



# YMCA of Columbia Youth Program Policy

Please read each of the following and sign below to indicate your understanding of these policies.

## Waivers/Permission

1. I permit my child to participate in activities the YMCA conducts outside the YMCA facilities.
2. **Field Trips** - I permit my child to leave the YMCA on authorized trips under the supervision of the YMCA staff. I may review a written schedule of activities to be conducted off the YMCA premises.
3. **Photography** - I permit the YMCA to use images of my child as a YMCA program participant in internal and external promotional material. This includes any printed material, broadcast and print advertising, promotional videos and the YMCA Web Site which are published by the YMCA. I also permit the YMCA to use images of my child in broadcast and print media news coverage of the YMCA. I understand that my child's name is not published.

## Payment Policies

I understand policies concerning payment, cancellation and refunds. I may not register my child for a new program until outstanding balances due on past programs are paid in full.

4. **Insufficient Funds** - If my bank returns a draft or check, due to insufficient funds, immediate payment is required to keep my child's account up to date. I understand that I will be charged \$30 for each returned check or draft. I will need to send cash, money order, or a certified check for the draft or check within 5 business days after I receive a notification letter from the Business office. Payment in full is required before my child can continue to participate in YMCA programs. **If I have two returned drafts or checks within a six-month period, I will no longer have bank draft or check writing privileges and will be required to pay all program fees in cash, in advance.**
5. **Cancellations** - Non-attendance does not relieve me of the responsibility to pay for the program.  
**Day Camp Participants** - I understand that cancellations will result in a refund minus a \$20 processing fee per week cancelled.  
**Bank Draft Participants** - I understand that I must cancel, in writing, 5 days prior to date of bank draft in order to stop payment.
6. **Refunds** - I understand that non-attendance does not entitle me to a refund. I understand that no refund or adjustments are granted for illness, vacation, cancellation or when YMCA programs are cancelled due to inclement weather. Please refer to our refund policy in the signed draft payment form.

## Medical Treatment Policies

7. **Accident Insurance** - Participants are responsible for their own accident insurance when using the YMCA and when participating in YMCA programs.
8. **Medication** - The YMCA does not normally administer any medication and will do so only when directed in writing by the child's medical doctor in the prescribed bottle. However, in the event of an emergency in which the parent cannot be contacted, Emergency Medical Staff and the YMCA may take appropriate action in the best interest of the child.
9. **Blood Borne Pathogen Exposure** - I understand that while my child is in the care of the YMCA, if a child is exposed to a body fluid on broken skin or mucous membrane, (e.g. splashing in the mouth or eye), from another child, the YMCA will contact the parents of both children. They will explain what has occurred, and then provide the name of the attending physician of the source child to the parents of the exposed child. If a staff member has a blood or body fluid exposure from a child, the YMCA will provide the name and telephone number of the child's attending physician to the staff member.

I have read and agree with the statement and specifically authorize the YMCA to release the name and telephone number of my child's physician and a description of the event to the parent or guardian of any child who is exposed to blood or body fluid or any staff member who experiences such an exposure from my child

## Program Policies

10. **Babysitting Policy** - The YMCA strives to employ the very best staff possible in all of our programs. During staff time off or after they are no longer employed with us, these persons are private citizens and no longer subject to our employment rules and procedures. The YMCA cannot and does not endorse or recommend its present or former staff members as babysitters to any parent or guardian of any child in any of our programs. Any babysitting arrangements with present or former staff of the YMCA is separate and independent from any YMCA program and must be based on the independent investigation, responsibility and judgment of the parent or guardian. I agree that the YMCA shall not be responsible and will be held harmless from any claims or liability in connection with such employees acting in such a private, independent capacity.
11. **Inclement Weather** - I understand that programs are not available when school is closed due to inclement weather. This includes all school aged and preschool programs.
12. I understand the YMCA is not responsible for any personal items lost or stolen at our programs.

I have read and understand all the policies stated above.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# YMCA Behaviors Expectations and Discipline Policy

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

## The YMCA does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

## A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions
3. Respect other children and staff, equipment and facilities, and yourself
4. Maintain a positive attitude
5. Stay in the program areas - running away is no acceptable

## The Discipline Policy

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate) parent(s) guardian and the program director

3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/ guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal

## Behaviors which may result in immediate dismissal include but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff
2. Fighting (Includes shoving, pushing and/or any intimidating act towards a counselor or program participant)
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Inappropriate conduct
6. Swearing or Cursing
7. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
8. Running away
9. Biting

## Special Circumstances

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions.

