



# 2025 SUMMER DAY CAMP PROGRAM

**Elkins/Randolph County YMCA**

**400 Davis Avenue**

**Elkins, WV 26241**

**(304) 636-4515**

**[www.elkinsymca.com](http://www.elkinsymca.com)**

## **KEY POINTS TO REMEMBER**

Campers must be entering 1<sup>st</sup> through 4<sup>th</sup> grade to participate.

**Spaces are limited and advanced registration is required. All fees must be paid by the Wednesday before the start of each new week of camp.**

A \$25.00 deposit is required on each week of camp you register for. Deposits are non-refundable.

**Campers may choose from three attendance options: 2-days (Tuesday and Thursday), 3-days (Monday, Wednesday, and Friday) or 5-days (Monday-Friday).**

Due to capacity restrictions, campers may only attend on the days that they are registered.

**Camp runs Monday through Friday from 8:00 a.m. to 5:30 p.m. Late pick-up charges will apply after 5:30 pm.**

Drop off your child each day in the youth center. Sign your child in/out each day.

**Lunches are provided through a grant by the USDA. Due to food allergies, summer camp is a peanut-free zone. Please refrain from sending in packed lunches with peanut items.**

If your child requires a PDF (lifejacket) in the pool, be sure to indicate this during registration.

**Campers must wear their camp shirt each day for safety purposes. Campers who do not wear their shirt will be provided with one and a \$20.00 shirt fee will be posted to their account.**

## **WHO TO SEE WHEN:**

The counselors on duty will be able to assist you with most questions related to the operation of the program, including:

- Behavior concerns
- Schedule changes
- Program ideas

For questions about registration, please contact Sue Gillispie at 304-636-4515 or [sgillispie@elkinsymca.com](mailto:sgillispie@elkinsymca.com)

For questions regarding billing and payment of fees, please contact the member services desk at 304-636-4515 or [info@elkinsymca.com](mailto:info@elkinsymca.com).

For program concerns, please contact Nic Casey at 304-636-4515 or [childcare@elkinsymca.com](mailto:childcare@elkinsymca.com)

# CONTENTS

<b>PROGRAM ADMISSION.....</b>	<b>3</b>
ENROLLMENT ELIGIBILITY .....	3
ENROLLMENT OPTIONS.....	3
WAITLISTS.....	4
CHANGES TO ENROLLMENT .....	4
CONFIDENTIALITY AND INFORMATION DISCLOSURE .....	4
<b>FEE PAYMENT.....</b>	<b>4</b>
FEES DUE AT REGISTRATION .....	4
WEEKLY FEES .....	4
RETURNED PAYMENTS .....	4
FINANCIAL SUPPORT .....	4
<b>ATTENDANCE .....</b>	<b>5</b>
HOURS OF OPERATION .....	5
REQUIRED SIGN-IN AND OUT PROCEDURES .....	5
PICK-UP.....	5
LATE PICK-UP.....	5
<b>PROGRAMMING.....</b>	<b>5</b>
WEEKLY SCHEDULE .....	5
SWIM TIME .....	6
OUTDOOR PLAY .....	6
FIELD TRIPS .....	6
CLOTHING/BELONGINGS .....	6
USE OF CELL PHONE/GAME DEVICES.....	6
<b>NUTRITION.....</b>	<b>7</b>
LUNCH AND SNACKS.....	7
MONEY FROM HOME .....	7
<b>BEHAVIOR MANAGEMENT AND DISCHARGE OF CHILDREN .....</b>	<b>7</b>
BULLYING .....	7
MANAGING DISRUPTIVE BEHAVIOR.....	8
DISCHARGE OF A CHILD FROM THE PROGRAM .....	8
<b>CHILD SAFETY.....</b>	<b>9</b>
APPROPRIATE ENGAGEMENT WITH CHILDREN.....	9
REQUIREMENT TO REPORT .....	9
<b>HEALTH.....</b>	<b>10</b>
IMMUNIZATIONS .....	10
ILLNESS PRECAUTIONS.....	10
ALLERGIES .....	10
<b>EMERGENCY PROCEDURES.....</b>	<b>11</b>
INJURIES OCCURRING DURING PROGRAM HOURS.....	11
ACCIDENT REPORTING.....	11
FACILITY EMERGENCIES AND EVACUATIONS .....	11
PEST MANAGEMENT PLAN .....	12
COMMUNICATION/PARENT INVOLVEMENT.....	13
<b>PESTICIDE NOTIFICATION REQUEST FORM.....</b>	<b>16</b>
<b>SUNSCREEN PERMISSION FORM.....</b>	<b>16</b>
<b>CHILDCARE HANDBOOK ACKNOWLEDGEMENT PAGE .....</b>	<b>16</b>
<b>WELL CHECK AND IMMUNIZATION RECORD.....</b>	<b>16</b>

## ABOUT THE YMCA

The Y is a non-profit organization dedicated to improving the lives of community members in our seven-county region of central West Virginia. Together we work to ensure everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, income, race, or sexual orientation has the opportunity to reach their potential through participation in quality programs, classes and activities that will help enhance their lives. Our core values of caring, honesty, respect and responsibility guide everything we do.

