

# Summer Camp Programs Family Handbook

Strong Kids...Strong Families... Strong  
Communities

The Gallatin Valley YMCA



The Gallatin Valley YMCA  
514 S 23<sup>rd</sup> Ave. Bozeman, MT 59719  
PO BOX 10158 Bozeman, MT 59719  
P 406.994.9622 F 406.994.9344  
[www.gallatinvalleymca.org](http://www.gallatinvalleymca.org)

## Staff Directory

Nature of Concern	Principle Contact	Phone Number and Email
<p><b>To Report A Child Ill or Absence</b>  <b>Activities</b>  <b>Allergies</b>  <b>Behavioral</b>  <b>Late Pick-ups</b>  <b>Medications</b>  <b>Participation</b></p>	<p><b>Site Leaders By Program/Camp /Location</b></p> <p><b>Adventure Day Camps:</b>  <b>Belgrade Intermediate School:</b>  <i>Christy Harrison, Site Coordinator</i></p> <p><b>The Commons:</b>  <i>Morgan Griffin "Bomb Diggity", Site Coordinator</i></p> <p><b>Hawthorne Elementary School:</b>  <i>Holly Wilson "Buddy", Site Coordinator</i></p> <p><b>Early Learning Camps:</b>  <i>Alex Cain, Site Coordinator</i></p> <p><b>Hawks Nest Early Learning Center:</b>  <i>Liz Prescott, Hawks Nest Coordinator</i></p> <p><b>Specialty Camps (Crossroads Church, Bozeman United Methodist Church, Y Facility, Lions Ridge, etc):</b>  <i>McKenna Quinn "Flix", Site Coordinator</i></p> <p><b>Sports Camps:</b>  <i>Brad Duewel, Sports and Recreation Director</i></p> <p><b>Teen Camps (The Commons &amp; Christus Collegium):</b>  <i>Shaela Wallen "Party Cat", Site Coordinator</i></p> <p><b>Y Achievers:</b>  <b>Belgrade:</b>  <i>Darcy Diegel, Site Coordinator</i></p> <p><b>Bozeman:</b>  <i>Alexis Lahana, Site Coordinator</i></p>	<p><b>Adventure Day Camps:</b></p> <p><b>Belgrade Intermediate School</b>  On Call Cell: 406-570-1797</p> <p><b>The Commons</b> On Call Cell:  406-451-1201</p> <p><b>Hawthorne Elementary School</b> On Call Cell: 406-223-9323</p> <p><b>Early Learning Camps</b> On Call Cell:  406-580-0722</p> <p><b>Hawks Nest Early Learning Center:</b>  406-994-9622 or 406-522-6114</p> <p><b>Specialty Camps</b> On Call Cell:  406-589-7148</p> <p><b>Sports Camps</b> On Call Cell:  406-209-2752</p> <p><b>Teen Camps</b> On Call Cell:  406-451-5463</p> <p><b>Y Achievers:</b>  <b>Belgrade</b> On Call Cell:  406-539-5787</p> <p><b>Bozeman</b> On Call Cell:  406-223-0811</p>
<p><b>Custody Concerns</b>  <b>Financial Aid</b>  <b>Payment</b>  <b>Questions About Staff</b>  <b>Scheduling</b>  <b>Volunteering</b></p>	<p><b>Adventure Day Camps, Specialty Camps, Teen Camps, Y Achievers:</b>  <i>Sarah Lutiger, Youth Development Director</i></p> <p>Or  <i>Daniel Roberts, Program Coordinator</i></p>	<p><a href="mailto:salutiger@gallatinvalleymca.org">salutiger@gallatinvalleymca.org</a>  406-994-9622  On Call Cell: 406-551-5341</p> <p><a href="mailto:drobotts@gallatinvalleymca.org">drobotts@gallatinvalleymca.org</a>  406-994-9622  On Call Cell: 406-551-3575</p>

	<p><b>Early Learning Camps, Hawks Nest Early Learning Center:</b>  <i>Emily Cuyle, Early Learning Director</i>  Or  <i>Liz Prescott, Hawks Nest Coordinator</i></p> <p><b>Sports Leagues, Sports Camps &amp; Swimming Lessons:</b>  <i>Brad Duewel, Sports and Recreation Director</i></p>	<p>eld@gallatinvalleymca.org 406-522-6114</p> <p><a href="mailto:elc@gallatinvalleymca.org">elc@gallatinvalleymca.org</a> 406-522-6114</p> <p>bduewel@gallatinvalleymca.org 406-994-9622 On Call Cell: 406-209-2752</p>
<b>Any other concerns</b>	<p><i>Andrea Stevenson, CEO</i> Or  <i>Brittany Cornell, Operations Director</i></p>	<p>andrea@gallatinvalleymca.org 406-994-9622</p> <p><a href="mailto:bcornell@gallatinvalleymca.org">bcornell@gallatinvalleymca.org</a> 406-994-9622</p>
<b>Suspected Child Abuse &amp; Child Safety</b>	<b>Child Protective Services</b>	<b>1-866-820-5437</b>

The Gallatin Valley YMCA  
Office: 514 S 23<sup>rd</sup> Ave. Bozeman, MT 59719  
PO BOX 10158 Bozeman, MT 59719  
P 406.994.9622 F 406.994.9344  
www.gallatinvalleymca.org

## **ADMISSION POLICIES**

### **About the Gallatin Valley YMCA:**

Everyone Belongs...

Regardless of age, race, ability or financial status, the Gallatin Valley YMCA exists to offer fun and healthy camps and programs for all. Each program integrates the YMCA's core values of honesty, caring, respect and responsibility. Y's are for people of all faiths, races, abilities, ages and incomes. No one is turned away for inability to pay. The YMCA's strength is in the people we bring together. The Gallatin Valley YMCA is a non-profit organization that has invested over \$173,000.00 in 2016 into our community through financial assistance and program subsidies.

### **The Gallatin Valley YMCA Way:**

- Everything we do will be guided by the values we hold: we strive for excellence, without being obsessed with perfection.
- All people have worth and value and want to do their best. All people will be treated with dignity and respect.
- The YMCA exists to give people the opportunity to succeed and to reach their highest potential. We will provide the best quality programs at an affordable cost to our Members and Guests.
- We will make programs widely available to people in our communities.
- Staff members and key volunteers are our most valuable resource.
- We will consistently check for member, participant, volunteer, and staff satisfaction with our programs, services, and operating methods and immediately correct any deficiencies we discover.
- We will provide programs that are safe for all.
- We want everyone who is involved with us to enjoy being involved with the YMCA.

## Program Basics

### Program Hours:

Adventure Day Camps - Monday through Friday 9:00AM to 4:00PM. Campers must be dropped off between 7:30 and 9:00 AM and picked up between 4:00 and 5:30 PM.

Early Learning Camps – Monday through Thursday 8:30AM -4:30PM

Specialty Camps - Monday through Friday 9:00AM – 4:00PM. Campers must be dropped off between 7:30AM and 9:00 AM and picked up between 4:00PM and 5:30PM. Exceptions include: Horse Camps – Monday through Friday 9:00AM – 4:00PM. Lions Ridge Residential Camps – Sunday through Friday with drop-off and pick-up between 2:00PM & 3:00PM.

Sports Camps - Monday through Friday, 9:00Am to 3:00PM.

Teen Summer Camps - Monday through Friday 9:00 AM to 4:00 PM. Campers must be dropped off between 7:30 and 9:00 AM and picked up between 4:00 and 5:30 PM.

Y Achievers – Monday through Friday 8:00AM – 5:30PM. Campers must be picked up between 4:00PM and 5:30PM.

### Absent Child & Attendance Methods

All our child-care programs require the known whereabouts of the children at all times.

This is done through a sign in/out sheet in each program area or classroom. If a child is absent from a scheduled program without parental notification, the staff will contact the parents to learn the child's whereabouts within one hour of the program start time.

### Children's Records & Confidentiality

Children's records required for enrollment are kept confidential. Children's records are available to parents upon request. The staff will have access to the children's records (excluding student participants and volunteers). This information will not be discussed or disclosed with regard to the children and the facts learned about the children and their relatives. This does not apply to:

- The parents or persons authorized in writing by the parent/guardian to receive such information.
- An agency assisting in planning for the child when informed written consent has been given. All records required by the State Department of Health and Family Services for licensing purposes are available to the licensing representatives.

