



the

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WHERE KIDS COUNT

YOUTH DEVELOPMENT AFTERSCHOOL AND SUMMER CAMP PARENT HANDBOOK

YMCA OF SOUTH FLORIDA

ymcasouthflorida.org

WELCOME

At the Y, we believe all kids deserve the opportunity to discover who they are and what they can achieve. Summer Camp and afterschool at the Y provides children with supervised activities that cultivate values, develop skills and nurture relationships. Give your kids the chance to have fun, improve their health, learn new things, and reach their potential.

ABOUT US

OUR PROMISE

To Strengthen the Foundations of Community

OUR MISSION

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

THE Y VOICE

Determined

To devote full strength and concentrated attention to our cause

Nurturing

To care for, support and help develop through encouragement

Genuine

To be honest and open in relationships with others

Hopeful

To take an optimistic or positive view of future outcomes

Welcoming

To accept neighbors eagerly, warmly, hospitably and as equal participants.





COMMITTED TO GOOD HEALTH OF OUR YOUTH AND COMMUNITY

There is a high demand for quality, affordable afterschool programming in almost every community across the country. The Afterschool Alliance has found that 9 in 10 Americans think afterschool programs are important and they would enroll their children in a program if it were available to them.

Understanding what families in your community value most when it comes to an afterschool environment is important. That is why the Y builds strong relationships with our school partners, parents and kids in our program.

Our staff understand what youth need to feel connected and supported because they spend time getting to understand what is important to the school administrators, what is important to the parents, and most importantly, how to create YMCA programs that meet the needs of the kids who attend. So whether kids are looking to try new things, get homework help, or connect with friends, the Y Afterschool Program provides them with a safe, fun place to do that.

At the Y, we want to help your child reach their full potential.

Sheryl A. Woods
CEO/ President
YMCA OF SOUTH FLORIDA

THANKS TO OUR FUNDERS

The Children's Services Council of Broward County

The organization funds close to a hundred programs that serve children and families, advocates for policies that protect the interests of future generations and provides leadership that brings the child-serving community together. The CSC works with Community Partners to help "Turn the Curve" in a positive direction on issues like: Maternal and Child Health Family Strengthening After-School and Out-of-School Time Kinship Care Youth Leadership, Advocacy and Employment Support for Youth and Families with Special Needs.

www.cscbroward.org

The United Way of Broward County

As the world's largest privately supported non-Profit agency, The United Way of Broward County connects people, organizations and resources to provide much needed support to children and families throughout Broward County and the world.

www.unitedwaybroward.org

Our Parents, Members, Community Partners and Staff

Special thanks to the parents, partners, staff and Y volunteers that support us each year through our annual fundraising campaign. With your support the Y continues to strengthen the foundations of community.





IN SAFE HANDS

Leadership Team

The Y's team of professionals was carefully assembled to oversee operations and strategically plan exceptional programming for children and adolescents. The Y team brings a combined 140 years of experience in afterschool and summer programming for children of all abilities. Our team has specializations in the fields of Childcare Management, Education, Special Education, Social Work, Behavior Management and Recreation Management.

Leaders

Our leaders undergo an extensive interview and screening process before becoming part of our Y family. Prospective employees are drug tested, undergo a level II criminal background screening and receive CPR, AED and First Aid certifications upon hire. All leaders must participate in safety trainings that cover important topics such as child abuse prevention and bullying.

Each location is overseen by a Program Director and Site Supervisor, whose responsibilities include the day-to-day coordination of program schedule and leader supervision. Supervisors are on site during the Y program hours and are the primary resource for information about program services. If you have any questions after reading this guide, do not hesitate to meet with your Site Administrator.

Inclusion Program

The goal of Y Inclusion is to increase each child's ability to participate in activities alongside his or her peers and to create a mutual sense of belonging. Wherever possible, programs will serve youth in an inclusionary format that meets the needs of children of varying abilities and exceptionalities. The program serves participants ages 4 and up who have physical, developmental, sensory or learning disabilities that result in significant challenges in areas such as communication, self-care, attention or behavior and who need more structured and intense supervision. The Y has the ability to provide child-to-staff ratios as low as 1:2. The YMCA has a policy for reasonable accommodation in accordance with the American Disabilities Act.

