

SUMMER SPORTS

Parent Handbook

Welcome

Dear Parents / Guardians:

Thank you for enrolling your child into a Y Summer Sports. Our summer sports program serves children entering grades 1 – 6 in the fall. It is important to note that while most of our sport offerings are available to the majority of our sport participants, our program also includes a few select sports that are age-specific. Please see our registration form or talk to your branch sports program director for more details.

On behalf of all of our program staff, we are thrilled to have the opportunity to meet and work with your family. Each of us hopes your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests, create friendships and have FUN!

Within these pages you will find what you can expect from our Y Summer Sports and what the team members expect from you in return. It is our belief that through strong collaboration and communication between our staff and a participant's family, every child's experience in our program will be rewarding. This handbook is designed to help support this effort. We ask that you take time to familiarize yourself with the policies and procedures of our Y Summer Sports Camp. Failure to comply with any policies or procedures may result in dismissal from the Y program. Again, we appreciate your participation in our program and are looking forward to providing a wonderful experience for your child and family. Please contact us directly with any questions or concerns!

Y Team Members

YMCA OF THE NORTH

www.ymcanorth.org

Table of Contents

- Planning for each day | Page 2
- Billing and Payment Info Page 3-5
- Mission and Goals Page 5
- Curriculum and Character Development | Page 6
- General Program Information Page 7-8
- Behavior Guidance Page 9
- Drop-off and Pick-up | Page 10-11
- Accident/Illness and Medication Page 11-12



What to Bring

- Non-perishable Lunch
- Morning and Afternoon Snack
- Water Bottle
- Sunscreen (Apply Once Before Program)
- Insect Repellant
- Sports Equipment (As Needed)
- Tennis Shoes
- Extra Change of Clothes

What NOT to Bring

- Cell Phone
- Electronics
- Games
- Valuables
- Money (Unless Otherwise Noted)

MAKE SURE TO LABEL ALL BELONGINGS!

Dress Appropriately

Please consider the weather before your child leaves home every morning and remember that the weather can change quickly.

Appropriate footwear and clothing will help your child enjoy a more comfortable day. Clothing should

be identified with the child's first

and last name on it. A lost and

found box will be kept near the

Parent Communication Center and

should be checked each week for

your child's belongings.

Planning For Each Day

On Monday you will receive a schedule of what your child will be doing for the rest of the week. You will also receive daily updates as needed.

We will do our best to ensure the safety of your child's belongings, however, we do ask that you please not send unnecessary items with them. The Y will not take responsibility or be held liable for lost, stolen or damaged items. Please **DO NOT** send items of value from home with your child.

Weapons, tobacco, illegal substances, and alcohol of any kind are not allowed in our Y Summer Sports Camps. If a child is found to have any of these things, they will be removed from the program immediately. Our policy also means that toy guns, squirt guns, knives/weapons of any kind are not allowed and will be confiscated. Any violation may result in suspension or dismissal from the program.

The Y provides the majority of the sports equipment your child will need while in our programming. With that said, depending on the weekly sport camp, parents will be responsible for providing supplemental items for their child. Examples of this would be change of clothes, appropriate sport apparel, meals/snacks/drinks, medical accessories, sunscreen etc.

Outdoor play & activity is an important part of your child's day. We will be going outdoors every day, excluding times of inclement weather. All children who are well enough to be at the program are expected to participate in outdoor activities. Please apply sunscreen before children come to the program. Please send a labeled bottle of sunscreen with your child daily for reapplication and a water bottle.



Y Summer Sports Camp

Through our YMCA Youth Sports, we work to increase enjoyment of physical activity, develop positive social skills and build self-confidence.

Customer Service Center

The main responsibility of the YMCA Customer Service Center (CSC) is to provide support to our families in areas of program registration, billing statements, member information and account updates. We encourage our families to directly contact CSC with any questions related to the outlined topics.

[Contact us](#) for program, registration, and billing questions.

Y CUSTOMER SERVICE CENTER

651 Nicollet Mall,
Suite 500
Minneapolis, MN
55402
(P) 612 230 9622
(F) 612 223 6322
Hours:
Monday – Friday
7:00 am – 5:00 pm
Live Chat
9:00 am - 4:00 pm

Billing and Payment Information

Registration and Program Payment Agreement

Registration must be completed in full for each child so that appropriate information is obtained. In order to expedite processing, include the \$50.00 non-refundable deposit per child. Online registration is available for the entire **Summer Sports program and will expedite your child's registration process.** You will receive an email confirmation after registering.

Please visit our [Summer Sports Web Page](#) to register. Once on the page, simply choose your program and location to register online.

