

# ☺ YMCA Sports Center Day Camp Program ☺

## Parent Handbook

All childcare provided by the YMCA Sports Center is considered "Day Camp" for licensure purposes. For clarification purposes, this document will refer to program designation as follows:  
School's Out = days throughout the school year that children have off, including Snow Days  
Summer Camp = Summer Program Only

Dear Parent,

Thank you for choosing the YMCA Sports Center for your child! This handbook is meant to provide you with basic information about our program and let you know what to expect.

Summer Camp - Every Friday we will introduce and e-mail more specific information regarding the next week's schedule and activities. For School's Out, the SACC Directors will send e-mail updates regularly but please feel free to also reach out with any questions.

### Camp Objectives

Our objectives for your child are:

- To provide an awesomely fun day!
- To provide campers with a fun, safe, and supportive environment.
- To immediately impact each camper's attitude in a positive way.
- To stimulate each camper's enthusiasm and enjoyment of each activity we play.

### Location

The L.E. Phillips YMCA Sports Center is located at 3456 Craig Road, Eau Claire, WI 54701. Nearest intersection is Craig Rd and Hamilton Ave.

### Registration

The Summer Camp and School's Out programs have 2 separate enrollment fees and are due annually with registration. The registration fee is non-refundable. This fee enrolls the child into the program. Children enrolled in Summer Camp will receive 1 camp shirt.

Summer Camp Registration Fee = \$50 per child

Online registration must be accompanied by the hard copy of your Camp Schedule. This form will be emailed to you within 24 hours of your online camp registration.

School's Out/Snow Days Registration Fee = \$30 per child

### Licensing

The L.E. Phillips YMCA Sports Center is licensed by the Department of Health and Families. The Wisconsin Rules for Licensing Child Care Centers are available for review at the check-in counter or can be found online at <https://dcf.wisconsin.gov/files/publications/pdf/202.pdf>. Results of the most recent monitoring visits will be hung on the wall, posted at the entrance of the facility. The licensed capacity of the camp is 200 children at one time.

The YMCA Sports Center accepts enrollment from children 5-14 years of age. We offer care Monday thru Friday of the summer months (June-August) for the Summer Camp program. We offer care on each School's Out Day and Snow Days. Snow Days are included with the School's Out program.

**Program Hours: 6:30am – 6:00pm**

The YMCA Sports Center does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, national origin or ancestry.

**Concealed Carry Policy**

Weapons are banned, even for those licensed to carry concealed weapons, except for law enforcement agents.

**Contact Information**

It is very important that we have accurate and current home and emergency contact information for each camper. If parent or emergency contact information changes, please let us know within 24 hours so that we may update our information as necessary.

**Activity**

The YMCA Sports Center is an activity-based facility. We will provide quality instruction and active play throughout each day as well as share a mix of arts, learning, virtues, and leadership skills. Gymnastics play will also be a part of our programming.

**Attendance**

While attendance is not required, we do need to be informed when a camper will not be attending, will be coming later in the day, or leaving early. Please make these attendance updates with the Camp Director or Coordinator (Amy Peterson-Foss and Collis McCloud Jr.) directly. Parents will be contacted if the child has not shown up for camp by Noon of any Day Camp. Camp staff will be maintained with a ratio in accordance with the DCF Camp Licensure Regulations.

**Security**

For security purposes, only the parents, emergency contacts or authorized persons listed on the program registration form will be allowed to pick up the campers. If another party is to pick up your child and it is not included on the Child Care Enrollment Form, we must have you inform us by e-mail. All children will have personal files at the YMCA Sports Center, and they may be updated with the Camp Director/Coordinator at any time. Files include registration information, waiver forms, medication information, and disciplinary notes. Persons having access to children's records will not discuss or disclose personal information regarding the children or facts learned about children and their relatives except to the parent or other person authorized by state law.

**Medication, Poor Health and Sunscreen**

Medications will only be administered with written permission. Please make sure specific instructions are noted and an "Authorization to Administer Medication" form is completed. Sunscreen will be applied every day for outside events such as: recess, pool, field trips, and other activities. Insect repellent will be provided by the camp. Please do NOT send insect repellent with your child. If you need to send a separate repellent, please give it directly to Amy or Collis.