Activities are conducted in safe, positive environments that enhance academic achievement and social and physical developments and foster the development of relationships with adults and peers. The program includes daily structured activities focused on reading, science, physical fitness, nutrition and social skills. Additional program enhancements include service learning projects, cultural arts education and family involvement initiatives.

Our registration process includes an intake meeting with the prospective participant and parents/guardians to assess the participant's needs. To schedule an intake or to receive more information regarding our services for participants with special needs, please contact the Youth Development office at 954-623-5555 and ask to speak to a member of the Special Needs Department.

EXPAND HORIZONS

Opening Ceremonies

Your child is with friends every day for Opening Ceremonies. We sing, we chant and we build traditions where each day starts with energy.

Reading and Science Enrichment

The Y is committed to assisting children in improving or maintaining their academic levels. Our program offers reading and academics daily and science to all participants. Research has indicated that children who read gain new skills, increase their understanding of language, show improved attitude towards reading and retain the skills they have learned.

Project Based Learning

Children will participate in a variety of high quality age appropriate and developmentally appropriate Project-Based Learning (PBL). Through PBL, the Y will allow children to explore real-world problems and challenges, simultaneously developing cross-curriculum skills while working in small collaborative groups or teams. Projects will be filled with active and engaged learning as to eliminate learning loss.

Cultural Arts

Cultural arts enrichment and experience in the Y awakens children's sense and enhances learning through dynamic, visual, and performing arts experiences. Approved teaching artists with a wealth of knowledge using art as a catalyst to learning. Knowledge of various cultures is gained through participation in activities such as folk/cultural dance instruction, percussion, vocal instruction, theater/drama groups and guest speakers from a variety of cultures.

These activities promote pro-social interactions, recognize diversity, promote teamwork, improve self-esteem and foster the development of positive peer relationships.

Y-Fit Health and Well-being

The ultimate goal of the Y-Fit program is to create lifelong movers who enjoy and seek out physical activity. The purpose of the Y-Fit program is to engage participants at a minimum of 40 minutes of daily high-quality moderate-to-vigorous physical activity in a safe, fun environment. The Y-Fit program uses the evidence-based CATCH physical activity curriculum and the My Plate Nutrition Guidelines to create positive, healthy experiences for every child. The benefits include increased awareness of the connection between daily food intake and physical health and the importance of staying physically active.

Arts and Crafts

Y programs foster the development of creative self-expression. Art projects are one of the best ways to allow children to explore their individual creativity through the use of various mediums such as painting, drawing and sculpture.

Closing Ceremonies

We end each day with a celebration filled with songs, riddles, jokes games and laughter. We share how we all feel about another exciting day gone by.



NEWSLETTER

A newsletter with information about themed activities, helpful tips for parents and special events will be available at the program's front desk. Please read the newsletter carefully so that your family can make the most of the Y experience.

- Afterschool programs - monthly
- Summer Camp programs - weekly

ABOUT THE SCHEDULE

AFTERSCHOOL

Based on each school • Approximately 2:00 pm – 6:00 pm

***CHECK WITH YOU SITE SUPERVISOR TO LEARN YOUR SCHOOLS SPECIFIC TIME.**

CAMP

Morning Drop-Off • Approximately 7:30 am – 9:00 am

During regular drop-off time (7:30 am– 9:00 am) a camp staff person will be positioned at point of entry to assist you with signing your camper(s) into the program. If your camper is late and misses the bus for a field trip, the camper will not be able to attend camp that day. In such cases, the parent/guardian will assume full responsibility for finding child care for his or her child. All campers must arrive no later than 9:00 am with the exception of field trips days. Speak with your supervisor for arrival time. *Campers are not allowed to sign themselves in or out! Please make sure you sign them in/out daily and legibly.