The Y is supported solely by those who choose to join and take part in the many programs and activities that we offer. A portion of our support comes from grants and from the generosity of individuals and businesses who choose to make individual contributions.

## YMCA CHILD CARE GOALS

The YMCA's summer day camp program provides children with a safe and fun environment to spend the summer break. The program goals are:

- i) To provide a fun, safe and positive environment for all children.
- ii) To help children develop to their fullest potential by focusing on:
  - Encouraging positive interpersonal relationships with peers and staff members;
  - Following the YMCA core values of respect, responsibility, honesty and caring;
  - Encouraging healthy lifestyle habits by participating in regular physical activity and promoting healthy eating habits.

## PROGRAM ADMISSION

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### ENROLLMENT ELIGIBILITY

The summer camp program is for children ages entering 1<sup>st</sup> through 4<sup>th</sup> grade.

**A current copy of immunization records or a well-check form from a physician must be provided before your child may attend camp.** Forms may be dropped off at the front desk or emailed to [info@elkinsymca.com](mailto:info@elkinsymca.com). All immunizations must be current for a child to attend. Parents are responsible to disclose any illness or condition that poses a potential health risk to other children or staff.

### ENROLLMENT OPTIONS

The summer camp program is divided into six, one-week camps that run from June 23<sup>rd</sup> through August 1<sup>st</sup>. The program will not operate on Friday, July 4<sup>th</sup>.

Parents can enroll their child in one or more weeks. There are three enrollment options:

- 2 days per week – Tuesday/Thursday
- 3 days per week – Monday/Wednesday/Friday
- 5 days per week – Monday through Friday

Enrollment and payments are completed online through the Y's website at [www.elkinsymca.com](http://www.elkinsymca.com). Instructions for registering are available on the site and at the end of this document. Paper copies of the enrollment forms are available at the Y member services desk.

Registrations for available spots will be taken up until the Wednesday before the start of each new week of camp (if spots are still available). Children may not attend unless they have been registered and payment has been received in full. **Please be aware that if you drop your child off without registering them for that week, you will be called and required to return to the Y to pick up your child.**

## WAITLISTS

There are a limited number of spots available. If spots are not available, parents may request to be added to a wait list and will be notified if and when a spot becomes open.

## CHANGES TO ENROLLMENT

Changes to your child's enrollment schedule must be made prior to the Wednesday before the start of the enrollment week. Staffing and supplies are coordinated based on enrollment, so the \$25.00 deposit for each week of camp is non-refundable. Cancellations made before the Wednesday prior to the new week of camp are eligible for refund, less the \$25.00 deposit.

## CONFIDENTIALITY AND INFORMATION DISCLOSURE

The YMCA will ensure the confidentiality of all records pertaining to children enrolled in its programming. Files containing confidential information will be secured and are accessible only to programming staff to help care for the child. Records will only be open to disclosure to the extent required by state or federal law. Parents may request to review their child's record.

The YMCA will request consent from parents to use photographs or video recordings to potentially promote the program in the local newspaper, on the Y's website, etc. Parents should notify the childcare coordinator if any custody or other issue prevents the publication of their child's image.

## FEE PAYMENT

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### FEES DUE AT REGISTRATION

A \$20.00 enrollment fee is due at registration and includes a camp t-shirt. A \$25.00 deposit is required on each week of camp you register for to secure your spot. Deposits are non-refundable.

### WEEKLY FEES

Enrollment Option	YMCA Members	Non-members
2-Day Rate (Tues/Thurs)	\$55.00 per week	\$60.00 per week
3-Day Rate (Mon/Wed/Fri)	\$80.00 per week	\$85.00 per week
5-Day Rate (Mon-Fri)	\$135.00 per week	\$145.00 per week

### SIBLING WEEKLY FEES (Use code "CAMP" at check out)

Enrollment Option	YMCA Members	Non-members
2-Day Rate (Tues/Thurs)	\$50.00 per week	\$55.00 per week
3-Day Rate (Mon/Wed/Fri)	\$75.00 per week	\$80.00 per week
5-Day Rate (Mon-Fri)	\$130.00 per week	\$140.00 per week

### RETURNED PAYMENTS

A \$25.00 fee will be charged for each returned payment. Parents will need to send cash, money order or certified check for the non-sufficient funds within 10 business days and payment in full is required before a child can continue to participate in YMCA programs.