### Child Abuse Prevention

The Y has developed a policy on prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program sites at any time.
- Staff and volunteers will be alerted to the physical and emotional state of all children and will notify the proper officials when any sign of injury or suspected abuse is detected.
- The Y will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents.
- Staff will ask to see a photo ID upon pick-up for anyone they do not recognize to be an authorized pick-up person.
- Reference checks on all prospective Y employees and volunteers will be conducted, documented and filed prior to employment. Criminal record checks will be conducted on all staff and volunteers.

### Administrative Structure

The YMCA has a Director or Coordinator that oversees all child care programs. The Gallatin Valley YMCA of the is governed by a volunteer board of directors.

### Enrollment

Families interested in enrolling in a program must complete the registration materials and applicable fees before the first day of participation in care.

- Child and Parent/Guardian Account Set Up
- Payment or Payment Plan
- Child Enrollment Including Health History
- Behavior Management Policy and Agreement
- Additional forms may be required by individual programs

Updating all information about the child, including additional immunizations, changes in address,

telephone numbers, or family situations is the responsibility of the parent/guardian.

We encourage you to observe the program periodically while enrolled. We have an open door policy and will be happy to have you visit us at your convenience.

### **Items Provided by the Parents/Guardians**

#### **What to Bring and What Not to Bring to Camp:**

The Gallatin Valley YMCA is not responsible for lost or stolen items while your child is attending camp. We do our best to return belongings as we find them, but ultimately it is your child's responsibility to keep track of their belongings. **To assist in the recovery of lost items, please label all of your child's belongings with their name.**

#### **Your camper's daily packing list:**

- A full water bottle with your child's name (at least 12 ounces)
- Sunscreen with 30+ SPF – Please apply one application prior to camp
- A swimsuit and a towel (even on non-swim days)
- A life jacket if necessary
- A swim shirt if your child burns easily
- A ball cap or brimmed hat for sun protection
- Sunglasses
- Gym shoes or hiking shoes (please do not allow your child to wear flip flops)
- Durable, modest clothes that can be ruined
- Your child's camp shirt (can be left in their backpack to be used during field trips)
- An extra warm layer or rain jacket for rainy days
- A backpack- to fit it all in!

#### **Please leave the following items at home:**

Staff will notify parents of days when we will have time to "share". Please do not send your child to camp with toys, keepsakes, or special items from home.

- Money- YMCA campers are not permitted to purchase souvenirs or snacks while at camp. Funds have been provided to ensure that each camper has what he or she needs throughout the camp day. Please contact a staff member with any questions.
- Any valuables, including jewelry, sports equipment, or keepsakes
- Toys from home
- Legos
- Weapons of any kind, including toys or replicas
- Electronics, including cell phones (we have camp cell phones for your convenience or if it is necessary for you to contact your child)
- Flip-flops
- Drugs, alcohol, or tobacco products
- Candy or soda

If these items accidentally show up with your child, camp staff will hold them for you and return them at the end of the day.

**Lost and found:**

- Please label all clothing and items brought to YMCA programs with your child's first initial and last name.
- A 'lost and found' will be located at each center. Unclaimed items will be held until the end of camp and then held at the central office for one month before being donated to a local charity.

**Dress Code:**

- Please have your child come to camp each day modestly dressed for indoor and outdoor play. We will be participating in activities that could potentially stain their clothing every day at camp this summer, it is impossible to guarantee that clothes will not be stained. **Please send your child(ren) in clothes that can be ruined.**
- Please prepare your camper for our unpredictable Montana weather by providing a rain jacket or warm layer during the earlier summer months and plenty of sun protection for sunny days.
- Please send your child in appropriate footwear that they can hike in and can get muddy and dirty; we cannot alter camp activities to accommodate for those that are not dressed appropriately.
- **Please do not send your child to camp in flip flops**, we will be cooking, making crafts, running and playing sports during the day and flip-flops put them at risk for injury.
- **Camp shirts** will be provided for campers during orientation or on their first day of camp. Please keep their camp shirts, with their names on them, in your child's camp bag so they can be put on during a field trip.
- **If camp shirts are lost**, new shirts can be purchased from the Y office for \$9. Please contact the Camp Coordinator to make arrangements.

**Pick-up and Drop-off Procedures:**

1. You must check your child in and out every morning in the presence of a staff member.
2. Please remember that several families may be checking their children in at one time. For our Adventure Day Camp, extended care hours are offered to families in part to help allow them more time for this procedure, therefore, please arrive within plenty of time to appropriately sign your child in or out, it is for their safety.
3. Please do not be offended if you or someone picking up your child is asked for identification. YMCA staff are **required** to verify the identity of any person they are not familiar with who is picking up a child.
4. If someone other than a person listed on the registration paperwork is to pick up your child, the **Site Coordinator associated with each camp program** must be notified beforehand by the parent. Children will not be released to those that are not on the child's registration form or who have not been cleared by the Director associated with your specific camp program to.

**Picking-Up and Dropping-Off Outside of Extended Care Hours:**

- Please call your camp location's **Site Phone** if your child will be absent or will be arriving late to the camp.
- If your camper is not present and we do not hear from you prior to 15 minutes after the start time of the program, we will make every effort to contact you.
- If we are unable to reach you we will assume that your camper will be absent for the day, and we **may adjust staff numbers accordingly.**
- If your child has *necessary* appointments during the camp day, please contact the Site Coordinator or to arrange a place for pick up and drop off.
- Our camps are constantly on the go during the summer and we cannot accommodate frequent pickups or drop offs outside of designated times. Please contact the **Camp Coordinator** with questions.

**Parents are responsible for the transportation and care of their child to and from pickup and drop-off locations (which may or may not be the camp facility),** and as schedules are subject to change, the Child Care Director or the **Summer Camp Coordinator must** be contacted for all early pick-up and drop-offs to avoid miscommunication.

**Late Pick-Ups:**

**You will be charged a \$10 late fee per child per quarter hour if you pick up your child after 5:30 PM,** even with a prior phone call. Late fees will be applied to your charges for camp and will be processed by administrative staff, not our camp counselors. Please call your **Site Leader** as soon as possible if you anticipate being late. If the child is not picked up by 5:30 PM the following steps will be taken:

1. Assuming no contact has been already made, every effort will be given to reach the parent(s) or guardian(s) with phone numbers available.
2. The emergency contacts listed on the enrollment form will be telephoned.
3. In the event that no one can be reached, the Director associated with your specific camp will be notified and the police will be called.

\*\*\*Please keep contact information up-to-date and current in your child's file.\*\*\*

### **Non-Participation:**

All of our summer program activities have been designed by our staff to be age-appropriate and safe. As these programs are an "adventure" program, summer campers will however occasionally be involved in activities which come with inherent risks, such as white water rafting, rock climbing, and horseback riding.

As major activities have been posted in camp descriptions prior to registration, the YMCA is not responsible for providing supervision for children during activities that parents do not want them to participate in. We encourage you to please express any concerns you may have with camp activities with the Director associated with your specific camp program as soon as they arise.

### **Media and Modeling:**

As part of the marketing of our summer camp programs, children participating in our programs may appear in promotional photos, video, or advertisements for the Gallatin Valley YMCA. For safety and privacy, full names of children are never used. If you have concerns about your child appearing in YMCA promotional materials, please contact the Camp Coordinator.

### **Injury:**

- In the event of an injury that prevents your child from actively participating in the day's scheduled activities the YMCA cannot alter its scheduled plans to accommodate for your child.
- In some cases, other arrangements independent of the YMCA and its staff must be made for the supervision of your child during the activities which they cannot participate in or they cannot attend camp that day.
- Please contact the Director associated with your specific camp program to make sure that appropriate arrangements are made.

**If at any time your child cannot engage in daily activities because of lack of participation, injury, or illness, you will be notified and expected to pick up your child within 30 minutes.**

### **Custody Arrangements**

Staff will not become involved in custody disputes. A copy of the most current certified court order must be submitted at the time of enrollment or if a change occurs in the structure of the family. The order will be kept on file at the Y.

#### **Court Order on File:**

- Primary/Sole Custody: Staff will follow written instructions provided by the parent/guardian identified as having primary or sole custody on the court order.
- Joint Custody: Staff will abide by the court ordered custody arrangements specified for each day. Each parent will be requested to provide written instructions identifying persons authorized to pick up their child on their court ordered day. Each parent will complete a separate contract for payment purposes if necessary.

**Court Order NOT on File:** Staff will allow both parents to pick up their child.

### **Pets**

Any pets in a child care program will be announced to parents in writing. Access to any pets will be supervised by Y employees. Parents have the right to request their child not be exposed to pets.

### **Children's Records & Medical Logs**

Children's records will be kept on the program site. A Director/Coordinator will review all medical logs at least twice a year to determine that all possible preventative measures are being taken. Children's records and medical logs are confidential. Parents have access to all records and medical entries on their child.