***CHECK WITH YOUR SPECIFIC CAMP TO CONFIRM LOCAL TIMES**

Afternoon Pick-Up • Approximately 4:00 pm – 6:00 pm

Only adults over 18 years of age will be authorized by the parent or guardian in writing on the individual camper's registration form may pick up the participant from camp. Staff will ask for photo ID and check the registration form. Please be aware that we do this for the safety of all campers.

The parent who completes the initial registration form is the only authorized person to make changes to the information provided on the form unless the YMCA receives court documentation stating otherwise. If your child needs to be picked up by someone not listed on your Registration Form, please send written notification to camp staff.

Upon pick up, the alternate will:

- Provide proper picture ID and telephone number
- Complete Y Attendance Sheet/initial sign out

If you need to pick up your child early, please make prior arrangements with the site Supervisor so that your child is ready when you arrive. Our camp staff makes every effort to keep your child safe. In the event that the staff feels the person picking up your child poses a threat to the safety of the child, that staff will not release the child and will make calls to arrange an alternate person to pick up.

***SEE SITE SUPERVISORS/DIRECTOR FOR CAMP DATES**

***PROGRAMS ARE CLOSED JULY 4TH AND JUNETEENTH**

LATE PICK UP

Please be advised that campers picked up late will be charged per child for every 15 minutes after dismissal. All late fees will be added to your next payment. If pick up is more than an hour late, camper staff may contact law enforcement.

15 minutes late | \$10.00 – \$15.00

30 minutes late | \$20.00 – \$30.00

45 minutes late | \$30.00 – \$45.00

60 minutes late | \$40.00 – \$60.00

61 minutes late Law enforcement is contacted | \$40.00

*These fees are issued per family. Each program reserves the right to terminate participation after 3 late pickups.

Late Pick-Up Procedures

1. The YMCA Director will contact the parent/guardian within 15 minutes of the program closing.
2. If the parent/legal guardian cannot be reached, then the staff will contact the emergency contact listed on the participant's registration form.
3. The Site Director will continue to contact the parent/legal guardian and emergency contact until someone is reached.
4. Authorities will be contacted if no one can be reached within 1 hour after the program closes.

If neither parent(s)/guardian(s), nor emergency contacts can be reached, and there has been no communication from parent(s)/guardian(s):

The program will contact the school based administration and notify the SBBC Special Investigative Unit/Police. The police department will notify the Department of Children and Families (DCF).

Meals/Snack

A healthy snack/meals are important part of the day. All snacks/meals provide at least two different food groups and are approved by the USDA and the Florida Department of Health. Program vary on meals provided (breakfast, lunch, snack, and dinner) and parents can see the Site Supervisor for site specific information. (Nut free program)

Enrollment Procedures

- Parents or legal guardians must COMPLETELY fill out a registration for EACH child.
- Registration fees and all required fees are due at the time of registration. Registration fees are non- refundable.
- List at least TWO EMERGENCY CONTACTS for each child. In the event that you are unable to pick up your child/children, these individuals will be contacted. Proper ID will be required for pick-up.
- List any special needs that your child may have. For Special Needs services an Assessment will be completed.
- Notify YMCA staff of any medical conditions, medications, and/or health history.

Student Registration

- Students must be registered in the before or after care program at the school before they begin attendance in the program.
- Parents/guardians who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.
- The Program Data Management System (PDMS) will be used to register students.
- The registering adult is the only person who can make changes to the original registration form.
- As part of the registration process, sites will request that the registering adult sign additional forms including: Late Pick-Up Payment Procedures, Late Pick-Up Procedures, Adult's Responsibilities, Discipline Plan, and Exit Procedures.

Attendance Policy

- To ensure the safety of all students, all programs have attendance and sign in/sign-out procedures in place. Parents/guardians are responsible for notifying the supervisor if their child will be absent from the program. If a family is on financial assistance please contact your Site Supervisor for scholarship requirements regarding attendance.
- Program staff verify attendance within the first 30 minutes of an aftercare program's start time.
- If a registered student does not report to the program, and is not on the official absentee list or the early dismissal sign-out sheet provided by the school, the parent/guardian or emergency contact will be notified to verify the student's absence.

