



# Northfield Area Family YMCA

- Y-Navigators
- Prairie & Wood

## 2011

### Parent Handbook

Please complete the Health/Emergency Form and Permission Slip and return to the YMCA. Forms are required prior to participation. **Submitting these forms prior to your first day is helpful for our staff to get all paperwork organized.**

**Thank you!**

## Dear Summer Families,

Greetings and Welcome to all our new and returning summer participants. This is our 4<sup>th</sup> summer of offering YMCA summer camp programs in Northfield! Our programs continue to grow as more and more parents learn about the fun-filled days we provide your kids. Summer camp provides memories for a lifetime and it warms our hearts to play a role in those memories.

The focus of all our programs is to promote good health through a ton of outdoor activity in a cooperative, safe setting where kids have the opportunity to connect with others through organized play as well as have free time to explore and learn more about nature. We look forward to a wonderful summer with you and your children.

This **parent handbook** is designed to give you all the information needed to start our summer programs and help you become familiar with our policies and procedures. **Make sure you complete the health and emergency form and our permission slip prior to attending.**

We hope that your family will enjoy their summer with the Northfield Area Family YMCA. If you have any questions, please do not hesitate to give us a call 507-645-0088.

Sincerely,



Virginia Kaczmarek  
Executive Director

# **General Information**

## **2011 Northfield Area Family YMCA Summer Camp Programs**

### **Mission**

The Northfield Area Family YMCA builds strong kids, strong families, and a strong community.

### **Our Vision**

We aspire to be a premier gathering place for our community. We will work as a trusted partner and collaborator with the many other organizations in our community that provide programs and services to enrich Northfield, building a healthier, more active and more engaged community.

### **Our Values**

The Northfield Area Family YMCA will operate by the values it hopes to cultivate in the communities it serves: caring, honesty, respect, and responsibility. These values will direct the governance of the organization, the creation and operation of its programs, and the conduct of its leaders, staff, and volunteers.

The YMCA is a 501 (c) 3 nonprofit, mission-driven, community based, public charity organization. Thanks to the generosity of our community and donors, the YMCA will not turn anyone away from its membership or programs because of an inability to pay.

## Hours of Operation

### **Y Navigators:**

Navigator programs open at 6:45 am & close at 6:00 pm. Program pick-up and drop-off is in the Northfield National Guard Armory.

### **Prairie & Wood:**

Program pick-up and drop-off is at the Farm House located on the campus of Carleton College (take Hwy 19 slightly out of town – it'll be on your right). Prairie & Woods hours are 8:30-11:30 am for 5-7 year olds & 1:00-4:00 pm for 8-12 year olds. Drop-off is at 8:15 and 12:45 daily and pick-up is before 11:45 and 4:15 daily.

## Important Phone Numbers

**Northfield Area Family YMCA** 507-645-0088  
Office hours: Mon, Wed, Fri 9-2:00 and Mon-Fri 3:30-7:00

**Parent Hotline:** TBA (check with our camp staff)  
**Virginia Kaczmarek, Executive Director:** 507-645-0088 (office)  
507-301-2653 (cell – for emergencies)

## Tuition Payments

All weekly fees are due in advance and should be paid 1 week prior to each week of your child's attendance. Please mail or drop off at 519 Division Street Northfield Minnesota 55057. There is a mail drop box located next to the front doors of the Armory (if that is more convenient).

## Communication

There will be a designated area to place signed permission slips, or schedule change forms and other notes to staff. If you have questions or comments about your child's participation or the program, please contact your counselor or teacher.

## **What you should bring each day!!**

### **Y Navigators:**

1. Nutritious lunch and a drink. Lunches are often taken on hikes and eaten off site.
2. Swimsuit and towel (even on non-swimming days, we may have water activities).
3. Sunscreen, water bottle, and bug repellent that is labeled with your child's name. We are not allowed to share.
4. **Tennis shoes are required** and must be worn at all times. No flip-flops or sandals will be allowed.
5. A light jacket or sweatshirt for a change in weather.
6. A bag or backpack to keep your things together.