### **Non-Discrimination Statement**

Any family is welcome regardless of their race, color, creed, national origin or ancestry, sexual orientation, political



persuasion or financial status.

**Y Child Care Philosophy**

Y programs are designed to encourage children to build healthy, happy attitudes and to work toward developing competencies and skills through a variety of work and play experiences. Our goal is develop the individual child's positive self-image, creative expression, communication skills and motion coordination, in an environment that stimulates a desire to learn and have fun.

**Special Needs/Americans with Disabilities Act**

The Y programs are best able to meet a child's needs when special needs are identified prior to enrollment. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest and reasonable accommodations can be made. A child may be removed from the program if his/her participation creates a significant difficulty or expense based on the accommodation actions needed or if the participation posed a significant risk to the health and safety of others. In assessing the Y's ability to accept a child with special needs into the program staff, in collaboration with parents/guardians will:

1. Fully assess the accommodations necessary to integrate the child into the program.
2. Fully assess the benefits the child will receive from participation in the program.
3. Identify available resources needed to make reasonable accommodations for the child to participate in the program.
4. Fully identify any risk management issues concerning the integration of the child into the program.

## DISCHARGE OF ENROLLED CHILDREN POLICIES

### Communication between Program and Parent

Communication about a child's progress and behavior will be shared by the Y staff, generally in person. Other means of communication include e-mail, parent newsletters, notes in a child's mailbox or through information on a parent table or parent bulletin board. Program rules and policies are available in the parent check in/out area and by contacting the program Director/Coordinator.

### Discharge/Termination Policies

#### Behavior Management Policy

The Gallatin Valley YMCA believes that children learn positive behavior through reinforcement and redirection. The most effective way to help a child learn positive behavior is to reward those behaviors so that the child will want to repeat them. We work hard to teach alternative strategies or implement progressive discipline when inappropriate behaviors are exhibited. Every effort will be made by the staff to enlist the cooperation of the child, parents and any outside agencies to solve each problem.

Through behavior management we attempt to teach acceptable behaviors, and to promote positive self-image in children by:

- Preventing problems
- Offering positive suggestions
- Redirecting to a different behavior or activity
- Providing encouragement
- Discussing the situation and why the rule is needed
- Giving positive attention frequently
- Developing rules with the children
- Setting up a program that is suitable for the ages and needs of the children
- Providing appropriate consequences
- Offering choices and interesting activities
- Using age appropriate "time out", to allow for a cool down and time to think of better ways to handle problems

Progressive discipline refers to the concept of increased severity in discipline if a child repeatedly violates rules or fails to meet behavior expectations. In adherence to the principles of progressive discipline, violations of the code of conduct or behavior standards are categorized into three categories and each carries its own series of consequences.

The categories of violations are as follows:

- Minor Violations
- Major Violations
- Critical Violations

#### Definition of Violations

##### Minor Violations

- Disrespectful towards staff
- Disrespectful towards other students
- Disruptive behavior
- Repeatedly not following directions
- Repeatedly not following program/game rules
- Excessive Horseplay

##### Major Violations:

- Pushing
- Tripping
- Hitting
- Kicking
- Spitting
- Threatening comments or gestures
- Uncontrollable behavior

- Aggressive behavior towards other children or staff
- Inappropriate language
- Teasing or embarrassing others
- Willful destruction of YMCA or Program location property

**Critical Violations:**

- Fighting
- Leaving assigned area without permission
- Biting
- Aggressive behavior that causes serious harm to another child
- Harassment, Intimidation, Bullying

Administration of Discipline

Progressive discipline for the aforementioned violations will be administered with regard to the following disciplinary track:

	First Violation	Second Violation	Third Violation	Fourth Violation	Fifth Violation
Minor Violation	Verbal notice to parent/ guardian describing the behavioral concern	Written notice to parent/ guardian describing the behavioral problem	Written notice to parent describing the behavioral problem and parent conference	1-3 days out of program suspension (tuition not prorated)	Expulsion from the program without reimbursement from the program. Parent will be given two weeks to make alternate child care arrangements
Major Violation	Written notice to parent/ guardian describing the behavioral problem	Written notice to parent describing the behavioral problem and parent conference	1-3 days out of program suspension (tuition not prorated)	Expulsion from the program without reimbursement from the program. Parent will be given one week to make alternate child care arrangements	
Critical Violation	1-3 days out of program suspension or Immediate Expulsion from the program without reimbursement from the program	Immediate Expulsion from the program without reimbursement from the program			

Terms of Progressive Discipline

All corrective action is documented in writing, including a description of the violation, date and time, and is to be signed by the child’s parent/guardian and a program staff member. A parent’s refusal to sign the documentation will be noted on the report.

Terms of Suspension

When a program participant is placed on suspension, the length of suspension is contingent up on the severity and nature of the violation.

Determination of the violation is at the discretion of the Program Director.

## **FEE PAYMENT AND REFUND POLICIES**

### **Fee & Payment Policies**

We are happy to set up a payment plan either with credit card information or with your bank account information. Payments would then be automatic monthly, bimonthly, or weekly. Without a payment plan the balance of each camp is due 2- weeks before the camp begins. Without payment, attendance will not be allowed and full camp payment will remain on your account until paid.

### **Cancellation Policy**

All cancellations must be made in writing or via email. We will not accept cancellations via phone. You may email cancellations to: [info@gallatinvalleyymca.org](mailto:info@gallatinvalleyymca.org) or via mail to: PO Box 10158, Bozeman, MT 59718. We must receive your mailed cancellation 2-weeks prior to the start of the camp or program.

All cancellations up to 2-weeks prior to the camp session will receive a refund, minus the \$25 registration/deposit fee. Cancellations with less than a 2-week notice will forfeit the entire fee of camp.

### **Transfers**

You may transfer your child to another session if space is available and it is at least two weeks in advance of the camp starting. Camp deposits are not transferrable to other camps.

### **Additions**

To add a week of camp, the \$25 deposit must be paid immediately in order for your child to be placed on the camp roster. Your child can only be added to camps where space is available. Please call the YMCA to see if space is available. Camp counselors or Camp Site Directors CAN NOT add children for additional weeks of camp. This must be done at the YMCA office between the hours of 9am-5pm

The cost of the additional week will be processed according to your payment schedule or immediately if it is within two weeks of the camp starting.

### **Late Pick Up**

A late fee of \$10 will be charged each time a child is not picked up by the program departure time. This \$10 fee is per child, per quarter hour. Repeated late pick-ups are subject to dismissal from the program.

## **CHILD EDUCATION POLICIES**

### **Curriculum/Programming**

Y program activities will provide each Pre-school and school age child with experiences to encourage several areas of development, including large/small motor, creative, social, intellectual and cognitive opportunities. Programs will vary to meet individual needs of the respective children and to reflect the creativity of our staff. Site Coordinators are ultimately responsible for curriculum and may draw from a number of child-based curricula to insure programs are developmentally appropriate. The programs will provide each child with experiences which will encourage the following:

#### **Self- Esteem and Positive Self-Image Development will be developed by:**

- Maintaining staff and child interactions which are warm, nurturing and compassionate.
- Providing materials which help the child's progress and challenge the child's developmental level.
- Encouraging each child to develop his/her own independence and problem –solving skills through the use of classroom materials and experience.
- Maintaining a weekly routine which is consistent and predictable.
- Planning activities that are consistent with the child's development, interests, experiences, ethnicity and cultural backgrounds. Cultural diversity will be evident in programs, supplies, snacks and meals.
- Using positive communication between adult and child, and child and child.
- Stressing the importance of process, not products, and that each child is valued for individual achievements.
- Allowing children time to transition from activity to activity. Children will not be required to wait in lines between activities.

#### **Social Interaction will be encouraged through:**

- Creative play experiences.
- Group time.
- Interaction during meal time.
- Community programs and field trips set up to provide social interaction with outside sources when possible.
- Staff-directed planned activities and youth-directed planned activities.
- Music, songs, and finger.

#### **Self-Expression and Communication Skills will be encouraged and developed through:**

- Group story or reading time where children participate.
- Acting out stories and plays.
- Readily available books.
- Creative play experiences.
- Staff-directed planned activities and youth-directed planned activities.

#### **Creative Expression will be encouraged through:**

- Readily available access to creative art materials and creative play equipment.
- Opportunities to use constructive toys.
- Exposure to the fine arts.
- Use of community resources.

