR MANAGEMENT

Our program's goal is to provide an atmosphere for children to develop a variety of skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development of **Caring, Honesty, Respect** and **Responsibility**, among our children. As a family, please read and discuss our bullying policy and the Character Contract together. You will see several examples below.

Caring: It is important to use and care for equipment, toys, and games properly so that other children can enjoy them too. We will care for the property of the YMCA, of other children and of the YMCA staff.

Caring Conversation & Language: Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff. Children must refrain from using obscene language or gestures for any reason.

Anti-Bullying Policy: see next page

Honesty: To be open with the Y staff and always tell the truth.

Respect: When asked to do or not do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to staff and other children with respect.

Responsibility: All children need to remain with their group and within sight and sound of their staff. This applies while we are on YMCA grounds, school sites and on offsite field trips. We want children to be safe at all times. Children are responsible for their own belongings.

AND HAVE FUN & PLAY! We want children to have fun and participate 100% of the time. Positive attitudes make the Y experience fun and exciting for yourself and others.

The following guidelines have been read and discussed.

Child's Signature/Date

Guardian's Signature/Date

This form is designed to be a discussion between parents and their children. It is not currently required to be submitted with your registration. Some sites may ask for it when the program begins or during the program year.



ANTI-BULLYING POLICY

Bullying is when one or more people repeatedly exclude, physically harm, or verbally abuse another person with the intent to hurt another. Bullying happens when a person or group of people wants to have power over another and use their power to get their way, at the expense of someone else. Parents, note, bullying can also happen through cyberspace: through emails, text messaging, instant messaging, and other less direct methods. This type of bullying can be especially hurtful when people are targeted with meanness and exclusion.

At summer day camp and school age programs at of the YMCA of Greater Oklahoma City, bullying is inexcusable, and we have a firm policy against all types of bullying. This includes discriminatory behavior regarding another individual's actual or perceived race, religion, gender, gender identity, sexual orientation, income, abilities, and any other discriminatory behavior towards an individual or group in our program. Our philosophy is based on our goal which ensures that every child feels a sense of belonging, reaches achievements, creates positive friendships with children, and meaningful relationships with staff. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

We have a **zero-tolerance policy** for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior). Zero Tolerance means that your child may have to be picked up immediately if any sort of bullying occurs. This zero-tolerance policy includes parental behavior towards staff. The child may not be allowed in the program if there is poor behavior from anyone (including parents/guardians). Documentation of behavior from previous programs may be considered as a reference during circumstances.

People who are bullied may not have the same potential to get the most out of their Y experience. Our staff address all incidents of bullying seriously. Staff are trained to promote communication with other staff and children so all will be comfortable alerting us to any problems during their program experience and between seasons. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a wonderful time at the YMCA of Greater Oklahoma City programs.



We raise the **B.A.R**
One child at a time

Belonging. Achievement. Relationships.

Stop and Think Sheet (example)

Child's Name: _____

Date: ___ / ___ / ___

WHAT WAS I DOING?



YELLING



THROWING



HITTING



KICKING



MEAN WORDS
Words used: _____



RUNNING



OTHER: _____

I WAS FEELING...



FRUSTRATED



ANGRY



CONFUSED



SAD



EMBARRASSED



WORRIED



UNSURE

What did you want:

- Attention
- To cause a problem
- Control
- To get out of an activity
- To challenge a counselor
- To get even/ revenge
- To talk to a camp staff
- Other: _____

Describe what happened/how did I make others feel:

Did you try a calming/coping strategy? If yes, which one? If no, what could you have tried?

- Take 3 deep breaths
- Count backwards from 10
- Move somewhere else
- Think calm thoughts
- Ignore
- Self-talk
- Talk to a staff
- Do something else
- Chill- - take a break

What do you need to do now to correct the problem?

Apologize	Ask for help	Use my words	Be careful
Clean up	Problem solve/ Make a plan	Finish	Stop and do something else

Which of the YMCA's Core Values would help in the future.

CARING	RESPECT
RESPONSIBILITY	HONESTY

Child's Signature: _____ Date: ___ / ___ / ___

Y Staff Signature: _____ Date: ___ / ___ / ___

Parent's Signature: _____ Date: ___ / ___ / ___



POSTIVE VALUES AWARD

CONGRATULATIONS, _____!

You were caught displaying one or more of the Y's core values.



HONESTY

- Good Teamwork
- Tells the truth.
- Owns up to mistakes.
- Plays fairly.
- Shows integrity.
- Other:



RESPECT

- Positive Attitude
- Follows Directions
- Gives thanks.
- Takes turns.
- Uses manners.
- Listens well.
- Other:



RESPONSIBILITY

- Sees it. Owns it.
- Cleans up.
- Set good expectations for others.
- Made a difference.
- Stays on task.
- Other:



CARING

- Includes everyone.
- Helpful.
- Welcoming.
- Shows kindness.
- Shows appreciation.
- Other:

You were recognized by _____

Notes: