



YDAY CAMP™

We build strong kids, strong families, strong communities.

2010

It's Always an Ultimate Adventure at the YMCA's Summer Day Camp!

Ultimate Summer Camp

Swimming • Bowling • Sailing • Canoeing
Archery • Delaware River Tubing
Monster Golf • Ice House • Sandy Hook
Hiking • Mountain Biking • Climbing Tower
Basketball • Space Odyssey
and a whole lot more!

**NEW
TRIPS
ADDED!**

All this
for less
than
\$4.74 an Hour

CAMP OPEN HOUSE

Friday, April 23rd,
2010
6:00pm-8:00pm
Rutherford H.S.
Cafeteria

Enjoy a Free
Family Swim from
7:00pm-8:00pm
on that day

4 GREAT LOCATIONS: NEW! ROCHELLE PARK • RUTHERFORD • CLIFFSIDE PARK • WOOD-RIDGE

Choose the time
slots you need!

Available Monday
through Friday

Ages
5-13

7:30 am to 6:00 pm or
8:30 am to 4:30 pm



**Character
Development**



**Team Building
Skills**



**Leadership
Skills**

The YMCA Summer Day Camp Program strives to build confidence and self-assurance in each of our campers by overcoming challenges and accomplishing goals in a safe and fun environment.

A Licensed Child Care Program
Meadowlands Area YMCA PO Box 252, Rutherford, NJ 07070
201 955-5300; Fax: 201 955-2055 www.YMCAinfo.org

It's Always an Ultimate Adventure at the YMCA's Summer Day Camp!

BASE CAMP LOCATIONS

Cliffside Park No. 5 School, Day Avenue • Rochelle Park (Midland School)
Rutherford (Washington School or Lincoln School) • Wood Ridge (Catherine E. Doyle School)

ULTIMATE CAMP ADVENTURES

Delaware River	Archery
Tubing	Mountain Biking
Space Odyssey	Climbing Tower
Monster Golf	Basketball
Sandy Hook	Inline Skating
Ice House	Bowling
Hiking	Exciting Field Trips
State Parks	
Swimming	
Sailing	
Canoeing	

and a whole lot more

A new ultimate adventure camp! Theme weeks and a new and exciting adventurous activity is planned for each week. Our camp program will concentrate on social and recreational needs for children ages 5-13. Along with traditional day camp activities, each week will be a new and exciting themed journey. Activities are planned to keep the interest and creative energy flowing while putting the emphasis on communication and team building. Our core values of caring, honesty, responsibility and respect will follow our campers on our summer journey adventure.

FIELD TRIP SCHEDULE

Fun Plex
Wednesday, July 14, 2010 - \$33.00

Camel Beach
Thursday, August 5, 2010 - \$38.00
Rain Date: Monday, August 9, 2010

Sahara Sam's
Wednesday, August 18, 2010 - \$31.00

NOTE: Your child must be registered for camp on the day/date field trip is scheduled. You must pay for your field trip at time of registration.

HOW TO REGISTER:

- 1) Registrations will be accepted on a first come, first served basis. (See below for priority registration information.)
- 2) Complete registration form.
- 3) Mail, fax or bring in this registration to the YMCA. Visa/Mastercard accepted. A DEPOSIT should include a 50% non-refundable deposit plus a one time \$20 processing fee per child, which includes a T-shirt. Fax registrations only accepted with Visa/Mastercard payments. There is a 10% discount for each additional child in a family. The 10% is deducted from the lower rate per session.
- 4) All children must be current YMCA members. A \$20 annual membership fee should be included at time of registration if child is not a current member.
- 5) Balances for all sessions are due June 1. If you are submitting your initial registration after June 1, then you must include full payment for each session.
- 6) When your registration is accepted, an information packet confirming registration will be sent to you via U.S. mail. This will include additional forms which must be completed and returned to YMCA. These forms are due June 15th. Registration is not considered complete until these additional forms are received in the YMCA office.
- 7) There will be **NO REFUNDS** given after June 1. Days missed due to illness, etc. cannot be made up in subsequent sessions.
- 8) Please select your schedule carefully. The YMCA will try it's best to accommodate any changes in schedule from your original registration within normal working limitations. **There will be a 10% administration fee for changes.**

FINANCIAL ASSISTANCE:

The Meadowlands Area YMCA is committed to helping people grow into strong families and strong communities. We want to provide everyone with the opportunity to participate in the YMCA Summer Camp Program. Financial assistance is available based upon personal income level, individualized circumstances, and YMCA scholarship funds availability. Please call 201 955-5300 ext. 16 for a scholarship application. **Applications for financial assistance and registration forms must be received by June 1.**
Payment Plans: If necessary, the YMCA will provide families with a payment plan. Call the office and ask for Camp Payment Plan.

Summer Day Camp is lots of fun!

All registrations will be accepted on a first come first serve basis.

IMPORTANT DATES:

NOW: All registrations must be sent to YMCA (with the required 50% deposit). Registrations will be accepted on a first come, first served basis. Priority for each location will be as follows:

- **May 15:** Cliffside Park, Rochelle Park, Rutherford and Wood-Ridge residents will be given priority up to this date for enrollment in their town's site.
- **May 16:** Non-Cliffside Park, Rochelle Park, Rutherford and Wood-Ridge resident registrations for these locations will be accepted into program based upon availability. **It is suggested that registrations be sent in prior to this date.**
- **June 1:** Balances are due for everyone.

*****EACH CAMPER MUST HAVE A COMPLETED PARENT PACK FILLED OUT PRIOR TO THE START OF CAMP.*****



OPTIONAL DUFFEL BAG
Limited Supply

AVAILABLE
in NAVY
or RED

REGISTRATION FORM — 2010 SUMMER DAY CAMP (Bergen County)

Child's Name _____ Date of Birth _____ Age _____

Street Address _____ Town _____ Zip _____

E-Mail Address _____

Home Phone (____) _____ Grade (9/10) _____ circle: Male Female

Mother's Name (Guardian) _____ DOB _____ Business Phone (____) _____

Father's Name (Guardian) _____ DOB _____ Business Phone (____) _____

PARENT'S AUTHORIZATION AND REGISTRATION AGREEMENT

In order to meet all legal requirements, I hereby authorize representatives of the Meadowlands Area YMCA to give consent for any and all emergency medical care for my child while the said child attends programs sponsored by the Meadowlands Area YMCA. I acknowledge that I must complete a Medical Report Form and Listing of Approved Individuals for Child Pick Up Form prior to my child starting a program sponsored by the Meadowlands Area YMCA. I give permission for my child to be transported by bus to and from special activities.

Parent/(Guardian) SIGNATURE _____ DATE _____

SESSION	DATES <small>Wood-Ridge Start Date 6/21 Rochelle Park Start Date 6/21 Rutherford Start Date 6/23 Cliffside Park Start Date 6/28</small>	DAYS	# of DAYS (Circle)	TIME SLOT	LOCATION	SESSION TOTAL \$ (see fee schedule)
				A: 7:30 am-6:00 pm B: 8:30 am - 4:30 pm <small>Field Trip: (Circle Field Trip if you are attending. Field trip fee must be included).</small>	<small>RL=Rutherford Lincoln RW=Rutherford Washington W=Wood-Ridge CP=Cliffside Park RP=Rochelle Park</small>	
1	June 21-June 25	M T W TH F	5 4 3	A B	RL RW WR RP	\$
2	June 28-July 2	M T W TH F	5 4 3	A B	CP RL RW WR RP	\$
3	July 6-9 (no 7/5)	T W TH F	4 3	A B	CP RL RW WR RP	\$
4	July 12-16	M T W TH F	5 4 3	Field Trip A B	CP RL RW WR RP	\$
Field Trip: Wednesday 7/14 Fun Plex. Please include fee if you are attending that day. →					\$33.00	
5	July 19-23	M T W TH F	5 4 3	A B	CP RL RW WR RP	\$
6	July 26-July 30	M T W TH F	5 4 3	A B	CP RL RW WR RP	\$
7	August 2-6	M T W TH F	5 4 3	Field Trip A B	CP RL RW WR RP	\$
Field Trip: Thursday 8/5 Camel Beach - Rain Date 8/9. Please include fee if you are attending that day. →					\$38.00	
8	August 9-13	M T W TH F	5 4 3	A B	CP RL RW WR RP	\$
9	August 16-20	M T W TH F	5 4 3	Field Trip A B	CP RL RW WR RP	\$
Field Trip: Wednesday 8/18 Sahara Sam's. Please include fee if you are attending that day. →					\$31.00	

<p>Required T-Shirt (Check Size)</p> <p><input type="checkbox"/> Youth Medium <input type="checkbox"/> Youth Large <input type="checkbox"/> Adult Small <input type="checkbox"/> Adult Medium <input type="checkbox"/> Adult Large <input type="checkbox"/> Adult X-Large <input type="checkbox"/> Adult XX-Large</p> <p><small>T-Shirt size ordered after 6/23 will not be guaranteed.</small></p> <p>T-SHIRTS RUN SMALL — ORDER ACCORDINGLY</p> <p>Additional T-Shirts — \$12 each (Check Size)</p> <p><input type="checkbox"/> Youth Medium <input type="checkbox"/> Youth Large <input type="checkbox"/> Adult Small <input type="checkbox"/> Adult Medium <input type="checkbox"/> Adult Large <input type="checkbox"/> Adult X-Large <input type="checkbox"/> Adult XX-Large</p> <p>Quantity: _____ @ \$12 = \$ _____</p>	<p>WEEKLY FEE SCHEDULE Bergen County 2010 School-Age YMCA Summer Camp</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DAYS PER WEEK</th> <th>A 7:30 am – 6:00 pm</th> <th>B 8:30 am – 4:30 pm</th> </tr> </thead> <tbody> <tr> <td>5</td> <td style="text-align: center;">\$249</td> <td style="text-align: center;">\$219</td> </tr> <tr> <td>4</td> <td style="text-align: center;">\$234</td> <td style="text-align: center;">\$207</td> </tr> <tr> <td>3</td> <td style="text-align: center;">\$209</td> <td style="text-align: center;">\$187</td> </tr> </tbody> </table>	DAYS PER WEEK	A 7:30 am – 6:00 pm	B 8:30 am – 4:30 pm	5	\$249	\$219	4	\$234	\$207	3	\$209	\$187	<p>A. Session Total \$ _____</p> <p>B. 50% Non-Refundable Deposit (A divided by 2) \$ _____</p> <p>C. Processing Fee (non-refundable) (Includes required t-shirt) \$ <u>20.00</u></p> <p>D. Membership Fee (\$20 if not current member) \$ _____</p> <p>E. Additional T-Shirts \$ _____</p> <p>F. Optional Duffle Bag (\$10.00) (Limited supply. Circle Navy or Red) \$ _____</p> <p>G. TOTAL ENCLOSED AT REGISTRATION (B + C + D + E + F) \$ _____</p> <p>H. Balance Due (June 1, 2010) (Same as Line B) \$ _____</p>
DAYS PER WEEK	A 7:30 am – 6:00 pm	B 8:30 am – 4:30 pm												
5	\$249	\$219												
4	\$234	\$207												
3	\$209	\$187												

MAIL TO: YMCA, P.O. Box 252, Rutherford, NJ 07070
 Fax registration accepted with credit card payments (201) 955-2055

PAYMENT METHOD Amount \$ _____ Visa Mastercard Check# _____ Cash

Credit Card Number _____ Expiration Date _____

Signature _____ Please print name as it appears on credit card

YMCA SUMMER DAY CAMP

LEADERSHIP because we know that leaders make the difference, our program has experienced Summer Camp Site Directors, as well as a trained support staff. The Program is supervised by the Meadowlands Area YMCA Child Care Director, who welcomes your questions.

*Also Available this Summer!
Programs for ages 5 through 13*

*Musical Theatre Camp
Adventures in Learning
Science Discovery Camp*

**CIT Program Available:
Counselor In Training**
available for teens and ages 14 & 15
Call 201-955-5300 x15 or x17

Now Accepting



Follow us on

facebook



Meadowlands Area YMCA
P. O. Box 252, Rutherford, NJ 07070
MAIN OFFICE: 436 Ridge Road, North Arlington, NJ

201-955-5300
www.YMCAinfo.org



Also available for preschoolers

**KIDDIE KAMP -
ages 3 to 5**

Full day or mini day

Available at two locations



ENROLLING NOW

TEEN TRAVEL CAMP Ages 13-16

An unforgettable summer
Filled with fun, learning and making new friends!

We build strong kids, strong families, strong communities.

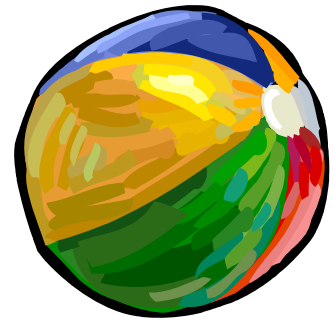
YDAY CAMP™

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Please circle your camp location:

Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

SUMMER SCHOOL AGE CHILD CARE APPLICATION PACKAGE 2010



- Wood-Ridge Camp - Catherine E, Doyle School – Wood-Ridge, NJ
- Rutherford Camps - Washington & Lincoln Schools - Rutherford, NJ
- Cliffside Park Camp - #5 School – Cliffside Park, NJ
- Martin E. Hughes Camp - Lakeland High School – Wanaque, NJ
- Rochelle Park Camp – Midland School #1 – Rochelle Park, NJ
- Lakeland Teen Camp – Lakeland High School – Wanaque, NJ
- Rutherford Teen Camp – Rutherford High School – Rutherford, NJ

