



# YMCA Summer Programs 2025

**SCHOOL AGE SERVICES  
PARENT/GUARDIAN GUIDE**

# BUILDING FRIENDSHIPS



Dear YMCA Summer Families,

The YMCA has a grand tradition of summer programming, spanning over 150 years. We are both excited and honored to serve your family this summer and add your child to the vast legacy of YMCA participants. The Ozarks Regional YMCA summer camp and summer school programs are offered in multiple locations around the Ozarks. Our School Age Services team, as well as industry experts who are leaders in their respective fields of expertise, design our summer camp themes and curriculum. We take pride in the quality that we offer our families.

Y Summer Programs provides youth with supervised activities that teach core values, conflict resolution and leadership skills. Participants have fun while making new friends, building self-confidence, finding a sense of belonging and growing in self-reliance. For youth, the Y is a fun, happy place to enjoy the summer, play games, create arts and crafts, explore science and technology, swim, participate in field trips for camp, appreciate nature, and discover and value our many cultures.

Seasoned YMCA Directors carefully select our camp staff. Each staff person is thoroughly screened, and they receive instruction that is well above the industry standard. This includes training related to safety, risk management, child development, behavior management, and program delivery. Our staff members are CPR/First Aid certified, and Child Abuse Awareness trained yearly.

Please read through our handbook and take some time to sit with your students and explore all the opportunities they have with the Y this summer. If you should have additional questions, please contact us at any time at any of our YMCA locations. Branson Early Childhood Care programs do have an additional handbook that will be given to families on the first day of the program that is more early childhood specific. ECC program basic information is in this guide.

# What to Expect

## Welcome to Summer 2025

The Ozarks Regional YMCA will make every effort to keep children safe and provide a fun experience for your child. Please read this guide to assist you with any questions you may have about our Summer Programs.

### About Our Programs

#### Mission Statement

At the Y our mission is to put principles into practice through programs that promote a healthy spirit, mind, and body for all.

Y programs offer a fun and unique experience that gives children and teens the opportunity to meet new friends, nature, discover new interests, be physically active and create memories that last a lifetime.

#### Our Goals

- Helping youth form positive values for life
- Strengthening families
- Improving physical and mental fitness
- Developing and implementing programs that strengthen and preserve the family and its values
- Helping children prepare to be responsible, healthy and productive citizens
- Providing affordable and accessible programs for all.

#### Y Core Values

Caring – Red – The heart to put others before yourself

Honesty – Blue – To act in such a way that you are worthy of trust

Respect – Yellow – The golden rule to value the work of every person including yourself

Responsibility – Green – To be accountable for your behavior and obligations

#### Typical Traditional Camp Daily Schedule

7:00-8:00am	Activities/Centers/Gym Time
8:00-9:00am	Breakfast
9:00am	Opening Ceremony & Announcements
9:30-11:30am	Morning Activity Rotations (or Field Trip)
11:30-12:30pm	Lunch & Reset (or Field Trip)
12:30-3:30pm	Afternoon Activity Rotations
3:30-4:30pm	Group Time, PM Snack
4:30-6pm	Activities/Centers/Gym Time

#### Typical Summer School Schedule

3:00-3:15 pm	Check in
3:15-4:00 pm	Bathroom break/Snack

4:00-4:30pm Enrichment activity  
4:30-5:00pm Group Game  
5:00-5:30pm Outside time  
5:30-6:00pm Table top games/clean up

### Times and Hours of Operation

Times and Hours of Operation vary based on the program and the location. Please visit our website, [www.orymca.org](http://www.orymca.org), or contact your local branch for the most up to date information. All locations will be closed on July 3 and 4<sup>th</sup> for the holiday. You will be charged a pro-rated amount this week.

## Registration & Rate Information

### Registration

- Spots are limited! Please go online to [www.orymca.org/locations/school-age-services](http://www.orymca.org/locations/school-age-services). To find summer information (this may change as we are about to go through a website redesign).
- Complete the interest form. This gives us the information we need to email you the registration link. Please make sure you put the location your child will attend to speed up the process.
- Check your email! Our business office will send you the link to register within 3 business days, or someone will reach out for more information.
- At checkout you will receive a green checkmark and an automated email confirmation. You will not receive a personal email confirming your registration.
- Registration must be made 3 business days prior to your child's start date.
- Summer Day Camp is based upon chronological age, not developmental age. All children must be 5 years old and enrolling in K-5<sup>th</sup> grade. Branson is the only location that offers Early Childhood Care.