Sign-In Procedures

Students will enter and be signed in to the program at the single point of entry. Each day, an adult must sign the student in prior to leaving him/her in the program.

Sign-Out Procedures*

Students will be dismissed from the school's designated single point of entry and signed out in the PDMS system. Students in elementary school will not be able to sign themselves out.

If staff does not know the person picking the student up, he/she will check the registration form to ensure they are listed as authorized for pick up and ask for picture identification before releasing the student. If the name is not listed on the student's registration form, the parent/guardian will be contacted. For the safety of students, people authorized for pick up must be at least eighteen (18) years old. Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.



Program Visitation*

We encourage parents to let their campers experience camp independently and have found that parents who limit their contact during the program day can actually help campers adjust faster. If you feel you need to visit during program hours, please make arrangements with the Program Director.

We operate in busy locations and do not allow any unauthorized persons to be in the designated program area. To ensure the safety of our participants, all visitors will only be permitted at the parent welcome area unless otherwise scheduled with the Program Director. We will have parent events throughout the year to give campers an opportunity to share their experience with you. Please read the newsletters for dates and times of events.

Please schedule any one-on-one therapy sessions, observations or meetings outside of camp hours.
Any on-site support services must complete school board, YMCA protocols and complete paperwork for final approval.

*COVID Visitation Procedures will follow Broward County School Board guidelines.

Staffing The Program*

The Y works hard at recruiting and retaining the highest level of child-care professionals. All staff undergo background screening in accordance with federal, state, county, city, governmental and grant funded requirements. All staff pass a drug screening prior to employment. All staff receive year round trainings and all new staff is paired with an experienced mentor/coach. Staff participate in such trainings as The Y's Mission, Vision, and Philosophy, Promoting Academics, Child Growth and Development, Physical Fitness, Behavior Management, Customer Service/Parent Engagement, Inclusion, Safety, and Abuse and Neglect. All childcare staff will be at least 18 years of age and meet all necessary qualifications.

*The YMCA will follow all Broward County School Board and CDC Guidelines.

PARENTS NIGHTS

Each location hosts parent night events, where participants get to showcase their academics, visual and performing arts. See your Site Supervisor for more information.

We encourage our students to become life long learners and foster partnerships with parents, students, staff, and the community. Some examples are family Y-Fit Nights, build a fruit kabob night, curriculum night or a site specific event showcasing the children's success and interests. It's a celebration for all.

* See your Site Supervisor for more information.

HAVE FUN! BE A KID!

What to Wear

Open-toed shoes or flip flops are NOT allowed. Have your child wear clothes and shoes that can get dirty, especially on non-school and field trip days. Families who need assistance with further services please contact 211.

What to Bring

Please pack all items in a backpack labeled with your child's name to prevent loss. Siblings should not share backpacks, as they may be in different places. Be sure to write your child's name clearly on all items brought to the program.

If you choose to provide your child's snack or lunch due to allergies or taste preferences, please send nutritious items.

What to Not Bring

The Y is not responsible for replacing lost or stolen items. Please encourage your participants to leave items they love and can't live without at home!

We ask participants to leave the following things at home:

- Cell phones, Electronic toys, MP3, Ipads
- Players or portable gaming devices unless used for an accommodation for a child with a special need)
- Money
- Valuable jewelry
- Any other item that is considered valuable or difficult to replace

The Y is not liable for any lost or stolen items. Please encourage your participants to leave items they love and can't live without at home!



POSITIVE CHARACTER DEVELOPMENT

Positive Behavior Approach

The Y encourages parents to keep an open line of communication with Y staff. Our philosophy includes mutual respect between participants and staff leaders. We relate to children on an individual basis. Children will not be subjected to discipline that is severe, humiliating or frightening. Discipline shall not be associated with removal of food, rest or toileting. Spanking or any other form of physical punishment is prohibited. Rules and expectations will be made known to the child upon entry into the program. Age appropriate, individual and constructive disciplinary practices are used for each child.

All participants enter into the program on a 2-week trial basis. In case of extremely dangerous behavior, parents may be contacted by telephone immediately. The Y reserves the right to institute a probationary period during any time of your child's care as it is deemed necessary. If problems persist, the child may be suspended and/or expelled. NO REFUND is given in this case.

