



Olympic Peninsula YMCA Family Handbook

2026 SUMMER DAY CAMPS

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YMCA SUMMER DAY CAMPS!

YMCA Summer Day Camps offer children a wide range of activities, adventures, and opportunities to build friendships and lasting memories throughout the summer.

Each day, we create child-centered programming rooted in a nurturing community where children are encouraged to grow through the YMCA's core values of honesty, respect, responsibility, and caring. Our experienced staff guide children as they explore their interests, build meaningful friendships, and develop essential life skills.

We also understand the needs of today's families. That is why YMCA Summer Camps are designed to be flexible and reliable for working parents, while offering enriching experiences that promote healthy choices, creativity, leadership, and play.

Our Mission:

At the Y, we strengthen communities through programs and services that build healthy spirit, mind, and body. We focus on three areas of impact; youth development, healthy living, and social responsibility.

Parent Responsibilities:

- ❖ Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy, etc.
- ❖ Parents are responsible for reading all emails, newsletters, flyers, etc. regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available at your child's Day Camp location to keep well-informed about the program
- ❖ Parents should read, review, and model the Camper Code of Conduct with their children regularly.

PROGRAM OPERATIONS

We want every child - whether it is their first or seventh time at camp - to have a fun, positive experience. Our goal is to foster trust, friendship, and confidence in a supportive environment. Campers enjoy a wide variety of activities, including games, sports, arts and crafts, STEM projects, theater, field trips, swimming, and more. They stay with their counselors throughout the day and may be grouped by activity to ensure a well-rounded, engaging camp experience.

What to Expect:

Summer camp is an exciting time for campers, parents, and staff. It is natural to feel some first-day nerves, especially when meeting new friends. The information below is designed to help ease those anxieties by familiarizing you with camp procedures. Our trained YMCA staff are dedicated to supporting each child and serving as positive role models. Quick tips:

- ❖ Dress for the weather—camp runs rain or shine.
- ❖ Camp days are active—your child may be tired and need extra rest.
- ❖ Communicate with your child about the plan and prepare them for what to expect.

What to Bring	What NOT to Bring
<ul style="list-style-type: none"><input type="checkbox"/> Backpack<input type="checkbox"/> Water bottle<input type="checkbox"/> Lunch (if attending full day camp)<input type="checkbox"/> Play clothes (that can get messy)<input type="checkbox"/> Closed toed shoes<input type="checkbox"/> Extra layers if needed<input type="checkbox"/> Swimwear and towel<input type="checkbox"/> Sunscreen	<ul style="list-style-type: none"><input type="checkbox"/> Toys, valuables, trading cards, etc.<input type="checkbox"/> Candy<input type="checkbox"/> Devices (ie. phone, tablet, video games, etc.)<input type="checkbox"/> Anything that can be used as, or resembles a weapon

Lost and Found:

Our staff's top priority is the safety and supervision of all children in our program. While we will do our best to help ensure your child's belongings make it home, we cannot compromise supervision to keep track of every child's personal items. The Y is not responsible for lost, broken, or stolen items. Please support your child in managing their belongings by:

- ❖ CLEARLY LABELING all of your child's belongings with their first and last name
- ❖ Avoid sending children to camp with anything they do not need
- ❖ Help your child understand the risk of bringing personal items to camp

2025 Summer Day Camp Weekly Themes	
June 22rd - June 26th	Fairy Tales! (PA and Sequim only)
June 29th - July 3rd	Let's Build It!
July 6th - July 10th	Super Heroes!
July 13th - July 17th	Ahoy Matey!
July 20st - July 24th	Wild West Adventures!
July 27th - July 31st	Animal Planet!
August 3rd - August 7th	Scavenger/Treasure Hunts!
August 10th - August 14th	Around the World in 5 days!
August 17th - August 21st	Symphony of the 5 Senses!
August 24th - August 28th	Water Mania! (PA and Port Townsend only)

Example Summer Full-Day Camp Schedule:

*Actual daily schedules may vary based on location and weekly programming.

8:00–8:30 AM – Drop-Off & Welcome Play: Open stations and casual morning transition

8:30–9:00 AM – Morning Circle & Group Activity / Daily Plan

9:00–10:00 AM – Activity Block: Staff-led themed projects - ie. art, science, drama, etc.