If you need to update your information or have questions, please contact: [ablack@orymca.org](mailto:ablack@orymca.org). Please include your child's legal first and legal last name in your email.

### Summer Day Camp Fees, dependent on location (please note: All locations will have a non refundable registration fee due at the time of registration. This is in addition to your weekly fee)

- Springfield: \$159/week with a Y membership, \$189/week nonmembers.
- Buffalo, Lebanon, Cassville, and Monett: \$138/week with a Y membership, \$172/week nonmembers.
- Branson School Age: \$138/week with a Y membership, \$173/week nonmembers.
- Branson ECC programs: \$125/week for district employees, \$200 per week for public members

**Summer School Fees, dependent on location (please note: All locations will have a non refundable registration fee due at the time of registration. This is in addition to your weekly fee**

- Springfield Explore!: \$46/week with a Y membership, \$55/ week nonmembers
- Clever Summer School: \$153 per program with a Y membership, 186 without, due at the beginning of the program.
- Cassville Summer School: \$40/week with a Y membership, \$60/ week nonmembers
- Branson Summer School: \$55/week with a Y membership, \$63/week nonmembers

**Billing information**

- Tuition is due on Friday to attend on Monday
- Any child with a balance may not attend
- Everyone is automatically registered for automatic payments at the time of registration. We do kindly ask that you use an EFT with an account and routing number to avoid additional fees.
- Any time a payment is returned, a returned payment fee will be added at the account holder's expense (See returned fees)
- Account changes do require a 2 week notification.
- If you need to change your payment method, please contact [ablack@orymca.org](mailto:ablack@orymca.org).

**State of Missouri Childcare Assistance:**

The Y accepts State of Missouri Childcare Assistance for most summer programs. Your child must have an official approval letter on file with the Y. Your child's account will be adjusted according to the letter. A registration fee and co-payment for the balance of the Summer Day Camp rate, not covered by the state, is required (except in special circumstances as outlined by the state). All tuition is due in full until we receive your authorization. To submit your authorization letter or to get our DVN, please email [ablack@orymca.org](mailto:ablack@orymca.org). Once we receive your authorization, we will adjust your account based on the authorization date and sliding scale fee. Any tuition over paid will be applied to future tuition payments. Any funds left over after the account has been adjusted will be refunded.

**Financial Assistance**

Y financial assistance is available to those who qualify. For more information, contact Amanda Black at [ablack@orymca.org](mailto:ablack@orymca.org) or call 417.862.8962 ext. 2128.

You are responsible for all tuition rates until your scholarship has been approved. Any credit on account after approvals will be applied to your child's account. At this time, we kindly request that everyone apply for state assistance first, as we have limited scholarship funds available for summer programs.

**Rate Agreement**

The person who signs the registration form will be the designated person responsible for keeping the child(ren)'s account current. Rates will not be prorated for illness, suspension, vacation, or days missed. If rates are not kept current, participation in summer programs and any other Y programs and services will be terminated until balance has been paid. A 2-week written notification for all account changes is required.

Email [ablack@orymca.org](mailto:ablack@orymca.org). Any notifications given less than 2 weeks will be subject to a convenience fee.

### Insufficient Funds and Returned Auto Drafts

In the event your payment is returned unpaid, our system will electronically attempt to collect it again, and the maximum fee allowed by law may be assessed. If collection activity is not successful after the first attempt, your child(ren) will be dropped from the program until payment is received.

## Attendance

### Sign In/Out Procedures

- It is required that parent/guardians or an authorized person sign your child in and out every day with the time and signature.
- In case of divorce or child support matters, sign in and out sheets will only be released by court subpoena. A reasonable length of time to process the request must be given.
- In the case of a family receiving state subsidy, you may be required to sign in/out on two tablets.

### Persons Authorized to Pick Up

A child will only be released to persons authorized by you in the child's account. Anyone not on your authorized pick up list will not be allowed to sign out your child from the Y Summer Program, even if your child appears to know the person.