Changes to Registration

Cancellations made to the original registration must be made by Monday, two weeks PRIOR to the week of program. Cancel requests made after that time will result in parents being charged the original registered week program fee. The program \$50 deposit per week is non-refundable and non-transferrable.

Please visit the Summer Sports [page online](#) to register for additional weeks of program. Once on the page, simply choose your program and location to register.

If you need assistance signing in to your online Y account, please [contact Y Customer Service](#). Program changes are not accepted by phone.

Late Payment and Return Fees

If you registered online, your credit card will be used for automatic EFT payments. Credit card auto billing (EFT) is completed on Tuesday, two weeks prior to program.

Your child may not be able to attend the program if payment has not been received before program. Payment is due the two weeks prior to care. There will be a \$10 per child, per week late fee assessed on the Saturday, one week before care if full payment is not received either through the online system or in the Customer Service Center by Friday ten days before program.

We encourage you to use our electronic funds transfer or our online payment option to ensure timely payment.

Late Pickup Fees

Any violation of our posted hours of operation will result in a late pick-up charge of \$1.00 per minute per child for children in our care after program hours. Parents are held accountable for these additional fees. Late fees will be assessed with the next tuition payment. Habitual lateness or abuse of this policy could result in expulsion from the program.

Non Payment and Termination

If payment is not received by the due date, your child's attendance may be stopped and you will have full responsibility for the registered program week. There is a \$10 late payment fee added if payment is not made the Friday, ten days prior to your weekly program. We reserve the right to terminate a child's participation in our programming at any time.

Billing Adjustments

Any billing adjustments to your fees outside of normal tuition fees will be done on a periodic basis throughout the summer. Adjustment fees include back billing for additional program weeks attended not originally registered, account NSF or EFT Return fees, etc.

Multiple Party Payments

In cases where multiple parties are making payments to a child program account, the Y is not responsible for determining which party has the financial responsibility for specific weeks/days. [A multiple party agreement form](#) must be completed and signed by both responsible parties prior to program start. Payments will be split by percentage only for each week of program. The Y will not bill by days attended. Billing will be completed based upon weekly program registration. Both parties must be set up on automatic billing through a valid credit/debit card. EFT authorization must be on file for both parties. Multi party billing is available for Summer Power Preschool, Nature, Power, and Summer Power, and is not applicable to Summer Sports.



Payment Options

- Automatic Electronic Funds Transfer
- Personal Check sent to Customer Service
- [Online Payments](#)
- Credit/debit card by phone 612-230-9622
- Payment at a YMCA branch front desk

Scholarships

The Y welcomes those who wish to participate and annually raises funds to help make the YMCA Scholarship Program possible. Applications for scholarship awards must be submitted with the registration form and accompanying registration fees and/or deposits. Scholarships are supported in part by contributions from our Annual Support Campaign and other donors, and provide scholarships and subsidies for qualifying applicants within our available resources.

[Click Here for Program Scholarship Applications](#)

Mission of the YMCA

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Vision of the YMCA

We serve relentlessly with our community until all can thrive at each stage of life.

County Subsidy and Third Party Payments

Families who are working with a state or county agency that helps cover the cost of child care expenses must contact their caseworker about their involvement in our program. Parents using state, county or third party payments must provide a case-worker name, phone number and case number at the time of registration. For county subsidy, a current *Authorization of Service* must be on file with the Y. Co-payments are due in full by due date. Co-payments can be set up for payment bi-weekly. Parents will be held liable for all fees not covered by an authorization. An expired authorization or failure to pay parent co-pays may result in termination of your enrollment. Claim forms, when applicable, must be signed and returned to Customer Service within 1 week of receipt.

Our Mission

Providing quality, affordable care for your children is not just a business to us. It is our mission – a vital part of our commitment to the community. It is an approach that includes unique programs to make sure kids stay motivated – intellectually, socially, emotionally and physically.

At the Y we're for Youth Development, Healthy Living, and Social Responsibility, the Y will be around to provide a great place for your child to grow.

The Y is driven by community need, guided by community volunteers and open to all. Subject to available resources, no person is denied participation in a Y program solely due to financial inability to pay the fee. The Y is a United Way affiliated agency.

Program Goals

Y Summer Sports will seek to:

- ◆ Create a safe atmosphere of learning that helps develop self-confidence and builds character through promoting the values of caring, honesty, respect, and responsibility.
- ◆ Help each child develop relationships with others while learning to work together in a cooperative manner.
- ◆ Establish a foundation of physical literacy to create a active, healthy lifestyle.
- ◆ Involve and serve our families in significant ways throughout our sport program.
- ◆ Utilize a sport curriculum that supports the entire child through child-centered and child-directed activities.
- ◆ Create an environment where team members are partners with parents and other caregivers, working together to help kids grow up healthy, happy and strong.

