



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**YMCA of
Greater Kalamazoo**
Woollam Explorers
PARENT/GUARDIAN HANDBOOK



WELCOME TO THE YMCA OF GREATER KALAMAZOO DAY CAMP AT WOOLLAM!

MISSION STATEMENT

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

The YMCA of Greater Kalamazoo's Woollam Explorers Day Camp provides youth with an outdoor summer experience filled with discovery, friendship, and confidence-building adventures. Rooted in the YMCA's commitment to fostering achievement, relationships, and belonging, our camp invites youth to explore the natural world through hands on outdoor activities, team challenges, and creative play. Every camper is welcomed, supported, and encouraged as they build new skills, make lasting friendships, and develop a genuine love for nature.

HANDBOOK INFORMATION

This program handbook contains the policies and procedures of YMCA Youth Development Department. Please take the time to read the handbook and keep it in a convenient location for reference. The handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the Camp program or every situation that may arise. Parents/Guardians should feel free to contact the Childcare Office with questions concerning the contents of the handbook.





HANDBOOK CHANGES

The Provider reserves the unilateral right to add, delete, modify, or amend the policies and procedures described in the handbook at any time. If there is information in this handbook that is not clear, please bring it to the attention of the provider and we will work together to make policies more user-friendly for families.

HANDBOOK IS PROPERTY OF PROGRAM

The Handbook is the exclusive property of the YMCA of Greater Kalamazoo and is intended for the exclusive use of the parents/guardians of enrolled children. The handbook may not be copied or distributed to any third-party without the express written permission of the provider.

CONFIDENTIAL INFORMATION

Each child has a right to confidentiality. All information pertaining to the children in our programs, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without express written permission of the parent/guardian, unless required by stature, court order, or licensing mandate.



DAILY SCHEDULE

Woollam Explorers Day Camp will provide Campers with a wide range of daily activities designed to combat summer learning loss, develop a love and understanding of our natural world, provide opportunities for youth choice, physical activity, and character development.

8:30a – 9:00a	Drop Off & Free Play
9:00a – 9:30a	Breakfast
10:00a – 12:00p	Adventure Activity
12:00p – 12:30p	Lunch
12:30p – 1:00p	Rest & Reflect
1:00p – 2:00p	Variety Activity I
2:00p – 3:00p	Variety Activity II
3:00p – 4:00p	All Camp Game
4:00p – 4:30p	Afternoon Snack
4:30p – 5:00p	Pick Up & Free Play



HOURS OF OPERATION

Day Camp hours: 8:30a-5:00p

Pre/post care is not available



WHAT FAMILIES NEED TO KNOW

CHECK IN/ CHECK OUT: Parents/Guardians must check in with camp staff to sign their camper in/out. Campers will only be released to adults listed on the authorized pick up list.

REQUIRED FORMS: Please fill out the following forms and email them to the Camp Director at least two weeks prior to your camper's first day. Forms may also be dropped off at the YMCA Maple Branch at 1001 W. Maple St, Kalamazoo, MI 49008.

- Child Profile on your Daxko account
- Health History Form
- Agreement and Permissions form

MEALS: The Y will provide campers with a healthy breakfast, lunch, and afternoon snack, daily. Menus will be sent out at the beginning of each week.



WHAT TO BRING TO CAMP

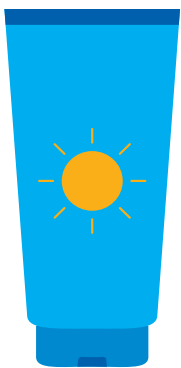
Campers need to come dressed for the weather and for a variety of outdoor activities. Tennis shoes, outdoor wear, rain jackets and boots for rainy days, etc. Campers should come in clothes and shoes that are ok to get dirty.