10:00–11:00 AM – Snack & Outdoor Play: Healthy snack and active outdoor time

11:00 AM–12:00 PM – Child-Led Exploration: Open-ended play, group projects, etc.

12:00–1:00 PM – Lunch & Chill Time: Bring-your-own lunch and quiet post-lunch activities

1:00–2:00 PM – Outdoor Games or Nature Time: Group games, nature walks, or water play

2:00–3:00 PM – Activity Block: Staff-led themed projects, swimming, outdoor games, etc.

3:00–4:00 PM – Creative Time: Choice-based stations

4:00–4:30 PM – Closing Circle & Reflection: Group activity, camp story, wrap-up, etc.

4:30–5:00 PM – Pick-Up & Wind Down: Light activities and goodbyes

* **NEW!** Our new Specialty Camp programs offer partial day options focused around specific interest-based activities. Schedules and camp activities will vary.

Snacks and Lunches:

The YMCA provides nutritious snacks throughout the camp day. If your child has specific food preferences and may not enjoy the snacks offered, please feel free to send alternative options from home.

Children are expected to bring a packed lunch each day if they are attending the full-day camps. If a lunch is forgotten, parents are responsible for making arrangements to ensure their child receives one. When necessary, the YMCA will make every effort to provide lunch.

For any dietary restrictions or food allergies, please be sure to note them clearly on the registration form.

If the Weather is Weathering:

In the event of severe weather such as thunderstorms, tornado warnings, etc. we will take immediate cover. Camp Coordinators will stay alert for weather advisories issued over the radio. We will not operate vehicles during severe weather conditions.

Camp Counselors are trained to handle severe weather conditions such as storms, tornadoes, and heat conditions. During heat advisories, campers continue activities at a slower pace. We will adjust group schedules so that children will not be participating in field sports during the hottest part of the day.

Swimming at the Y:

As a part of the summer camp experience, campers may participate in swimming and water play opportunities, whether at the Y or on a field trip. Swim schedules are subject to change depending on the Branch location. Be prepared by sending your child with their swim wear each day.

WATER SAFETY RULES:

1. All campers will participate in a swim test prior to entering certain pool areas
2. Swimming safety is based on common sense. Always keep rules in mind
3. Stay with your counselor and group at all times.
4. No roughhousing or horseplay in the water
5. Always walk. No running in the pool areas
6. Get dressed quickly. Show courtesy to others in changing rooms

The YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons. Certified YMCA lifeguards and camp counselors supervise children at the pool. Children are NOT permitted to take full showers in the locker rooms.

DROP-OFF & PICK-UP PROCEDURES

Hours of Operation:

Program Time: 8:30 AM - 4:30 PM

Drop-Off: 8:00 AM - 8:30 AM

Pick-Up: 4:30 PM - 5:00 PM

Drop Off:

Drop off is between 8:00 and 8:30 AM each morning. Campers must be "signed in" by a staff member upon arrival.

- ❖ Organized camp activities will begin promptly at 8:30 AM. Please ensure your child arrives by this time so they do not miss out on any camp fun! This is especially important on field trip days, as late arrivals may not be able to participate.
- ❖ Parents or guardians must check in with a YMCA staff member at drop-off and may not leave their child at the YMCA or camp site without supervision.

Pick Up:

Pick-up is between 4:30 and 5:00 PM each day. Campers must be "signed out" and acknowledged by a YMCA staff member before leaving the camp.

- ❖ Children will only be released to the legal guardian or approved pick-up person listed on their registration form.
- ❖ Until staff are comfortable recognizing individuals that are authorized to pick-up your child, please make sure everyone is prepared to provide photo identification.

Late Pick-Up:

We understand that things happen. The first time, we may offer some grace. However, if late pick-ups become a recurring issue, a fee of \$1 per minute will be charged after the scheduled pick-up time. Chronic late pick-up may result in extra fees and/or dismissal from the program. If a parent/guardian fails to pick up their child, the following steps will be taken:

- ❖ All phone numbers we have on file will be called
- ❖ If no contact can be made, we will continually assure the child that everything is okay
- ❖ Your child will never be left alone with only one YMCA staff person
- ❖ We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling police and/or social services

Authorized Pick-Ups and Custody Issues:

CHANGES TO THE AUTHORIZED PICK-UP: changes to the list may be made at any time and must be submitted in writing. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

CUSTODY ISSUES: In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is on our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree.