Program Rules

Please review these basic rules with your child before he or she starts the program.

Knowledge of the rules is the first step to good behavior.

1. Use your bodies and words safely and kindly. Bullying, teasing, threats, profanity and violence will not be tolerated at any time.
2. Walk in a line when transitioning to a new area.
3. Listen and follow directions the first time.
4. Stay with your group at all times.
5. Clean up after each activity.
6. Do not share personal hygiene items such as combs, brushes, sunscreen, etc.

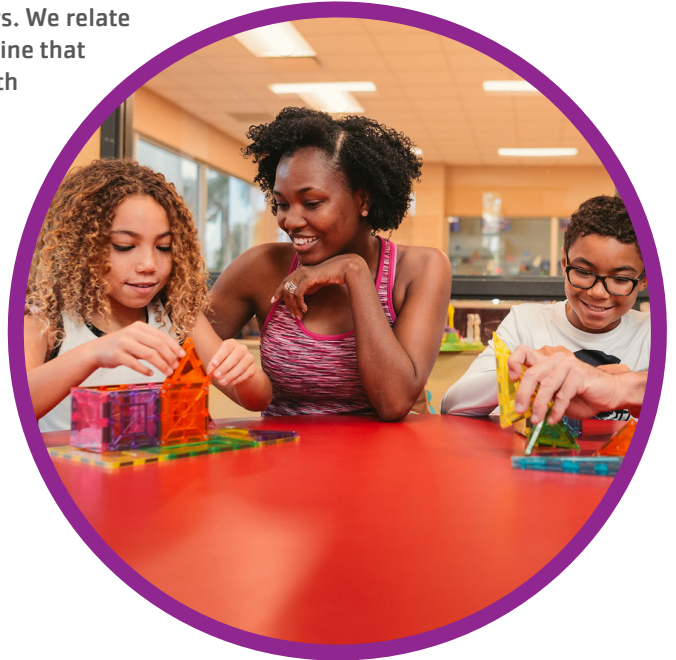
The Site Supervisor and Assistant Site Supervisor will be on hand daily to address questions about discipline policy, rules and regulations.

Bullying

Bullying is defined as unwanted, purposeful written, verbal or physical behavior including, but not limited to, any threatening, insulting or dehumanizing gesture by an adult or child that has the potential to create an intimidating, hostile or offensive environment or cause long-term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. It is carried out repeatedly and is often characterized by an imbalance of power.

Cyber-bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, cell phones, emails, blogs, social media such as Facebook, Twitter, Instagram and Snapchat.

Bullying and cyber-bullying by children attending any Y programs will not be tolerated. If a child is observed bullying or cyber-bullying, it is the mandate of the School Board to contact the school administrative staff and to hold a conference with the child, their guardian, Y administrative staff and school board staff to discuss a resolution.





Abuse and Neglect

All staff participate in year round training in Abuse and Neglect. The YMCA follows all state and county guidelines in detecting and reporting any abuse or neglect.

Behavior and Discipline

Each student will be treated as a unique human being, who is worthy of respect, with their personal dignity protected at all times. An important responsibility of staff is to set and maintain appropriate standards for student behavior, using non-punitive methods which teach self-discipline, while supporting self-esteem. Students will be made aware and reminded of the rules and behavior expectations daily.

Procedures for Exiting a Student Due to Behavior Issues

Parents will be asked to withdraw their child from the program if he/she becomes a disciplinary problem and/or disrupts the operation of the program.

