FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Bath YMCA Summer Day Camp Handbook

Grades: Incoming 1st-5th Grade

Bath Area Family YMCA 303 Centre St.
Bath, Maine 04530
(207) 443-4112
Fax: (207) 443-1079

Kayla Royer, Youth & Family Director, Ext. 39
kayla@bathymca.org

Jacqueline Stahl, Billing & Receivables Specialist, Ext. 22
jacqueline@bathymca.org

DAY CAMP SESSION DATES

SESSIONS	
Week 1: 6/23-6/27 **Week 2: 6/30-7/4 (No care 7/4)** **Week 3: 7/7-7/11** **Week 4: 7/14-7/18** **Week 5: 7/21-7/25** **Week 6: 7/28-8/1** **Week 7: 8/4-8/8** **Week 8: 8/11-8/15** **Week 9: 8/18-8/22**	
Day Camp- Sessions 1-9 (1 Week Sessions)	Monday-Friday 9:00AM-4:00PM
Early Drop-Off	Monday-Friday 6:30AM-9:00AM
Late Pick-Up	Monday-Friday 4:00PM-5:30PM

CAMP SCHEDULE EXAMPLE

SCHEDULE									
9:00AM-9:30AM AM ASSEMBLY UNDER TENTS									
GROUPS:	AM Period 1 9:30AM-10:20AM	AM Period 2 10:25AM-11:10AM	AM Period 3 11:15AM-12:00PM	LUNCH 12:00PM-12:30PM	Counselor's Choice 12:30PM-1:00PM	PM Period 1 1:00PM-1:40PM	PM Period 2 1:40PM-2:20PM	PM Period 3 2:20PM-3:00PM	Counselor's Choice 3:00PM-3:45PM
BEAR PAWS	Field Games	Rock Area	Tent^1			Art & Craft	Nature Trails	Tent^2	
WILD BLUEBERRIES	Rock Area	Tent^1	Art & Craft			Nature Trails	Tent^2	Field Games	
MOOSE TROOP	Tent^1	Art & Craft	Nature Trails			Tent^2	Field Games	Rock Area	
LIVELY LOBSTERS	Art & Craft	Nature Trails	Tent^2			Field Games	Rock Area	Tent^1	
SOARING EAGLES	Nature Trails	Tent^2	Field Games			Rock Area	Tent^1	Art & Craft	
3:45PM-4:00PM PM ASSEMBLY UNDER TENTS									

BATH AREA FAMILY YMCA MISSION

The purpose of the Bath Area Family YMCA is to promote the health and well-being of individuals, families, and communities.
We offer a broad range of programs and services to our members and the community. These programs and services are designed to nourish mind, body, and spirit; promote life skills; and improve health and wellness. We are driven by the values of caring, honesty, respect, and responsibility. We embrace the diversity of our community. We do not discriminate based on race, creed, national origin, age, gender, sexual orientation, disability, or socio-economic status.
We always strive to provide our services without regard for one's ability to pay for such services.

OUR PHILOSOPHY

The Bath Area Family YMCA Child Care programs offer opportunities for children to interact in an inclusive, child-directed environment. We focus on learning through the developmental areas of social-emotional, physical, cognitive and language, utilizing "play" as the focal point for all learning. We respect and support children in the acquisition of new skills, believing that children learn at their own pace, developing skills as they build upon gained knowledge.

Families are an integral part of our program. Teachers help to introduce diversity while working with the children and families involved in our programs. Our goal is to create an environment that nurtures, encourages respect, promotes self-esteem and trust. Our hope is that the experiences we offer will promote unique and positive outcomes for the children and families we serve.

Y ANNUAL CAMPAIGN & SCHOLARSHIP FUND

The YMCA is a charitable organization that provides financial aid to any individual that is not able to afford services. The funds for these scholarships are raised thanks to YMCA community volunteers that work with our Annual Campaign, as well as support from the United Way of Mid-Coast Maine. Parent volunteers are always welcome to join the campaign as volunteers. Applications for financial aid are always available at the YMCA Welcome Center or on the Y website at www.bathymca.org.