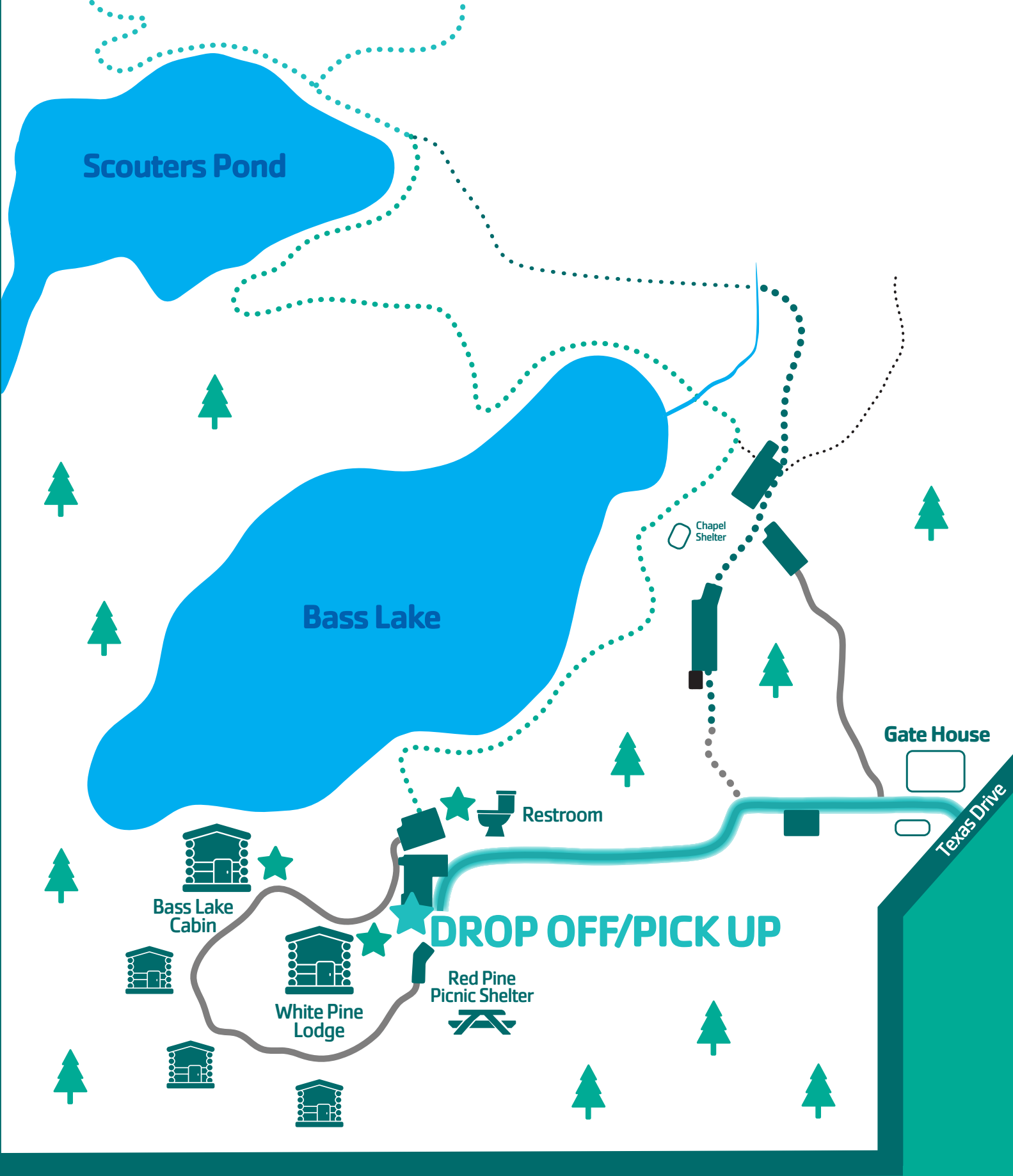
Please do not send your camper with valuables, toys, or electronics including phones, tablets, and smart watches.