The following steps will occur:

1. Registering adult will be notified of, and sign, the "Discipline and Expulsion Policies" at the time of enrollment.
2. Written documentation of inappropriate student behaviors will be maintained and the registering adult will be notified.
3. If attempts to correct inappropriate student behaviors are ineffective, the registering adult and program supervisor will have a conference to discuss adaptations.
4. Behavior intervention documentation will be provided to the family to demonstrate the attempt to provide service. School Administration will be notified of all incidents. YMCA administration will support any necessary referrals when necessary. All parent conference will include a Parent Conference Form.
5. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

Should a Discipline Issue Arise

To keep everyone safe, our program has some basic rules. Please review these with your child/children prior to beginning the program. The programs Site Supervisor and Assistant Site Supervisor will be on hand daily to address questions about the discipline policy, rules and regulations. If a discipline issue arises:

1. The participant will be spoken to in hopes that redirection or discussion will change the behavior. A verbal warning will be given.
2. If behavior continues, documentation of behavioral concerns will begin and first written warning will be issued. Parent signature is requested.
3. If these steps do not correct the issue, the parent/guardian, child, counselor and Site Supervisor will meet to discuss corrective procedures and implement an Intervention Plan. A second written warning will be issued. Parent signature is requested.
4. Should this process prove unsuccessful and behavior still does not change, the child may be dismissed from the program.
5. In case of extremely dangerous or disruptive behavior, parents may be contacted by telephone for immediate pick-up. The child may be suspended and/or dismissed from the program.
6. There will be NO REFUND issued for cases where a child is dismissed for behavioral concerns.



Immediate Suspension/Dismissal

The following behaviors may result in suspension and/or permanent dismissal from the program.

- Damage or theft of property
- Bullying, threats to self or others
- Violence towards other participants or staff
- Possession of weapons or controlled substances
- Gang-related activity
- Sexual misconduct
- Leaving the group without permission
- Repeated use of inappropriate language

When notified of a suspension, it is the parent's responsibility to pick the child up immediately:

Failure to disclose information deemed necessary to maintaining the safety, care and well-being of your child, other participants and/ or program staff will result in the immediate suspension of program services. Examples of said behaviors include but are not limited to: a history of evading supervision (eloping), aggression, emotional disturbance, behavioral issues, or any item that would question a child's safety. If serious problems arise, eligibility for future program services will be assessed and determined by Youth Development administrative staff members. Please inform your Site Supervisor or Assistant Site Supervisor of such issues so that they can be accommodated appropriately.

Grievances

The YMCA of South Florida takes all client concerns seriously. Should an individual have a grievance, the following actions will be taken:

- The individual reports grievance to the Site Supervisor or the Program Director.
- If the problem cannot be resolved, it is reported to the Program Director or the Senior Program Director for further consideration.
- Unresolved serious grievances will then be reported to the Associate Executive Director and or the Executive Director.
- If further action is required, the Association's Vice President of Youth Development will oversee the resolution of the matter.

PARTICIPANT RIGHTS

Individuals who participate in YMCA of South Florida programs have the right to expect fair and equitable treatment at all times. The YMCA of South Florida embraces diversity and welcomes participants of all religions, beliefs and lifestyles.

Parent Code of Conduct

Parents and leaders are role models for the participants we serve and are expected to be examples of positive, self-controlled behavior at all times while at a program location. Failure to do so may result in loss of services.

Parents are required to:

- Interact with leaders and other families in a way that demonstrates respect.
- Contact the Site Supervisor whenever their child is absent from the program
- Communicate any issues or changes that affect their child in the program (i.e. special need, change of address or telephone contact information, email, special situations)
- Send nutritious snacks (nut free)
- Ask your child "How was your day at the Y?"

Family Satisfaction Survey

We conduct Family Satisfaction Surveys throughout the year. Please use the survey to share your ideas, opinions and concerns with the child care staff. Turn in the evaluation upon completion of the program or at any time you would like to offer suggestions/ comments. Additional Program Evaluation forms are available from the Site Supervisor.

Upon registration please provide your email address and a Satisfaction survey can be emailed to you. We encourage all parents to share their experience.



IN CASE OF EMERGENCY

Accidents & Injuries

The Program Director or Site Supervisor will notify parents if there is suspicion of serious injury or illness. A First Aid station is maintained at each program site. A written record is kept of all injuries requiring First Aid. CPR/First Aid certified staff is at each location.