### FINANCIAL SUPPORT

Financial support for YMCA programs is available based on an individual's demonstrated inability to pay and the YMCA's ability to fund and provide services. An application for community support is available at the YMCA front desk.

## ATTENDANCE

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### HOURS OF OPERATION

The program runs Monday through Friday from 8:00 a.m. to 5:30 p.m.

### REQUIRED SIGN-IN AND OUT PROCEDURES

Children are dropped off and picked up from the youth center, accessible from the exterior door on Davis Avenue. When you bring your child to the youth center or pick up your child, you must sign your child in/out on the attendance roster. This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time.

### PICK-UP

Only persons authorized by you may pick up your child. The staff will question anyone who is unfamiliar to them. If someone other than a parent will pick your child up, please provide written notification to a Y staff member or make a note of it on the daily sign in sheet.

### LATE PICK-UP

Beginning at 5:30 p.m., there will be an additional charge of \$5.00 per family for each ten minutes past 5:30 p.m. You will receive an invoice for this fee.



If you are running late, please notify the YMCA by calling 304-636-4515. If we do not hear from you, starting at 5:40 p.m., the program staff will begin calling parent contact numbers to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called.

You risk dismissal from the program if:

- You fail to pay the late pick-up fee
- You are late more than three times in a one-month period

## PROGRAMMING

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### WEEKLY SCHEDULE

Summer camp at the Y provides an action-packed day of laughter, friendship, and physical activity. We work hard to develop a balanced schedule that offers activities for varied interests. Each week of camp has a unique theme, and the program activities are based on that theme. Each day provides a mix of structured and unstructured play, an opportunity to swim and to play outside.

Activity schedules for each week will be available in the youth center and posted on our BAND app page. All times and activities are subject to change depending on the needs of the children enrolled, inclement weather, etc. A separate activity schedule is created for each age group. Below is a sample of the basic format of a camp day.

8-9 am	Arrival Youth Center	1-2 pm	Swimming
9-10 am	Themed Activity/Game	2-3 pm	Themed Activity/Game
10-11 am	Snack/ Outdoor Play	3- 3:30 pm	Snack
11 am-noon	Club Activity (Kids' Choice)	4-5 pm	Free Play in Gymnastics/Tween Center
12-12:45 pm	Lunch	5-5:30 pm	Departure Youth Center

## **SWIM TIME**

Campers will be given the opportunity to swim each day. Lifeguards and staff work together to supervise the children during swim times. Staff will provide an alternate activity for children who choose not to swim during designated swim times.

If the pool is closed due to inclement weather or an unforeseen repair, staff may schedule an alternate water activity in the green space. Campers should bring a labeled bag with a towel and bathing suit, and goggles are also recommended.

Parents indicate whether children require a personal flotation device (PFD) during the registration process. The childcare coordinator is responsible for maintaining this list. Lifeguards will swim test all new swimmers and will require a child to wear a PFD if the child is unable to swim the width of the pool without assistance.

In the event of an accident during swim times, the YMCA staff will respond along with the lifeguards. Lifeguards at the YMCA hold current lifeguard certifications through the Red Cross.

## **OUTDOOR PLAY**

The program will make use of the green space (outside space behind the pool), the train depot, and Elkins City Park for outdoor play.

## **FIELD TRIPS**

The camp program makes several local and out-of-town field trips. If the program schedules a field trip that requires transportation outside of Elkins, Randolph County school busses will be used. For local field trips, the program will walk when possible or use Country Roads Transit or Randolph County School busses. Parents will be required to sign a permission form for their child to participate in field trips.

## **CLOTHING/BELONGINGS**

All campers must wear a camp T-shirt every day. This is required for safety reasons so that staff may quickly identify participants in the program. The registration fee includes one t-shirt. Additional t-shirts may be ordered during the registration process.

If your child arrives without his/her shirt, one will be provided to them, and a \$20.00 shirt fee will be added to your account.

Campers should bring a bathing suit, towel and goggles for daily swim time. Campers should bring these items home each night for laundering.

