



**Great Plains Family YMCA  
Summer Day Camp  
&  
After School Program  
Parent Handbook**

**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## Welcome to the Day Camp & After School Program

The Great Plains Family YMCA welcomes you and your child. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow, and thrive. Take a minute to learn more about the Y and how we'll help your child explore, connect, and discover. If you have any questions, concerns, or suggestions, please feel free to contact staff at any time. The Great Plains Family YMCA staff strives to meet age appropriate play experiences, in a safe and healthy learning environment, in which a child can develop his or her own, individual and unique, potential socially, physically, emotionally and intellectually.

Sincerely,  
Chelsey Powers  
Youth and Family Director  
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Great Plains Family YMCA

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### Our Mission

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

### Our Cause

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

### About the Y: Who We Are

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility.

Through our three areas of focus, the Y nurtures the potential of every child and teen, improves the nation's health and well – being and provide opportunities to give back and support our neighbors.

### Areas of Focus

**Youth Development:** nurturing the potential of every child and teen

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

**Healthy Living:** improving the nation's health and well – being

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

**Social Responsibility:** Giving back and providing support to our neighbors

The Great Plains Family YMCA has been listening and responding to our communities' most critical social needs. Whether we are developing education skills, welcoming foreign exchange camp counselors, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

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### Why Choose the Y?

The Y is, and always will be, dedicated to building health, confident, connected, and secure children, adults, families, and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Together we can make a difference.

## **A-Z INFORMATION**

The Great Plains Family YMCA School Age Program is a licensed child care facility. We are also a Two-Star facility. This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. All of the following policies are subject to change due to changes in YMCA policies, state child care licensing requirements, and with Director's discretion at any time.

### **ABSENCES**

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please leave a message for Day Camp no later than 10:00 am, After School Care by 2:00 pm. Voicemail and email systems are always available and the front desk staff can take messages. Parents/guardians of all children not in attendance without prior notification will be contacted via the contact information provided on the registration paperwork. No refunds will be given due to non – attendance.

### **ADMISSION POLICY**

The Great Plains Family YMCA generally admits children ages 5-12. The Y is open to all youth regardless of race, gender, religious belief, or income. The Y will address children with additional needs on a per request basis. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well – being of all must be maintained.

### **ADMISSION REQUIREMENTS**

- Completed enrollment forms/CACFP Application
- Current and updated immunization record
- Any legal documents (divorce, custody etc.)
- Registration fees
- Authorization to set up automatic bank draft for withdrawal of tuition, DHS copays, and scholarship participants
- Authorization of approval from DHS case worker for DHS clients

### **AGE GROUPS**

Children are assigned to groups according to their ages. This atmosphere encourages close child/staff interaction and provides an opportunity for each child to express herself/himself, be accepted by their peers, and learn new skills. \*We CANNOT take special requests to keep friends, siblings, or relatives together. We also cannot guarantee your child will be placed with a particular staff member.

### **ALLERGIES**

ALL known allergies or any special dietary needs based on a medical condition must be in writing on your child's Registration. Please talk to staff if your child has special or more serious circumstances (example: cannot eat peanut butter or latex). An authorization to administer medication form must be filled out and signed for all medications given during programs.

### **AMERICANS WITH DISABILITIES ACT**

The YMCA is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs a reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well-being of all children and staff must be maintained.

## **BUS RULES**

Children are to remain seated with their seat belt on, at all times. No food, drinks, or candy are allowed to be consumed while on the bus at any time, unless approved. All posted bus rules will be followed.

## **CAMP COUNSELORS/SCHOOL AGE STAFF**

Staff are trained in CPR, FIRST AID, AED, child abuse prevention, emergency procedures, water safety, and how to conduct activities including songs and games that incorporate values and education. Staff are 18 years of age or older, and most are studying education or recreation. Staff also receive training in DHS orientation, Entry Level Child Care Training (20 hrs), and any others deemed appropriate at the time.

## **CANCELLATION**

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

## **CHARACTER DEVELOPMENT**

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

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

If everyone exhibited Caring, Honest, Respect, and Responsibility, what would the community look like? That is what the YMCA is about.