PACKING LIST

Please label your camper's gear and pack a backpack containing:

- Sunscreen
- Water bottle
- Light Jacket and/or rain gear
- Lunch and snacks if your camper does not want what is provided by the Y





**ARTHUR E. & MILDRED H.
WOOLLAM NATURE PRESERVE**



CHECK IN & CHECK OUT

PARKING

Upon arriving at Woollam Nature Preserve all vehicles must stop at the park gate house where a park attendant will greet you. Please inform them that you are there for the YMCA Camp. After checking in at the gate house, proceed along the path until you reach the designated parking lot. See Park map for details. You will know you are in the right spot when you see the "SUMMER CAMP" sign.

CHECK IN: 8:30a – 9a

Camper drop off occurs between 8:30am–9a. Parents/Guardians must walk with their camper and check in with staff. Please allow extra time on your first day of camp to make sure we have all required paperwork. All campers must be dropped off by 9a.

CHECK OUT: 4:30p–5p

Camper pick up occurs only between 4:30p–5p. at the camp parking lot where you dropped off. Pick up outside of this time frame is not allowed.

All children must be brought to the drop-off location by a parent/guardian (or other authorized person 16 or older). Children will be released from the program when a parent/guardian (or other authorized person 16 or older) notifies the staff of their arrival. All persons picking up a child must be listed as an authorized pick up in the Child Profile.





HEALTH POLICY

The YMCA Day Camp programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100.4 degrees or more (must be fever free without medication for 24 hours before returning to camp)
- Vomiting or diarrhea within the last 24 hours
- Severe nasal or eye discharge
- An unidentified rash or open sore
- A contagious disease (COVID-19, chicken pox, measles, lice, strep throat, etc.)
- Head lice

Your child may return to camp when:

- They are symptom and fever free, without medication.
- An infection has been diagnosed and the child has been on antibiotics for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow or green.
- A rash has subsided, or a physician has determined that it is not contagious.
- Head lice/nits have been treated and there is no sign of nits

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the YMCA Camp Director as soon as possible. If a camper becomes ill while at camp and/or displays the above symptoms, parents/guardians and/or emergency contacts will be contacted to make necessary arrangements to pick up the child. All incidents of camper illness while in attendance at camp will be documented by camp staff.



NONDISCRIMINATION POLICY AND CULTURAL PLAN

The Provider will maintain and conduct all practices in relation to enrollment, discipline, and all other terms and benefits of child care services provided, in a manner that does not discriminate against any child, parent/guardian or family on the basis of race, color, religion, national origin, sex, handicap, or economic status.

All children deserve a program that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds. As staff, we are committed to respecting each child's culture and diverse needs. All families in our programs have different needs and we will always do our best to fulfill those needs. Family is the root of our program and we involve the family in all aspects of our program and what we do for children.

SPECIAL NEEDS CARE AND INCLUSION

Provider will accept and care for children with special needs as long as the child's needs can be met by the YMCA. Our programs are not setup to offer one-on-one care but we will do our best to accommodate the needs of all children in our program.

TERMINATION

Either parent/guardian or provider may terminate the child care agreement upon two week written notice to the other party. When parent/guardian does not provide two weeks written notice, parent/guardian is still required to pay for the final two weeks of care, following the notice of termination, whether or not the child attends the program. Provider reserves the right to terminate this agreement immediately without notice to parent if: 1) child care fees and/or other fees are not paid when due, 2) the child's continued participation in the program creates a direct threat of harm to the child, other children, or the provider's staff, 3) parent/guardian engages in inappropriate conduct.



FEE CHANGES

Provider reserves the right to change the fee schedule or other fees at any time.

PAYMENTS (WE ARE A PRE-PAID SERVICE)

We are a prepaid service and use an automatic payment system. Automatic payment options include: debit or credit cards (VISA or MasterCard) or EFT from a checking or savings account. A payment agreement is required at time of registration. Late payments or returns may result in a \$20.00 late fee. If payments are delinquent, the Youth Development department reserves the right to terminate services.