Some of the popular things your kids will enjoy every week are:

- Values-strengthening Activities— projects, exercises and more to help the YMCA Values come to life.
- Skills & Drills – fun and learning through interactive activities and games.
- Foundational Movements— practice motor skills, increase balance and develop physical coordination through movement.
- Large Group Games— game simulations and scrimmages with teammates in a fun and positive atmosphere.
- Chalk Talk—learn sport-specific strategies & skills in Q&A segments with coaches
- Health and Fitness-staying fit, healthy and strong while having a blast
- Wonderful Spaces— multiple outdoor and indoor areas enhance summer activities

Curriculum and Character Development

Y Summer Sports Curriculum

As with any Y program, the Y Sports Curriculum is centered in the Y mission and program goals. Second only to relationships, a well-planned curriculum will help to define a child's experience in a Y program. Our YMCA youth sports curriculum is developed from the following:

- ◆ YMCA of the North Youth Logic Model
- ◆ Seven Pillar Framework of YUSA Sports
- ◆ Underlying concepts of physical literacy & sport-specific skills
- ◆ Creative and unique opportunities to play sport
- ◆ Talents and abilities of team members
- ◆ Resources within the Y and the surrounding community
- ◆ Introducing children to diversity and other cultures cultivating global awareness
- ◆ Outdoor physical wellness and healthy habits

Parents can expect to see a posted curriculum plan in your child's program area. Parents will also receive feedback from Y team members on how their child is doing in the program. Parents are always welcome to observe their child's program. To do so please speak with the program Sport Director. We encourage parents to speak with Y team members at any time about their child's experience in the summer sports program. Please see your sport program director about volunteer opportunities in any program. Program field trips are subject to change. Please check the program calendar at your site or [visit online to view](#) summer paperwork and schedules by site.

Y Character Development

At the Y, character development and values are a part of who we are. We reinforce the values you teach at home. The Y is committed to embracing and demonstrating character through the modeling and practicing of the four core values: caring, honesty, respect and responsibility. Our goal is to inspire the people we serve to believe in and act on these positive values.



A time for discovery,
learning and
enrichment— **that's**
what the Y's summer
programs are all about.
Flexible, engaging
activities where kids
stay active.

Program Access

The Y is committed to the policy that all persons should have equal access to programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. The Y will accommodate special needs into existing programs to the extent that financial and physical resources permit. So we may provide a positive experience, please contact the Y if your child has any special needs requiring any accommodations.

Accommodation

Consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please inform the Y during the enrollment process if you or your child requires special accommodation. It is helpful for a smooth program transition to have a conference prior to enrollment. This enables the Y to better meet your needs, within available resources and to the extent reasonable. All staff that will be working with a child with special needs will be informed of how to care for or meet those needs in a timely fashion through a meeting or written notification.

General Program Information

Team Member Selection and Training

Staff are selected based on their education and experience working with youth. Staff are expected to demonstrate sound judgment, dependability, responsibility, and the ability to create an environment which reflects caring, respect, and safety for youth. All Y staff must complete a background check before working in the program. Our staff are experienced and caring, trained in working with youth and program safety including First Aid, CPR, and child abuse prevention.

Parent and Volunteer Participation

There are many opportunities for parents to volunteer within the Y sports program, such as sport coaching, getting involved in a team building activity, sharing information about your personal journey through health and wellness, and teaching life skills workshops with the children. Please see your Sports Director for more details – volunteering will require prior planning and approval. Parent volunteers will not be allowed to supervise other youth in the program unless they have completed the volunteer process.



Safe Boundary Information

- The Y restricts staff from providing child care services off site for families they meet through their employment at the Y. This includes nanny services and babysitting.
- Your child should not receive personal gifts from individual staff members.
- Staff and volunteers are not permitted to individually transport program participants in their personal vehicles.
- One child will not be alone with one staff member outside the hearing or vision of others.
- The Y limits outside contact between staff and program participants

Data Privacy

The Y complies with state and federal privacy laws. Information gathered from the registration and health history forms is shared only with the Y team members.

Parent Communication

Parents/guardians are encouraged to communicate openly with Y team members about the program and their child. Staff will make an effort to communicate with parents/guardians on a daily basis about upcoming activities, child's behavior, or any program changes. Each child will also have a communication file. It is the parent's responsibility to check this file on a regular basis for any written communication (i.e. newsletters, calendars, and notes) from the program team, the Sport Director, or the Y. A parent may request a conference with the Sport Director at a mutually convenient time to discuss his/her child's overall development. Y team members may also request a meeting with a parent.