Registration is **Not Finalized** until you have completed this Parent Pack and received in the YMCA Office no later than Friday, June 11, 2010

1. _____ Fill out Registration Form (if one has not already been submitted for the current year's camp)
2. _____ Fill out Child Information Form
3. _____ List Approved Individuals for Pick Up and Additional Emergency Contacts
4. _____ Sign Registration Agreement and Permission for Emergency Medical Care
5. _____ Fill out and sign Medical Report Form
6. _____ Sign Information to Parent Statement, Walking and Bus Permission Form
7. _____ Pull off Policies and Procedures for Further Reference
8. _____ Parent Pack must be mailed or dropped off at the YMCA office. – **No Faxes or E-mails**
9. _____ Enclose payment for fees made out to: Meadowlands Area YMCA

**ALL PARTICIPANTS MUST COMPLETE FORMS
Regardless of Prior Participation.**

**Please DO NOT E-Mail or Fax Completed Forms.
(Return this Page)**

Created on 5/18/10

J:\PROGRAMS\Camp\Camp2010\Parent Pack 2010\SUMMER SCHOOL AGE CHILD CARE parent pack.doc

YDAY CAMP™

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Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

CHILD INFORMATION FORM SUMMER SACC 2010

CHILD'S NAME _____ NICKNAME _____

ADDRESS _____ HOME TELEPHONE _____

CITY _____ ZIP _____

BIRTHDATE ____/____/____ AGE _____ SEX _____

MOTHER/GUARDIAN'S NAME _____

EMPLOYER _____ OCCUPATION _____

WORK ADDRESS * _____

E-MAIL _____ BIRTHDATE ____/____/____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (BUSINESS) _____ (CELL) _____

FATHER/GUARDIAN'S NAME _____

EMPLOYER _____ OCCUPATION _____

WORK ADDRESS * _____

E-MAIL _____ BIRTHDATE ____/____/____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (BUSINESS) _____ (CELL) _____

I am providing the Meadowlands Area YMCA with a current photograph of my child for his/her file. I understand that this is for identification purposes only and will not be returned at the end of the camp.

Parent Signature

Date

*****Please staple picture to the bottom right hand corner of this form.*****

*Please be sure to include your employer's information. The School Age Child Care Program is partially funded through corporate and individual contributions. This information could be helpful in securing these contributions and grants. ****It is your responsibility to inform the YMCA in writing (providing legal documentation) of any custody limitations for either parent.** It is sometimes necessary to communicate with a parent or guardian during the day because of accident, illness or absenteeism. WE WILL TRY THE ABOVE LISTED NUMBERS FIRST. If we are unable to contact you Please list those additional people that we may contact in an emergency under Emergency Contacts/Pick up Plan.

(Return this Page)

**Staple
Child's
Picture
Here**



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Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

2010 SUMMER SACC
APPROVED INDIVIDUALS FOR CHILD PICK-UP

LIST ALL PERSONS APPROVED TO PICK UP THE CHILD, INCLUDING PARENT/GUARDIANS. THE CHILD WILL NOT BE RELEASED TO ANYONE ELSE WITHOUT WRITTEN PERMISSION FROM PARENTS/GUARDIANS. PLEASE NOTE THAT THESE INDIVIDUALS MUST BE ABLE TP PROVIDE INDENTIFICATION TO YMCA STAFF.

NAME _____ Relationship _____

Home Telephone _____ Business telephone _____

Cellular _____ Pager _____

NAME _____ Relationship _____

Home Telephone _____ Business telephone _____

Cellular _____ Pager _____

NAME _____ Relationship _____

Home Telephone _____ Business telephone _____

Cellular _____ Pager _____

NAME _____ Relationship _____

Home Telephone _____ Business telephone _____

Cellular _____ Pager _____

It is your responsibility to inform the YMCA in writing (providing legal documentation) of any custody limitations for any person.

(Return this Page)



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Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

REGISTRATION AGREEMENT

- 1) I am enrolling my child for the Summer Child Care. A \$20.00 processing fee (includes required T-shirt). However, T-shirt sizes ordered after 6/19 will not be guaranteed.
- 2) I understand that a 50% non-refundable deposit is due at registration and that the balances are due June 1st. All field trip fees must be paid at time of registration and there are **no refunds** for Field Trips.
- 3) I acknowledge that I have received, understand and agree to follow the Summer School Age Child Care Program's Policies and Procedures including the outlined Discipline Policy.
- 4) By signing this agreement I understand and agree that, in the event I should fail to pay any balance due, then I shall be responsible to pay interest at 1.5% per month until the amount due is paid, plus reasonable attorney's fee in an amount not to exceed one third of the amount due.
- 5) I give permission for the YMCA to photograph or film my child and use said pictures for any form of advertising or promotion as deemed appropriate.