ADMISSION INFORMATION

The YMCA admits families without regard to sex, race, national origin, religion, political beliefs, marital status, or disability. Enrollment is limited and structured to provide the most positive experience for the children.

PROGRAM GOALS

Our Child Care Program is a safe, caring environment where each child is encouraged to learn new skills, express himself/herself freely and explore the environment. Counselors facilitate independence and self-esteem while modeling and supporting the development of problem-solving skills.
Counselors provide a group environment designed to promote social-emotional, cognitive, physical, and language skills. Using process-oriented activities, children learn risk taking and build self-confidence.
Our day is designed with individual and group activities taking place within the group setting, as well as free and structured playtime. Daily, counselors observe and interact with children attempting to maintain an environment that is stimulating and meets the needs of each child at their own level of readiness. Ultimately, in keeping with the purpose and philosophy of the YMCA, we strive to help children develop fully in body, mind, and spirit.

DAY CAMP OBJECTIVES

The purpose of the YMCA summer day camp is to help campers of all ages experience a fun-filled summer in a positive and safe environment.
The summer day camp experience is based upon six objectives:

1. To have FUN!
2. Grow personally
3. Learn & create values
4. Improve personal relations
5. Appreciate diversity
6. Enhance & gain leadership skills

CONFIDENTIALITY

Any information that you share with Bath Area Family YMCA staff will be treated with privacy and respect. Information gathered on forms will be kept in locked files and are available only to approved staff. We need your written permission to share any information with another program or agency. We will also need your written consent to receive any information from another program or agency. All Bath Area Family YMCA staff and volunteers are trained to respect your privacy and to follow YMCA confidentiality policies.

CHILD TO STAFF RATIO

All programs will follow the state of Maine and CDC recommendations. Regulations for the program are as follows:

Age of Child	Number of Staff
5 Years to 12 Years	1 adult to every 13

SAFETY

The YMCA is aware of the responsibility we have to make sure that your child has a safe and fun-filled summer. All summer camp staff are certified in CPR & First AID.

EMERGENCY POLICY

We conduct and complete fire drills and emergency procedures for all staff and children to ensure the safety of everyone involved. Our emergency procedures are posted around our facilities.

EMERGENCY CLOSURE POLICY

The Bath Area Family YMCA has the discretion to make closure decisions based on safety, conditions of roads, parking lots and sidewalks, as well as staff availability.
If the Bath Area Family YMCA closes due to unforeseen circumstances, tuition is still due until further review of the situation.

ENROLLMENT PACKET CHECKLIST

The following forms are included in the enrollment packet and must be submitted before your child begins our program:

- Emergency Information
- Draft Agreement (optional)
- Financial Agreement
- Behavior Policy
- Wavier Pages: Climbing Wall Waiver, Swimming Permission Form, Field Trip Waiver, Photo Waiver, Peanut & Tree Nut Policy, Sunscreen Waiver, and Family Handbook Understanding.
- Immunizations

WHAT TO WEAR & TO BRING TO CAMP

CLOTHING:

- Appropriate clothing for play and weather
- Close-toed shoes, preferably sneakers
- Swimsuit & towel

WHAT TO BRING EVERY DAY:

- Backpack
- Sunscreen
    - Staff will supervise the application of sunscreen but are unable to apply sunscreen to your child unless it is in spray form & sunscreen waiver is signed.
- A small cooler-type lunch box filled with a morning and afternoon snack, and a healthy, hearty lunch that is PEANUT & TREE NUT FREE. Free lunch options offered through SFSP.
- Refillable water bottle
- Swimsuit & towel
- Younger campers, or campers who are at risk of having an accident, should bring a change of clothes each day.
- A good attitude and ready to have fun!

ITEMS INAPPRORPIATE FOR CAMP:
There are many items that are brought to camp, which are not appropriate for the program's environment. The following items should remain at home: lasers, large amounts of money, toys/games, trading cards, electronics of any kind, and weapons.
The YMCA reserves the right to add items that are not currently listed, as needed to maintain an appropriate environment.