Program Surveys

As a parent or guardian of a Y participant, you will receive a program survey to let us know the program's strengths and areas for improvement. Please take time to complete and return it to us. The surveys help us do a better job. We encourage regular informal conversations and phone calls with the Y team members.



Parent Grievance Procedure

1. Immediately set up an appropriate time to discuss it with the Sport Director.
2. If it is not resolved, discuss it with the Branch Executive at your home branch or the branch you registered with.
3. If it is still not resolved, discuss it with the Vice President of Operations overseeing the sports department.

We want to address any concerns or questions you or your child might have regarding the program. Please encourage your child to speak directly to any staff in the program about issues or areas they are uncomfortable with, so we can address them in a timely manner.

Behavior Guidance and Non-Violence Policy

Program Rules

All children, team members and parents should be following the four core values of the Y: caring, honesty, respect and responsibility. In addition to following the values program rules are:

1. Follow directions
2. Respect self, others and property
3. Use appropriate verbal and body language
4. Keep hands and feet to yourself
5. Stay with the group

The overall safety of all children in the program is our highest priority. Please encourage your child to speak to a program staff if they are having any concerns with other participants or staff.

To Encourage Positive Choices Staff Will:

- Protect the safety of the children and staff by establishing clear expectations and creating a safe environment
- Provide immediate and directly related consequences for a child's unacceptable behavior
- Anticipate problem situations and intervene by encouraging positive alternatives when possible
- Engage children in cooperative problem solving
- Model appropriate behaviors

Philosophy

The Y strives to maintain a positive approach to managing children's behavior at all times. Team members establish and enforce clear and consistent limits and expectations for appropriate behavior. Team members deal with inappropriate behavior through various techniques including; modeling, distraction and redirection, adjusting the environment, cooperative problem solving and removal from the activity/area as a last resort.

Process

When positive behavior is displayed, participation and enjoyment of planned activities is the outcome. In cases of negative or inappropriate behavior, the following process will be employed:

Reasoning: Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff assisting/facilitating as needed.

Redirection: When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.

Child/Y Team Member Conference: When the program staff is not successful in correcting behavior, the Site Director/Coordinator is consulted and may decide on further appropriate action/consequences.

Conferences: If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for noncompliance outlined. This is usually accomplished through the use of a Behavior Contract.

Behavior Contract: This form is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior and the timelines are established.

Suspension for Inappropriate Behavior: In order to provide a safe, effective program, suspension may occur for children unable to follow the Behavioral Guidelines. The Site Director/Coordinator and/or Program Director determine the length of suspension.

Parent Code Of Conduct

To ensure that Y Programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote. It is our intent to have Y Programs represented in a positive manner at all times. In the event that parents/guardians cannot or will not uphold these conditions, those parents could face suspension from programs.

1. Parents/Guardians will conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect and responsibility.
2. Parents/Guardians must refrain from foul language at all times, while at a Y program location.
3. Parents/Guardians will not show or exhibit derogatory conduct toward any Y staff, participants, or other parents/guardians.
4. The misuse of drugs or alcohol at a Y location will be prohibited.
5. Parents/Guardians will not be allowed to take pictures/video of other participants or Y Programs.

Drop-off and Pick-up

Required Sign-in/out Procedure

You must sign your child in every morning and out every afternoon. Parents or authorized individuals must accompany their child into the program at drop off in the morning and enter the building in the afternoon to sign out. If your program is using an electronic system you will receive use a designated phone number to electronically Check in and Check out your child. If you are new to this system, please ask site staff for assistance.

If the electronic sign in and out system is not utilized by your location, the paper sign-in/out sheet must be filled in every day with your FULL signature and time of drop-off or pickup. Any authorized person who is picking up a child from the Y program must have proper photo identification available which may be checked by Y staff. This procedure helps to ensure the safety of your child. We require that all parents/guardians follow this policy. Failure to comply will result in dismissal from the Y program. Staff may vary, please be prepared to show your photo ID daily.

Person Authorized to pick up your Child

At the time of enrollment, the Y must be provided with emergency contact names and phone numbers of persons authorized to pick up your child. For your protection, only persons authorized in writing by the parents and are 18 years of age or older may pick up your youth. If you have any questions or concerns about this please contact the Sport Director.