STEPS FOR CLARIFYING CUSTODY ISSUES: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must 1) contact and involve the Y Director immediately; and/or 2) contact local law enforcement or social services if necessary.

Sign-Out Waiver:

A parent/guardian will need to request a sign-out waiver from the Program Executive or your child's group leader. NO CHILD WILL BE RELEASED on their own without the sign-out waiver signed by the parent or legal guardian and approved by the Youth Development Program Executive and the YMCA Executive Director.

We expect children to act respectfully when they are in the Summer Camp program. Participants are asked to behave in a responsible, caring, honest, kind and respectful way to uphold the rights and dignity of others. YMCA program participants must always stay under employee supervision.

Child Attendance and Absence:

- ❖ Families must notify staff in advance if their child will be absent for any reason.
- ❖ Consistent communication helps us ensure appropriate supervision, staffing ratios, and safety for all children in our programs.

REGISTRATION, FEES, & CANCELLATION POLICY

Our School-Age Summer Camp Program is designed for children entering Kindergarten through 6th grade. We welcome all children and are committed to creating an inclusive, supportive environment where every camper can thrive. In addition to our full-day program, our new Specialty Camps offer focused, interest-based experiences with age groups that may vary by camp.

The program is structured in weekly sessions throughout the summer. Families must register their child(ren) for each specific week they plan to attend. A \$30 one-time registration fee and a non-refundable \$20 deposit per camp week is due at registration.

2026 Camp Fees:

Full Day Camp

Member Rate: \$275/week

Non-Member Rate: \$350/week

- Registration Fee: \$30 one-time, non-refundable fee due at registration. Covers administrative costs and camp shirts.
- Weekly Deposit: \$20 non-refundable deposit per week, due at registration to reserve your child's spot. This amount is applied toward the total cost.
- Remaining Balance: Automatically charged 7 days prior to the start of each week.

NEW! Partial Day Specialty Camps

Member Rate: \$150/week

Non-Member Rate: \$180/week

- Weekly Deposit: \$20 non-refundable deposit per week, due at registration to reserve your child's spot. This amount is applied toward the total cost.
- Remaining Balance: Automatically charged one week prior to the start of each camp week.
- Add-On Option: Specialty camps may be added to a full-day camp registration for an additional \$75/week (members) or \$95/week (non-members).

Payment Options and Procedures:

All payments are required in advance; services will not be provided without prior payment.

- ❖ Automatic payment via bank account or debit/credit card set up during registration
- ❖ One-time payment at the time of registration
- ❖ Upon approval, we may accept advanced payment via cash or check at the front desk
- ❖ For registrations made within one week of the camp start date, full payment is required at the time of registration.

*All payments will be set up for automatic payment according to the following schedule:

CAMP WEEK	PAYMENT DUE		CAMP WEEK	PAYMENT DUE
June 22nd - June 27th	June 15th		July 27th - July 31st	July 20th
June 29th - July 3rd	June 22nd		August 3rd - August 7th	July 27th
July 6th - July 10th	June 29th		August 10th - August 14th	August 3rd
July 13th - July 17th	July 6th		August 17th - August 21st	August 10th
July 20th - July 24th	July 13th		August 24th - August 28th	August 17th

FAILED PAYMENT DRAFTS: The enrolling party is personally responsible for any failed payment drafts, including any related fees.

- ❖ Registration and participation may be suspended until the draft amount and return fee are paid in full.
- ❖ A \$25 fee is charged for each returned check or failed credit/debit card payment.

FINANCIAL ASSISTANCE: The Olympic Peninsula YMCA annual fundraising campaign ensures that everyone has the opportunity to learn, grow, and thrive. At the Y, no child, family, or adult is turned away because of an inability to pay as long as space and funds are available. If you would like to apply for a scholarship, please fill out an application and return it to your local branch. Applications are available online and at your local Y.