Parent Signature

Date

PERMISSION FOR EMERGENCY MEDICAL CARE

In order to meet all legal requirements, I hereby authorize representatives of the Meadowlands Area YMCA to give consent for any and all emergency medical care for my child while he/she attends programs sponsored by the Meadowlands Area YMCA.

Parent Signature

Date

(Return this Page)

The parent must fill out this page.
Doctor's signature is not necessary.



Please circle your camp location: We build strong kids, strong families, strong communities.

Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

SCHOOL AGE CHILD CARE MEDICAL REPORT FORM 2010

NAME _____

ADDRESS _____ PHONE _____

BIRTH DATE _____ PARENT'S NAME _____

DATE OF IMMUNIZATION (Most recent only): **EXAMINATION**-Check (√) if normal, if not, (x) and give details on back:
TETANUS _____ GENERAL CONDITION _____
DIPHTHERIA _____ HEIGHT _____
WHOOPING COUGH _____ WEIGHT _____
SMALL POX _____ EARS _____
POLIO _____ HEARING _____ ALLERGIES _____
OTHER: _____

DISEASE HISTORY – Give age child had any of the following:
WHOOPING COUGH _____
MUMPS _____
CHICKEN POX _____
ASTHMA _____
SCARLET FEVER _____
EPILEPSY _____
MEASLES _____
GERMAN MEASLES _____
OTHER _____

POST NASAL CONDITION _____
EYES _____
LUNGS _____
HEART _____
HERNIA _____
SKIN _____
ORTHOPAEDIC-FEET _____
OTHER _____

Has child had any serious accident(s)? _____ At what age? _____
Please describe. _____
Has child ever been hospitalized? _____ Under what circumstances? _____

Does the child have frequent sore throats? _____
Gifted? _____ Physically Handicapped? _____ Neurologically Impaired? _____
Emotional or behavioral problems? _____
Does the child have any special needs of which we should be aware? _____

Is the child on any special medication? _____ If so, please explain. _____
Is the child subject to frequent colds? _____
Habits? _____
Does the child understand and speak English? _____ Other Languages _____
Physician's Name _____ Phone _____
Address _____

MY CHILD, _____, IS IN _____ CONDITION AND MAY SAFELY ENGAGE IN ALL USUAL ACTIVITIES EXCEPT AS NOTED ABOVE.
Parent/Guardian Signature _____ Date ____/____/____

(Return this Page)



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Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

WALKING TRIPS PERMISSION

I give permission for my child to participate in any walking trips outside the building with the YMCA staff and participants.

Parent/Guardian Signature

Date

BUS TRIP PERMISSION

I give permission for my child to participate in any bus trip arranged by the Meadowlands Area YMCA.

Parent/Guardian Signature

Date

INFORMATION TO PARENTS STATEMENT

Name of child (please print) _____

I have read and received a copy of the Information to Parents Statement prepared by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children and Families (page 16).

Printed Name of Parent/Guardian _____

Signature _____ Date _____

(Return this Page)



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Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child’s Name: _____

**Drop Off, Pick Up and Optional Walk Home Policy
for Teen Camp Only**

- All campers must be signed in every day by an adult.
- Teen Travel Campers have the option to sign themselves out of camp and walk home after we return from our trip or at the end of our camp activities provided a parent/guardian signs the permission slip below. No Teen Travel Camper will be allowed to sign out of camp before 5:00PM. Teen Travel Camper must get a Camp Director or Counselor to initial that he /she is signed out of camp.
- Once signed out of camp, Teen Travel Camper must leave the camp.
- All Campers must be signed in and out of camp each day.

**Walk Home Permission Slip
Teen Travel Camp ONLY**
(Optional Form)

I give permission for my child _____ to sign out of camp and walk home. I understand that no camper will be allowed to sign out from camp before 5:00 PM. My child and I agree to follow the above policy regarding signing out of camp. I acknowledge that once my child signs out of camp, the Meadowlands Area YMCA is no longer responsible for him/her. I further acknowledge that I will not hold the Meadowlands Area YMCA liable for anything that may happen to my child on the way home.

Parent Name _____

Parent’s Signature _____ Date _____



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Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

MEMBER/CHILDREN
RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

- 1. THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA and all branches thereof, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any, loss, liability, damage or cost they may, incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of New Jersey and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE

Date

Parent/Guardian Signature

(Return this Page)



Please circle your camp location: We build strong kids, strong families, strong communities.