**Please label your child's belongings. The YMCA is not responsible for lost, damaged, or stolen articles. Please do not send any valuable items or toys from home.**

## **USE OF CELL PHONE/GAME DEVICES**

While we understand that parents may choose to allow their children to take a cell phone to camp for safety reasons, we will not permit campers to make or accept personal phone calls from friends. We appreciate your support in reinforcing this rule with your children.

Campers who choose to bring in devices will be required to store them away between 9 am and 5 pm during programmed activities. Campers will be given the opportunity to place devices in a locker.

**Please be aware that the YMCA is not responsible for any personal items brought from home that are lost or stolen.**

## NUTRITION

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### LUNCH AND SNACKS



Lunch and snacks are provided through a grant by the USDA. A menu will be provided. Snacks and lunches follow the USDA's Summer Food Service Program meal requirements and the YMCA's HEPA Healthy Eating and Physical Activity standards.

If your child has food allergies, please contact the childcare coordinator in advance of your child's attendance at camp to discuss suitable food substitutions.

Requests for food substitutions for snacks and lunches must be accompanied by written directions from a physician.

The physician's note should include:

- what the allergy is;
- what happens when the food is digested;
- and, what food items are suitable substitutes.

Parents may choose to send in a sack lunch instead of participating in the summer foods program. Lunches sent in should be clearly labeled with the child's name and date the lunch was brought in. Lunches may be stored in the youth center refrigerator and a microwave is also available, however no additional food preparation should be required beyond use of the microwave. Lunches sent in from home should follow the nutritional guidelines provided by the state and should include: milk or juice, meat or meat alternative (e.g. eggs, cheese, yogurt), vegetables and/or fruit, enriched or whole grain bread or alternative (e.g. cereal, muffins, crackers, etc.)

Due to concerns over severe food allergies, we operate a peanut-free program in the youth center. Please be aware that the rest of the facility does not restrict patrons from consuming peanut food items. Please support these efforts by ensuring that you do not send in peanut-based food items for your child's lunch (e.g. PJ sandwiches, crackers, nuts, etc.). We appreciate your help in keeping our facility safe for all children.

### MONEY FROM HOME

We prefer that children do not bring in money to purchase soda from the vending machine.

Please be aware of the following if you choose to send in money with your child:

- The YMCA staff is not responsible for holding money for campers or for their snack/drink selection.
- Campers will not be permitted to leave activities to purchase snacks. Counselors will provide times to purchase snacks that work with the camp schedule.
- The city park typically sells popsicles from the park office. The YMCA staff will not limit the number of popsicles purchased by your child if you choose to send in money. We prefer that campers do not purchase popsicles for their friends, as this may go against the wishes of the other camper's parents.

## BEHAVIOR MANAGEMENT AND DISCHARGE OF CHILDREN

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### BULLYING

We will not condone the mistreatment of one youth by another youth. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- **Physical bullying** – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- **Verbal bullying** – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.

- **Nonverbal or relational bullying** – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- **Hazing** – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.

## MANAGING DISRUPTIVE BEHAVIOR

The YMCA always strives to maintain a positive approach to managing behavior. When children choose to behave outside of the program’s guidelines, some consequences are required to protect the safety and wellbeing of all the children in the program.

In cases of disruptive behavior, the following process will be followed:

- Reasoning** – Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- Removal from the specific activity** – When reasoning has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The denied activity should be related to the misbehavior and the removal should not exceed one minute per year of the child’s age.

Actions that will result in disciplinary action include, but are not limited to:

- Hitting or harming other children or adults
- Bullying
- Damaging YMCA property
- Continuous disruption of the program

Staff will use incident reports to document disciplinary action taken in response to the issues listed above. The reports help to communicate to parents what happened, and the steps taken to help the child improve the behavior.

Report Form	When Staff will Complete Form	Who Completes It	Who Approves It
Incident	When a major disruption occurs, e.g. any physical altercation or bullying	Staff who witnessed event firsthand	Lead Counselor or Childcare Coordinator

When a more serious incident occurs, the lead staff or program coordinator may call the parent and ask them to pick up the child within 30 minutes of the call. The child may be suspended from the program for a period of 1-5 days or may be removed from the program entirely.

## DISCHARGE OF A CHILD FROM THE PROGRAM

The YMCA tries to meet the needs of each child enrolled in its programming. However, the Y does reserve the right to end enrollment of a child.

Every effort will be made to work with the child and family to avoid ending enrollment. When a situation arises, the childcare coordinator will initiate a meeting with the child’s parents to discuss the situation and agree to a plan of action. The plan may include daily communication with parents regarding progress, behavior modification plans, and other necessary steps for the child to be successful in the program.