#### **Large/Small Muscle Development will be developed by:**

- Using climbing apparatus, playground equipment, participating in group activities and games.
- Using puzzles, beads, blocks, art materials, pegs, and stacking toys.

#### **Intellectual Growth will be developed through:**

- Learning centers that challenge children.
- Reading and writing each day.
- Opportunities to participate in decision making.

#### **Outdoor Activities**

· Outdoor play space is provided for children and every opportunity will be made for children to participate in outdoor activities daily; weather permitting. School Age programs utilize school playgrounds for large muscle development

and sport activities.

### **Holiday Celebrations**

· All programs will celebrate all known holidays. These celebrations will help children understand and appreciate various cultures and beliefs. Parents with concerns may address these issues with the Y staff.

### **Schedule**

Schedules will be planned to include an appropriate balance of the following:

- **Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate themselves and allow others to participate with them. Both indoor and outdoor activities will be offered.
- **Small Group Activities:** Children are assisted in developing particular skills. Those skills include hands-on arts, board games, indoor, outdoor activities and more.
- **Literacy Time:** Participants are exposed to age-appropriate literature and are encouraged to use their imagination, to build a vocabulary and to develop listening skills.
- **Academic Achievement:** Children will be provided with activities that stimulate learning, including literacy, STEM enrichment, arts, nature, fitness, sports, dancing, cooking, healthy habits, and social and moral development. Holiday celebrations and cultural awareness will also be incorporated.
- **Meal/Snack Time:** Children will be encouraged to learn group cooperation, language development, personal discipline, social interaction, nutrition and to try a variety of different foods.
- **Social Skills Development:** The Y Core Values of caring, honesty, respect and responsibility are reinforced in all activities and built into all lesson plans. Children will also be encouraged to practice personal hygiene and participate in the care of their environment.

### **Communication**

Parent communication is done through newsletters, e-mails, information on the parent table and verbally by Y staff.

### **Cultural Diversity**

All child care programs incorporate cultural diversity through anti-bias themes, which includes songs, games, cooking, art activities, field trips and visitors.

### **Water Activities**

#### **Aquatic Safety**

All of our aquatic activities are supervised by staff who are trained and currently-certified lifeguards, as well as non-aquatic first-aid and CPR certified support staff.

Swim times will be posted on our weekly schedule, but **we ask that parents please pack their child's lifejacket, swim suit, and towel** even on days when we are not scheduled to swim.

#### **Swimming Levels:**

Each child will be given a swim-test by certified lifeguards before they will be allowed to get in the water without a lifejacket each week. GYVYMCA has developed the following procedures for swim levels:

##### **Green Swimmers**

Children designated as "GREEN" swimmers will be given a green breakaway necklace that indicates this swimmer is safe to swim without a life vest in the shallow or deep end.

##### **Yellow Swimmers**

Children designated as "YELLOW" swimmers will be given a yellow breakaway necklace that indicates this swimmer is safe to swim in the shallow end without a life vest but must wear one in the deep end.

##### **Red Swimmers**

Children designated as "RED" swimmers will be given a red breakaway necklace that indicates this swimmer is safe ONLY with a life vest while in the water.

**The YMCA reserves the right to insist that children wear a lifejacket even if caregivers say that it is alright for them not to.**

### **Walking Field Trips**

Walking field trips are often offered in our child care programs. Staff to child ratios are always followed (at least 2 staff are always present) and the child's emergency information is taken with.

### **Field Trips**

Each week your summer camper will be embarking on our unique field trips to some amazing Montana spaces and places. Advance notice is given regarding details of each field trip. Parents sign off for field trips on the enrollment forms. Children will be transported by contracted buses from Harlows Bus Service, Monforton School District, owned by the Gallatin Valley YMCA or on public transportation. Emergency procedures will be taken on all field trips.

- Any fees incurred on a field trip will be paid for by the YMCA and are included in the weekly fee.
- Waivers will be necessary for certain activities and these will be made available to you along with our weekly schedules both on our website and in print at our camp locations.
- We appreciate your timeliness in submitting these waivers to your camp's site leaders.
- No extra spending money should be sent with campers, the YMCA will take care of everything they need while on field trips and we do not allow campers to purchase souvenirs.

If you are concerned about your child's participation in an activity, please contact the Director associated with your specific camp program to. Every effort will be made to accommodate your request, but ultimately it is the responsibility of the parent to make other arrangements for their child's care if they cannot participate in scheduled activities.

**Curriculum Plan Time Frame**

Staff are allotted time each week for curriculum planning, varies by program.

**Staff Responsibility for Curriculum**

All Lead staff must create and implement a weekly curriculum.

# CHILD GUIDANCE POLICIES

## Guidelines for Working with Children

- The goal of the Y is to guide children in becoming cooperative, happy and responsible participants by modeling positive, non-threatening teaching techniques involving problem solving, communication and negotiation skills.
- Guidance will not damage the child's self-image or embarrass the child involved. Whenever possible, limits will be displayed and reinforced through active listening, I messages, giving information, contingencies, making choices and natural and logical consequences.
- Emphasis will be placed on the positive in order to enhance self-esteem, respect and self-control.
- Children will be encouraged to use the art of communication and negotiation in setting any disputes that should arise between them. Staff will be in close proximity to encourage children and to use active listening to help facilitate negotiation skills.
- Staff will demonstrate a calm demeanor, politeness and gentleness with children through actions and tone of voice.
- Staff will utilize the sign in/out sheets to ensure the number, names and whereabouts of children at all times.

## Behavior Management

- Environmental room arrangements and setting of limits will be carried out to help each child learn self-control, make correct choices, identify feelings and develop a healthy understanding and respect of feelings for others.
- Room arrangements will consist of preset limits in each area to enable children to recognize a problem in advance and determine what is expected of them in case of overcrowding in an area.
- Guidance will be ongoing throughout the day in all activities in which children participate. The staff and children will cooperatively establish expectations and will be posted for all to follow.
- Daily schedules and weekly lesson plans will be posted and followed to provide consistency and to help children thrive and build their bond of trust with staff.
- Optimal amounts of activities will be provided to keep each child involved at his/her developmental level.
- Daily routines will be examined and transitional activities will be evaluated continually with the intent of accommodating the needs of all children.

## Guidance Techniques

### Children over 3 years of age:

1. Staff will locate themselves closer to the child.
2. Staff will redirect the child's individual activity.
3. Staff will provide a separate activity for the child.
4. "Time Out" Period:
  - Defined as removing a child from a situation in a non-humiliating manner and placing the child in a designated location in order to interrupt the unacceptable behavior.
  - "Timeouts" will not exceed five minutes.
  - Staff will consult with parents or guardians.

## Prohibited Treatment

### Children will not be subjected to the following treatment:

- Spanking, hitting, or other corporal punishment
- Verbal abuse or derogatory remarks
- Tying, binding, or confining
- Withholding or forcing food or naps
- Punishing for lapses in toilet training.

The above treatments are prohibited even at parental request.  
Physical or verbal abuse will never be used to resolve conflict.

## Child Management Techniques

A review of child management techniques will be part of the orientation process. Staff are expected to know where children are at all times during the program.



### **Discipline Techniques**

Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teacher action will not damage the child's self-image or embarrass the child.
- Teacher action will help children learn self-control, choose alternatives, identify feelings and develop and understanding and respect of feelings for others.
- Teachers will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.
- Whenever possible, logical and natural consequences will be used as a format for discipline. Any disciplinary action shall be carried out by staff only, not by volunteers, observers or other children.

**The following factors shall contribute to good discipline:**

#### **1. Modeling by Adults**

- Adults shall model appropriate behavior by incorporating the Y core values of caring, honesty, respect and responsibility.

#### **2. Classroom Environment**

- The physical environment will provide optimal space for children to become involved in both group and solitary play. Equipment shall accommodate the height of the children and allow visual accessibility by teachers.

#### **3. Planned Activities**

- Careful planning by staff will provide an optimal amount of activities to keep each child involved at his or her developmental level.

#### **4. Related Curriculum**

- Plans devised by the staff shall involve interpersonal relationships of children, identifying feelings, developing self-esteem, self-control, good manners, sharing, honest and safety.

#### **5. Ongoing Scheduled Evaluations**

- Staff shall periodically examine the daily routine and evaluate transitional activities with the intent of accommodating both the needs of the children and the staff.

#### **6. Redirection of Children**

- Staff shall be aware of typical signals coming from children that indicate potential misbehavior, such as increased noise level and irritability. Staff will avoid discipline problems by offering a variety of appropriate activities, by scheduling activities so as to provide the child with active and quiet play periods and by coordinating room design with activities available. The staff will have more understanding of potential discipline problems by knowing the children involved. If a resolution cannot be reached, the aggressor will be given a choice of other activities as an alternative, with staff guiding the child to a new area of activity.