Ill children are defined as those who are exhibiting: vomiting, diarrhea, fever over 100.4 degrees or inability to participate in activities. Children experiencing any of these symptoms or behaviors will be asked to leave camp until the symptoms are no longer present for 24 hours. This is for the health and welfare of all campers, staff, and your children. Please respect our health policy and do not send children to camp who are ill.

Lice – we have a nit free policy. Any child with lice/nits in their hair will not be allowed at camp.

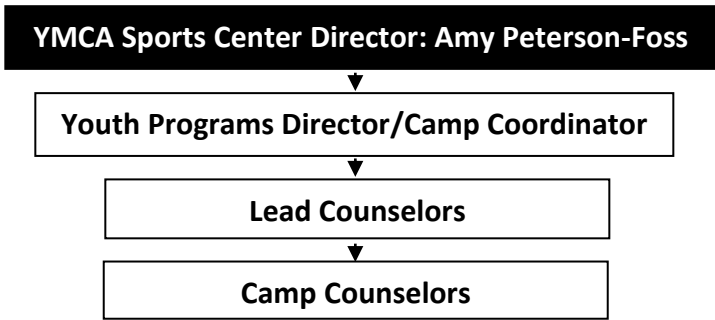
**Emergency and First Aid**

All Camp Counselors are CPR/First Aid/AED certified. If an accident or injury occurs, the staff will treat the injury as instructed through certification or as directed on your Health History and Emergency Care Plan shared during enrollment.

In the occurrence of an extreme emergency while at the facility or on a field trip and away from the facility, 9-1-1 will be called and the injured person will be taken by emergency vehicle to the closest facility of care with consideration of personal medical facility listed on the Health History Form.

**Program Administration**

The YMCA Sports Center Camps are administered as follows:



**Placement**

Summer Camp registration opens February 1<sup>st</sup> for Y members and February 8<sup>th</sup> for Non-members.

Placement will be guaranteed on a first come, first serve basis. Registrations received after that time will be dependent on available dates.

Children will be split into 3 areas: Age 5, Ages 6-8, Ages 9+

\*Room division may be adjusted annually depending on enrollment ages.

**Payment**

The YMCA Sports Center requires each family to provide payment authorization at the time of enrollment by sharing either credit card or checking/savings account information. Your source will be billed weekly as your child(ren) is scheduled. Updates must be made to the Director by 6am Monday, 2 weeks prior to any given week of care and receive confirmation. Payments will be withdrawn weekly (on the Friday, 10 days prior to expected attendance). Receipts will NOT be automatically e-mailed but you may access your account at any time to see or print receipts.

**If you need to cancel any weekly camp after that time, you must do so by e-mail AND receive confirmation. All updates need to be made with the Camp Director or Coordinator. Any cancellations within the specified time will result in full charge. There will be NO credits given for sick days. There will be NO refunds. For camp rates, please see page 9.**

**For Summer Camp, all schedules will be locked in at 6:00am, May 1<sup>st</sup>. Any changes taking place after that time will result in a \$5 change fee/day. Example: If you have 2 children and choose to cancel a full week after May 1<sup>st</sup>, you will be charged \$50 (\$5/day x 10 days). No cancellations will be accepted within 2 weeks.**

**Attire**

Campers will be spending time both indoor and outdoor each day. Please dress your child appropriately for weather conditions. **Make sure children have sneakers each day.** The YMCA Sports Center will provide "Rocky Mountain Kid Safe Broad Spectrum SPF 50 Sunscreen," oxybenzone free,

for each child. This is the preferred method as it will help cut down on application time and be less expensive for parents.

The other option is to send your own. If so, please make sure it has masking tape around it and your child's name written on it. **NO SPRAY SUNSCREEN ALLOWED!** This has caused issues in the past with getting in children's eyes, so it is no longer an option. If you have more than one child, each will need a separate bottle of sunscreen. Sunscreen may be kept at the Sports Center but may not be left in personal lockers. Please give your sunscreen to a counselor to store behind the check-in counter.

### **Meals and Snacks**

All children must be provided nourishment no longer than 3 hours apart. **Each child is responsible for bringing 2 snacks and a lunch each day.** If your child will be dropped off prior to 7:00am, you will need to provide breakfast for them as snack does not take place until 10:00am. Afternoon snack will take place at 2:30pm, so if your child is here after 5:30pm, please also send an additional snack.

Summer Camp and School's Out – Snack time will be at 10:00am and 2:30pm each day. Lunch will take place at noon. On field trip days, snack may take place upon return.

