

WELCOME LETTER

While we can't predict all the ways things will be different this summer, one thing is certain: kids that [#StayWithUs](#) at the Y have fun, get exercise, and feel well-cared for -- as always!

Out of an abundance of caution, we made the reluctant decision to cancel our 2020 Summer Day Camps. We are excited to still be able to serve our community during the unprecedented times and the [YMCA #StayWithUs Summer Program](#) will be offered across our service region to help youth continue to learn, grow, and thrive this summer.

Based on the information and guidelines we receive from the CDC, State of Florida, and local governments, we are planning to offer care this summer with enhanced health procedures to help protect participants, parents, and Y associates. While we do not know yet of any specific timelines, we continue to follow the Governor's expectations for re-opening and of course will adjust and keep you informed as we know more.

New regulations and expectations for program operations are still being finalized, but we know expectations will be guided by the CDC and American Camp Association through the Y-USA. Please know that we will adhere to all regulations and implement guidance as it relates to such things as:

- Use of facial coverings
- Daily health/temperature checks
- Smaller group sizing and adherence to social distancing
- Increased hand washing and sanitizing of equipment and high touch areas

Wellness Check & Exclusion Policy

For the safety of all the children attending the YMCA, youth will undergo a wellness check before they are allowed to enter the program each day. Children who show symptoms of any contagious disease or illness, including COVID-19, will not be allowed to check-in to the program. The most common symptoms that could be cause for exclusion include fever, shortness of breath, coughing, vomiting, diarrhea, unexplained skin rash, and discharge of the nose or eye. [As children enter the program, they will have their temperature taken and be assessed for other symptoms.](#)

Important Topics

[About the Y Program](#)
[About our Staff](#)
[Who to Contact](#)
[Drop-Off & Pick-Up](#)

[What to Bring](#)
[Behavior Expectations](#)
[Health & Safety](#)
[Payments & Fees](#)

Every child deserves to go to the Y!

Every year, hundreds of families across our county are in need of financial assistance in order to secure care for their children. The Y's annual giving campaign provides financial assistance to families who want to give their children a safe, enriching summer but can't afford it. Please give if you can help.



[Donate today at ymcasuncoast.org/give](#)

YMCA Membership

Save big on programs and enjoy family fun all year long! Y members save on summer programs, on average from \$30 to \$50/week less than the general public. That's a savings of up to \$200 to \$500 over the course of the summer! Plus, members get full access to 21 locations throughout Tampa Bay with wellness equipment, 11 outdoor aquatic centers and 14 indoor pools packed with family fun all summer long, Stay & Play child care while parents work out, the Zone and so much more.

With no long-term contracts and interest-free monthly dues, joining the Y just makes sense, especially when you register two or more kids for programs!

Visit [suncoastymca.org](#) to learn more about YMCA membership and to join online.

YMCA MISSION AND VALUES

OUR MISSION

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

OUR CAUSE

Strengthening the foundations of community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income, or background, has the opportunity to learn, grow, and thrive.

PHILOSOPHY AND PURPOSE

The Y is proud of our history as a charity that is dedicated to helping improve the lives of others, with a focus on youth development, healthy living, and social responsibility. Our primary purpose is to provide dependable, safe care in an environment that supports each child to reach their fullest potential. The purpose of every Y program is to help participants grow physically, emotionally, and spiritually. By providing challenging activities in both small and large group settings under the guidance of caring, well-trained staff members, Y Programs give youth experiences and memories that can last a lifetime.

IMPROVE WELL-BEING

At the Y, we believe there are nine dimensions of well-being that we deliver through our programs. Still, well-being is an individualized concept; the things that help one person be well are not necessarily the same things that would help another be well. However, science has shown that certain things improve well-being for just about everyone. Things such as physical activity, having friends, spending time in a safe outdoor environment, and having a sense of purpose are well-researched behaviors that correlate to increased well-being.

Achievement - The confidence, competence, and satisfaction gleaned from learning, goal attainment, and skill building

Relationships - The individual bonds created with and among individuals

Belonging - Having the connection to and support of a family, group, or community

Character - Personally accepting and demonstrating positive values

Giving - Acting on the desire to be of service to others

Health - Practicing positive habits that include physical activity and healthy eating

Inspiration - The positive benefits derived from exposure to and engagement with art, culture, or nature

Meaning - Having a strong sense of hope, faith, and purpose

Safety - The state in which basic physical and emotional needs are being met



CORE VALUES

The YMCA of the Suncoast works to accomplish its mission by living and sharing the following core values:



CARING

We demonstrate sincere concern for others, their needs, and well-being.



RESPECT

We treat others as we would want to be treated and value the worth of every person.



HONESTY

We tell the truth and demonstrate reliability & trustworthiness.



RESPONSIBILITY

We do what is right and are accountable for our choices & actions.

ABOUT OUR STAFF

Spending summer at the Y is about learning skills, developing character and making friends. Our staff are here to help your participant stay safe, connect with other children, and host activities throughout the day too.