- In this situation the Y Staff will notify the parent/guardian to gain permission for the unauthorized person to take the child.
- Leader will ask for ID until they become familiar with persons picking up your child(ren).
- The person signing your child out of the program must be of driving age.
- To add an authorized pick up in real time, please log into your account at [www.orymca.org](http://www.orymca.org). Select join, then log in.
  - Once Logged in, at the top, select add authorized pick up
  - You will need the following information on that person:
    1. Name
    2. Address
    3. Phone Number
    4. Date of Birth
    5. Email Address

**\*\*If the person who has arrived to pick-up the child is deemed by the Y leader to be unsafe to drive a vehicle due to the influence of alcohol or drugs, the Y leader will express concern and will offer to contact someone on the child's registration form. If the person becomes uncooperative, we will call the police department.**

## Custodial Separation & Documentation

In the event of a parent/guardian's divorce or separation, we are required to release the child to either parent/guardian unless a court order states otherwise. Divorced parent/guardians should submit to the Program Director a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pick up by the non-custodial parent/guardian.

Any deviation of this child custody decree will require formal written approval acknowledging "in direct contradiction to stated court order" signed by both parties and notarized prior to pick up. A legal restraining order must be in the child's file if biological/adoptive parent/guardian is not allowed to pick up.

In the absence of a court order on file with the Y, both parent/guardians will be afforded equal access to their child as stipulated by law. The Y program cannot, without a court order, limit the access of one parent/guardian by request of the other parent/guardian, regardless of the reason. If a situation presents itself where one parent/guardian does not want the other parent/guardian or other designated authorized pick-up person to have access to the child the Y will remove the child from the program until all parties come to a mutual agreement that will be in writing, on file at the Y Summer Program.

## Late Pick-Up

Your child must be picked up by Summer Day Camp closing. Late fees will be assessed for any child picked up after Summer Day Camp closing. It is your responsibility to make other arrangements if you cannot pick up your child. The fee is \$1.00 per minute per child according to the Y clock.

This fee will be added to your next automatic payment. Please log into your Daxko account if needed to add an authorized pick up if you are unable to pick up on time. This updates in real time.

The following steps will be taken when a child is left at the Summer Day Camp Program past closing time:

- Calls will be made to parents/guardians and emergency contacts listed on the child's registration.
- If the parent/guardian or the emergency contact cannot be reached within 30 minutes, the child(ren) will be considered abandoned, and a hotline call will be made.

Frequent late pickups (late more than 2 times) will lead to the termination of your child's enrollment.

## Personal Belongings

Please mark all belongings with your child's name. The YMCA is not responsible for any personal items lost, stolen, or damaged at our programs. Please make sure your child leaves ALL electronics, cell phones, smart watches, toys, etc. at home!





## Dress Code

Children are asked to dress according to weather and days' activities. Tennis shoes are advised at all times, so no activity will be missed. Keep in mind that children will be active and may get dirty, so dress your child in clothes that are for play. Remember to bring appropriate swim attire on swim days. Children will wear camp shirts on any field trip or park days.

## Sunscreen

The sun is always a concern for us. We are committed to making sure your child is safe from the sun. We strongly encourage you to pack your camper with SPRAY ON SUNSCREEN. Please provide sunscreen with at least SPF 15 that is labeled "All Day" and "Waterproof." Camp staff will assist in applying sunscreen.

## Our Counselors

Our counselors receive extensive hours of professional development training that exceeds state licensing requirements. Counselors are CPR and First Aid certified. We meet or exceed state staff-to-child ratios. We perform background checks on all YMCA counselors.

Your camp director is your primary contact for information about our programs or any questions you have. We strongly encourage and invite parental participation and communication.

## Ratio and safety

We understand that safety is the number one objective. All our camps are registered and monitored by the state of Missouri, which requires specific adult to child ratios that we always follow. We lower those state ratios when we take off-site Field Trips and Swim trips.

We spend much of our day outside, playing games, learning and just having fun. We ensure that all campers stay cool by providing swim time, coming inside when it gets too hot, and keeping all of our campers hydrated. When the temperature reaches 98 degrees or higher, or Heat Index reaches 100 or above, we rotate camp activities inside more frequently.

Hydration is another component of health safety. We encourage multiple water breaks throughout the day. Send your child to camp with a water bottle – every day.