Staff will eat with children in the same room and at their tables for socialization and/or disciplinary procedures.

Full day campers are responsible for providing their own breakfast, snacks, and lunches, or they may purchase lunch through the YMCA Sports Center (site specific). Camp families: please be advised that all breakfast, snacks, and lunches must follow the meal pattern guidelines shared on pg 7.

The YMCA Sports Center will provide an option of spaghettiOs with meatballs, brat, peanut butter and jelly uncrustable, corn dog, or hot dog lunches for \$5.00 (these include milk, fruit, and vegetable). If you will be ordering lunch through the YMCA Sports Center, you will need to pay for that day and place your order prior to 10:00am. Lunches may also be purchased in advance for the entire week and processed with your weekly payment. If notification comes later in the week, you will need to pay separately.

The Sports Center also sells: water, granola bars, animal crackers, fruit snacks, juice, soda, candy, chips, nachos and pretzels at the concession stand, which will be open after PM snack. Snacks are restricted until after afternoon snack is complete. Caffeinated soda will not be available for sale unless prior approval has been shared by a parent. You may send extra money with your child for additional snacks, but it is not necessary.

### **Field Trips**

Campers will plan to visit the City's Fairfax Pool one time per week (Tuesdays) in the summer months. The cost of this field trip is included in the cost of the camp. We will be using Eau Claire Student Transit for transportation. Children will need to bring suits, towels, and a plastic bag for wet clothes on pool day. Reminder that sunscreen is provided by the YMCA Sports Center. Additional field trips will be planned for each Thursday throughout the summer. **Children are required to wear their summer camp shirt on Tuesdays and Thursdays each week.**

### **Money and Personal Property**

The YMCA Sports Center is not responsible for lost, damaged or stolen items, money kept in lockers, or money kept in pockets. Please leave personal items at home! We will keep your child

engaged in healthy and active games. For this reason, please do NOT send any electronics. **Cell phones, iPods, iPads, Kindles, Nooks, DS, any other handheld games or anything you may connect to the internet with are NOT allowed. Absolutely NO ELECTRONICS.**

If your child wants to have money with them during camp (for concession snacks), please leave it with Camp staff at the concession area where it is secure. Our staff will hold camper's money for them in a secure place, so it can be retrieved during free times each day and/or on field trips. If you are leaving money specifically for a field trip, please confirm with staff.

### **Additional equipment**

**Every day:** Tennis shoes, Extra Change of Clothes, Water bottle

**Water days:** Swimsuit, Towel, Plastic bag for wet clothes

**\*\*\*ALL ITEMS SHOULD BE CLEARLY LABELED WITH CHILD'S NAME\*\*\***

### **Discipline**

It is our goal to provide your child with a fun, safe, engaging, and healthy environment. We will treat your child with respect and consideration. We also expect children to express the same respect and consideration for our staff and each other. Swearing, name calling and/or physical contact will not be tolerated. Any disciplinary problems will be immediately referred to the lead instructor and will follow the delegation of administrative authority listed on page 3.

### **Steps to Behavioral Success**

The YMCA Sports Center uses "Behavioral Incident Reports" to track and communicate behavioral concerns. These are shared daily at the time of pickup. Full completion is required before child is able to continue attending.

1. Concerns will be discussed with the family informally to gather information and share observations.
2. A systemic approach will be determined to track behaviors. Relevant information will be documented to determine patterns of behavior. Interventions will be determined based on parent and YMCA Sports Center staff recommendations.
3. A meeting between parents/guardians, camp counselors and administration will be held to determine a plan of action.
4. Behavior will be monitored and adjustments to the plan will occur as needed.
5. If behavior continues to be a problem, a decision will be made regarding the best placement for the child's success. In the best interest of the child, it may be necessary to find alternate care arrangements.

If a child requires parent pick up, we will use the following course of action:

Step 1 – Parent pick up for the day.

Step 2 – Parent pick up for the day + an additional 1-day suspension

Step 3 – Parent pick up for the day + a weeklong suspension

Step 4 – Unable to continue in the program.

### **Discharge Policy**

The YMCA Sports Center reserves the right to terminate a child's enrollment for any of the following reasons, at any given time, including but not limited to:

1. Failure to submit required forms or keep updated information on file.
2. Failure to observe rules of the program.
3. Child's behavior is hazardous to self or others.
4. Repeated child behaviors that are disruptive to the classroom and not resolved through behavior improvement strategies.
5. Disruptive parent behaviors that may be threatening to children and/or staff.