If the parents and childcare coordinator are unable to come to a mutually acceptable course of action after identifying a concern, the coordinator reserves the right to end enrollment of a child.



Factors that may be considered when deciding if the program is an optimal place for a child:

- Problematic behavior, including continuous failure to cooperate with staff, inability to get along with staff, or other children, or threatening, violent, or intimidating behavior.
- Staff are unable to meet the child's needs.
- A family fails to meet their obligations set forth by the YMCA including, but not limited to the following reasons:
  - Disrespectful behavior to staff members.
  - Non-payment or persistent late payment of fees.
  - Failure to comply with policies set forth in this manual and the handbook.

If a child has been asked to leave a YMCA program, the following must happen to pursue re-enrollment:

- If the dismissal was fee related, families must pay all outstanding fees related to any YMCA program.
- If the dismissal was behavior related, the family must agree to meet with the program coordinator and/or executive director to discuss how the situation can be improved going forward. It is up to the program coordinator and/or executive director to decide whether the program can accommodate the needs of the child.

## CHILD SAFETY

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### APPROPRIATE ENGAGEMENT WITH CHILDREN

The Y is committed to creating an environment for youths that is safe and nurturing. The policy outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.



- Youths will always be treated with respect.
- Youths will be treated fairly regardless of race, sex, age, or religion.
- Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
- Staff and volunteers will avoid affection with youths that cannot be observed by others.
- Staff and volunteers will adhere to uniform standards of appropriate and inappropriate

verbal interactions as outlined by our organization.

- Staff and volunteers will only give gifts with prior permission.
- Staff and volunteers will comply with our organization's policies regarding interactions with youths outside of our programs.
- Staff and volunteers will not engage in inappropriate electronic communication with youths.
- Staff and volunteers are prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths.
- Positive guidance will be used as the discipline technique of all programs.
- Staff will participate in regular training, including covering topics such as appropriate touch and managing behavior.

### REQUIREMENT TO REPORT

The YMCA recognizes the increase in the number of incidents for reported cases of child abuse and neglect. Staff and volunteer personnel are in an excellent position to identify abuse and/or neglected children and refer them for treatment and protection. In responding to this problem, the YMCA recognizes the need to develop a clearly defined policy and establish procedures to implement that policy.

This policy is applicable to all paid and volunteer staff that have contact with children. For purposes of this policy, child will be defined as any person under the age of 18. This policy incorporates state law reporting procedure requirements for cases involving suspicion of child abuse or neglect. In addition, it provides recommended practices regarding children participating in YMCA programs; as well as hiring and training procedures for YMCA personnel who are or will be involved in supervision of children.

The YMCA requires all employees working with children to successfully complete child abuse prevention training as a condition of employment.

Every state maintains a mandatory child abuse reporting law. Those, who by nature of their employment have contact with children, are mandated reporters. To combat the child abuse and neglect problem and in compliance with West Virginia State Law, any staff or volunteer personnel having reasonable cause to suspect that child participating in a YMCA program has been abused or neglected or having reason to believe that a child has been threatened with injury and that abuse will occur, shall immediately contact the Supervisor/Director in accordance with established procedure. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

**Report Abuse or Neglect. When you suspect abuse or neglect you should report your concerns to the Department of Health and Human Resources at 1-800-352-6513 7-days a week, 24 hours a day.**

## **HEALTH**

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### **IMMUNIZATIONS**

Each family enrolled in the program must submit a child wellness form/immunization record. The Y will maintain well check records in the child's file.

The Y requires that children are adequately, or age appropriately immunized at the minimum requirements for attending school as required by the state as a condition of participating in YMCA programming.

### **ILLNESS PRECAUTIONS**

We are committed to provide kids with a fun AND safe experience during their time at the Y facility. Any child with an infectious illness may not attend until the illness is resolved. Parents are asked to keep children home from the program if:

- The child has a fever, stomach bug or infectious condition like head lice, pink eye, etc. Children must be free from symptoms for 24 hours before returning to the program.
- Any child that arrives with a fever or develops symptoms of a fever of 100.4 while in the program, the following will take place:
  - Child will be isolated away from other children and staff.
  - Parent will be called to pick up child immediately.
  - Cleaning guidelines will be followed immediately in any area the child was located.