## Field trip Safety

When we are on field trips, we take emergency contacts, health information and medicine with us for each trip. You will receive details from your camp director each week. We frequently take attendance and use a method called "name-to-face checks" – that means when we take attendance, we aren't just calling names and listening for the child to say, "Here." We want to see who is saying it. We do this every time we take attendance, and as the children get on the bus.

### Swim Safety

When we go swimming, we expect our staff to be in the water and interacting with the kids – but not all at once. Some staff will be in the water, while others will be equally spaced around the side of the pool monitoring the children. You will not see our staff lounging or sunbathing at the pool. We help children apply sunscreen before we leave for the pool, and about every hour while we are at the pool. We do not swim with the public. Our campers have the pool to themselves.

We require a swim test of all our campers each week to ensure we know their swim ability (varies by location). Swim test consists of swimming the length of the longest pool during which campers are asked to jump into pool, submerge fully, return to the surface, and immediately begin swimming without pushing off the wall. Swim in a horizontal position, on stomach and on top of the water. Exit the pool without assistance using either the wall or pool ladder.

We have a color-coding band system to identify swimmer ability. We also provide life jackets to those who need them. Families are welcome to send your camper with their own coast guard approved jacket if preferred.

### Healthy Environment

Please help us keep a healthy environment for all our children. If a child cannot participate in the program due to illness, the child must be kept at home. Children who are ill may not return until they are symptom-free for 24 hours. They must also be fever-free for 24 hours without the use of fever reducers. If your child becomes ill during program hours, you will be notified and requested to pick up your child.

Small cuts and scrapes will be treated by our CPR/First Aid certified staff using standard first aid procedures. In cases of serious illness or injury, the Director will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. The YMCA will contact EMS at any time necessary for the safety of a child, which may involve transportation to an emergency medical facility.

The YMCA will contact the parents of any child who is found to have head lice. That child will be asked to be picked up early and will be allowed to return only after a successful treatment resulting in the complete removal of live lice and nits. YMCA will notify all other parents of incident.

### Babysitting/Fraternization

YMCA associates are not allowed to fraternize with, babysit or transport your child outside the YMCA program. We request that you not ask any YMCA associate to care for your child outside of the program. If a relationship exists outside the YMCA which predates the staff employment or the child's participation with the YMCA, a camp director should be notified.

### No Diapering Policy (does not include Branson ECC programs)

All children must be fully potty trained (no pull-ups) and demonstrate independence with toileting skills. Our associates are not allowed or equipped to provide diapering or toileting services of any kind to any children in our care.



## Program Rules

The purpose of rules is to set boundaries for a child's behavior. Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

**1. Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply WILL NOT BE TOLERATED.

**2. Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.

**3. Building a community:** Every child is part of the Y. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other participants. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to the Y or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor – running away is not acceptable. Cooperate with staff and follow directions. They know best how to keep you and your friends safe.

## BUS RULES

- Be seated, facing forward while the bus is in motion.

- Keep all heads, arms, legs and objects inside the bus.
- Maintain a reasonable noise level.

## POOL RULES

- Running, shoving and horseplay is not permitted on the pool deck, in the water or in the restroom.
- Do not hang on staff or fellow campers.
- Obey lifeguards and staff at all times.

## The Discipline Policy

Our discipline policy is youth-centered and designed to achieve a positive outcome to misbehavior and conflicts. We acknowledge good behavior while responding to misbehavior and conflict in an appropriate way. We have the right to suspend or expel children from the program if they or their families threaten the safety or interfere with the sustainability of a quality program.

- The Ozarks Family YMCA has a policy of non-restraint with the exception of those associates trained in Crisis Prevention Institute's Nonviolent Crisis Intervention (CPI). CPI is an evidence-based training that teaches non-violent physical and verbal intervention skills intended to keep the child in crisis and all others involved safe during a physical risk behavior
- Corporal punishment is prohibited.
- A safe spot is used as a cool-down tool.