Our Staff

The loyalty and dedication of our impassioned, educated and highly trained staff is extraordinary. Our staff are excellent role models for our participants and we pride ourselves on our careful screening and selection to employ the finest group leaders, directors and support staff in the region. Candidates must meet strict YMCA qualifications, which meet and often exceed licensing standards and YMCA Child Care Administration guidelines.

Pre-Employment Training & Screening

YMCA staff are required to complete:

- Drug Screening
- Criminal background checks (Local, State, Federal)
- Required Trainings by the License Board (where applicable)
- All Directors are required to complete and maintain First Aid, CPR, and AED certification. Staff are encouraged to complete these trainings as well.
- Training on maintaining a healthy environment and reducing the spread of communicable illnesses

YMCA Code of Conduct

The YMCA staff sign a Code of Conduct which outlines expectations for their behavior at work and in the community. Signing this document is a critical step in the protection of your child. To protect our organization, staff and participants, please do not ask YMCA staff to babysit, transport, or otherwise be responsible for your child OUTSIDE of YMCA program time. Staff are also not permitted to engage with children online, please do not exchange personal contact information with or connect with them on social media.

Contacting Program Leadership

The YMCA staff is here to serve your family; please take time to connect with the Director to discuss any information that will help with the daily care of your child and ensure that they have a successful summer. Our program leaders have very active schedules and are with groups of children during a majority of the programming times to ensure that all participants are having a positive experience. Please understand that staff might not be able to respond to phone calls and voicemails due to their focus on fostering a safe and fun environment for the participants. A member of the Program Leadership Staff will be available daily during Drop-Off and Pick-Up to answer any questions, receive feedback, and discuss ways to partner together to ensure your child has a great experience.

WHO TO CONTACT

Citrus County Locations

Citrus County YMCA	David Reed	<i>Operations Director</i>
Crystal River Church	Tracy Crooks	<i>Program Management Director</i>
Inverness Church	Jennifer Malloy	<i>Program Management Director</i>

Hernando County Locations

Hernando County YMCA	Nadia Chaparro	<i>Youth & Family Programs Director</i>
Sandhill Scout Reservation	Stephen Hutchinson	<i>Operations Director</i>

Pinellas & Pasco County YMCA Locations

Clearwater Family YMCA	Vickie Shire	<i>Community Engagement Director</i>
Great Palm Harbor Family YMCA	Kylie Bryan	<i>Program Director</i>
North Pinellas YMCA	Wendy Karamihalis	<i>Summer Program Coordinator</i>
James P. Gills Family YMCA	Amanda Smith	<i>Youth, Teen & Family Programs Director</i>

Pinellas & Pasco School Age Programs Locations

Boy Scout Camp Seoul	Sarah Walsh	<i>Program Management Director</i>
Church of the Isles	Jill Kelly	<i>Program Management Director</i>
High Point YMCA	Kiki Kontodiakos	<i>Program Management Director</i>
Ridgecrest YMCA	Lisa Mitchell	<i>Program Management Director</i>
Youth Activity Center @ JPG YMCA	Dawn Frary	<i>Regional Program Director</i>

WHAT TO BRING (OR NOT) TO THE YMCA

Snacks, Lunch, & a Refillable Water Bottle

Kids that #StayWithUs at the YMCA enjoy very active days and are frequently outdoors. It is important for your child to arrive prepared for the program- this means they should be wearing closed-toe shoes, athletic-style clothing, and have sunblock applied. They should also bring two snacks, a lunch, and refillable water bottled in a labeled lunchbox.

Electronics at the Y

While summers have typically been the perfect time to unwind and focus on collaborative activities that encourage problem solving and interpersonal skills, we understand that virtual schooling and academic support needs may continue for youth throughout the summer. **Bringing electronics to the Y presents unique problems and the Y does not assume responsibility for items that are brought from home. We encourage you to establish clear expectations for your child to keep valuable items stored in their bags and never left unattended.** To the extent possible, we will work to provide WiFi so that eLearnings and assignments can be completed. We ask that the use of the electronics that are sent is restricted to educational purposes and are not used for playing video games, watching movies, or other activities.

Telephone Policy

Emergency calls to participants should be done through the YMCA phone. The Program Director will be contacted and, if necessary, will return the call. Typically, participants are not allowed to make calls from the Y programs. In cases where consultation is required with a parent or guardian, staff will accompany the participant to the phone where a call will be placed. On occasion, a staff member may call to discuss behavior or special circumstances. **We encourage participants not to bring their mobile phones or other electronics while in Y programs because they are not allowed to be used in the program.**

BEHAVIOR GUIDANCE

Behavior Management

Child Discipline, Florida Statute

As stated in the Florida Department of Children and Families Florida Statutes in Chapter 402.F.S: Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used in care. Such standards shall include at least the following requirements:

- Children shall not be subjected to discipline which is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest or toileting.
- Spanking or any other form of physical punishment is prohibited.