## **Parent Expectations**

1. Dress your child appropriately for each day. Keep weather in mind.
2. MUST HAVE TENNIS SHOES AND WATER BOTTLE.
3. If your child is not attending, please be sure to inform us right away.
4. Set your child up for success by ensuring that they have adequate sleep and nutritious food.
5. Turn in paperwork and updates in a timely manner.
6. LABEL EVERYTHING YOU SEND WITH YOUR CHILD. This helps us make sure it gets returned.
7. Call or email by noon if your child will not be attending that day.
8. Do not send electronics. No phones. No smart watches. No personal play items.
9. Be respectful to children, staff, and the facility.
10. Respect our expectations and rules.
11. Understand that if your child is here, they are expected to participate in ALL activities.
12. Greet and say goodbye to staff, or at least make eye contact. This helps provide closure for your child and our staff.
13. Inquire about your child's day. We prefer to have the lines of communication wide open so if you have questions, please ask.
14. Communicate with the Director (Amy), Camp Coordinator (Collis), and camp counselors on a regular basis. If you have any goals or concerns, please let us know😊.

Thank you again for choosing the YMCA Sports Center as your child's Camp headquarters! We look forward to a great and successful summer getting to know you and your family. If you have any questions, need to make changes to your registration form, or add extra weeks, please give us a call at 715-552-1200.

Sincerely,

**Amy Peterson-Foss**

YMCA Sports Center Director/Camp Director

**Collis McCloud Jr.**

Youth Programs Director/Camp Coordinator

**Camp families: please be advised that the following meal pattern is mandatory for all children whether receiving meals through the YMCA Sports Center or if the parents/guardians are providing meals for any given day.**

## MEAL PATTERN REQUIREMENTS

The meal pattern shall contain, at minimum, each of the following components in the amounts indicated for the specific age group.

<b>BREAKFAST</b>	<b>Age 3, 4, &amp; 5</b>	<b>Age 6 up to 12</b>
1. Milk, fluid	¾ cup	1 cup
2. Juice, fruit or vegetable <sup>a</sup> or Fruits(s) or vegetables(s)	½ cup	½ cup
3. Grains/Breads: <sup>b</sup>		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc <sup>b</sup>	½ serving	1 serving
Cereal (dry, cold):		
Flakes or rounds	½ cup	1 cup
Puffed cereal	¾ cup	1 ¼ cup
Granola	1/8 cup	¼ cup
4. Cooked Pasta or noodle products	¼ cup	½ cup

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<b>LUNCH OR SUPPER</b>	<b>Age 3, 4, &amp; 5</b>	<b>Age 6 up to 12</b>
1. Milk	¾ cup	1 cup
2. Meat or meat alternate: Meat, poultry, fish, cheese	1+½ oz	2 oz
Alternate protein products <sup>g</sup>	1+½ oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	6 oz or ¾ cup	8 oz or 1 cup
Egg, Large	¾ egg	1 egg
Cooked dry beans or peas	3/8 cup	½ cup
Peanut butter, other nut or seed butter	3 Tbsp.	4 Tbsp.
Peanuts, soy nuts, tree nuts or seeds	¾ oz= 50% <sup>d</sup>	1 oz= 50% <sup>d</sup>
3. Vegetable and/or fruit <sup>e</sup> (at least two)	1/4 cup total	1/2 cup total
4. Grains/Breads: <sup>b</sup>		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc <sup>b</sup>	½ serving	1 serving
Cereal, hot cooked	¼ cup	½ cup
Cooked pasta or noodle product	¼ cup	½ cup

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<b>SUPPLEMENT</b>	<b>Age 3, 4, &amp; 5</b>	<b>Age 6 up to 12</b>
Select two of the following four components		
1. Milk	½ cup	1 cup
2. Juice <sup>a,f</sup> , fruit or vegetable or Fruits(s) or vegetable(s)	½ cup	¾ cup
3. Grains/Breads: <sup>b</sup>		
Bread	½ slice	1 slice
Cornbread, biscuits, rolls, muffins, etc <sup>b</sup>	½ serving	1 serving
Cereal:	1/3 cup or ½ oz <sup>c</sup>	¾ cup or 1 oz <sup>c</sup>
Cold dry		
Hot cooked	¼ cup	½ cup
4. Meat or meat alternate Meat, poultry, fish, cheese	½ oz	1 oz
Alternate protein products <sup>g</sup>	½ oz	1 oz
Egg, Large <sup>h</sup>	½ egg	½ egg
Cooked dry beans or peas	1/8 cup	¼ cup
Peanut butter or other nut or seed butter	1 Tbsp.	2 Tbsp.
Peanuts, soy nuts, tree nuts or seeds	½ oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or ¼ cup	4 oz or ½ cup

<sup>a</sup> Must be full strength fruit or vegetable juice.