Behaviors that may result in immediate suspension or expulsion include but are not limited to:

- Any action by child or guardian, that could threaten or pose a direct threat of physical or emotional safety to the child, other children, or staff.
- Possession of a weapon of any kind
- Stealing, vandalism or destruction of property
- Sexual misconduct
- Possession or use of alcohol or controlled substances

## Individual Success Plans (ISP)

An individual success plan is designed for associates to gain more knowledge surrounding the youth so we can deliver individualized support and reasonable accommodations to teach and reinforce program expectations and healthy coping skills. The goal of an ISP is to teach each youth, helping them gain independence, social skills, coping skills and responsibility for themselves. Caregiver participation in an ISP meeting may be requested:

- After there have been several conversations regarding behavior and there has been no observable improvement
- If there is a serious behavioral event including: Elopement (i.e running away from supervision while on a field trip, leaving the program without permission both inside the program space and outside the program location); physically aggressive behaviors towards associates or peers; Behaviors of sexual nature

It is expected that caregivers attend the ISP meeting and cooperate as the ISP is created and monitored. Suspension and/or expulsion from Y program may result if:

- Caregivers do not attend the ISP meeting nor work with Associates to develop an ISP by providing accurate information.
- The youths' behavior continues to escalate after associates have implemented the ISP accommodations

- In the event that a behavioral incident is major and jeopardizes the integrity of the Y program, the safety of associates or the safety of other program participants.

## Code of Conduct

When managing behavior, we help develop youths' skills in conflict resolution with adults and peers; identifying and expressing emotions; advocating for their needs appropriately; and utilizing coping tools such as safe spots to aid in self-regulation and de-escalation. Stage and age of development of each individual youth is considered when delivering consequences. In the event of a behavior incident, a behavior report will be written and shared with the parent/guardian.

The Y is an inclusive, family-friendly organization. We expect all our members and guests to model our values (caring, honesty, respect, responsibility) in their conduct and language. Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach the values of getting along with others, solving problems in a positive way and learning self-control as the key to a successful program. The leader is dedicated to working together with the children and parent/guardians to resolve any concerns that may arise. Our methods of discipline are:

- Setting an appropriate environment for programming
- Having a well-planned program
- Redirecting behavior by giving choices
- Encouraging group consensus on problem solving
- Discussing problems to discover causes and guiding the child or group of children to find resolution
- Assigning special tasks and responsibilities that will help to build their self-esteem (for example, special helpers, clean up supervisor)
- Reflecting on children's successes and accomplishments
- The Safe Spot; a place where a child can choose to get away from the group and take time from activities (while in view of a Y leader). This is also a space where children can think about what happened and what to do next time. The child chooses to leave this space when he/she feels ready to rejoin the activities or talk.

There are three specific expectations for participants:

- Act in ways to keep yourself safe and unharmed
- Act in ways to keep others safe and unharmed
- Act in ways to keep property safe and unharmed

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent/guardian consultation, will be used in situations where conflicts continue.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (ie: play guns, swords, or other weapons), a participant may be suspended or expelled from the program.

### Inappropriate Sexual Behavior

Inappropriate sexual behavior of any child toward any other child or leader is strictly prohibited. A participant is any person enrolled in the program. Inappropriate sexual behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any child toward another child.

Children who believe they have been victims of, or have witnessed, inappropriate sexual behavior must report the incident to any Y leader immediately. Parent/Guardians of a child who believe their child has been a victim of inappropriate sexual behavior or witnessed such an incident must also report the incident to any Y leader immediately. The leader who receives the complaint shall promptly inform the person who is designated to address such reports at the site. Each incident will be thoroughly investigated and reported in accordance with the Y Child Abuse Policy and with state laws.

### Child Abuse Prevention/Mandated Reporting

The Y is a mandated reporter for any suspicion of child abuse and neglect. All reports are made in good faith and is only reporting a suspicion. It is the Department of Family Services responsibility to investigate.

### Nutrition

Children will be provided breakfast, lunch, and an afternoon snack. Please ensure that your child arrives on time to be served a meal if you wish for your child to eat. Please notify staff of any food allergies.

Fried foods are not served in our programs and water is always available. Our staff serves as role models for children and are also asked to refrain from bringing sugar sweetened beverages and fried foods into our program.

### Curriculum

Refuel For An Active You: Each day the YMCA will provide kids with healthy meals that meet or exceed Summer Food Service Program guidelines.

Healthy Habits = Healthy Kids: All sites will participate in fun activities or clubs that may focus on nutrition and/or character development.

Time For Your Mind: The Y will focus on curriculum and activities in fun ways that spark interest and keep children reading!

Learn, Play, Grow: Every day kids will participate in active play that will expose them to both moderate and vigorous physical activity.

Crafting Friendships: Kids will have the opportunity to play and do craft projects.