In the event of an injury to your child, the Site Supervisor will take whatever steps necessary to obtain emergency medical care and document the situation. These steps may include, but are not limited to:

- Administering First Aid
- Contacting the parent(s)/guardian(s) or designated emergency contact
- Contacting emergency medical personnel (if necessary)
- Accompanying child to hospital (if necessary)
- Completing an Accident/Incident Report

In the event of an injury, a leader will assess the child and provide assistance as necessary. A written record is kept of all injuries requiring First Aid. The Site Supervisor will notify the parent of serious accidents, injuries or illness. If a child is injured and requires immediate medical attention, he or she will be transported to the nearest hospital via emergency vehicle by a trained medical professional. A leader will follow the child to the hospital and stay until a parent or guardian arrives.

Dispensing Medication & Other Special Concerns

If your child needs to take medication while at the program, please fill out all requested paperwork, including the Medication Release Packet.

- Give your Program Director or Site Supervisor a copy of the physician's prescription and your child's medication in the original container.
- All medication will be dispensed by the designated staff leader to ensure it is dispensed according to instructions. Please speak with the Site Supervisor to decide who should be responsible for carrying the inhaler or Epi-Pen. The only exceptions to this policy are inhalers and Epi-Pens.
- Children carrying inhalers or Epi-pens themselves must have a prescription which states that they are capable of keeping medication in their possession and are trained on administering it.
- Over-the-counter medication can only be dispensed with a doctor's written authorization.
- Because we have limited access to refrigeration, we are unable to dispense medication that requires refrigerated storage.
- A seizure action plan must be completed for any child who has a history of seizures.
- No ointments or medications will be administered without a prescription.
- Students will not be able to utilize aerosol or pump sunblock

If there is any change in a child's medication(s) or dosage schedule, it is the parent or guardian's responsibility to notify the Site Supervisor immediately.

Weather Emergency

During inclement weather, all activities will be adjusted to ensure the safety of our participants. In the immediate threat of a hurricane, the YMCA will be closed and the program will be cancelled. If participants are at a location, parents, guardians and or emergency contacts will be notified by phone to coordinate immediate pick up. Notice of re-opening will be posted on the YMCA's website. There are no refunds for closure due to weather emergencies such as hurricanes.

Participant Illness*

For the health and safety of all program participants, please refrain from sending a participant who is being treated for or shows signs of illness. If a participant becomes sick after arrival, you will be notified immediately. Leaders will provide a comfortable place for all participants to rest until he or she can be taken home. If the parent cannot be reached, the emergency contact person will be called to facilitate pick up.

*The YMCA follows all Broward County School Board and CDC Guidelines.

- Please keep your child home if your child has:
- Had a fever in the previous 24 hours
- A heavy nasal discharge
- A Constant cough
- Recurring vomiting or diarrhea (2 or more times)
- Temperature of 100

Swimming and Water Activities*

Through partnerships with The Children's Services Council and Swim Central, all campers will participate in water activities throughout the year. All swimming instruction will be provided by certified Swim Central instructors at approved locations.

- On swim days, be sure your child wears his or her swimsuit under their camp clothing. Send a change of clothing and a towel. To help prevent loss, label all of your camper's belongings.
- Camper's will be given a swim test to determine water safety level.
- Campers can re-test on swim days if they feel they have improved or did not perform their best during the original test.
- Remember to apply sunscreen. Camp staff will remind campers to re-apply sunscreen. Camp staff will assist with covering and helping participants to reapply sunscreen for children who are unable to do so independently. No aerosol or pump sunscreen will be permitted.
- Please inform us if your child's sun exposure needs to be limited.
- Swim central forms must be completed and signed before the start of camp.



Field Trips*

Campers will take several field trips throughout the year. Field trip information, including trip days, destinations, what to pack and any other special notes will be listed on the weekly schedule, in newsletters and at the parent center.

Campers must wear their camp T-shirt and activity-appropriate clothing on field trip days. Campers will be given their camp shirts during their first week of camp or when necessary. Campers can not be dropped off or picked up from field trip locations by parents or other designees under any circumstance.

*All field trips are subject to change or cancellation due to severe weather. Alternate programming will take place when conditions do not permit outdoor activities.