## **CHILD ABUSE PREVENTION & SAFETY**

The health and well – being of your child is essential to the YMCA. The YMCA staff are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Staff will be notified immediately and a report will be made to the appropriate authorities. The YMCA will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

It is mandated by law that any child that is suspected of child abuse or neglect must be reported to the Department of Human Service/Child Welfare Department. The YMCA respects this right and contact will be made to the DHS office, in the county of service, or the child welfare hot line. Toll free number 1-800-522-3511 or Custer County. 1-800-572-6846.

## **CLOTHING/DAILY ATTIRE**

During camp, children should wear simple, non – restrictive clothing that you do not mind getting dirty, muddy, wet, etc. Children are required to wear shoes that remain strapped on their feet. This is both for the child's safety and comfort as programs are very active. Label all belongings. Please do not wear articles of clothing which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. For School Age programming, children should follow school dress codes. The YMCA is NOT responsible for loss of belongings (see LOST and FOUND).

### Camp T-Shirts

On field trip days during Summer Day Camp, all children are required to wear the current camp t - shirt. Shirts are available to purchase at the Y.

## **CODE OF CONDUCT & BEHAVIOR MANAGEMENT**

Please read over the Character Contract with your child. The YMCA expects all children to behave according to these guidelines.

## **CONFIDENTIALITY/DATA PRIVACY**

Discussion of children in the program, other than one's own, is not allowed. Staff are held to the same standard and sign a contract once hired to keep our children and family information confidential as well. Records concerning your child: enrollment forms, health records, observation records, and written parent/teacher conference reports and all other information about your child is confidential information. This information will only be available to parent/guardian, the Director, staff, and a person designated by the state licensing department to review our records for licensing purposes.

## **DHS LICENSING COMPLIANCE FILE**

A compliance file is located on the child care resource area. The file contains monitoring visit reports, licensing correspondence, Notice to Comply, licensing complaints, and Child Welfare Investigations Summary Notification to Child Care Licensing Services. With findings of confirmed, for one year from the completion of investigation.

## **DISCIPLINE POLICY**

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the Y staff. We arrange the environments to prevent discipline problems, and to help children learn the rules of getting along in a group. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered at home, as well as natural consequences may be used when appropriate.

Our staff are trained to help your child, by word and example, to realize that the following actions are not desirable behaviors:

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the group without accompaniment by a staff person or parent
- Using profanity, vulgarity, or obscenity
- Physical and/or verbal bullying

Guidance and discipline techniques that will be used with the children include:

- Setting clear and enforceable limits
- Modeling acceptable behaviors
- Recognizing each child's individual needs
- Structuring the environment and schedules to maximize good behavior
- Recognize the children's efforts
- Anticipate and eliminating potential problems
- Redirection

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

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

- The Y reserves the right to bypass the steps listed above and terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.
- The Y reserves the right to terminate your child's attendance for such things as, but not limited to: excessive disruptive behavior, emotional problems or disabilities that we are not equipped to handle, or that are a safety risk to themselves or others in the program.

## **EMERGENCY PROCEDURES**

- Roll calls are taken and all children are accounted for.
- First aid will be administered. First aid kits are located throughout the Y, and will be taken on any trip.
- Parents will be notified. The center address and telephone number, emergency numbers, are posted in the classroom, and each staff members binders.
- In case the YMCA building would have to be evacuated the children would be taken next door to the Child Development Center, or across the street, to the Fastlane parking lot.

## **ENROLLMENT**

A new enrollment form is required for each child who will be participating in each program and must be returned to the front desk prior to your child's first day. In addition to the enrollment form, a current immunization record, and paid registration fee. A \$25.00 nonrefundable registration fee is required for school – year programs. A \$10.00 per week nonrefundable is required for each child in Summer Day Camp. All registrations are accepted at the Y. Any changes to the information originally provided on the registration form must be given to the staff in a written document.

## **FIELD TRIP DAYS (Typically Summer Day Camp only)**

Field trips are included in your summer day camp prices. Field trips may be subject to change at any time. Make up field trips are not guaranteed. Changes in field trips will be communicated to parents/guardians.

## **FINANCIAL ASSISTANCE**

Financial assistance is available to those who qualify. A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance, pick up a financial assistance packet at the Y front desk.

## **HOLIDAYS & INCLEMENT WEATHER**

Care will not be offered on holidays that the Y is closed or on inclement weather days. These and other similar occurrences have been considered in the pricing, therefore, credits or refunds will not be issued.