LABEL EVERYTHING

Please clearly mark clothing, water bottles, backpack, sunscreen, and lunchbox with your child's name.

LUNCH & SNACKS

Campers should bring two snacks and a lunch (optional)- PEANUT & TREE NUT FREE
Please be aware that Bath Area Family YMCA takes part in the USDA Summer Food Service Program (SFSP). This program ensures children continue to receive nutritious meals during the summer months when school is not in session. Free meals that meet the federal nutrition guidelines are provided to all children 18 years old and younger at approved SFSP sites in areas. If you would like your child to take part in this program or your child forgets their lunch, you DO NOT need to register.
Breakfast and lunch are available to all campers daily at no cost to you. We encourage you all to take advantage of this program. Menus will be provided on our Bath Area Family YMCA website.

THE BATH AREA FAMILY YMCA & 5210 Let's Go!

The Bath Area Family YMCA supports and participates in the 5210 program. The 5210 message (5 or more fruits and vegetables, 2 hours or less of recreational screen time, 1 hour or more of physical activity and 0 sugary drinks, more water and low-fat milk a day) is used consistently across all program areas.

CAMP HOURS

Regular, everyday camp hours are 9:00AM to 4:00PM. During these hours we will have structed activities, swimming, and excursions. We do have additional registration options for early drop-off, which begins at 6:30AM and late pick-up, which runs until 5:30PM (before and after care require additional registration). During early drop-off and late-pick, campers will have more free time and less structured activities.

ARRIVAL & PICK UP POLICIES

Safety is our uttermost concern here at the YMCA. Our policy is to know where every child is at all times. Therefore, an adult must accompany their child into and out of the child care programs daily. A parent/caregiver must be sure to let staff know they are leaving with the child they are picking up. All people dropping off or picking up MUST sign in AND out daily and indicate the time near their signature. Please have ID's on you for verification.
We will not accept any drop offs after 9:45AM as this is when structured program begins. We ask parents if a child has any appointments throughout the day to please notify us the day prior, so we can staff adequately and be prepared for pick up.

Please note: If staff suspect that a parent/guardian is unable to safely transport their child at the time of pick up, the YMCA will follow the guidelines listed under the Impairment Policy.

Our program closes promptly at 5:30pm.

A late fee of $2.00 a minute will be charged for a child who remains at the site after 5:30pm.
** We reserve the right to terminate services when a parent is repeatedly late.

FIELD TRIP & BUS SAFETY

Weekly field trips and beach days are scheduled throughout the summer. A field trip permission form is contained in the enrollment packet. Field trips are mandatory with attendance. There will be no staff or campers at the Y on beach and field trip days. If your child does not have a signed field trip waiver, they may not attend camp on field trip and beach days.
Scheduled trips will be evaluated on a week-to-week basis. Parents/guardians will be notified the day prior if the field trip does not take place.
It is required that campers have their camp shirt with them every off-site field trip. If they do not bring a camp shirt, one will be provided at an additional $11.00 charge that will be added to the next billing cycle.

BEACH DAYS

Beach days will occur every Friday. The bus leaves **PROMPTLY** at 9:45AM and will arrive back on site by 3:30PM. In the case a camper arrives after 9:30AM and the bus has departed; they will not be able to attend camp that day. We will not accept any drop-offs or pick-ups at the beach.

It is required that campers have their camp shirt with them every beach day (Friday). If they do not bring a camp shirt, one will be provided at an additional $11.00 charge that will be added to the next billing cycle.

RAIN DAYS

Camp is held regardless of weather. All drop-off and pick-up remain the same. Please make sure that children have appropriate rain gear.

SWIMMING

Swimming will be part of your child's weekly camp experience excluding beach and excursion days. Each child should bring their swimsuit, towel, and googles, if desired. Please also have your child bring a plastic/waterproof bag for their wet articles. Any child with long enough hair to be pulled into a ponytail will be expected to put their hair up during swim time. Certified lifeguards are present at all times when campers are in the pool and aquatics area.

All children will be swim tested prior to swimming, or they will have to wear a life preserver.