### **Prairie & Wood:**

1. Sunscreen, water bottle, and bug repellent that is labeled with your child's name.
2. **Tennis shoes are required** and must be worn at all times. No flip-flops or sandals will be allowed.
3. A light jacket or sweatshirt for a change in weather.
4. A bag or backpack to keep your things together.

## **Will There Be Summer Programs If It Rains**

We have lots of fun outdoor and indoor activities planned for each day. Rain or shine we will run Prairie & Wood and Y Navigators. Each camp has a "shelter". However, weather may cause us to have to change a field trip location. Parents will be given as much advance notice as possible.

## **What If I Need To Contact My Child's Counselor?**

There will be a designated area to place notes to teachers at the check-in table. This is for parents to write a note to the staff they wish to speak to. Staff will return a call by the end of their shift that day. Parents may also contact the Lead Camp Counselor or Teacher.

## **Not Attending Summer Program for the Day?**

If your child will not be attending because of illness, vacation or any other reason, please contact the office. **This is very important in ensuring a safe and secure program.**

## Snacks

### **Y Navigators:**

We provide a morning snack at the Armory at 9:00 am. We provide an afternoon snack each day at 3:00 pm. These are included in the cost of the program.

### **Prairie & Wood:**

Snacks will be provided each day at 9:45 am and 2:15 pm each day.

## Do You Have A Lost and Found?

Yes. At the end of every day, areas are cleaned. If anything is found, it is put in lost and found box. Unclaimed things are kept for 1 month. After that time, lost items are given to an area charity organization. The YMCA is not responsible for lost articles. In order to prevent possible lost items, everything a child brings to the summer programs should be labeled with the child's name.

## Sunscreen and Insect Repellant

Each Program will be filled with many outdoor activities. In order to make sure that your child's experience outdoors enjoyable, safe and comfortable, please apply appropriate sunscreen and insect repellant to your child **before** sending them to the YMCA each day. Also pack sunscreen and insect repellant in your child's backpack. It should be clearly marked with the child's first and last name and include any special instructions that should be followed for your child. It is critical that you inform the YMCA of any medical or skin conditions for your child upon enrollment.

## Y-Navigator Swim Days

Participants will have the opportunity to swim at the Northfield outdoor pool. All pool locations have been checked to ensure proper lifeguard staff is in place. You should send swim gear & towels with your child.

## Illness/Injury

### Sick Children:

A child should not attend summer programs with any of the following symptoms:

- ◆ Fever of 100 degrees or above
- ◆ Vomiting
- ◆ Head lice
- ◆ Untreated eye infections
- ◆ Undiagnosed rash
- ◆ Diarrhea
- ◆ Severe cold

A child must be free of symptoms 24 hours prior to returning to the program. The child should not attend programs if he/she is in the communicable stages of illness. If a child has a communicable disease, a notice must be posted on the sign-in table to inform parents. Please inform the camp counselor or the teacher if your child has a communicable disease. (No specific children's names will be posted.)

## What do we need to do on our first day?

### **Parents:**

- 1). When you arrive, you must sign your son/daughter in.
- 2). **Check in with staff to introduce yourself and your son/daughter.**

### **Y Navigator Participants:**

- 1). Once you are signed in, you will have the opportunity to choose from a variety of activities, until program activities begin. Check in with a staff member to find out the activities for the day.
- 2). At 9:00am we will meet for our morning meeting and snack.

### **Prairie & Wood Participants:**

- 1). Once you are signed in, children can join morning activities while we wait for all children to arrive.

## Medication

Prescription and non-prescription medication requires a completed, signed Medicine Dispensing Permit from a parent or guardian. The staff will have these available for your use. When possible please schedule dosages of short-term medication (such as antibiotics) outside of program hours.

Prescription medication and non-prescription medication must be in the original prescription container appropriately labeled identifying medication, dosage, and directions for administration. We must be notified of any changes in your child's medication.

## Financial Assistance

The YMCA welcomes those who wish to participate and annually raise funds to help make the financial assistance program possible. Financial assistance is supported in part by contributions from our annual campaign and other donors, and provides scholarships and subsidies for qualifying applicants within our available resources. Either the program staff or office manager can provide parents with financial assistance applications. All information is kept strictly private and confidential.