Cancellation Policy and Refunds:

Families may cancel their registration up to seven days before the start of camp to receive a full refund, excluding the non-refundable \$20 deposit.

- ❖ Camp rates and fees are based on registration, not attendance.
- ❖ No pro-rates or refunds are issued for inclement weather closures.
- ❖ No refunds, credits, or make-up days are provided for missed days or non-attendance.
- ❖ No refunds will be given if a child is suspended from the program.

YMCA CHILDCARE SICK POLICY

The health and safety of all participants and staff is our top priority. To help prevent the spread of illness and ensure a safe environment, the following sick policy is in place:

When to Keep Your Child Home:

Children may not attend the program if they exhibit symptoms of a suspected communicable disease, including but not limited to:

- COVID-19 symptoms or exposure
- Fever, cough, sore throat, shortness of breath, vomiting, diarrhea, rash, or any unusual signs of illness
- Children may not attend program if they have symptoms of a suspected communicable disease, including but not limited to:

Chickenpox	Chills
Sore/strep throat	Diarrhea
Dehydration symptoms	Difficulty with breathing or shortness of breath
Discharge from their eyes, nose, or ears	Fever of 100.4 degrees or more
Fifths disease	Hand foot and mouth disease
Head lice	Herpes simplex
Impetigo	Influenza
Loss of taste or smell	Measles
Meningitis	Mumps
Muscle pain	Open, exposed lesions
Pink eye	Ringworm
Rubella	Severe coughing or difficulty breathing
Unusually dark urine/or gray or white stool	Yellow skin or eyes

*Children should not return to the program until symptoms are no longer present, or unless cleared by a healthcare provider. A doctor's note is not required to return.

Parent Communication:

Please notify the program's Site Coordinator if:

- ❖ Your child has been recently ill or exposed to a communicable disease
- ❖ Their activities may need to be restricted due to illness or recovery

When a Child Becomes Ill During the Program:

- ❖ If a participant shows signs of illness while in our care, a parent/guardian or authorized adult will be contacted immediately and asked to pick up the child.
- ❖ The child will be kept in a comfortable, supervised area away from other participants until they can be picked up.

Health Screenings:

- ❖ While daily health screenings are no longer mandated, we will continue to monitor the health and safety of all participants by conducting health screens as needed or as symptoms become present.
- ❖ Health screenings are conducted safely, respectfully, and in accordance with privacy laws.

Important Health Reminders:

- ❖ Please do not send your child to the program if they are sick.
- ❖ Failure to comply with these safety procedures may result in denial of attendance, as we cannot safely administer care or health screenings under those conditions.

SUPPORT AND ACCOMMODATIONS

At the YMCA, we are committed to creating a supportive, inclusive environment where every child has the opportunity to thrive. Our staff members are encouraging, patient, and dedicated to helping children with mild to moderate disabilities succeed in our childcare programs.

While we strive to accommodate a wide range of needs, please note that we are not equipped or staffed to provide extensive one-on-one support, assistance with personal care needs, or intensive behavioral interventions required in some cases. If your child has significant medical, developmental, or behavioral needs, we encourage you to connect with the Site Coordinator to discuss how we can best support your child within the scope of our program.

If your child has an Individualized Education Plan (IEP) or other support documentation, we kindly ask that you provide a signed Release of Information so that we may keep a copy on file and better understand your child's unique needs.

We will make every effort to provide appropriate accommodations within our available resources and, if needed, can help connect families to external support services.

Open communication is essential to providing the best possible care. By working together, we can plan ahead and ensure your child has a positive, successful experience in our program.

NON-DISCRIMINATION STATEMENT

The Olympic Peninsula YMCA Childcare does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients

YMCA CODE OF CONDUCT AND BEHAVIOR POLICY

YMCA Core Values:

The Olympic Peninsula YMCA is grounded in a value-based approach to character development, and we incorporate the teaching of our four core values into all youth programs. These values are at the heart of everything we do and help create a safe, supportive, and inclusive environment for all.