### **Prohibited Discipline**

Children in the school age program shall not be subjected to the following treatment or misbehavior:

- Spanking, hitting, swatting, shaking, or any other forms of corporal punishment.
- Verbal abuse, threats or derogatory remarks regarding the child or the child's family.
- Tying or binding to restrict a child's movement or detaining the child in a confined space, such as a closet, locked room or box.
- Withholding or forcing snacks.

No staff will be allowed to use any of the above-mentioned methods of punishment if requested by a parent. School Age staff that punishes children in a manner prohibited by licensing will be counseled, which may lead to suspension or discharge without benefits.

## **CONTINGENCY POLICIES**

Although the Gallatin Valley YMCA takes every precaution, provides safety-training initiatives and invests in equipment and processes to help keep members, participants and staff safe, unfortunately accidents do occur.

The goal of the contingency policies is to provide YMCA staff guidelines for emergencies. It is not intended to answer all questions, but it does provide a framework to act in the event of an emergency and/or crisis. If handled correctly, the damage from any crisis can be minimized.

It should be stressed that no two crisis or emergency situations are exactly alike. Thus, the following guidelines are meant to be just that – guidelines. Anyone who has ever been involved in an emergency realizes that there is no “right” procedure for dealing with such situations. Rather, the successful resolution of an emergency or crisis depends on the individual facts and circumstances of the incident. Each emergency will require the use of different equipment and different skills by the individuals involved.

### **Environmental Conditions**

Before and event, staff shall plan ahead and monitor weather conditions, listening to latest forecast to determine the likelihood of severe weather.

### **Earthquake**

- Staff will tell children to take cover immediately under tables or other heavy furniture and turn away from windows.
- If cover is not available, staff will guide children to stand in interior doorways, narrow halls or against weight-bearing walls.
- When earthquake is over, children and staff will evacuate the building as quickly as possible being aware of natural gas or electrical hazards.
- Once outside staff will account for all children.
- Once outside staff will dial 9-1-1 if there is an immediate threat, i.e. student injury, gas leak, hazmat. If no immediate threat is present staff will phone direct supervisor and wait for further instructions.

### **SEVERE WEATHER/TORNADOS**

In the case of severe thunderstorm, staff will be informed of weather reports by direct supervisor and take the appropriate precautions.

- In the case of lightning, children and staff will stay indoors and away from electrical appliances.
- In a tornado watch, staff will be prepared to move group to an area of safety if a funnel cloud has been sighted.
- If on a bus and a tornado is sighted, staff will:
  - Look for areas along the route, such as caves, basements, concrete bridges, and other substantial structures that could be used as a tornado shelter.
  - If an adequate shelter area cannot be reached without further endangering the students, a ditch or depression in the immediate vicinity will have to be used.
  - Evacuation of students into the shelter area, being sure that the bus has been positioned far enough, and in a direction, away from the students so that the wind will not overturn the bus onto them.
  - If a tornado funnel is sighted, staff will evacuate the students from the bus immediately into an appropriate shelter. Trying to outrun a tornado is not a wise or safe decision.

### **LIGHTNING SAFETY WHILE OUTDOORS**

Statistically, lightning strikes generally occur in the afternoon during the summer months. It is possible to be injured indoors, especially if talking on the telephone. Staff and children will evacuate high-risk areas!

In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6-10 miles. Therefore everyone should be in a safe place when a thunderstorm is 6-10 miles away. Staff will:

1. Read the weather and pay attention. It's easier and safer to avoid high-risk areas than evacuating a high-risk location in the middle of a thunderstorm.
2. Be aware of the landscape around the group, looking for signs of previous strikes in the areas.
3. Watch for warning signs such as hair standing on end, “zinging” words, and St. Elmo's Fire.
4. Second Rule: If thunder is within 5 seconds (count “one-one thousand, two-one thousand”, etc.) BEWARE

5. 30-30 Rule: If time between lightning and thunder is less than 30 seconds, STAY OUT OF HIGH RISK AREAS for at least 30 minutes!
6. Recognize High Risk Areas such as rivers, metal poles or high terrain.
7. Descend from summits, ridge tops, and other exposed locations, and squat down in the lightning position.
8. Move away from water
9. Move away from tall objects (e.g. trees, rock outcroppings, etc.) Move away a distance of at least twice the height of the object.
10. Move away from cave entrances, overhangs and rock walls, especially when wet.
11. Avoid large open meadows.
12. Get off the phone
13. Spread everyone in a group 30-100 feet apart (back country programs only)
14. Seek shelter in growths of small trees of uniform height and assume the lightning position by sitting/squatting on an insulating pad, PFD or other non-conductive object outside and unable to reach adequate indoor cover in time.
15. Account for all campers/participants.
16. If near a facility, go indoors if lightning begins to move closer or strike nearby.

### **Temperatures**

If outdoor temperature falls below 10 degrees Fahrenheit, children age 2 and above will not go outside. If outdoor temperature of 20 degrees or below, children below the age of 2 will not go outside. If outdoor temperatures are above 90 degrees, children will not go outside.

Program Director will use discretion for outdoor play, taking into consideration wind chill factor for cold weather, heat index for hot weather and air quality level for smoke.

### **Fire or Explosion**

- Children and staff will immediately evacuate to an area 300 feet from building.
- If available on the evacuation route, fire alarm will be pulled.
- All lights will be turned on when exiting, enabling fire fighters to see better in a smoke-filled building.
- Classroom doors will be closed to prevent the spread of the fire.
- Once outside staff will dial 9-1-1 if it has not yet been done.
- Staff will account for all children/participants, stay calm and ensure children that help is on the way.
- Staff will phone direct supervisor and wait for further instructions.

### **BEAR ENCOUNTERS**

Although most encounters can be avoided, there is always a chance of seeing a bear while traveling in the backcountry. Even busy trailheads can be potential sites for bear sightings as bear populations become more accustomed to humans. To travel more safely in bear country, groups should follow the following guidelines.

Staff will:

- Always check information board, typically located at the beginning of the trail, at the beginning of hike. Usually Forest Service/BLM will post bear activity.
- Be aware that some areas typically have more activity than others. Ask hikers if they have seen a bear or any bear signs that day. Watch for signs of bears: bear scat, diggings, torn-up logs, scratches on trees and turned over rocks, as well as partly consumed animal carcasses are all good signs a bear has been around. Avoid these areas! Be aware of the smell of and watch for a carcass (they smell AWFUL!), and assume a bear is nearby.
- ALWAYS carry bear spray while in bear country. Carry and know how to use bear pepper spray for emergencies.
- Keep campers/participants close when venturing down trails, making sure not to let children run ahead.
- Set up reasonable boundaries. Make presence known. Talk, sing, and carry a bell—anything to let bears know they are around, so as not to surprise them.
- Keep camp areas safe for other hikers! Make sure not to leave ANY kind of food trash or scraps in an area, these could attract bears to the area in the future. Bears can't see very well, so staff should keep the group close together and bears will think it's one large person.

If a bear is spotted, staff will:

1. Stay calm and advise campers/participants to stay calm.
2. Immediately pick up small children and stay in a group.
3. Behave in a non-threatening manner.
4. Speak softly.
5. NOT make eye contact.
6. Slowly back away, if possible. Keep a distance of at least 100 yards.
7. After encounter is over, account for all campers/participants.
8. Notify direct supervisor.

## **Child Safety**

### **CHILD LEFT AT CAMP OR PROGRAM**

In the event a child is not picked up from a YMCA program within 15 minutes of conclusion of camp/program, and a parent/guardian or emergency contact cannot be reached by phone, staff will:

1. Contact the Program Director, CEO or Operations Director.
2. If a parent or emergency contact cannot be reached, local law enforcement will be called.
3. Staff will NEVER leave a child alone. Staff will wait until appropriate YMCA staff or law enforcement arrives and the child is in safe hands.