## Adult to Child Ratios

To ensure that each child receives the supervision and care required to provide a positive camp experience. The adult to child ratios will be followed stringently. State licensing law requires staffing ratios for children ages 8 and younger should be a minimum 1 staff to 14 campers or less. For children 9 and older a minimum of 1 staff to 17 campers or less. **YMCA ratios are much lower than these.** Y-Navigator ratios are 1 staff to 6 or 1 to 8 campers (based on age). Prairie & Wood ratios are 1 staff to 5 campers or 1 staff to 6 campers (again based on age).

## **Staff Qualification and Safety**

The staff is experienced in child development, special education, elementary education, physical education or other related fields. All staff must go through a background check before working in any YMCA program. **The staff also goes through a comprehensive training to include child abuse, field trip and aquatics safety, conflict resolution and emergency procedures. All staff members must be certified in First Aid and CPR to include AED, EpiPen and Bloodborne Pathogens.**

## **Volunteers**

The YMCA welcomes program volunteers and matches them with programs that they are best suited for. All volunteers are interviewed and are required to complete a background check before working in the program. Volunteers are not counted in the Adult to Child ratios.

## **Accommodation Process**

In order to provide quality programming for each child, we develop curriculum by considering each child's individual needs. Please inform the counselor or teacher if you or your child has a need that requires an accommodation. This information enables the YMCA to better meet your needs or those of your child, within available resources and to the extent reasonable.

## **Field Trip Participation**

Children are expected to go on each trip and participate to the best of their abilities. If you have a concern or question about any of the trips, please do not hesitate to speak with the counselor or teacher. Also, please watch the calendar and permission slips for any special items that should be brought for each trip.

## Participant Expectations

These rules were written to keep you and all your friends safe for the summer.

1. **Treat all adults with respect**
2. **Treat your peers with respect**
3. **Show respect for property**
4. **Show respect for yourself**

Our program is a zero-tolerance, non-violence program. This means that hitting, fighting, verbal threats or violent statements will not be tolerated. Weapons of any kind are not allowed in YMCA programs. If a child is found to have a weapon, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension.

## PROCESS

**As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In case of negative or inappropriate behavior, the following process will be employed.**

1. **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.
2. **Redirection:** When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.
3. **Child/YMCA Staff Conference:** When the program leader is not successful in correcting behavior, the site Director/Coordinator is consulted and may decide on further appropriate action/consequences.
4. **Conferences:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined. This is usually accomplished through the use of a Behavior Contract.  
A **BEHAVIOR CONTRACT** is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help children understand the desired behavior and the time line is fair and realistic.
5. **Suspension for inappropriate Behavior:** In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Program Director determines the length of suspension.
6. **Removal from the Program:** If the above process has not resulted in corrected behavior, the family will be asked to remove the child from the program.

We work to provide the best support for the individual child. We reserve the right to bypass the above behavior steps at anytime and remove a child from our care for reasons of safety.

## **2011 YMCA Summer Programs – Forms List**

### **(Required Prior to Participation)**

Please use this as your checklist of what forms need to be filled out for your children to attend the YMCA Summer Programs.

These forms must be completed and turned in to the Northfield Area Family YMCA prior to your child participating. **Submitting these forms prior to your first day is helpful for our staff to get all paperwork organized.** Your child cannot begin the program without the proper forms on file. Please deliver or mail them to:

**Northfield Area Family YMCA  
519 Division Street, Northfield, MN 55057  
Phone: (507) 645-0088 \* Fax: (507) 645-8188**

- Y-Navigators and Prairie & Wood: Health and Emergency Form**
- Y-Navigators and Prairie & Wood: Sunscreen/bug repellent application**
- Y-Navigators and Prairie & Wood: Walking field trip**
- Y-Navigators and Prairie & Wood: Water activity information**

Please note the Sunscreen/bug repellent application, Walking field trip and Water activity form is on the same form (one-page)

Weekly field trip information is available online or at the check-in desk of your camp program.