Rutherford – Lincoln

Midland School, Rochelle Park

Rutherford – Washington

Cliffside Park

Rutherford Teen Camp

CE Doyle, Wood-Ridge

Martin E. Hughes, Lakeland

Lakeland Teen Camp

Child's Name: _____

**From this point forward,
keep for your records.**



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Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

INFORMATION TO PARENT

Dear Parent:

In keeping with New Jersey's child care center licensing requirements, we are obligated to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your rights to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1 (877) NJ ABUSE. Updated 4/17/08

Please read this statement carefully and if you have any questions feel free to contact me at (201) 955-5300.

Sincerely,

Jane A Egan

Jane A. Egan
Executive Director

(Keep This Page for Your Records)



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Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

EXPULSION POLICY

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this program.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
Failure to complete required forms including the child's immunization records.
Habitual tardiness when picking up your child
Physical or verbal abuse to staff or other children in the program.
Other (Explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
Uncontrollable tantrums/angry outbursts.
Outgoing physical or verbal abuse to staff or other children
Biting is not permitted.
Other (Explain)

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSIONS

- Staff will try to redirect child from negative behavior.
Staff will reassess classroom environment, appropriate of activities, supervision.
Staff will always use positive methods and language while disciplining children.
Staff will praise appropriate behaviors
Staff will consistently apply consequences for rules.
Child will be given verbal warnings.
A brief time-out will be given so child can regain control.
Child may lose certain privileges (Explain).
The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
Child's disruptive behavior will be documented and maintained in confidentiality.
Parent/Guardian will be notified verbally.
Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
The parent will be given literature or other resources regarding methods of improving behavior.
Recommendation of evaluation by professional consultation on premises
Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSIONS

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.
The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

- If a child's parent(s):
Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
Questioned the center regarding policies and procedures.
Without giving the parent an adequate amount of time to make other child care arrangements.

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Please circle your camp location: We build strong kids, strong families, strong communities.

Rutherford – Lincoln Rutherford – Washington Cliffside Park CE Doyle, Wood-Ridge Martin E. Hughes, Lakeland
Midland School, Rochelle Park Rutherford Teen Camp Lakeland Teen Camp

Child's Name: _____

POLICIES AND PROCEDURES SUMMER 2010

REGISTRATION

- Payments may be paid by Visa/MasterCard, cash, check, or money order. Visa and MasterCard payments will only be accepted via Fax, Mail or walk-in. Checks should be made out to the Meadowlands Area YMCA. Prior to June 1st, 50% is due at time of registration + \$20.00 processing fee (which includes required T-shirt) + additional field trip fees. Balance is due June 1st. Full payment is due at time of registration, if after June 1st. All payments should either be mailed directly to the YMCA office (P.O. Box 252 Rutherford, NJ 07070) or brought to the YMCA Office (436 Ridge Road, North Arlington, NJ.). Payments should not be sent with the child to the Program.
- All children must be current YMCA members. The annual fee is \$20 per child or \$45 per family of three (\$5.00 each additional family member.)
- A CHILD MAY NOT ATTEND WITHOUT THE PROPER FEES BEING CURRENT. There are no CREDITS OR REFUNDS for days missed. Personal illness and activities do not reduce weekly fees. Your fee pays for direct operating costs, such as staff, snack and materials. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not.
- If a check is returned uncashable, there will be a \$25.00 penalty fee. All subsequent payments must be made with cash or money order.
- In the event that any balance due is not paid, the YMCA may charge interest at 1.5% per month until the amount due is paid, plus reasonable attorney's fees in an amount not to exceed one third of the amount due.

HEALTH

- If your child will be absent from the summer program, as a courtesy please call the YMCA camp director on the camp phone.
- Each child must have a medical form and immunization records filled out by a parent prior to admission.
- DO NOT send your child to the program if he/she has any of the following symptoms: fever or headaches, rashes or inflamed skin, nausea or vomiting, abdominal pains or diarrhea, sore throats, ear ache, inflammation of the eyes, enlarged glands, persistent coughing.
- The YMCA should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.
- No medicine can be administered by staff; but medication can be overseen by staff with doctor's authorization and note from parent/guardian. Please contact the Child Care Director for specific procedures and guidelines.
- If a child develops any of the above symptoms while in the YMCA's care, the parents will be notified to have the child picked up by an authorized adult. Doctor's permission may be required for that child to return to the program in some cases.
- Children **may not make up an absence on another day.**

YMCA Camp T-Shirts

A YMCA T-shirt must be worn during any special events held outside of campsite for the child's safety and accountability.