### **MEDICATION ADMINISTRATION DURING PROGRAM**

If a child requires any medication during the program, parents should request a time to meet with the childcare coordinator to review instructions on administering medications. Any medication needing to be administered during program hours must:

- Be accompanied by a "permission to medicate" form (provided by the childcare coordinator)
- Be brought directly to a lead staff member in its original container with the child's name, physician's name and drug name on the container, and
- Have specific written instructions for amounts, time, etc.

The lead counselor or childcare coordinator will record medication given, dosage, time on the medication form as it is administered.

### **ALLERGIES**

The Y will accommodate allergy concerns to the extent possible with any limitations to the facility.

Requests for food substitutions for snacks and lunches must be accompanied by a written notice from a physician. The notice should include: what the allergy is; what happens when the food is digested; and, what food items are suitable substitutes.

The youth center is a peanut-free zone. Please do not send any peanut food items for snacks or lunches. Please be aware that the rest of the facility does not restrict patrons from consuming peanut food items.

Parents should request a meeting with the childcare coordinator and lead staff to discuss and plan for allergy concerns.

## EMERGENCY PROCEDURES

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### INJURIES OCCURRING DURING PROGRAM HOURS

If a child is injured during program hours, the staff will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include:

- Providing immediate first aid;
- Attempting to contact a parent or guardian;
- Attempting to contact the child's physician;
- Attempting to contact others listed on your registration forms; and/or
- In case of serious injury, securing appropriate emergency medical assistance.

### ACCIDENT REPORTING

Once emergency medical care has been administered, staff will file an accident report. A copy of the report will be provided to parents at the end of day by the lead staff on duty.

Staff will notify parents with a phone call regarding any injury resulting in first aid or any accident involving a head injury.

Report Form	When Staff will Complete Form	Who Completes It	Who Approves It
Accident	Any time first aid is administered	Counselor who administered first aid	Lead Counselor or Coordinator

### FACILITY EMERGENCIES AND EVACUATIONS

This plan outlines the emergency and disaster plan for reporting emergencies and evacuating the facility.

**Evacuation Site:** 1) Elkins Fire Department 2) Darden Garden (Beside City Hall)

- **In the event of a fire alarm**, have children line up, do a headcount and exit from nearest facility exit. Take children to evacuation site. Do not re-enter facility until given all clear by emergency responders or the YMCA executive director.
- **In the event of a serious injury**, call 911. Perform first aid/CPR as needed. Remove other children from the scene. Contact parents.
- **In the event of an intruder**, call 911, call out "lock down" and isolate the intruder, if possible. Evacuate the building through the closest exit and proceed to safest evacuation site. If evacuation is not possible, move the children to a secure location within the building. Stay in area with doors closed and/or locked and barricaded. If the intruder is outside the building, move children inside and lock the outside doors.
- **In the event of a missing child**, immediately notify all staff. All children should be taken to the gym to be supervised by two staff members. All other staff should be posted at facility doors to ensure child does not exit building. A full facility search should be completed including empty lockers and all locked doors. Notify police and parents as next step if child is not found within 10 minutes.

- **In the event of severe weather**, and weather conditions create an imminent danger making travel unsafe, (e.g. severe flooding, active tornadoes, etc.), the facility will remain open and children will be relocated to a safe area until local authorities determine conditions are safe. The YMCA closes when a state of emergency is called. Parents will be contacted with advance notice if there is a likelihood that the facility may close due to severe weather (e.g. a severe snowstorm). When a state of emergency is called, parents will be contacted and asked to pick up their children from the program within one hour.

**Following any emergency requiring evacuation:**

1. Seek clearance from police or fire department to return to building and determine if students should return to activities or be dismissed early.
2. Contact parents.
3. Maintain student roster for dismissal.
4. Document the incident.
5. Determine need for follow-up support to those involved and their families.

**Emergency Numbers:**

Emergency Responders: 911  
Poison Control: 1-800-222-1222  
YMCA Front Desk 304-636-4515

Sue Hartley-Gillispie (YMCA) 304-704-7838  
Sid Gillispie (YMCA) 304-614-1001

**PHYSICAL SAFEGUARDS**

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It is the policy of the YMCA to meet all applicable regulations regarding fire, health, and sanitation.

- The facility will be cleaned, and trash removed daily.
- The AC, heating and ventilations system will be maintained in good operating condition.
- Sprinklers, fire extinguishers, and smoke detectors will be easily accessible, inspected and tested at least annually.
- Space for medical emergencies and illnesses will be provided.
- All electrical outlets, not in use, will be covered with safety caps.
- All chemicals and cleaning products will be kept out of reach of children.
- First aid kits, fully stocked including surgical gloves, will be easily accessible.