- ❖ Responsibility: Participants are encouraged to take ownership of their actions and choices.
- ❖ Respect: Participants will show respect for themselves, others, program staff, equipment, and the environment.
- ❖ Honesty: All relationships and interactions are built on a foundation of truthfulness and integrity.
- ❖ Caring: Participants will demonstrate kindness, empathy, and compassion in their interactions with others.

Camper Code of Conduct:

- ❖ All participants and families are expected to behave in a respectful manner toward staff and others at all times - demonstrating the Y's four core values
- ❖ Participants are responsible for following all behavioral standards, policies, and procedures outlined in the Family Handbook.
- ❖ Behavioral standards are expected to be followed at all Y locations and any Y hosted even including field trips.
- ❖ Cell phones and other electronic devices are not permitted. Communication between participants and families may be available through the Camp site-phone if necessary.
- ❖ Students are expected to follow all directions issued by Y staff and volunteers.

YMCA Vehicle Code of Conduct:

- ❖ The Behavior Code of Conduct applied while riding YMCA vehicles
- ❖ Eating and drinking are not permitted in YMCA vehicles
- ❖ Riders must remain seated and wear seat belts at all times
- ❖ Riders' hands, arms, etc. may not extend outside the vehicle at any time
- ❖ Riders must not tamper with the vehicle emergency doors or windows
- ❖ The driver is in charge of the vehicle and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety
- ❖ Riders may not throw objects on the bus, shout, or display any other behavior that may distract the driver and compromise the safety of those on the bus

ALL YMCA VEHICLES HAVE: Operable fire extinguishers, first aid kits and manuals, emergency equipment, and are cleaned and inspected on a regular basis.

FAILURE TO COMPLY: Any behavior problem or safety issue while being transported on the YMCA vehicle may result in loss of your child's transportation privileges and/or suspension from the program. In this event, it will be your responsibility to make other transportation arrangements for your child.

Zero Tolerance Bullying Policy:

We have zero tolerance for bullying, including behaviors such as teasing, physical aggression, exclusion, gossiping, or discrimination of any kind. All participants are expected to treat one another with kindness and respect.

If behavioral concerns arise, staff will follow a progressive approach to support positive change:

1. The child will be redirected toward appropriate behavior.
2. If behavior continues, a verbal contract may be offered.
3. If behavior concerns persist, a written behavior contract may be implemented - parents/guardians will be notified and may be invited to a conference to develop a plan of support.

If the written contract is not followed, the participant may be temporarily removed from the program. The length of removal will depend on the child's age, the severity and frequency of behavior, and willingness to make improvements. All decisions will involve communication with parents/guardians. Refunds are not issued in these cases.

Our staff is trained to recognize and respond to bullying or harmful behavior, and we strongly encourage children to speak with staff if they feel uncomfortable or need support during program hours. We are committed to helping each child build confidence, make friends, and have a positive experience at the Y.

We strongly encourage our childcare program participants to talk with program staff if they are uncomfortable with any experiences or need assistance during care hours.

Behavior Management:

We strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. It is our desire to help your child develop self-control as well as respect for the rights of others. If problems arise, we generally use the following guidelines:

1. Positive Guidance Methods
2. Positive Redirection
3. Removal from specific area
4. Meeting with Parents & counselor to set up a Behavior Plan
5. Removal from program*

* At the YMCA, we are committed to working with families to address any behavioral challenges in a positive and constructive way. We will make every effort to address behavior issues prior to reaching step 5 of our behavior management protocol. However, in cases of persistent or severe behavioral concerns that are beyond our control, the YMCA reserves the right to dismiss a participant from the program.

We have a strict zero-tolerance policy for corporal punishment. This includes, but is not limited to, biting, jerking, shaking, pinching, spanking, slapping, hitting, kicking, or any other form of physical discipline or infliction of pain. We do not permit such actions by staff, parents, or children under any circumstances.

We encourage open communication and ask that you share any information that may impact your child's behavior during care hours. Collaboration between staff and families is essential, and we are dedicated to working together in the best interest of your child, as well as ensuring a positive environment for all children in the program.

PARENT/STAFF COMMUNICATION

We believe that a good program requires open and ongoing communication between parents and staff in the best interest of each child. We encourage you to become involved in your child's development and programs.