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SWIMMING - Children should wear their bathing suits to camp on swim days along with the camp T-shirt. The child's family should provide towels and sunscreen. Only Coast Guard approved flotation devices are permitted. Water shoes are optional. A child may not enter the deep end unless they have passed a swimming test without the use of any flotation aid.

SPECIAL CAMP EVENTS

Money brought by the child should be placed in an envelope and given to the Camp Director with the child's name on it. The Meadowlands Area YMCA will not be responsible for the child's personal money.

SNACKS

- * The YMCA attempts to make the food breaks healthful. We try to involve children in the preparation and in nutrition education. If your child has dietary restrictions, be sure to indicate them on the health form.
* Children should bring a bagged lunch to the program each day (Lunch is provided by the YMCA on certain outings, parents will be notified). Be sure to put your child's name on the bag. It is best to send non-perishable items. No glass bottles are allowed.

VALUABLES

- > The YMCA Day Camp program is not responsible for articles that may be lost or damaged. Children are asked to keep valuables at home. Should you permit your child to bring these items, the YMCA is not responsible for any loss or damage to them.

DROPPING OFF AND PICKING UP CHILDREN

- * The YMCA is responsible for the children once they are signed into the program.
* When dropping off a child, NEVER leave him/her unattended. Escort him/her to the staff person on duty and SIGN THE CHILD IN ON A DAILY BASIS. Only authorized persons listed on the information package may pick up the child. They MUST SIGN THE CHILD OUT EACH DAY. ID must be presented when picking up a child from the Summer Day Camp Program.
* Written notices must be given if a child is to leave with someone other than the authorized people on the information package. ID must be presented when picking up a child from the Summer Day Camp Program. Please check for information from the staff each day when you sign your child out.
* Children may not be picked up from a Special Event Site under any circumstances. Children must not be dropped off before their scheduled drop of time. A child who is dropped off early will be assessed an Early Drop Off Fee of \$13 per half hour (or part thereof.) The children must be picked up promptly at registered pick up time or there will be a late pick up charge of \$15.00 per half-hour (or part of). After the first half-hour, an authorized adult on the emergency form will be contacted to pick up the child. If an authorized adult cannot be reached one hour after pick up time the Site Director or Acting Site Director will make arrangements with the Division of Youth and Family Services to care for the child until an authorized adult can pick up the child. There is a limit of 3 late pick-ups. Any child who is chronically picked up late will not be allowed to remain in the program.

Custody Statement

It is the parent's responsibility to inform the YMCA, in writing, (providing legal documentation) of any custody limitations for either parent. (Keep This Page for Your Records)



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- Please **LABEL** all of your child's belongings with a permanent black marker, as the YMCA is not responsible for lost or stolen items. We are not opposed to electronic games or equipment (i.e.: game boys) however the YMCA is not liable for any loss or damage to any items brought to camp.
- The YMCA will provide two snacks per day (one snack for morning and one snack for afternoon). Please provide your child with additional water/drink bottle.
- There will be some days when lunch will be provided for your child. Please check your campsite's schedule. In the meantime, assume that on all other days you should bring your child's lunch unless otherwise notified by the staff. **(NO GLASS BOTTLES PLEASE)**
- When giving spending money, please place money in a sealed envelope with your child's name, campsite and the amount written on the front. Please hand envelope to the Director/Leader to hold until needed. This format must be followed; however the YMCA is not responsible for any monies that are lost or stolen.
- It is imperative that your child is **signed In and Out** each day they attend camp. Please always have your Picture ID available as you may be asked to present it when picking up your child.
- **Cell Phones are not permitted at any time.** If any child brings a cell phone to the campsite, it will be retrieved and returned to the parent when he/she picks up the child.
- Items your child must bring on a daily basis in his/her backpack.
 - Lunch – except when notified Suntan Lotion
 - Water Bottle Additional T-shirt
 - Bathing Suit Towel
- Camp T-shirts must be worn on a daily basis for safety and accountability. Children are required to wear their camp T-shirt while swimming.
- Parents **will not** be allowed to pick-up or drop off their child at any of the scheduled events. Pick-up or drop off is only scheduled at the Camp Site. Again each child must be signed In and Out at the campsite. This rule is stipulated for the accountability and safety of all children.
- Your Camp Director will inform you of the bus departure and arrival time for any scheduled events. Please drop your child off at the campsite at least 15 minutes prior to the departure time. The bus cannot be held for any reason.
- On swim days, please make sure that your child is wearing their bathing suit under their clothing, as there are no changing rooms at the sites. Please apply sunscreen before you leave your home.
- Every Friday, the following week's camp schedule will be available. Make sure to take a copy. You can also contact the YMCA office at 201-955-5300 if you did not get a copy. We will also be trying to post the weekly schedule on our website but this is not a guarantee. This will be updated every Friday after 5PM. The website is www.YMCAinfo.org.