Care is not provided on the following holidays:

New Year's Day	Easter Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Black Friday	Christmas Eve
Christmas Day			

The Y and all programs close early on New Year's Eve.

## **HOURS OF OPERATION/LATE FEES**

We operate Monday through Friday. After school: after school pick up is from 2:30 – 6:00 pm.

Summer Day Camp, Out of School days: 6:30 am – 6:00pm.

A late fee of \$2.00 per minute will be assessed for each minute after 6:00 pm that your child remains in care. Late fees will be drafted from the account on file at the time they are assessed.

If there is no account on file, late fees must be paid at the front desk before your child may return to the program. A late fee of \$10.00 will be charged if payment is made after the date due.

## **ILLNESS**

The health and safety of your child is a priority for us. A sick child is to be kept at home. If your child becomes ill in our program, we will call you. You must then make arrangements to pick up your child immediately. If we send your child home with an illness, they may not return until they have been without an illness for 24 hours. A child may not swim until at least 24 hours after the end of any illness. Call the Y by 10:00 am on the days when your child is ill or will be absent from Summer Day Camp and by 2:00 pm for After School programming. We need to know where your child is every day for the child's own safety and accountability. The Y should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

\*The Y uses Oklahoma State Health Department resources as a guide for illnesses and/or communicable diseases.

The following are just a few indicators that your child is too sick to attend our program.

Fever over 100	Chickenpox	Impetigo Pink Eye
Extreme exhaustion	Mouth sores	Diarrhea (3 or more)
Severe irritability	Persistent crying/coughing	Rash
Head Lice	Sore Throat	Difficulty Breathing
Vomiting		

## **INCLEMENT WEATHER & DRILLS**

Tornado drills and fire drill are practiced monthly. Children will go to the lockers room in the event of an actual tornado, if we are unable to transport safely to Burcham Elementary basement. In the case of an emergency, parents will be notified and children may be transported by the YMCA buses to the basement at Burcham Elementary.

The YMCA also practices fire drills monthly. Children exit the building and cross the north parking lot and meet at the CDC. Roll call is taken before and after the fire drill. Children line up at the closest exit door and follow their teacher to the CDC. All emergency contact information is taken with staff on the drill.

## **INJURY**

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

- Attempt to contact a parent/guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a staff member.
- Document any injury that your child sustained during the program.

## **INJURY/INCIDENT/DISCIPLINARY REPORTS**

These reports will be filled out depending on the situation. We will contact you regarding any serious injury that occurs. Injury reports will be completed on injuries that your child sustains at the program. All injuries have written documentation.

A child that is aggressive towards another child or teacher, destroys property, or fails to follow YMCA rules will receive an incident report.

Discipline reports are given when inappropriate behaviors exist consistently.

## **LOST AND FOUND**

Unclaimed lost and found items will be donated to the local ETC shop after one month. We provide a well – rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home, unless specifically requested. Any of these items found with your child will be taken away and returned to the parent at the end of the day. Lost items are not the responsibility of the Y.

## **MEDICATION & OVER THE COUNTER SKIN PRODUCTS**

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

All medications must be accompanied by a completed **Authorization to Administer Medication Form** which includes the dosage, date, and time the medication is to be administered.

Prescription and non – prescription medications must be in the original container and labeled with the child’s name, date, directions, and physician’s name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.

Each time a child is given any medication an entry will be made in the Medication Administration Log on the form. All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

### **Over the Counter Skin Products**

Y staff are only permitted to apply sunscreen and insect repellent to children in a spray form, and if there is a medication form authorizing staff to do so. Cream products will be self-administered by children.

### **PARENT VISITS**

The YMCA has an open door policy for the parents. All visitors should speak directly with a Y Staff to let them know that you are visiting upon your arrival. Visitors may be asked to show identification and fill out an additional form or documents. Parents are invited and encouraged to visit the program, but must take care to not interfere with or disrupt the on-going activities.

### **PARTICIPATION**

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. Children who refuse to participate in group activities make it difficult for the other children in the group to have an enjoyable time. If a child *continually* refuses to participate in activities they may not be allowed to return to the program. When applicable, any child not swimming will sit with the staff on the pool deck for the swim time or an alternative activity may be scheduled.