Informal or formal conferences may be requested by staff or parents regarding their child's behavior. Typically, conferences are requested after multiple behavior reports or extreme changes in a child's demeanor. We cannot emphasize enough how important it is that you share changes occurring at home or at school. Staff can better provide for a child's needs when we are aware of changes.

If you have a question or problem with something that is happening or has happened at the site, please talk with the Site Coordinator about it first. If you feel the matter has not been resolved to your satisfaction, please contact Sarah Scagliotti - Program Executive for Youth Development: (360) 390-4155 or email sscagliotti@olympicpeninsulaymca.org.

SAFETY

For the safety of your child, YMCA childcare programs maintain the following policies:

- ❖ Though the YMCA does not allow individuals not associated with the program access to the site, parents are always welcome to visit the site including all areas used by their child.
- ❖ If your child is ill during childcare hours, they will be placed in a quiet area separate from site activities. Parents will be contacted immediately, and the child will be monitored frequently until they can be taken home.
- ❖ When a child is required to take medication, it should be in its original container and accompanied by a medication release form. All medications are kept in a locked box inaccessible to the children. The Site Coordinator will administer and document on the Medication Management form.
- ❖ In case of a medical emergency, standard emergency procedures will be followed.
- ❖ We will be participating in monthly fire drills. The procedures and evacuation plan will be posted.
- ❖ For the safety of the children involved in YMCA programs all staff are mandated reporters. This means that they are required to report any suspected cases of neglect or abuse to the proper authorities.
- ❖ A confidential grievance report form is available on our website for parents, guardians, and the public to report concerns and help keep our community safe.

Transitions Times:

When the children are returning from outside, the staff members will have all the children line up in their individual groups to do name to face attendance before changing location.

Before leaving the site for a field trip, each staff member will review the rules in their individual groups. We will also do name to face attendance before leaving the site, upon arriving at the destinations and throughout the field trip. When getting ready to return to the school each staff member will have the children line up in their individual groups and once again do name to face attendance. After arriving at the site, name to face attendance will be taken as they enter the building.

Outside Safety Plan:

A staff member will always accompany the children outside. When a child needs to use the restroom, one staff member will walk the child inside the school and wait for them and walk them back outside to join the group. For older children, staff will visibly watch students walk into the building and use walkie-talkies to notify staff inside the building that a child is entering. The same procedure will be used when a child returns to the outside location.

Emergency Procedures:

To ensure preparedness and safety, we conduct regular fire drills along with other emergency practice procedures. Our emergency protocols and evacuation plans are reviewed regularly with staff and participants.

HEALTH AND SAFETY

Minor Medical Concerns or Injuries:

If at any time a minor emergency is to occur a staff member will assess the situation using knowledge obtained in their first aid training. If at any time there is blood present or, if the wound is on the head the parent/guardian will be contacted by a staff member, if the parent/guardian cannot be contacted the emergency contact person provided will be contacted. All minor injuries will be documented, and a copy will be placed in the child's file. An additional copy will be provided to the child's parents.

Major Medical Concerns or Emergencies:

If at any time a life-threatening emergency occurs the staff will use knowledge they obtained from the first aid training to assess and handle the situation at hand. While one member of the staff is helping the child, another staff member will call 911, then the parent/guardian will be notified. If the parent/guardian cannot be reached the emergency contact person provided on the registration form will be contacted. All emergencies will be documented, and a copy will be placed in the child's file. An additional copy will be provided to the child's parents. We will also contact the Child Care Licensor to report any injuries that require medical attention outside of what childcare staff provide.

Practices Concerning an Ill Child:

Upon arrival each child will be checked by the staff for any obvious signs of an illness. A child will be excluded from attending program if any of the following symptoms are present.

- Fever of 100 degrees or higher
- Vomiting on two or more occasions within the previous 24-hour period
- Diarrhea-3 or more watery stools within the previous 24 hours period
- Draining rash
- Eye discharge or pink eye
- Too tired or sick to participate in daily activities
- Lice or nits
- For the safety of our staff and other children in the program, the Site Coordinator reserves the right, at his or her own discretion, to ask parents to supply the YMCA with a Doctor's note clearing the child to attend childcare.
- Staff is [legally required](#) to notify public health authorities of suspected or confirmed cases of selected diseases or conditions. These are referred to as notifiable conditions.