### **KIDNAPPING**

- Staff will not release a child to anyone other than the designated parent/guardian or pick-up person, as indicated in the participant's paperwork.
- If staff indicate to another counselor, volunteer, YMCA staff that they feel pressure to release a child to someone other than the parent/guardian or someone who is not listed on the participant's paperwork, Y staff/volunteers should move campers/participants to a safe location in a calm manner and one staff will call 911 immediately.
- When reporting a kidnapping, staff will call 911 immediately, noting the person's appearance and any other information about him/her (voice, clothing, vehicle type, license plate number, etc.), anything that might be helpful to police)

### **LOST CHILD**

The GYVYMCA has child supervision policies in place to prevent the incident of a missing child. However, in the case that all children listed on the sign-in/sign-out form for the day are not accounted for, staff will proceed in the following manner:

1. Double check, always remaining calm and collected.
2. Ask all of the children with you, "Have you seen \_\_\_\_\_? Where did they go?" Find out the last place they were seen and when it was, the attitude of the camper, and where they might be going.
3. Gather the entire group together in a safe location and have everyone sit together. Notify all staff present.
4. Designate a search coordinator.
5. The participant's Medical file will be pulled and reviewed for potential medical crises.
6. Children will be left with adequate but minimal supervision (1:20 ratio). All other staff are organized to search.
7. Search the immediate area systematically, checking obvious places first.
8. The search coordinator should immediately follow the emergency plan and contact the Program Director who will either call or recommend calling child's parents.
9. If the child is not found within 15 minutes the search coordinator will call 911.
10. If in a public place, lookouts will be designated to entrances and exits and record IDs for those leaving the area.
11. Other members of the search party will follow the instruction of the search coordinator and administrative staff.
12. If child is found with abductor, staff will not allow them to leave the area but will not use force, calling 911 immediately. Remember key details like car make and model, license plate numbers and physical attributes of abductor.
13. If child is found report back to search coordinator right away.
14. Report the incident to direct supervisor.
15. Account for all campers/participants.

## CHILD ABUSE REPORTING

If a staff member has reason to believe that a child has been abused, they are **required by law to report it**. As YMCA staff and/or volunteers we take our responsibility very seriously to fight the abuse of children.

Forms of abuse:

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred.
- Neglect which leads to physical harm.
- Sexual molestation.

Staff will act in the following manner regarding suspected child abuse:

1. **Remain calm:** Typically the child will need help sorting his/her thoughts.
2. **Listen:** Actively listening to child, gathering information and consider the child's needs.
3. **Never agree to keep silent:** If a child discloses information relating to physical abuse, neglect, or sexual molestation, or a staff discovers that a child is being abused, by law they must report it. Staff will not promise the child they will keep a secret. Staff will use phrases such as: "I promise not to tell any of the other participant's, but I can't promise not to tell anyone. If I should have to share this with someone else, I will tell you who I am speaking with and you can be there when I tell them, if you would like..."
4. **Affirm the child.**
5. **Not give advice.**
6. **Report it to a Director:** Call the direct supervisor immediately to begin the reporting process.
7. **Take time to recognize their own needs:** listening to a child's experiences can be taxing. Staff should take time to debrief the situation with immediate supervisor and recognize their own needs when providing care to others.
8. May not inform the parent/guardian of the child abuse report.
9. Will be expected to cooperate with the investigations being conducted by Child and Protective Services.

## SUICIDE THREAT OR ATTEMPT

If staff suspect a participant or might attempt suicide they will:

1. Remain calm and call for assistance immediately. Call the 24-Hour crisis line at the Help Center or if there is an imminent threat, call 9-1-1.
2. Stay with suicidal person and ask another staff person to stay if possible.
3. Protect other participants from witnessing a traumatic event, by moving the other campers/participants to another location with a YMCA staff. Reassure participants that everything possible is being done to provide help to the situation.
4. Report the incident to your direct supervisor.
5. After the appropriate authorities and/or HELP Center staff arrive on scene, re-join participants.

## LOCKDOWN PROCEDURES

A lockdown is initiated when the threat of violence or gunfire is identified. A lockdown is a building wide response in which all rooms are secured. In the public schools a lockdown will be initiated by a principle or school administration official. During a school lockdown, participants and staff are to remain in the building until room is cleared by law enforcement or by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community

Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit.

### Active Shooter:

Is a response to an immediate danger; it is **NOT** preceded by any warning.

This situation demands quick action; an active shooter can fire one round per second. The premise of these guidelines focus on a simple 3 step approach in sequential order:

1. **RUN**
  2. **HIDE**
  3. **FIGHT**
1. Requires common sense thinking under duress; staff will do what must be done to best ensure survival of

both students and staff.

2. Requires **ALL** exterior doors be locked immediately and is intended to prevent intruders from entering occupied areas of the building.
3. Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or **ALL CLEAR** is issued by the school administrator, or law enforcement.
4. Requires that alternate strategies be in place for anyone who is locked out of a secured classroom or office.
5. For any participant or staff that is locked out of the building, staff will lead to YMCA office.

**RUN.** The first response under any scenario should always be to get children/participants and/or any members in general area, away from the location and/or out of the facility. Once outside the facility, to the best of ability, staff is to keep groups and/or others together and relocate to any available nearby shelter. Attempt to establish contact with supervisor, available staff at the YMCA, or emergency personnel. Remain outside the facility until instructed.

**HIDE.**

- If unable to get away from the location of the incident in a safe and timely manner, staff's response is to hide, cover or conceal themselves and groups under their care, by any means available. Evacuate from any gyms or large open areas. Use an available adjacent room, or any room that offers a solid closeable and preferably lockable door. Make any attempt to eliminate being visible. Use any means available as a barricade to impair or hinder access to location. Under this scenario, be aware of the difference between cover and concealment. Cover means shelter under a desk or anything available that would stop or deflect a bullet. Concealment or hiding does not offer this protection. Under this scenario, it is critical that staff be aware of surroundings and search for any object or material that you could use as a weapon. Staff must prepare to defend themselves and children/participants.
- An "Active Shooter" or other dangerous event could occur outside the facility and should be announced as such in the same manner. Under this scenario, also defined as shelter in place, staff should seek shelter for themselves and/or groups and general members within the facility, away from windows and open areas to the best of ability. Staff should not activate the fire alarm as that signals a building evacuation. This guideline is designed to keep people inside the building.
- Staff should be aware that during certain emergency situations, chemical, biological or radioactive material releases, some weather emergencies, or the threat of imminent danger, and staff and children/participants may be directed to shelter in place rather than evacuate the building.

**FIGHT:** If unable to run or hide, the last means of defense is to fight, or use anything readily available that would serve as a weapon to alter the intruder's course of action. Under this scenario it is important to understand that survival will depend on individuals and what actions are taken.

YMCA Site Director or Supervising Staff should:

1. Lock all doors and windows, turn off lights and keep participants away from doors and windows.
2. Take attendance and communicate, if possible, with principal/school administration office or YMCA supervisor. Account for all participants.
3. Maintain a calm environment and reassure participants that everything possible is being done to return the situation to normal. If safe and possible, updated information will be provided by the school.
4. Keep students off personal cell phones.
5. If gunshot or explosion is heard, get everyone on the floor. If it is necessary and reasonably safe, move participants and adults away from the danger to a safer location.
6. Contact law enforcement, school administrator or the YMCA immediately, or as soon as is reasonably safe to report any missing participants.
7. Keep participants out of sightlines of anyone outside the room. Closets, cabinets, or any area that shields or hides participants from view can be used in the case of gunfire.
8. Remain in secured classrooms until notified to release or given clear direction from law enforcement.

### **Intruder**

An intruder could be any unknown individual on the school property or near the designated program area. To reduce the possibility of a dangerous person on school property, staff will direct all strangers or visitors who do not display a visitor's pass to the school office, YMCA office or Site Supervisor. Staff will notify either the school office (if on school property) or YMCA office immediately of a suspicious person or behavior and call 911 to report suspected or actual weapons or a serious altercation. At any time while on school property or at a camp site or field trip, staff should:

1. Remain calm and ensure that participants are in a safe location with supervising staff.
2. Make contact with either school principal/administrator and/or YMCA Direct Supervisor.
3. Take attendance and account for all participants.
4. Trust instincts-if something looks and feels wrong, it usually is. It is always OK to call 911 in cases where something “just isn’t right-or is odd behavior by an individual”. Staff must always be aware of adults and other outside people who are around our participants, even those that may be sitting in cars near an area where participants are playing.
5. While on a field trip, if staff or participants feel unsafe at any time because of a potentially dangerous person, it is perfectly OK for staff to load all participants on the bus and move to a different location.