Please sign, indicating you have read and understand the above:

\_\_\_\_\_  
Parent/legal guardian

\_\_\_\_\_  
Date

I have read, understand and agree with the policies as stated in this document and have discussed the expectations of behavior with my child/ward.

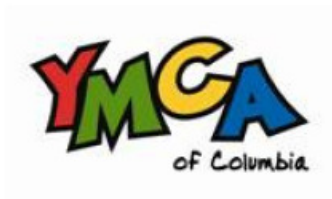
\_\_\_\_\_  
Parent/legal guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
YMCA Staff

\_\_\_\_\_  
Date





Day Camp Payment Agreement- Summer 2010

Parents' Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Children: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The following Day Camp payment options are available for Summer Camp 2010 sessions:

**Option 1: Check Account / Credit Card Draft** (initial each statement that you understand the policies as indicated)

\_\_\_\_\_ Tuition fees will be deducted from my credit card/checking account on the 1<sup>st</sup> of the month each or bi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of every month. (If the 1<sup>st</sup> or 15<sup>th</sup> is a weekend or holiday, you may be drafted the first working day before.)

\_\_\_\_\_ If I choose to have a facility membership, the membership draft is a continuous payment. I understand that I will be drafted for membership until I give written notification by the 25<sup>th</sup> of the month preceding the month of intended cancellation. My membership will **NOT** automatically stop at the end of the camp sessions.

\_\_\_\_\_ The Day Camp payment is a continuous payment plan. I understand that this plan will remain in effect until I wish to terminate child care or until the end of the school year.

\_\_\_\_\_ **It is my complete understanding that if I wish to terminate or change my Day Camp payment schedule in any way, I must give the YMCA written notification by the 10<sup>th</sup> of the month for bi-monthly payment schedule OR the 25<sup>th</sup> of the month for monthly payment schedule.**

\_\_\_\_\_ Should my bank/credit card company, for any reason not honor any debit, I understand that I am still responsible for the payment plus a \$30.00 service charge applied by the YMCA. I also understand that my child may not participant in any other YMCA program until all fees are paid in full.

**Frequency of Payment (Please initial one)**

\_\_\_\_\_ Monthly \_\_\_\_\_ Bi-monthly

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Front Desk Staff Signature Date

Camper Last Name:

Camper First Name:

YMCA Camp Occaneechi	Camp Group Name	Rising Grade Level	Session										Facility Member	Non- Member		
			1 June 7 - 11	2 June 14 - 18	3 June 21 - 25	4 Jun 28 - July 2	5 July 5 - 9	6 July 12 - 16	7 July 19 - 23	8 July 26 - 30	9 August 2 - 6	10 August 9 - 13				
Traditional Camps	Explorers	Kindergartners													\$100	\$150
	Voyagers	1st graders													\$100	\$150
	Discoverers	2nd / 3rd graders													\$100	\$150
	Navigators	4th / 5th graders													\$100	\$150
	Adventurers	6th / 8th graders													\$130	\$180
Teen Camps	Overnight Adventure	6th - 10th graders													\$375	\$425
	Road Trippin'	6th - 10th graders													\$175	\$225
	L.I.T.'s	9th - 11th graders													\$250	\$300
Equestrian Camps	Equestrian Day Camp	2nd - 10th graders													\$120	\$170
	Equestrian Resident Camp	2nd - 10th graders													\$320	\$380
	Columbia Untd. Soccer Camp	4-14yrs													\$60	\$85
	Flag Football	4-14yrs													\$60	\$85
Sports Camps	Basketball	4-14yrs													\$60	\$85
	All Star Sports Camp	4-14yrs													\$60	\$85

\*\*Sports Camps are set up as a half day. You may combine a half day of Sports Camp with a Full Day of Traditional Camp, add on: \$125 member, \$175 non-member

FOR OFFICE USE ONLY Below this line

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

New (N) \_\_\_\_

Change (C) \_\_\_\_ Addition (A) \_\_\_\_

Staff Initials \_\_\_\_\_

Full Day