COVID-19 Symptoms During Care:

When a child in our program shows signs or staff is notified by parents during the day of positive COVID-19 contact, the child's parents will be notified (if not already) and will be taken to a classroom to be isolated until a parent/guardian or other authorized adult arrives to pick the child up. The child will be asked to stay home from the program for a minimum of 5 days depending on the severity of the situation. (Please refer to our COVID-19 Emergency Plan for positive test procedures.)

Medications:

Staff may only administer medication with a completed Medication Management Form signed by both the child's parent/guardian and physician or dentist. This applies to both prescription and non-prescription medications.

All medication must:

- ❖ Be in its original container
- ❖ Be labeled with the child's name, prescription date, and expiration date

Storage Procedures:

- ❖ Refrigerated medications are kept in a locked box inside the refrigerator
- ❖ All other medications are stored in a locked box in a secure area
- ❖ Emergency medications (e.g., for life-threatening conditions) are carried in YMCA-provided backpacks to ensure staff have immediate access at all times

At the end of the program, parents/guardians must pick up any remaining medication and sign the form to confirm it was returned.

Non-Prescription medication can only be given when a medication management form is signed. We will have to follow the method that manufacturers prescribe for the age and weight of the child needing medication.

- ❖ These medications can include:
 - Antihistamines
 - Non-Aspirin fever and pain reducers
 - Decongestants
 - Anti-itch lotions or ointments
 - Sunscreen
 - Non-narcotic cough suppressants

A physician's written authorization is required for non-prescription medications that are not included in the above list, if it is to be taken differently than indicated on the manufacturer's label, or if it lacks labeled instructions.

POLICIES AND PROCEDURES

Hand Washing Procedure:

Proper hand washing procedures include:

- ❖ Washing hands with warm water and liquid soap for a minimum of twenty seconds
- ❖ Drying hands with a paper towel, single-use cloth towel or air hand dryer
- ❖ Turning off the water with paper towel or single use cloth towel
- ❖ Paper towels must be disposed of after a single use
- ❖ Avoid close contact with people who are sick
- ❖ Put distance between yourself and other people. This will be referred to as physical or social distancing
- ❖ Cover your mouth and nose with a cloth face covering when around others
- ❖ Remember to cover coughs and sneezes with a tissue or use the inside of your elbow - used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds
- ❖ Clean and disinfect frequently touched surfaces

Cleaning and Sanitizing Procedures:

The Olympic Peninsula YMCA is committed to maintaining a clean and safe environment by following CDC and EPA guidelines. Cleaning with soap and water removes dirt and germs, while disinfecting helps kill germs to further reduce the risk of infection. Staff will regularly clean, sanitize, and disinfect high-touch surfaces such as doorknobs, light switches, desks, countertops, and restroom fixtures. Areas throughout the facility will be cleaned multiple times a day by both program staff and janitorial teams.

Non-Smoking Policy:

Smoking is prohibited by anyone: 70.160 RCW

- In any outdoor or indoor camp space
- Within twenty-five feet of any entrance, exit, window, or ventilation intake of the facility
- In motor vehicles used to transport children.

Drugs and Alcohol:

Staff and volunteers will not:

- Have or use illegal drugs on the premises
- Consume or be under the influence of alcohol during operating hours
- During operating hours, be under the influence of drugs that would impair the ability to provide care for the children as provided in this chapter

STAFF AND STAFF TRAINING

At no time do we exceed the state licensing requirement of 1:15 for school age children. We also strive for a ratio of 1:10 for swimming and any activity near water. We will also provide a certified lifeguard for any activity near water.

All staff maintain current certification in CPR and First Aid. In addition, all staff are thoroughly screened with a thorough background check before employment and evaluated on a regular basis to ensure continued high performance.

To protect our staff members and respect their personal time we request that you not ask a YMCA employee to baby-sit, host sleepovers or spend time one-on-one with your child outside YMCA programs. Staff members are not allowed to provide personal transportation to any children enrolled in childcare.

Parent/Guardian Signature: _____ Date: _____

Thank you for choosing the YMCA!