#### **FIELD TRIP INCIDENT**

Before leaving for a field trip, staff should have the following information:

- Daily camp sign-in/sign-out sheet and camp binder with all camper medical information forms.
- Proof of insurance, license and mileage log.
- List of important phone numbers significant to the trip.
- First aid kit.
- Any medication specific to a child, i.e. epipens, etc.,

If there are problems or issues during the field trip, staff will:

1. Call 911 if there is a medical emergency.
2. Call program director.
3. Call bus service company if there is a mechanical breakdown.
4. Remain calm and try to keep kids organized. Play games or sing songs.
5. If possible, keep kids contained on bus unless there is an imminent danger such as fire, gas, broken glass, etc.,
6. If evacuation is necessary, keep children away from the bus, seek a safe location away from the road and other dangers.
7. Always account for all campers/participants.
8. Attend to any medical needs if there are injuries or complaints of pain, while other staff supervise campers/participants.
9. Call 911 if emergency medical treatment or police are required.
10. Contact Program Director, YMCA CEO or Operations Director and provide update and actions being taken.
11. Program Director will contact parents and give update of actions being taken; indicate meeting locations and/or pick-up times.

#### **VEHICLE ACCIDENT**

Auto accidents are unexpected and stressful. Even the most careful drivers may be involved. If involved in an accident during a YMCA field trip staff should:

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. If accident is minor, move cars/bus to a safe place, out of traffic.
4. Dial 911 or police, even if the accident is minor.
5. **Do not move** injured parties. Encourage all injured parties to seek medical attention.
6. Prompt reporting is essential. All accidents should be reported immediately to the police followed by Direct Supervisor.
7. Be polite.
8. If there are witnesses to the accident, ask them to stay so that they answer any questions by the police.
9. If transporting YMCA participants and the accident is minor, keep participants on the bus until supervisor has arranged additional transportation details.
10. If participants have sustained injuries, apply first aid.
11. Make sure all participants are supervised by YMCA staff while other staff attend to injured participants.
12. Program Director or Coordinator will call the appropriate companies, i.e. bus company, towing company, etc. to seek the needed assistance. Then inform staff of the action plan-replacement bus, returning participants to daily schedule, etc.,
13. Complete YMCA incident report and turn into supervisor.

The School Age Program will follow the emergency procedures set forth by the Y. Each new staff person will be trained by the director, coordinator or site supervisor of the program on the proper procedures.

## **Medical Care**

### **Major Injuries**

- Call 9-1-1. Alert Y front desk for programming in the Y facility.
- Administer CPR, if a life-threatening injury.
- If site supervisor is alone, they will contact the program director, operations director or CEO for assistance.
- Contact child's parents/guardians.
- Fill out Incident Report and give to Director/Coordinator.

### **Minor Injuries**

- Administer first aid by washing area with soap and water only, apply ice and/or bandages
- Complete Report of Injury Form; give one report to parents/guardians, one to child's file at the program.
- Written permission from parents/guardians to call the family physician or refer the child for medical care in case of an emergency must be on file at the site.
- All sites will have a supply of bandages, tape and band aids.

### **Attendance**

Daily attendance sheets will be kept by the Site Supervisor to sign children in and out of the program. This will be used in the event of an emergency to determine the number of children in the program. Each staff person will know the number of children in attendance, as well as the name and location of each child.

### **Telephone and Emergency Numbers**

Each program will have a working telephone during hours of operation. A list of emergency numbers, including 9-1-1, Poison Control, school officials (for school age programs), and other Y emergency contacts, will be posted near each telephone. Phone numbers of emergency contacts who can be at the site within 5 minutes will be posted by each telephone.

### **Pick-up Procedures**

Anyone who is picking up a child other than the child's parents/guardians, must be designated on the Child Enrollment Form and must provide photo Identification. Parents/guardians must notify the program site leader of this pick-up arrangement in advance. No child will be released to anyone under the influence of drugs or alcohol.

### **First Aid Equipment in Vehicles**

When transporting children, a first aid kit will be available at all times.

### **Custody Issue Disputes**

See Custody Arrangements under Admission Policies.

### **Death in Our Care**

If a death occurs at a child care facility, the following should be contacted immediately:

- Call 911 and request emergency assistance, allowing the local law enforcement to notify the family members.
- Notify the Executive Director/CEO.
- Contact the Licensing Specialist

The body should not be moved or tampered with. All children should be moved to another part of the building or area, away from the individual.

The children should only be told what is essential for them to know about what has occurred.

The emphasis should be on offering comfort and counseling as needed. No news media should be contacted. If a news reporter is aware of what has happened and solicits information, they should be referred to the CEO or Board of Directors. No filming or photography is to be allowed in the building.



## HEALTH CARE POLICIES

### Observation

Each child, upon arrival, shall be observed for symptoms of illness.

Any evidence of unusual bruises, contusions, lacerations, or burns must be noted in the medical logbook and reported immediately to the Director/Coordinator.

Food allergies and other special health needs of a child shall be known to all staff having direct contact with these children. Allergies and special health needs are listed on enrollment forms and allergies are posted in program areas for staff to consult.

### Record Keeping

A record of the accident or injury will be kept in the child's permanent file and in the program's medical logbook with the following information:

1. Date and time of accident or injury.
2. Description of accident or injury and how it occurred.
3. Treatment given or emergency procedures carried out.
4. Time parents were notified.
5. Signature of staff in charge at the time of the accident or injury.

Records of accidents in the medical logbook will be reviewed by the coordinator with staff at least twice each year in order to determine that all possible preventive measures are being taken. Parents have access to medical log entries on their child. Confidentiality is maintained at all levels.

### When a Child Becomes Ill

#### Isolation

- A child who becomes ill during care will be isolated from other children within the room or in the office.
- A child with a sore throat, inflammation of the eyes, fever, lice, rash, or vomiting will be isolated.
- A staff member will remain within sight and hearing distance of the child. Isolation shall be used until the child can be picked up from the program site.

#### Pick-up of an Ill Child

· The child's parents/guardians shall be contacted immediately after illness is discovered (or designated responsible person when parents/guardians cannot be reached). The adult contacted shall make arrangements for the child to be picked up within one hour.

#### Re-admittance

· In order to maintain a healthy environment with respect to each child's well-being as well as the staff's and parents', children will be readmitted to the program once they are symptom-free for 24hrs.

### Communicable Diseases

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease.

All parents/guardians shall be notified immediately through a posting in the program, with respect to confidentiality.

A child may be readmitted, without a statement from a physician after a communicable disease, if the child has been absent for the period of time, typically 24hrs, as designated by the Department of Health and Family Services.

### Medical Forms

The program shall maintain all applicable forms for tracking medications and injury and shall record daily any injuries received by a child or medication dispensed to a child, as follows:

- Entries shall be made in ink on the date of occurrence and shall be dated and signed or initialed by the person making the entry.

### Medication

The Y staff will administer medication to a child only under the following circumstances:

1. The prescription or non-prescription medication is in the original container, the child's name and the parents/guardians have completed a medication authorization form, listing the medication and specific directions as to time and dosage.

2. Sunscreen, insect repellent and lotions can be applied with written parental permission. Medication will be stored in a separate, labeled container, with staff at all times. Entries are to be made on a medical form for each time medication is administered.

#### **Missed Medicine**

If medicine is missed, the Director/Coordinator will notify the parent and will be logged on a medication error form.

#### **Staff Health Qualifications**

All persons except volunteers who work directly with children must be free from any communicable diseases which represents a safety or health risk to children, including tuberculosis and is physically able to work with young children.

No staff, volunteer, visitor, or parent/guardian may be on the premises of the Program site with symptoms of illness, communicable diseases or whose behavior gives reasonable concern for the safety of children.

No person may work at the school site with a health history of typhoid, paratyphoid, dysentery, or other diarrheal diseases until it is definitely determined by appropriate tests that such person is not a carrier of the disease.

#### **Parent/Guardian Notification and Conferencing**

The program staff will notify parents/guardians:

1. If their child has been exposed to a diagnosed or suspected communicable disease reportable and transmitted through normal contact.
2. If the child becomes ill or is injured seriously enough to require professional medical treatment.
3. When they pick up the child, if the child sustained a minor injury.

The program will make opportunities available at least twice a year for parent and staff communication regarding a child's adjustment to the program, and the child's growth and development, if applicable.

A copy of the program policies will be available to parents/guardians in the common area of the program site.

#### **Cleanliness**

- **Sanitizing** - Sanitation of toys and equipment will be done as needed with non-toxic disinfectant.
- **Universal Precautions** - Universal precautions must be taken with incidents involving blood and/or body secretions. This includes the use of single-use gloves, which shall be disposed of in red biohazard plastic bags.
- **Hand Washing Procedures** - Children's hands must be washed with soap and water or hand-sanitizer before and after eating and using the bathroom. Staff working with children must wash their hands with soap and water or hand-sanitizer upon arrival and before handling food.

#### **Special Needs**

Staff will be made aware of any individual child's special needs as disclosed by the parents.