FINANCIAL ASSISTANCE

Financial assistance is available through the Youth Development Department. We are committed to making programs accessible to all. To apply, please reach out to childcare@kzooyymca.org.

LATE PICK-UP

All parents and guardians are expected to abide by the care schedule set forth by the Youth Development department. In the event that a parent will be late in picking up a child, the parent is required to notify the provider as soon as possible. A late pick-up fee of \$1.00 per minute, or any portion of a minute, will be assessed for all late pick-ups. The late fee will be added to your account.

COMMUNICATION

We encourage ongoing communication between the staff and parents. Parents should feel free to ask questions about the program or their child's care. Information about group activities and basic updates will be posted to our parent app, Class Dojo. All families will be sent a Class Dojo invitation for their child's group after enrollment.



HOLIDAYS AND OTHER CLOSURES

All Programs are closed on the following holidays:

- 4th of July

The program also reserves the right to observe the holiday on a day before or after the 4th of July.

ABSENCES

The full fixed rate as listed is due regardless of individual absences, including sick days, personal days, funerals, doctor appointments, holidays, etc.

BUSINESS INTERRUPTION

The program may be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parent agrees to arrange alternate emergency care for these situations. Parent further agrees to resume use of the program as soon as operations restart. Nothing in this provision alters the contractual provision of the required length of notice for the termination of the child care contract.





PRIVATE DUTY BY EMPLOYEES

Employees of the program are discouraged from accepting offers for private duty (e.g. babysitting, serving as a nanny, etc.) for any of the children enrolled in the program. If parents choose to request a YMCA staff to participate in private duty then the parent and employee must complete a release form from the YMCA of Greater Kalamazoo.

CHILD ABUSE PREVENTION AND REPORTING

All YMCA staff will receive training in child abuse awareness, how to respond to suspicion of child abuse, and sign a Code of Conduct in the Y New Staff Orientation. They will receive annual training after this point. As a licensed child care provider, provider and its employees are mandated reporters and required by law to report any instances of child abuse or neglect to the appropriate authorities. The staff member who suspects abuse will be required to report to CPS as soon as possible and follow up with the licensing division within 72 hours. Staff members are also encouraged to notify their direct supervisor.

RESPONSE TO INAPPROPRIATE BEHAVIOR, RED FLAGS, AND POLICY VIOLATIONS

When a report of suspicious behavior or policy violations is received, supervisors must escalate the issue, speak with the accused, and review their history. The response should assess the severity and context, potentially leading to increased supervision, disciplinary action, or reporting to authorities if abuse is suspected. After an internal review, the YMCA may implement system changes, such as updated policies or additional training, to prevent future incidents.





REPORTING INAPPROPRIATE BEHAVIOR, RED FLAGS, AND POLICY VIOLATIONS

When a report of inappropriate behavior or policy violations occurs, a designated team conducts an internal review to identify root causes and recommend corrective actions. The review includes gathering information, analyzing deficiencies, and addressing system-wide implications. If sexual abuse is suspected, the review is paused, and external authorities are notified. All information regarding individual children is to remain confidential.

If camp staff suspect abuse and neglect at the camp by camp personnel or other campers, they must immediately report that to the Camp Director or designee. If suspected abuse occurred at camp, the camp must separate the alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT

The Child Protection Law requires mandated reporters who have reasonable cause to suspect child abuse or neglect to make an immediate oral report to MDHHS – Centralized Intake (855-444-3911), followed by a written report within 72 hours.

Camp Director or designated official shall make an verbal report immediately by calling Centralized Intake (855-444-3911).

Within 72-hours a written report shall be made to the Michigan Department of Health and Human Services, Centralized Intake for Abuse and Neglect. The written form is called Report of Actual or Suspected Child Abuse or Neglect (DHS-3200).