Swim lessons are offered Monday-Friday 8:00AM-9:00AM for those who have signed up and paid via enrollment packet. If your child is enrolled in before care, staff will take them to swim. If they are not signed up for before care, it is the guardian's responsibility to bring them to swim. Summer camp staff will transition campers to summer camp after swim lessons are completed. If you did not sign up two weeks prior, we will not be taking any current week registrations.

If your child does not want to swim, they are still required to be in the pool area during their allotted swim time. The swimming area does have seating for campers to sit if they are not swimming.

CAMPER EXPECTATION

Campers are expected to display appropriate behavior at all times.

- Show respect for all campers and staff.
- Follow basic directions from staff.
- Abstain from foul, inappropriate language.
- Abstain from causing bodily harm to other participants or staff.
- Respect for equipment, other camper's property, and facilities.
- Campers should not bring electronics or items of value.
    - We are not responsible for lost or stolen items.

ESSENTIAL ELGIBLITY

Due to the nature of a group-based style of this program, the following list of eligibility criteria has been developed to create a safe environment for all the children in our care. We will do our best to make any reasonable accommodation. Please list any accommodations in the Enrollment Packet.

- Your child should be able to meet their personal needs (toileting, basic hygiene.)
- Your child should be able to move from place to place with the group without wandering off or running out of the program area.
- Your child should be able to follow basic directions from staff.
- Your child should be capable of positive interaction in our group-based environment.
- Your child should be able to talk with a staff member when assistance is needed.

We want to provide children with the support they need to be successful in our program. We encourage parents of all children with known disabilities (medical, educational/developmental, and behavioral) to:

- Share additional information with the YMCA. (Helpful information includes diagnoses, recommendations by physicians, and recommendations by child development experts and other professionals who have relationships with the child and family.)
- If a child has known or diagnosed behavioral issues, information MUST be shared by parents/guardians at enrollment.

STEPS FOR BEHAVIOR MANAGEMENT

1. Discuss rules with campers and identify out-of-bound areas.
2. Discuss the consequences of breaking any rules.
    a. Quiet time
    b. Restriction from activity
    c. Meeting/phone call with parents/guardians and Youth & Family Director
    d. Suspension
    e. Removal from summer camp
3. Always enforce rules with consistent application and without malice
4. Inform the Youth & Family Director of all major and/or ongoing behavior management and discipline challenges, including those involving an Incident Report or Disciplinary Action Report.
5. Filling out a Disciplinary Action Report includes, but is not limited to; when a camper behavior leads to restriction from the activities, physical harm to themselves or others, bullying, or discrimination. When in doubt, check with the Youth & Family Director.
6. At no time will discipline include depriving a camper of sleep, food, or restroom privileges; placing a camper alone without supervision; or subjecting a camper to ridicule, shaming, threat, corporal punishment (i.e., striking, biting, squeezing), or excessive physical exercise or restraint.
7. Periodic evaluation of the program, volunteers, and camper groups will be done to ensure that the camp environment is not contributing to behavior problems.

PROGRAM DISCIPLINE PROCEDURES

Staff make every effort to ensure all participants have a positive experience. When a child does not follow the behavior guidelines, we will take the following steps.

1. REDIRECTION: Staff will redirect the child to more appropriate behavior.

2. STOP & THINK: If inappropriate behavior continues, the child will be reminded of behavior guidelines, rules, and will be asked to decide on action steps to correct their behavior. The parent/guardian may be notified.

3. REFERRAL: If a child's behavior still does not meet expectations and is affecting others, he/she will face consequences that may include, but are not limited to; loss of privilege(s), a phone call home, parent conference, or other. The parent/ guardian will be required to sign an acknowledgement of the action (Disciplinary Action Report, if warranted).