#### **Health Related Forms**

Staff will have health related information from the Child Enrollment, Health History & Emergency Care Plan. Additional health forms might be required for additional information. Information on specific health needs will be shared with all staff assigned to care for the child. A parent meeting will be set up if necessary.

## **NUTRITION POLICIES**

### **Routines**

- All children and staff must wash their hands with soap and water before eating.
- Staff and children will sit together at tables and chairs that are appropriate for the size and age of the child.
  
- Children will be encouraged to try foods from each of the food groups that are offered.
- Food will not be withheld or force fed, and will not be used as a reward.
- The schedule for meals and snacks will include time for socialization.
- Menus for snacks and/or lunches will be posted.

Snacks are prepared by program staff and at times the children assist.

### **Special Diet Needs**

- Children's specific needs and allergies must be listed on the enrollment form.
- A substitute food item will be provided for any child who has an allergy to the foods on the scheduled menu.
- Parents must inform the program if a child requires an additional snack during the program hours. In such cases, the parents will be expected to bring the additional snack. If an emergency or special situation, the program will provide the necessary snack.

### **Special Treats**

Special treats will be provided on occasion with an emphasis on healthy food choices such as fruits, vegetables, whole grains and milk. A list will be provided to parents of health food choice recommendations.

## **TRANSPORTATION POLICIES**

### **No Child Left Unattended in Vehicles**

No child will be left unattended in vehicles. At destination, staff will physically inspect the vehicle to ensure all children have vacated. Staff will walk to the back of the bus before exiting to double check all children have been accounted for.

### **Parent Notification of Field Trips**

Parents will be notified in advance of field trips. Parents must provide alternate care for their child if they choose not to send them on the field trip.

### **Tracking Policy**

Through use of attendance sheets and face counts, each staff member will ensure children in their care enter and exit transportation vehicles.

### **Emergency Information**

The following information must be carried in the vehicle for each child:

- An address or telephone number where a parent/guardian can be reached in an emergency.
- Written consent from the child's parent/guardian for emergency medical treatment.
- A list of children transported.
- The transportation route.

### **YMCA Owned Transportation (vans/buses)**

The Y does not use any center owned vehicles to transport children.

### **Staff Vehicles**

Staff will not use their personal vehicles to transport children.

### **Required Forms**

Parental permission in writing is required to transport children on field trips. Parents give permission on their Contract or on Child Care Enrollment Form.

## **ORIENTATION OF STAFF POLICIES**

A thorough review of all applicable rules and procedures for the program will be presented by the Director/Coordinator within the employee's first two weeks. The orientation will cover all of the following:

- Specific program policies and handbooks.
- Contingency plans including fire and tornado plans.
- First aid procedures.
- Job responsibilities/job description.
- Recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions.
- Schedule of activities in the program.
- Child abuse and neglect laws.
- Procedure for knowing children's whereabouts.
- Child management techniques.
- Sharing information related to child's special health care needs.
- Procedure on how to contact parent if child is absent without prior notification.
- Information on any special needs a child has and the plan for how to meet those needs.
- Procedure for tracking transported children.

### **Confidentiality**

All program staff having access to children's records may not discuss or disclose personal information or facts learned about any child or any child's relative at any time. This does not apply to:

- The parent or person authorized in writing by the parent to receive the information.
- Any agency assisting in planning for the child when informed written consent has been given.
- Authorized agencies.

### **YMCA Required Trainings**

All Y staff are required to be trained in:

- CPR/AED for the Professional Rescuer
- First Aid
- Child Abuse Prevention & Emergency Action Plan

### **Staff Meetings**

To ensure that staff have the opportunity to receive pertinent information and clarification of problems and issues, all employees are expected to attend scheduled staff meetings.

### **Child Abuse Reporting Process**

An employee who knows or has reasonable cause to suspect that a child has been abused or neglected must immediately contact the Director/Coordinator who will then contact the county department of Social Services or local law enforcement.

## **PERSONNEL POLICIES**

### **Job Descriptions**

A review of the written job descriptions, highlighting expectations for specific responsibilities will be given to staff upon hire. Each employee will receive a YMCA Employee Handbook. The appropriate Director or Coordinator shall review the personnel policies with the Y employee.

### **Hours of Work, Lunch and Break Times**

The schedule of work hours is dependent on the specific position the employee is hired for. Employees may be hired for part time, full time or salaried exempt hours. Staff are required to have lunch times with the children during program hours.

### **Probationary Period**

All new staff are on a probationary period for their first 90 days of employment.

### **Notifications to YMCA**

Staff are required to notify the Gallatin Valley YMCA no later than the next business days when: the employee has been convicted of a crime, has been or is being investigated by a government agency; has a substantiated governmental finding; or has a professional license denied, revoked, restricted or otherwise limited.

### **Caregiver Background Checks**

A background information disclosure will be in each employee's file that affirms that the employee has not been convicted or is not the subject of a pending criminal charge as specified by the department. Written approval for employment must be granted by the department if such information is disclosed. Caregiver background checks are rechecked annually on all child care staff.

### **Employment Procedures**

- A. The Director/Coordinator is responsible for recruiting, interviewing, selecting and releasing staff from employment.
- B. It is the policy of the Y to implement all federal and/or state laws as they relate to Affirmative Actions for employees and applicants for employment. The Y is committed to achievement of the following objectives:
  - Ensure recruiting, hiring and training for all job classifications made without regard to race, creed, color, religion, national origin, age, sex or handicap.
  - Ensure promotion and transfer decision further the principle of Equal Employment opportunity and the non-discriminatory criteria for promotions and transfer.
  - Analyze personnel procedures periodically to ensure Equal Employment Opportunity.
  - Ensure equal access to job opportunities through training and staff development.
  - Ensure the prevention of sexual harassment.
- C. The Y strives to provide the opportunity for promotion within the organization whenever possible. The Y supports and participates in the YMCA of the USA's open application process for professional staff placement. The Y encourages employees to recognize that reasonable tenure in a position is necessary for both professional development and meeting Y goals.
- D. All employees are required to attend a YMCA New Employee Orientation.
- E. Program Coordinators/Directors are responsible for the orientation of all staff within their first two weeks of employment.
- F. The Program Coordinators/Directors are responsible for the supervision and ongoing evaluation of the Program staff.
  - A performance appraisal shall be conducted at least annually for the purpose of evaluating an employee's performance, assisting in the employee's continued growth and development, and to ensure that the goals and objective of the Y are being met.
  - The performance appraisals shall be conducted by the employee's immediate supervisor, as well as any other administrative staff responsible for supervising the employee.
  - The performance appraisal is prepared in written form and is reviewed by the employee and appropriate Supervisor(s). The employee can receive a copy upon request and a copy will be placed in their file.
  - Performance appraisals are used to determine wage increases and/or promotions.

### **Work Rules**

**Prohibited Work Actions**

Rules have been established so that all employees may know what is expected of them, and to clearly define unacceptable behavior that could result in disciplinary actions and/or discharge without benefits. These rules are listed in the Gallatin Valley YMCA Employee Handbook.

**Babysitting for Participants in the Program**

Staff members and volunteers are prohibited from becoming involved or associated in any way with a child, who is not a relative, enrolled in Y programs outside of Y activities. If the staff member or volunteer desires to undertake any such activity, the YMCA requires the staff member or volunteer advise the child's parents of the activity and that it is not approved and/or sanctioned by the Y. The Y assumes no control, responsibility or liability, for any actions of staff and volunteers with children, if a staff member or volunteer becomes involved or associated in any way with a child, who is not a relative, in activities which are outside of regular Y activities and which are not formally approved and/or sanctioned by the Y.

**Dress Code**

An employee's appearance reflects directly upon the Y and is a primary source of good public relations. Staff act as role models for the children and need to be viewed as professionals by the parents.

- Clothes, hairstyles and overall appearance must be neat, clean and in good taste at all times.
- Nametags must be worn at all times.
- The complete dress code is found within the Employee Handbook.

**Social Media**

In order to protect the Y, all employees are expected to behave in a manner consistent with the Y's values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes. The following guidelines must be followed by all employees when using social media or other online communication tools:

- Use of photos, video or images of the Y or its programs, members or participants is prohibited.
- Use of the Y logo is prohibited.
- If an employee used the Y name (including names of camps or other programs ) in any such communication they should be especially careful to support the Y's images and mission, while making it clear that they are speaking for themselves and not on behalf of the Y.
- Employees are prohibited from contacting children/participants via social media.

**Parent Communication Procedures**

Staff will communicate to parents in person, daily notes, Y e-mail, and over the phone.