### **PAYMENT POLICIES**

1. Acceptable payment form is: Electronic Funds Transfer (EFT) or advance payments made in full.
2. A \$25.00 registration fee is required for school – year programs. A \$10.00 per week deposit is required for Summer Day Camp. Deposits and registration fees are non-refundable.
3. Drafts will be made by the close of business on Friday for the following week of care.
4. Drafts will be made each week unless a two – week written notification has been provided for a vacation week or for cancellation of registration.
5. The Y does not issue statements for individual tax purposes. Please keep any and all cancelled checks, payments receipts or bank statements as documentation of childcare payments.
6. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays that the Y is closed or inclement weather days.
7. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to the Membership Desk and all refunds are at the discretion of the CEO.
8. If your payment is returned for insufficient funds (NSF), your payment along with an NSF fee of \$25.00 will be collected electronically. If an NSF payment is unable to be collected electronically, year – round pricing will no longer apply. Any change to your bank draft information must be received at least seven days prior to the date change to take effect. A \$10 late fee will be assessed on payments not made by the deadline.
9. The YMCA reserves the right to resubmit a draft and service charge as provided by law in the state of Oklahoma.
10. A late pick up fee of \$2.00 per minute will be assessed for each minute after 6:00 pm that your child remains in our care. This fee will be drafted from the account on file.
11. Year – round pricing option must be selected no later than October 1<sup>st</sup>.
12. All accounts through the Great Plains Family YMCA must be in good standing before your child may be enrolled in any program.

13. DHS Copayments will be set up with automatic bank withdrawal and drafted the first day of the month. It is the parent's responsibility to have his/her EBT card with them and have swipes completed DAILY! The parents will be responsible for payment after the 10<sup>th</sup> day of the missed swipe. DHS participants may only be at the facility if the parent is working or in class. Children who are absent on a consistent basis may be dropped from the program.

### **PERSONAL PROPERTY REGULATIONS**

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand – held games, iPod, and trading cards, animals or sports equipment. This also includes cell phones, iPads, tablets, and any other electronic. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

A child, and/or the child's belongings may be searched by administrators whenever they have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation. The child will be invited to be present for the search when feasible. Any items found in violation of the violation or program rules, will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and staff.

### **REFUNDS**

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he or she attends or not. School and program closings due to inclement weather, power outages, and other similar occurrences have been considered in the pricing.

### **RELEASE OF CHILDREN POLICY (SIGN IN/OUT)**

**Parents are required to sign their children in upon arrival to the program, and sign them out before leaving each day.** Children are not allowed to sign themselves in or out of the program. The Y cannot be held responsible for your child if we are uncertain of his/her presence. All children *must arrive* by 10am each day.

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Youth & Family Director. Photo identification is required for any person picking up a child. Persons **MUST** come into the program facility in order for the child to be accepted or released. No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact Y staff as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the staff member in charge will suggest alternate transportation with a private provider to be paid by the parent. If no arrangements can be made, DHS and the local police will be notified. The staff member in charge has an obligation to see that the child is safely supervised.

### **Custody Agreements**

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. A staff cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick up.

### **REST & RELAXATION/QUIET TIME**

All groups may have rest and relaxation time each day. Children may bring their own books from home (make sure it is labeled). During this time children will have the opportunity to rest and relax during a very busy day.

### **SCHEDULES**

Activities may vary from day to day including, but not limited to: sports, character development, arts and crafts, games, skits, songs, swimming, and much more.

## **SNACK & LUNCH INFORMATION (FOOD POLICY)**

Your YMCA Staff is dedicated to giving your child a fun, healthy time. The YMCA follows all the recommendations of the State Department of Education Child Nutrition Program. We contract with the Child and Adult Food Program and an application must be filled out on all families and enrollment forms for each child at enrollment time. Our program provides breakfast, lunch, and an afternoon snack on full days and an afternoon snack on after school days. Breakfast is 7:30 am to 8:30 am for all children. Lunch is served at 11:30 am and 12:15 pm. Snack is served at 3:15 pm and 3:45 pm. Meals will not be served after these times. It is the parent's responsibility to provide meals to children not in attendance during these times. Menus are posted monthly. Sack lunches are allowed if the child chooses not to eat what the program is serving. However, meals are included in the price of tuition, and tuition will not be adjusted.