**PEST MANAGEMENT PLAN**

It is the goal of this facility to provide a clean, comfortable environment in which children can play and learn and staff can work. In providing this environment, attention will be given to pesticides and the hazards they may cause people. It is therefore our policy to use Integrated Pest Management procedures to control pests to reduce the need for pesticide applications.

To ensure a pest free area, staff will:

- Dispose of cardboard boxes,
- Store food in proper containers,
- Dispose of all trash as soon as possible,
- Keep surfaces clean using proper cleaning and disinfecting products,
- Report any leaks, holes, etc. to maintenance staff.

**Monitoring:** Staff will be trained on how to keep the facility pest free and to monitor for pests. Pest traps will be used to monitor potential areas that could attract pests. Upon identification of pest activity, staff will record the issue on the pest sighting log and notify the program administrator.

The program administrator will complete a sanitation and maintenance report every six months.

**Application of Pesticides:** Ehrlich Pest Control comes to the facility every second Friday of the month and will apply pesticides only “as needed” to correct verified problems.

**Notification:** At the time a child is enrolled, parents will be given the opportunity to be informed of the right to be notified of the application of pesticides. This notification will be provided at least 24 hours in advance of pesticide application.

## **FAMILY INVOLVEMENT AND GRIEVANCE PROCEDURE**

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### **COMMUNICATION/PARENT INVOLVEMENT**

A newsletter will be sent home weekly together with any permission forms for field trips. We also maintain a “Band” app page called, ‘Elkins YMCA Summer Camp’ where we will post information to help keep parents informed on what is happening with the program.

Parental support is critical to the success of the program. We welcome your input to programming ideas and other suggestions to improve the program.

Daily communication with staff is important to help us understand any changes or situations that may impact your child’s life. Please see the lead staff on duty with any questions or concerns about your child’s day.

Donations of supplies are gratefully appreciated.

Parents or guardians have the right to enter and inspect the facility in which their child is receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while your child is receiving care.

If a parent has a concern about their child’s care, the following steps should be followed:

- Parents can visit the program at any time during operational hours to talk to the lead staff on duty.
- If the discussion may take an extended time, is sensitive in nature, or involves other children in the program, please schedule a time with the childcare coordinator to discuss the issue.
- If your concern is not resolved, please submit a grievance in writing to the executive director. Detailed information should be provided so that your concern can be properly reviewed. You will be contacted within two business days with notification of the resolution and/or an explanation of the steps that will be taken in response to your concern.
- Parents have the right to report complaints without fear of retaliation related to compliance with the provisions of W. Va. Code §49-2-101 et seq. (regulation regarding childcare centers) to the Secretary of the Department of Health and Human Resources. (April 2023).

The childcare staff has the right to deny access to a parent or guardian under the following circumstances:

- The parent/guardian is behaving in a way that poses a risk to the children in the facility.
- The adult is a non-custodial parent, and the facility has been requested in writing by the custodial parent not to permit access to the non-custodial parent.

## HOW TO REGISTER ONLINE REGISTRATION AT WWW.ELKINSYMCA.COM

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To register online, you must have an account in our system. If you have never been a member or registered for a Y program before, you will need to set up an account. The system will guide you through that process. **If you are registering your child for a program, please access your account or set up an account in your name as the primary adult. You can then add your child to your account.**

### Existing Members

In order to successfully complete your online account set-up, **our system must have your correct birth date and zip code on file.** If this information is not in our database, you will need to call the Y at 304-636-4515 or visit the front desk and provide staff with this information to gain access to your online account.

1. From the program page, click "Find My Account"
2. Enter the last name, birth date (MM/DD/YYYY format), and zip code associated with your YMCA account and click submit.
3. Verify your account with either the email address, or billing method information, on file with your YMCA account. **NOTE: If you do not have an email on file with your member record, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email and you will need to call the front desk at 636-4515 to complete this process.**
4. If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.
5. If you choose to verify your account using your email address, a password re-set link will be sent to your account email address. Follow the link in the email to set your account password and complete the online activation process. Now you can login and begin searching and registering for programs.

### Non-Members

1. Select the "Sign Up" option.
2. Click on the non-member membership type.
3. Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding additional children who you will be registering in programming.
4. Once you have finished adding individuals to your account, click next.
5. You will be prompted to enter an email and select a password on the next screen to complete the creation of your YMCA online account. You can now begin to search and register for programs.