4. SUSPENSION/EXPULSION: If inappropriate behavior continues, the participant may be suspended from the program for a matter of time that could include the remainder of the year. Incidents will be addressed on an individual basis and the severity of the incident will be taken into account. Examples of unacceptable behavior:

- Refusing to follow behavior guidelines or rules.
- Using profanity, vulgarity, or obscenity.
- Stealing or damaging property (personal, YMCA, or other camper's property).
- Refusal to participate in activities or cooperate with staff.
- Leaving a program without permission.
- Inappropriate sexual behaviors, gestures, or harassment.
- Endangering the health and safety of children and/or staff.
- Teasing, making fun, or bullying other children or staff.
- Physical aggression/fighting. Physical violence or bullying toward another child or staff member will result in immediate suspension for a period of 1 to 3 days. A second offense will result in expulsion for the remainder of the summer camp.

SUSPENSION & TERMINATION POLICY

The YMCA reserves the right to suspend & terminate camp services at any time. Incidents will be addressed on an individual basis and the severity of the incident will be taken into account. In general, parents should be aware of the following guidelines for a child's inability to follow the basic expectations of our program:

- Any incident that reflects a child's inability to follow our camper expectations will result in a Disciplinary Action Report. (Incident Reports are not part of this policy, unless the injury is result of not following camper expectations.)
- Parents will be required to sign all Disciplinary Action Reports. In some cases, parents may be called and required to pick their child up from camp immediately.
- After TWO Disciplinary Action Reports, the camper will miss the next field trip/beach day as well as a suspension from camp for a one-week period.
- After THREE Disciplinary Action Reports the camper will be removed from summer camp for the remainder of the program.

BULLY PREVENTION POLICY

The Bath Area Family YMCA believes that all students have a right to a safe and healthy child care environment. We have an obligation to promote mutual respect, tolerance, and acceptance. The Bath Area Family YMCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words and actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Bath Area Family YMCA expects students, family members and staff to immediately report incidents of bullying to the summer camp staff and the Youth & Family Director. The staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from the Y, on Bath Area Family YMCA sponsored activities, or at the Bath Area Family YMCA.

Camp staff will discuss this policy with their campers in age-appropriate ways that will assure them that they need not endure any form of bullying. Campers who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion from the program. The procedures for intervening in bullying behavior include:

- The Bath Area Family YMCA summer programs will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witness in any way.

INCIDENT REPORTS

Summer camp staff will fill out incident reports within a 24-hour period and notify parents/guardians at pick up. Incident reports do require parental/guardian signature.

Incident reports include, but are not limited to illnesses, stings, major cuts, head injuries, ice pack application injuries, major falls, infrequent bloody noses, and any additional concerning injury.

Incident reports are also used for any inappropriate behavior that does not fall under Disciplinary Action Reports. This includes, but not limited to swearing/profanity, inappropriate conduct, inappropriate bathroom behavior, and warranted behavior or actions.

Parents will be notified prior to pick up about any serious injuries.

Death of a child will be reported to DHHS.

MEDICATION

If your child uses an EpiPen or Inhaler one should be provided to the Youth & Family Director at the beginning of the program and should be clearly labeled with administration instructions.

Prescription medication needing to be administered during camp needs to be in the container from the doctor or pharmacist. An Authorization to Dispense Medication form needs to be filled out prior to camp/participation.

No over the counter medications will be dispersed during camp.

Should your child have an allergy, or a medical condition please contact the Youth & Family Director prior to enrollment.

ILLNESS POLICY

Illness is an important topic to address in childcare. We understand the importance of having a safe place to leave your child, but we must keep the health of the group the top priority. Please try to assist us with reducing the transmission of childhood diseases by noting your child's behavior and checking for signs of illness. We trust that you will follow these simple guidelines:

- *A child who is not well enough to participate in all our daily activities, including swimming, gymnastics, and outdoor play, should not attend.*
- Children must be without a fever of 101° or greater for 24 hours and/or must be without vomiting and diarrhea for 24 hours before returning to the program. (Vomiting includes two or more episodes in the previous 24 hours.)
- A child who is presenting any of the following symptoms should be kept home and will be sent home if any of these symptoms are noted.
    - A temperature (of 101° or higher)
    - Diarrhea or Vomiting
    - An Unexplained Rash
    - Discharging Eyes or Ears
    - If your child is sent home with conjunctivitis, it is our policy that he/she may not return to the program for 24 hours after beginning treatment.
- Please monitor your child for any unusual symptoms. If your child has been exposed to a highly contagious disease, please notify us. *Coronavirus, strep throat, pinworm, viral infections, measles, mumps, chicken pox, fifth disease, scarlet fever, conjunctivitis, diarrhea, and impetigo* are among those conditions characterized as "highly contagious".
- If a child has been exposed to a contagious disease, we will post notification to inform all parents of the possible exposure, symptoms to look for, as well as treatment. If your child has a contagious disease and there is a question as to when they should return to care, we may request a doctor's note stating it is safe for him or her to return to care.
- If your child develops any of these symptoms, you will be notified to come and pick up your child. You will then be required to make arrangements for your child to be picked up within one hour of the request. While waiting, your child will be provided with a safe, comfortable place to rest. The emergency pickup person must be on file for the release to occur.

RIGHTS FOR CHILDREN IN CHILD CARE FACILITIES

The Bath Area Family YMCA is dedicated to protecting the rights of children enrolled in its programs. Maine's Department of Human Services provides rules, summarized below, outlining the rights of children enrolled in each child care program. We take the steps necessary to protect these rights.

- Right to freedom from abuse and neglect
- Right to confidentiality
- Right to freedom from harmful actions or practices
- Right to a safe and healthy environment
- Right to be free from discrimination
- Right to consideration and respect
- Right to be informed of services provided by the Child Care Facility
- Right to information regarding the Child Care Facility's deficiencies
- Right to assist in implementing a service plan developed with community or state agencies.
- Right to a variety of appropriate activities, materials, and equipment; and
- If a child has disabilities, he or she has the right to reasonable modifications and accommodations that do not fundamentally alter but allow the child to participate in the program.

IMPAIRMENT POLICY

If summer camp staff has reason to believe that a family member or responsible adult is unable to safely transport a child, the teacher or administrator will address the concern and offer assistance in arranging alternate transportation for the adult and child.
Examples of possible reasons a responsible adult may be deemed "unable to transport a child safely" include:

- Odor of alcohol
- Slurring of speech
- Disturbance of gait
- Confusion
- Unusual behavior may indicate impaired judgment or risk to safety.
- Voluntary sharing of alcohol consumption

If an observation is made which indicates the child may be at risk if the responsible adult operates a motor vehicle, the Teacher/Site Director or administrator will:

- Document the incident using objective observation skills and language (report to DHHS, if deemed necessary (see Reporting Abuse)
- Attempt to find alternative transportation (contacting other responsible parties listed as possible pick up on emergency paperwork)
- Contact the police if the adult responsible refuses the above option (give the police the name of the driver and passengers, vehicle information, and our concern that the child may be in danger.

REPORTING ABUSE

The Bath Area Family YMCA believes strongly that the safety of children in our care is our utmost responsibility. The YMCA is mandated, by state law, to report any suspected cases of Child abuse or neglect to the appropriate authorities for investigation. Essential to this responsibility must be that guardians believe in the State Policy which considers physical, sexual, or emotional abuse intolerable and that immediate action will be taken if such an allegation is made. The following procedures will be followed in the event of an allegation:

- The alleged victim will be our primary concern ensuring safety, protection, and comfort.
- The staff person, as soon as he or she is accused of abuse, will be suspended immediately with pay until the investigation is completed and a report issued.
- The accusation, suspicion or risk of harm will be reported immediately to the appropriate State authority.
- The Bath Area Family YMCA will cooperate fully with the investigation.
- The Bath Area Family YMCA will act responsibly when the investigation is over to ensure that all children in our program are protected.

In the case of an event observed by a staff member, or a direct report of a staff member, we will follow the following procedure:

- The staff member will report the observation/incident to the immediate supervisor/lead teacher.
- The supervisor/lead teacher will immediately report to the Director and will determine what action should be taken.
- If a report to the Department of Human Services is needed, the above procedure will immediately be put in place.
- If no further reporting is necessary, the Director will report back to the initiator the rationale for this decision.