## **STAFF**

Y Staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to birthday parties, babysitting, sleepovers, transportation, and any non-Y event. Any exceptions require a written explanation before the fact and are subject to administrator approval.

## **SWIMMING**

Children will have the opportunity to swim. Each pool is staffed by Y lifeguards. All children will be given a swim test prior to open swim. Any child that does not complete the test will be required to wear an approved flotation device. We ask that children bring a swimsuit and towel each swim day so that they may participate. Children will only be allowed to swim in a swimsuit, no exceptions. Written and signed authorization must be on file before a child may swim with the program.

## **TERMINATION OF CARE**

The YMCA attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, or if we cannot meet the group's needs, we will not be able to care for your child. We reserve the right to dismiss children from the program for the following situations:

- When the child has needs that we cannot meet
- When the child hurts children and/or staff
- When the child needs medical services
- We cannot keep the child safe
- When the child destroys equipment or materials
- Non-payment for child care services and/or lack of adherence to our tuition payment policies
- Abusive behavior and/or verbal threats by parents toward program staff or other parents
- Parents disciplining, in any way, children (other than their own), while at the center

## **TRANSPORTATION**

The YMCA has four insured busses. They are utilized to take children to and from school, and on various field trips. Written and sign authorization must be on file before a child can be transported. We will only provide transportation from the following schools: Burcham Elementary, East Elementary, West Elementary, Weatherford Middle School, and the Weatherford campus of Western Oklahoma Christian School.

## **VACATION**

Children enrolled in the school-year or the full-summertime will receive one week of vacation without payment. Children enrolled in the year-round program receive one week vacation during the school year and one week vacation during the summer. Written notification of intent to take a vacation week must be given at least two weeks in advance.

## **VOLUNTEERS**

The YMCA has volunteer opportunities available in many departments. Ask our staff to become part of the many volunteers that help make a difference in people's lives each year. If you would like to volunteer or chaperone a field trip, you must complete the volunteer application and background check. We would like this completed at least two weeks prior to the trip you would like to chaperone. Parents may not be allowed to volunteer or attend a field trip without these forms on file.

## **WATER**

Water is the ultimate hydrator and is our primary drink during the day. All water used by our programs is from public water systems.

## **WHAT TO BRING EACH DAY (Day Camp and School Break Days)**

- Children should wear simple, non – restrictive clothing. Camp T-shirts must be worn on field trip days.
- Strapped on, comfortable shoes.
- Backpack or shoulder bag
- Swimsuit and towel
- Reusable water bottle

Please label all items. Unclaimed lost items will be donated to a local charity after one week.



## YMCA CHARACTER GUIDELINES & CONTRACT CODE OF CONDUCT & BEHAVIOR MANAGEMENT

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

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

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

**Anti-Bullying Policy:** See next page.

**Honesty:** To be open with the Y staff and to tell the truth at all times.

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

**Responsibility:** All children need to remain with their group and within sight and sound of their staff. This applies while we

**And Play!** We want children to have fun and participate 100% of the time. Positive attitudes make the Y experience fun and exciting for yourself and others.

The following guidelines have been read and discussed.

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Child's Signature/Date

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Guardian's Signature/Date

\*This form is designed to be a discussion between parents and their children. It is not currently required to be submitted with your registration form.



## **Anti-Bullying Policy**

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

At summer day camp and school age programs at the GREAT PLAINS FAMILY YMCA, bullying is inexcusable and we have a firm policy against all types of bullying. Our philosophy is based on our goal which ensures that every child has the opportunity to feel a sense of belonging, make achievements, and create positive friendships with children and meaningful relationships with staff. We work together as a team to ensure that children gain self – confidence, make new friends, and go home with great memories.

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

Unfortunately, people who are bullied may not have the same potential to get most out of their Y experience. Our staff address all incidents of bullying seriously, and train staff to promote communication with their staff and the children so both staff and children will be comfortable alerting us to any problems during the program experience and between seasons. Every person has the right to expect to have the best possible experience, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great time at the GREAT PLAINS FAMILY YMCA.

Please refer to the DISCIPLINE POLICY section for information on what happens if the Character Guidelines and policies are violated.