CAMP RULES

To keep everyone safe, our camp has some basic rules. Please review these with your camper before the first day of camp. Knowledge of the rules is the first step to good behavior.

1. Always walk inside.
2. Listen and follow directions the first time.
3. Stay with your group at all times.
4. Clean up after each activity.
5. Do not share personal items such as combs, brushes, sunscreen, etc.
6. Bullying, teasing, profanity, fighting and violence will not be tolerated at any time.
7. Use YMCA character values (respect, honesty, caring and responsibility).

The camp's Site Supervisor and Assistant Supervisor will be on hand daily to address questions about the camp discipline policy, rules and regulations.

HOUSEKEEPING

Payments & Financial Aid*

It is the sincerest goal of the YMCA of South Florida to include all families regardless of their ability to pay program costs. Through the generosity of the Children Services Council of Broward County, United Way of Broward County, The Children's Trust and our other donors, we are able to offer assistance to families in financial need. Fees are determined by a sliding scale, which takes into account the family income and number of eligible household dependents.

Scholarship Assistance for Families with Financial Need

Our funders require a Financial Assistance Application be completed to determine eligibility for a financial scholarship. Scholarships are available on a first-come, first-served basis. You may pick up the form from your Site Supervisor. This is also required for children with special needs regardless of financial need.

Payments and Fees

- Payments received after the dates listed will be assessed a \$15 late fee.
Registration fees are non-refundable and non-transferable.
- After initial registration, parent fees will not be pro-rated.
- Failure to make a payment on time will lead to your child losing placement for the next month.
- All participants receiving financial aid are required to follow all necessary requirements.
- Parents will not receive receipts from the site when making a payment. Upon request a receipt can be mailed to you.
The Y's tax identification number is 59-0624463 and is included on the receipt.
- After initial registration, parent fees will not be prorated.
- Any late payments received MUST include a \$5 daily re-registration fee. If payment is not received by the second week after payments are due, child will be disenrolled from the program.
Parents will have a choice of the following three payment methods:
 - Automatic Draft (using a credit or debit card)
 - Contact your Site Supervisor for any necessary changes
 - Personal Checks
 - Online payment – www.ymcasouthflorida.org > Login > Follow Instructions

Parents deciding to pay by personal check will be allowed only two instances of non-sufficient funds/returned checks. After the second incidence of non-sufficient funds/returned checks, the parent will be required to pay by money order for the remainder of the school year. Eligibility to make payments by check will be reinstated the following school year.

In the event a check is returned or a draft is denied for insufficient funds in the account, a \$30 "insufficient funds" fee will be assessed.

Past Due Balances

The Site Program Director or Supervisor will provide an update and/or written notice each month regarding any past due balances. If your account becomes past due, your child may not be permitted to attend the program until the account balance is satisfied. If you are struggling to make payments, please discuss this with your Site Supervisor, as your family may qualify for assistance through a scholarship.



YMCA OF SOUTH FLORIDA

900 SE 3RD Avenue, Suite 210

Fort Lauderdale, Florida 33316

P: 954 623 5555 F: 954 623 5556

ymcasouthflorida.org



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954 989 9622

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501 SE 1 AVENUE, HALLANDALE BEACH, FL 33009
954 889 9622

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954 467 2444

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501 SW 172 AVENUE, PEMBROKE PINES, FL 33029
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9355 SW 134 STREET, MIAMI, FL 33176
305 254 0310

VILLAGE OF ALLAPATTAH YMCA FAMILY CENTER

2370 NW 17 AVENUE, MIAMI, FL 33142
305 635 9622

WESTON YMCA FAMILY CENTER

20201 SADDLE CLUB ROAD, WESTON, FL 33327
954 424 9622

COMING SOON

Holiday Park YMCA Family Center

840 N Federal Highway, Fort Lauderdale, FL 33304



SIGN UP ONLINE FOR MEMBERSHIPS AND PROGRAMS.

Afterschool Programs:

ymcasouthflorida.org/youth-development/broward



Summer Camp Programs:

ymcasouthflorida.org/summer-camp-broward