If a camper appears to be injured, medical treatment will be given by the nearest medical facility.

Reporting is handled through Centralized Intake at (855) 444-3911.



PARENT PARTICIPATION AND VOLUNTEERS

If a parent wishes to volunteer, the parent must follow the YMCA volunteer process and policy. All other volunteers will also be responsible to follow YMCA volunteer policy. At no time will a volunteer ever be alone with a child enrolled in the program. A YMCA employee will always supervise volunteers. Because we are guests of the Kalamazoo County Parks, all park policies must also be followed.

PARENT BEHAVIOR EXPECTATIONS

Provider requires the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times.

While in our program parents are prohibited from the following:

- Physical punishment of their child
- Addressing a child who is not their own for the purpose of correction or discipline
- Physically engaging a child who is not their own for the purpose of correction or discipline
- Seeking out another parent to discuss their child's inappropriate behavior
- Sharing any information considered to be confidential or pressuring employees or other parents for information.

All behavior concerns should be brought to the attention of Camp Director who will then address the issue with the parent. While it is understood that parents will not always agree with the employees of YMCA programs or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. If a parent feels staff is not handling a situation appropriately then they should contact the Association Youth Development Director.

Parents are always welcome to discuss a behavior issue with the staff and to seek advice and guidance regarding appropriate and effective guidance procedures for their child.



GUIDANCE POLICY

Provider, in accordance with licensing rules and federal laws, will use a positive guidance approach for handling behavior issues. This approach is designed to help the child develop conflict resolution skills, learn from their mistakes, as well as help the children learn democratic life skills. This approach is used in a firm but friendly manner to protect the child's self-concept and to respect their feelings.

We will accomplish this through positive guidance techniques by use of our Positive Behavior Support model:

1. Setting clear limits and expectations
2. Modeling and encouraging expected behavior
3. Redirecting children to more appropriate activities
4. Modeling and encouraging our CHAMPS acronym:

C: Caring
H: Honesty
A: Always Respectful
M: Making Responsible Choices
P: Positive Attitude
S: Safety 1st

A camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.

FOOD AND SNACK POLICY

The YMCA will provide each camper with a healthy morning snack, lunch, and afternoon snack. Menus will be shared with families each week.

FOOD FROM HOME: If your child prefers to bring their own food please send them with healthy, nut free options. We do not allow parents to send money to have food purchased. In compliance with licensing regulations, we encourage children to eat their healthy foods first before their treats. We encourage children to develop healthy eating habits and at no time does the provider force children to eat more than they are able. Staff will not allow children to consume soda pop, overly sugared snacks/drinks, or other items deemed exceptionally unhealthy.



DISRUPTIVE BEHAVIOR

We understand that children may exhibit disruptive behavior (i.e. biting, hitting, throwing objects or using “bad” language), while in the program. When that occurs the following will be in place:

MINOR BEHAVIOR INCIDENT: child will be redirected according to our guidance policy, an incident report will be completed and parent notified at next pick up or drop off.

MAJOR BEHAVIOR INCIDENT: child will be redirected according to our guidance policy, separation from the group may be necessary, an incident report will be completed and parent notified as soon as possible.

If the child continues a disruptive behavior, a parent conference will be held to discuss reasonable solutions to the situation. The discussion will include a consideration of any disability that affects the child’s behavior and reasonable accommodations to meet the child’s needs and improve the disruptive behavior. If a reasonable solution and/or accommodation cannot be reached, and/or the child’s continued participation creates a direct threat to the safety of the child, other children, or the provider’s staff the child will be dis-enrolled.

PHOTO RELEASE

Provider may take photos of the children participating in program activities. The photos may be posted for parents and visitors to enjoy. We may occasionally be filmed for the local news, YMCA video use, for YMCA brochures, and/or the YMCA social media pages. If a parent wishes that photos not be taken of their child, a written notice must be delivered to the Child Care Department.