## ELKINS YMCA CHILD ABUSE PREVENTION CODE OF CONDUCT

<ol style="list-style-type: none"> <li>1. In order to protect organization staff, volunteers, and program participants – at no time during an organization program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</li> <li>2. Staff shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Staff will ensure: <ul style="list-style-type: none"> <li>• The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.</li> <li>• Children are with an adult staff member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.</li> <li>• Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities.</li> <li>• No child, regardless of age, enters a bathroom alone on a field trip.</li> <li>• If staff are assisting younger children, doors to the facility must remain open.</li> </ul> </li> <li>4. Staff should conduct or supervise private activities in pairs – assisting with bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</li> <li>5. Staff shall not abuse children including: <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> Any type of abuse will not be tolerated and may be cause for immediate dismissal. </li> <li>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</li> <li>8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> </ol>	<ol style="list-style-type: none"> <li>9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>11. While the organization does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the organization.</li> <li>12. Staff must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</li> <li>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Staff may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>19. Staff are not to transport children in their own vehicles.</li> <li>20. Staff may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization).</li> <li>22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> </ol>
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**Name of Child:** \_\_\_\_\_

Please sign and return this form no later than your child's first day of camp.

### **SUNSCREEN PERMISSION FORM**

As the parent/legal guardian of the child listed above, I give my permission for the YMCA staff to apply sunscreen to my child prior to outdoor play.

- ☐ I understand that sunscreen will be applied to exposed skin, including, but not limited to the face, ears, nose, shoulders, arms, and legs. Children will be encouraged to apply sunscreen to their skin themselves with supervision by staff to the extent possible according to the child's age and ability. I have consulted with my child's physician, and do not know of any allergies or allergic reactions my child may have to sunscreen.

☐ I have provided sunscreen for my child, to be applied as described above by the staff. I have labeled the bottle with my child's first and last name.

**OR**

☐ Please apply facility-provided sunscreen.

- ☐ NO. For medical reasons, do not apply sunscreen to my child for any reason.

### **WELL CHECK AND IMMUNIZATION RECORD**

Our state licensing requires parents to provide the YMCA with a current (dated within one year) copy of the child's last physical and immunization record. This must be provided prior to the child attending our program.

Documents can be dropped off to the YMCA at 400 Davis Avenue or emailed to [info@elkinsymca.com](mailto:info@elkinsymca.com).

\_\_\_\_\_ I understand that a current well child visit and immunization record must be provided to the YMCA prior to my child attending camp.

### **CHILDCARE HANDBOOK ACKNOWLEDGEMENT PAGE**

Whether your child participates in a YMCA childcare program for a short or long period of time, it is important that you are familiar with our policies and childcare protections for the welfare of the children in our care and for our staff.

Parents are provided a hard copy of the handbook at enrollment and the handbook is also available online at [www.elkinsymca.com](http://www.elkinsymca.com). Please take the time to review the handbook in detail. If you have questions or concerns, please contact the childcare coordinator at 304-636-4515 or by email at [childcare@elkinsymca.com](mailto:childcare@elkinsymca.com).

After reading the handbook, please sign below and return this form to the YMCA, no later than the first day that your child attends camp or the after-school program.

As the parent/guardian of \_\_\_\_\_, I have read and understand the contents of the YMCA's childcare handbook. I agree to follow the policies outlined in the handbook. I understand that the YMCA reserves the right to amend policies and procedures when necessary. Parents will be notified of any material changes made to the handbook. Signature of this acknowledgement page is not an enrollment contract.

### **PESTICIDE NOTIFICATION REQUEST FORM**

Please sign and return this form no later than your child's first day of camp.



### **PESTICIDES LEVELS 3 AND 4**

It is the goal of this facility to provide a clean, comfortable environment in which children can play and learn and staff can work. In providing this environment, attention will be given to pesticides and the hazards they may cause people. It is therefore our policy to use Integrated Pest Management procedures to control pests to reduce the need for pesticide applications.

Ehrlich Pest Control currently visits the facility once a month to provide routine crack and crevice treatments in common areas of the facility. They do not treat the youth center unless staff identifies a verified issue significant enough to require treatment using a pesticide.

Parents have the right to be informed prior to the application of pesticides. This notification will be provided at least 24 hours in advance of pesticide application.

Do you as a parent or legal guardian wish to be informed at least 24 hours in advance of the application of level 3 (crack and crevice treatment) or level 4 (broadcast spraying or fogging) in the youth center?

- ☐ Yes
- ☐ No

Parent or Guardian's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Signature of Staff Acknowledging Receipt: \_\_\_\_\_