<sup>b</sup> Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

<sup>c</sup> Either volume (cup) or weight (oz), whichever is less.

<sup>d</sup> No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

<sup>e</sup> Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

<sup>f</sup> Juice may not be served when milk is the only other component.

<sup>g</sup> Alternate protein products may be used as acceptable meat alternates. These products must meet the requirements of Attachment E of PI-1486.

<sup>h</sup> One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

# FREQUENTLY ASKED QUESTIONS

## 1. What are camp hours?

Camp hours are 6:30am – 6:00pm for Summer Camp and School's Out.

## 2. Can a family member or trusted friend pick my child up?

Other people may pick up or drop off your child, but we must be notified ahead of time and have written consent for anyone picking up. If it is a last-minute change, please be sure to speak directly to Amy or Collis and send an e-mail with written authorization.

## 3. How does the payment process work?

The YMCA Sports Center requires each family to grant authorization for weekly payment withdrawal. Payments will be withdrawn on Friday, 10 days prior to any scheduled week of care. This may be done with credit card or checking account information and we will bill your source weekly as your child(ren) is scheduled.

## 4. Will I get a receipt?

Receipts will NOT be automatically e-mailed but you may access your account at any time to see or print your receipts.

## 5. What if my schedule changes?

No problem. We are flexible and will accommodate to the best of our ability. The Sports Center requires notification to take place at least 2 weeks prior. If you are changing your schedule, notification needs to be made directly to Camp Director or Coordinator by Monday at 6am, 2 weeks prior to any given week of care. Example: The schedule for June 12-16 is due by 6am May 29. **Updates may NOT be made with other YMCA employees.**

### **IMPORTANT – CHANGE FEE:**

**All schedules will be locked in at 6:00am on May 1<sup>st</sup>. Any changes taking place after that time will result in a \$5 change fee/day. Example: If you have 2 children and choose to cancel a full week after May 1, you will be charged \$50 (\$5/day x 10 days). No cancellations will be accepted within 2 weeks.**

## 6. How do snacks and lunches work?

All children must be provided nourishment no longer than 3 hours apart.

Snacks – please send 2 snacks with your child each day.

Summer Camp – Lunch should be sent with your child(ren) each day. If your child will be dropped off prior to 7:00am, you will need to provide breakfast for them as snack does not take place until 10:00am.

Lunch is at noon. Children have the option of bringing a sack lunch or purchasing a lunch from the Sports Center for \$5.00. Lunch includes: meal of choice, fruit/vegetable and skim milk. Daily lunch options are: Jumbo Hot Dog, Brat, Corn Dog, Peanut Butter or Jelly Uncrustable, Spaghettios with meatballs.

## 7. What should I send with my child each day? What can they bring?

Make sure your child is wearing tennis shoes each day and has a water bottle. Please send a change of clothes for each child. Summer Camp shirts need to be worn on field trip days which are Tuesdays and Thursdays throughout summer.

**Please do not send personal items with your child. NO ELECTRONICS. NO PHONES. NO PERSONAL ITEMS.**



# Camp Rates 2023



Registration Fee = \$50/child

<b>Sports Center Summer Camp</b>	<b>Member</b>	<b>Non-Member</b>
5 Day Week	\$200	\$225
4 Day Week	\$170	\$195
3 Day Week	\$135	\$155
2 Day Week	\$95	\$110
1 Day Week	\$50	\$60
Youth Leader 12+	\$30/day	\$40/day

**Youth & Family Membership can be set up by calling 715-836-8460.**

Please note: You will be locked into your rates and membership status at the time of enrollment.

If you have questions on specific days or planning, please contact Amy (afoss@ymca-cv.org) or Collis (cmmcloud@ymca-cv.org) for a quote at 715-552-1200.