Schedules for the week will be posted the Friday prior to attendance. Program Directors will make every attempt to keep schedules consistent week-to-week but changes may be necessary due to field trip



accessibility, weather, etc. Staff will keep parents/guardians as updated as possible. Your camper will not need to bring money on our Field Trips.

\*If your child is not at your Y Summer location in time for our field trip or weekly outings, she/he will miss that outing.

### Parent/Guardian Communication

- The Y will use various methods of communication about your child's time including:
- BAND App: Each location will have a page set up which parents are encouraged to opt in to. Reminders and updates will be sent through this messaging service.
- Newsletter: Digital newsletters will be posted on the BAND App with what parents and guardians should expect that week.
- Behavior Reports: Behavior reports are given when a camper struggles with a Y policy. These reports are used to communicate behaviors that need to change for campers to succeed in program.
- Incident Reports: Incident reports will be given to communicate about any injuries or illnesses that arise during camp.
- Phone calls/emails: Parents and guardians may receive calls or emails from School Age Services leadership to communicate about day-to-day matters including tuition payments, attendance, etc.

### Parent/Guardian Visitation

Parent/Guardians are always welcome to visit the program at any time. We would love to have you come and share your job skills or hobbies with us any time. Please check with your Director for a date if you wish to share your skills/hobbies with the Summer Program.

## Medication Administration

Medicine must be handed to a leader by the parent/guardian. Do not send medication with the child. Only prescription medication (no over the counter medication) will be administered. A MEDICATION AUTHORIZATION FORM must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the Y (forms are available on site)

The leader may dispense only prescribed drugs in the original container, which bears the original label displaying legible information stating the following:

- Prescription number
- Prescription name
- Strength and quantity of the prescription
- Expiration date of any time-dated prescription
- Directions for use
- Child's name
- Physician's name
- Date of original issue, or with refill, most recent date of issue
- Name and address of licensed pharmacy issuing the medication

Each time the medication is given to the child the Y leader will complete the information on the medication authorization form and the daily medication sheet. When the child is no longer taking the medication, the medication will be returned to the parent/guardians and the medication authorization form placed in the child's file. All medications must be stored in a locked box out of the reach of the children.

If medication is requested to be kept on hand "for emergencies only" ( i.e. asthma attacks, severe allergies, seizures etc.), a special needs form must be completed by a physician prior to enrollment into the program.

Medications not taken during the program will not be stored or transferred by our staff.

The Y provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, Y leaders will not perform such invasive procedures including by not limited to: administering shots, drawing blood, catheterization, diabetes testing, and insertion of suppositories or tube feeding.

The medical procedures, which employees may not perform, will be determined at the sole discretion of the Y.



## Special Needs

To establish a safe environment for your child and our leaders, the following procedures must be followed for your child's medical care and treatment should your child require the use of an inhaler or epi-pen.

A SPECIAL NEEDS FORM is to be filled out completely by your physician.

A MEDICATION AUTHORIZATION FORM must be completed in full (if needed).

It will be the parent/guardian(s) responsibility to monitor and track prescription expiration dates and replace medication as needed.

Leaders will receive informational training, provided by the parent/guardian(s) on appropriate procedures before the child may participate in the program.

## Exclusion of Sick Children

Any leader may evaluate a child exhibiting any of the following symptoms per State Health Communicable Disease Guidelines before being accepted or continuing in the program (i.e. health check):

- Temperature: Fever of 100 and above
- Respiratory Symptoms: Wheezing that occurs suddenly and is unexplained, congestion that is severe
- Vomiting: If child vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
- Diarrhea: loose, watery stool, if it is not food related, if it is accompanied by symptoms such as fever, abdominal pain or vomiting.
- Other symptoms: Such as rash, swollen glands, or stomachache.

The parent/guardian will be notified to pick up the child within 1 hour. If the parent/guardian cannot be reached, the emergency contact person listed on the child's registration form will be called until someone is reached to pick up the child. To ensure the safety of the child, it is the parent/guardian's responsibility to make alternate arrangements. The late pickup policy will apply at the end of the one-hour grace period. The child must be fever/symptom free for 48 hours before returning to the program.

## Health Checks

Your child will not be accepted into the program if he/she has symptoms of a contagious disease, illness or injury that might require medical attention. Leaders have the right to take children's temperatures prior to being admitted for care.