FAMILY PARTICIPATION & INTERACTION

The Bath Area Family YMCA staff and volunteers are not allowed to baby-sit or transport children outside of the YMCA program at any time without prior authorization from the Executive Director. The YMCA will take immediate disciplinary action toward staff and volunteers if a violation is discovered.

We ask that parents follow these guidelines when they interact with others when picking up and dropping off from the program.

- Use respectful language.
- Listen attentively.
- Talk or meet outside the classroom, away from children.
- Please understand that the children are our first concern, and the discussion may need to be postponed until coverage can be found.
- Avoid adult conversation in front of the children.

PROGRAM SURVEYS

Program surveys will be emailed out at the end of each camp week for family feedback. We encourage families to participate as this allows our organization to provide and improve quality throughout the program for all.

TUITION/REGISTRATION POLICIES

Payment, in full, is expected on the Wednesday prior to the week your child is attending camp. We require a $25 deposit to reserve a spot for each session of camp. ***Deposits paid are non-refundable.***
In order to receive member rates, a **FAMILY MEMBERSHIP** is required at the time of registration and maintained throughout the summer.

- Weekly tuition is due on the Wednesday (or 5 days) before the next week of camp. In other words, tuition will be paid prior to the week of service.
- **Two (2) weeks' written notice must be given to the YMCA when withdrawing a child from the program.** As all contracts are weekly, payment is still expected during these 2 weeks even if the child is removed from the program earlier. Weeks will not be prorated.
- Payment is to be made at the YMCA. If you cannot make your payment at the Bath YMCA, you may call in your payment by phone, and online. We accept *Visa, Master Card, Amex & Discover credit cards or your bank's debit cards*. Checks by phone are available if we have your routing information on file at the YMCA.
- We reserve the right to terminate services when tuition is unpaid, or a parent is repeatedly late. If you know your payment is going to be late or if you are having financial hardships, please email the Billing & Receivables Specialist at jacqueline@bathymca.org and the Youth & Family Director at kayla@bathymca.org. We are willing to work with you.
- The Bath Area Family YMCA provides a 5% discount on each child's fee when multiple children are enrolled for child care services from the same household.
- The Bath Area Family YMCA does not have the option of splitting or altering multiple family household payments. Payments and tuition for care will be taken as a single payment the week prior to the care provided. Child care payments will only be scheduled to draft from one payment method on file.

TAX FORM REQUEST

Tax statements will be given out upon request via email from Kayla Royer at kayla@bathymca.org or Jackie Stahl at jacqueline@bathymca.org. The Bath Area Family YMCA does not preemptively send out child care tax forms.

TERMINATION POLICY

If the YMCA finds that a child is not able to safely participate in our child care program or the child is unable to follow the basic expectations/essential eligibility criteria of our program, then the child will be released from Summer Camp. Incidents and behavior will be addressed on an individual basis and severity of the incident(s) will be taken into account. The YMCA reserves the right to terminate child care services at any time.
Please review these rules and expectations thoroughly with your child. Fees are non-refundable if a child is sent home for disciplinary reasons.

FINANCIAL AID

Financial aid forms are available at the Welcome Center or on our Bath Area Family YMCA website. Forms will be reviewed, and you will be notified of your award. We attempt to provide a camp experience for as many students as possible.

RESOLVING PARENT ISSUES

At any time, a conference or meeting with the Youth & Family Director may be requested. For programmatic issues, summer camp leads are an excellent resource. The Youth & Family Director is available to assist with policy issues as well as support program issues. The Bath Area Family YMCA feels that positive parent-counselor communication is necessary to create the best possible environment for children. All staff are directly supervised by the Youth & Family. When you have concerns or questions, we encourage you to communicate them to us in a timely manner.

COMMUNICATION

Any questions or concerns regarding your child's camp experience should be directed to Kayla Royer, Youth & Family Director at kayla@bathymca.org. Any billing, financial, or payment questions should be directed to Jacqueline Stahl, Billing & Receivables Specialist.