PARENT INVOLVEMENT

- Involvement of parents in the program is essential.
- Cooperation with all policies and procedures is necessary.
- Take every opportunity to talk with YMCA staff about your child.
- Ask your child about the program every day.

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SUMMER CAMP LOCATIONS

- **Cliffside Park – #5 School - Starts 6/28/2010**
- **Martin E. Hughes/Lakeland – Starts 6/29/2010**
- **Rochelle Park – Midland School #1 – Starts 6/21/10**
- **Rutherford – Lincoln School – Starts 6/23/2010**
- **Rutherford – Washington School – Starts 6/23/2010**
- **Wood-Ridge – Catherine E. Doyle School - Starts 6/21/2010**

June 21 – June 25	Wood-Ridge, Rochelle Park starts 6/21/10, Rutherford starts 6/24/10
June 28 – July 2	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
July 6 - July 9	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland (No Camps are open on 7/5/10)
July 12 - July 16	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
July 19 – July 23	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
July 26 - July 30	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
August 2 - August 6	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
August 9 - August 13	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
August 16 – August 20	Rutherford, Wood-Ridge, Rochelle Park, Cliffside Park, Martin E. Hughes/Lakeland
August 23 – August 27	Martin E. Hughes/Lakeland

Teen Travel Camp Location

- **Rutherford - Rutherford High School**
- **Wanaque – Lakeland High School**

June 29 – July 1	Rutherford, Lakeland
July 6 - July 8	Rutherford, Lakeland
July 13 - July 15	Rutherford, Lakeland
July 20 – July 22	Rutherford, Lakeland
July 27 - July 29	Rutherford, Lakeland
August 3 - August 5	Rutherford, Lakeland
August 10 - August 12	Rutherford, Lakeland
August 17 – August 19	Rutherford, Lakeland
August 22 – August 26	Lakeland

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INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters.

Our center is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications; supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and recordkeeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey" and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, New Jersey 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on children discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's product list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll free at 1 (800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, Toll Free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.NJ.gov/DCF and select Publications.



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EXPULSION POLICY

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this program.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
Failure to complete required forms including the child's immunization records.
Habitual tardiness when picking up your child
Physical or verbal abuse to staff
Other (Explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
Uncontrollable tantrums/angry outbursts.
Outgoing physical or verbal abuse to staff or other children
Excessive biting
Other (Explain)

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSIONS

- Staff will try to redirect child from negative behavior.
Staff will reassess classroom environment, appropriate of activities, supervision.
Staff will always use positive methods and language while disciplining children.
Staff will praise appropriate behaviors
Staff will consistently apply consequences for rules.
Child will be given verbal warnings.
A brief time-out will be given so child can regain control.
Child may lose certain privileges (Explain)
The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behavior.
Child's disruptive behavior will be documented and maintained in confidentiality.
Parent/Guardian will be notified verbally.
Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
The parent will be given literature or other resources regarding methods of improving behavior.
Recommendation of evaluation by local school district child study team.
Recommendation of evaluation by professional consultation on premises

SCHEDULE OF EXPULSIONS

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period
The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

- If a child's parent(s):
Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
Questioned the center regarding policies and procedures.
Without giving the parent an adequate amount of time to make other child care arrangements.

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Meadowlands YMCA's Commitment to Safety - Information to Parents

The Meadowlands Area YMCA is dedicated to providing you and your family with a safe, welcoming atmosphere in all of our programs. Our staff is critical to this goal. The YMCA has in place a comprehensive pre-employment screening procedure to screen-out staff not suited for working with children. Additionally, our staff receives Child Abuse Prevention training and is required to adhere to a Code of Conduct, which prohibits staff in having planned contact with youth participants when they are off duty. Our Professional Directors welcome your suggestions, observations and/or comments.

Employee Code of Conduct

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - a. Physical abuse - to strike, spank, shake, slap;
 - b. Verbal abuse - to humiliate, degrade, threaten;
 - c. Sexual abuse - to inappropriately touch or speak;
 - d. Mental abuse - to shame, withhold kindness, be cruel
 - e. Neglect - to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal.
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.
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.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA 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 YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
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.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. 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.
19. Staff members are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances 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 YMCA.)
22. Staff members 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.
23. Staff will act in a caring, honest, respectful and responsible manner.