## Communicable Disease Guidelines

Please notify the Y leader immediately of any communicable disease. All parent/guardians at the of participants will be confidentially notified so that they can watch their child closely for symptoms.

## Child Injury

- If a child is injured, an ACCIDENT REPORT will be completed the same day with a copy given to the parent/guardian, Y office and one retained in the child's file.
- Minor injuries: injuries that require no more than washing, Band-Aid, ice pack.
- Major injuries: Injuries that require more than washing, Band-Aid and ice pack. The Camp Director, after evaluating the situation, will take whatever steps are judged necessary to obtain the appropriate medical attention. This may include the following: Contact the parent/guardian or an authorized person to pick up the child or transport the injured child to the nearest hospital via ambulance.
- If 911 is called and the child is sent to the hospital, the Camp Director will notify the parent/guardians, the Program Director and District Director immediately.
- The Y does not provide accident insurance for your child. This will be the responsibility of the parent/guardian.

## Parent/Guardian/Family Member- Code of Conduct

The Y requires parent/guardians of enrolled children to behave in a manner consistent with courtesy and respect. One of the goals of our programs is to provide the most appropriate environment in which a child can grow, experience, and develop. Achieving this ideal environment is not only the responsibility of the staff but is the responsibility of each and every family or adult who enters the program. Parent/Guardians are required to behave in a manner that fosters this ideal environment. Those who violate the Parent/Guardian Code of Conduct may be dismissed from the program.

Swearing/Cursing: No adult is permitted to curse or use other inappropriate language at the program, whether in the presence of children or not. Such language is considered offensive and will not be tolerated.

Threats of any kind will not be tolerated. School Age Services follows a zero-tolerance policy of staff, children or other adults.

Other children: Parent/Guardians are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent/guardian or other adult may physically punish another parent/guardian's child. If a parent/guardian should witness another parent/guardian's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the staff.

**Confidentiality:** It is inappropriate for one parent/guardian to seek out another parent/guardian to discuss their child's inappropriate behavior. All behavior concerns should be brought to the attention of the staff. The leader will address the issue with the other parent/guardian. Although you may be curious about the outcome of such discussion, leader is strictly prohibited from discussing anything about another child with you. All children enrolled in YMCA programs have privacy rights and are further protected by our Confidentiality Policy. Be assured that leader will also follow this policy.

**Violations of Safety Policy:** Parent/guardians are required to always follow all safety policies. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.

### Termination

The Y reserves the right to terminate or restrict children, families and/or parent/guardians from the program based on actions of behaviors that are not deemed in the best interest of the organization based on rules, policies and situations. Rates will be forfeited.

### More Information

If you have questions, please contact your site director, or visit our website at [orymca.org](http://orymca.org). You can also contact the corresponding Site Director.

Location	Name	Email	Phone
Springfield SDC	Courtney Carpenter	<a href="mailto:Ccarpenter@orymca.org">Ccarpenter@orymca.org</a>	417-862-8962 EXT 2145
Springfield SDC	Kaylee Morris	<a href="mailto:Kmorris@orymca.org">Kmorris@orymca.org</a>	417-862-8962 EXT 2123
Buffalo SDC	Dawn Decker	<a href="mailto:Ddecker@orymca.org">Ddecker@orymca.org</a>	417-345-1116
Lebanon SDC	Jacqueline Grider	<a href="mailto:Jgrider@orymca.org">Jgrider@orymca.org</a>	417-588-1177
Branson SDC/Summer School	Amanda Roberts	<a href="mailto:Aroberts@orymca.org">Aroberts@orymca.org</a>	417-814-3019 (call/text)
Cassville SDC/Summer School	Adriana Contreras	<a href="mailto:Acontreras@orymca.org">Acontreras@orymca.org</a>	417-350-3691 (call/text)
Monett SDC	Adriana Contreras	<a href="mailto:Acontreras@orymca.org">Acontreras@orymca.org</a>	417-350-3691 (call/text)
Springfield Explore!	Tonya Walker	<a href="mailto:Twalker@orymca.org">Twalker@orymca.org</a>	417-862-8962 EXT 2115
Branson ECC/Pre-K	Jessica Powell	<a href="mailto:Jpowell@orymca.org">Jpowell@orymca.org</a>	417-814-3019 (call/text)