You must inform the Y staff in advance, in writing, if someone OTHER THAN a parent/guardian or authorized person is to pick up your child. No phone authorizations will be accepted. In emergency situations, an exception may be made if the staff is able to call back to a previously provided number on the emergency forms to verify that it was the parent/guardian that made the call. If there is a court ordered custody agreement, the Y is legally bound to respect the wishes of the legal document. It is the responsibility of the guardian who holds legal custody to provide the Y with a certified copy of the most recent court order. This copy must be on file with the Y and updated by the custodial parent when necessary.

Accident/Illness and Medication

Exclusion of Sick Children

For the health and safety of all children in our programs, please do not send your child to Y summer programs if they are ill. Please notify us if she/he will not be attending. Children are not allowed to attend the program if they exhibit any of the following symptoms or illnesses and symptom-free for 24 hours:

Fever – If over 100 degrees under the arm, or accompanied by other symptoms such as behavioral change, diarrhea, undiagnosed rash or vomiting

Respiratory symptoms – Wheezing that occurs suddenly and is unexplained, severe congestion, uncontrolled coughing

Signs/symptoms of severe illness (unusual fatigue, irritability, persistent crying, difficulty breathing, etc.)

Vomiting

Uncontrolled Diarrhea

Mouth sores with drooling

Rash- If cause of rash is not known

Eye drainage

Unusual skin color

Bacterial infection (such as strep throat)

Contagious illness (such as chicken pox, scabies, ring worm, or other reportable diseases)

Head lice – presence of lice or lice eggs (“nits”)

Accidents

If your child has a minor injury, the Y staff will perform First Aid if necessary and notify you when you pick up your child.

If a serious injury should occur, the Y staff will perform First Aid and notify you to pick up your child immediately and let you determine if you should take your child to the doctor or dentist.

In case of an emergency the Y staff will:

1. Call 911, perform immediate First Aid, and contact you. After 911 have been called, it is then up to the emergency response team to decide what actions will be taken.
2. A staff will accompany (when allowed) the child to the hospital and stay until the parent/guardian arrives if emergency medical transportation is required.

If a parent/guardian is not able to be reached, we will continue to call through your designated emergency contact list until contact is made.

Child's Basic Needs

In order to grow and learn, all children have basic needs including safety, good nutrition, shelter, medical attention, clean clothes, appropriate discipline, and love.

Parents/guardians who are having difficulty providing for a child's emotional or physical needs are encouraged to ask for help. Our staff can help parents/guardians find community resources.

If a parent/guardian is unable or unwilling to meet a child's needs or if there is suspicion of physical, emotional, or sexual abuse, team members are mandated by the State of Minnesota to file a report with the Child Protection Agency.

Program Access

The Y is committed providing equal access to its programs, facilities, and enjoyment without regard to race, ability, creed, national origin and sex. We celebrate the presence of differences that make each person unique. We intentionally engage and develop all members of the Y community. And we strive to connect and serve populations at home and around the world.

The Y will make reasonable accommodations whenever possible to meet special needs. Please inform us during the enrollment process if you or a family member requires special accommodation.

Sending Your Child Home Due to Illness

If a child exhibits any of these illnesses while in the program, the child will be separated from the group and the parent/guardian will be called to come and pick up the child. If a parent or guardian cannot be reached; the emergency contacts will be called. Staff will continue to assess the child's condition. Because we are looking out for your child's best interests, you or another authorized adult must pick up your child within one hour of being contacted. If the staff feel that your child's condition warrants emergency medical attention, the local emergency resource will be notified.

Administering Medication

Children are not allowed to have medication in their possession. The staff may only dispense prescribed medications in the original container that bears the original label displaying legible info stating the following:

- ◆ Name of medication and child's name
- ◆ Date of original issue
- ◆ Directions for use
- ◆ Prescription number and expiration date
- ◆ Name and address of licensed pharmacy issuing the medication
- ◆ Physician's name
- ◆ Dosage and duration

The Medication Permission form must be completed by the parent/guardian and on file at the Y before any medication is dispensed – including non-prescription. Please return the form to the Y before your first scheduled day or the start of medication.

For medical and safety reasons, YMCA team members do not administer insulin shots, Diastat or other medications requiring similar procedures. Our staff will work with parents/guardians, the child and the child's medical providers to explore other reasonable accommodations to permit the child to enjoy our programs to the fullest extent possible.

Transportation of Children

By completing the registration process for Y Summer Sports you are giving written authorization from the parent/guardian to transport the child to and from the site, when transportation is provided for a field trip or off site programming. Some field trips may be walking trips. Field trip information is available at your site. Buses will not wait for late participants. Please watch for field trip information and departure times at your site.