Prior to admission of a child into a child care facility, the facility shall notify the parent in writing of the disciplinary practices used by the facility.

General Guidelines

Guiding the behavior of children, helping them develop core values, and building healthy personalities are important tasks that adults must take seriously.

Children are entitled to a pleasant environment at the Y. Therefore, children who display chronic disruptive behavior may be dismissed from the program. Such behavior is defined as "verbal or physical activity which may involve, but is not limited to, behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff and/or ignores or disobeys the rules that guide behavior during the day."

If a child cannot adjust to the program setting and behave appropriately, then the child may be dismissed. Reasonable efforts will be made to help children acclimate to the program setting.

Action Steps

The YMCA believes that children learn self-control for appropriate and responsible behavior when adults treat them with dignity and use proper techniques:

- Guide children by setting clear, consistent, fair limits for behavior
- Value mistakes as learning opportunities
- Redirect children to more acceptable behavior or activities
- Make eye contact and listen when children talk about their feelings and frustrations
- Guide children to resolve their own conflicts and model skills that help them to solve problems
- Patiently remind children of rules and their rationale as needed
- Use effective praise that is immediate, sincere and specific
- State directions in a positive fashion

Discipline Policy

When the traditional action steps are not successful, there are four steps we follow at the YMCA of the Suncoast regarding discipline. They are as follows:

- Step 1: Verbal warning to the child and parent. Incident will be documented in the child's file
- Step 2: Written warning to the parent
- Step 3: Suspension from the program (1-3 days)
- Step 4: Dismissal from the program**

**In extreme cases, your child may be suspended or terminated from the program (i.e. a violent act against another child or staff member would be considered extreme). If this occurs, the weekly fee will still be due.

We look forward to serving you and your family this summer. Please let us know if you have any specific questions.

HEALTH & SAFETY

Injury Procedures

We inspect our equipment and facilities each day to ensure that all of our equipment and program areas are safe, clean, and operable. We work hard to prevent any injuries at the Y, but there are some situations in which accidents do occur. We ensure that all of our staff are trained to respond to emergency situations quickly. Our staff are certified in First Aid and CPR. If your child sustains a minor injury then we will notify you upon pick-up; but for more significant injuries, we will contact you or an emergency contact you listed immediately. In the event that a guardian cannot be reached, the signed authorization on the child's emergency card will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent or guardian.

Health Policy

The YMCA programs are equipped to care only for children who are in good health. In addition to the COVID-19 symptoms CDC has identified that are included with our daily pre-checkin screenings, children may NOT attend the program if they exhibit any of the following symptoms:

- fever of 100.4 degrees or more
- vomiting or diarrhea
- severe nasal or eye discharge
- an unidentified rash
- a contagious disease (chicken pox, measles, lice, ringworm, etc.)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the program. If your child has a communicable disease, please notify the Program Director as soon as possible. If a participant becomes ill while at the Y, parents will be contacted to make necessary arrangements for pick up.

Your child can return to Y Programs when:

- temperature is steadily below 100.4 degrees for 24 hours without medication
- an infection has been diagnosed and 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
- 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
- ringworm has been treated and covered

Medication Policy

If your participant has a disorder, illness, or injury that requires them to take any prescribed medication while in our care, we must have a signed authorization form to dispense this medication, referred to as the "Medication Administration Form". Both a legal guardian and the prescribing doctor must complete and sign this form before we will accept the medicine into our program. The medicine must be in its original container that is clearly labeled with your child's name, medication name, and strength.

If your child is taking over-the-counter medication, we can accept this into the program without a doctor's signature for up to ten days, as long as the medication is being administered according to the directions on the medicine's container. Also, we keep all medications locked in the office throughout the entire week and do not return them until the end of the summer unless you make a specific request otherwise.

Emotional Well-Being

We are committed to each participant's growth within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our Y works to ensure that all participants have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Please encourage your participant to communicate any issues that they might be experiencing or emotions they are processing with a staff member so that they can work to ensure your child has a positive experience at the Y.

DROP-OFF AND PICK-UP

Curbside Drop-Off & Sign-In

Please remain in your car and allow the YMCA staff members to come to your vehicle. Check-in will be conducted. Your child will not be allowed to join our programs until they are properly checked-in with the Y staff; that process will include an initial quick-health check. Remain at the Y until the team member confirms that the check-in process is finished. All children must be signed in and out by an appropriate parent or guardian. If you do not meet this requirement, your child may be suspended from the program. You will be given one warning in regards to signing in at the beginning of the day. When signing in/out, include signature, date, and time. Please sign full legal name and make sure all required information is clear and legible on this legal document.

Curbside Pick-Up & Check-Out

To ensure the safety of your child, the YMCA will follow the Florida Statute regulating Child Care Centers. For your protection, children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. As a precaution, the staff will request photo identification at the time of sign out until they are familiar with you and the people on your pick-up list.

If you need to pick-up during a time that we are not designated to be outside you must call the YMCA location to make arrangements and have your child brought out to you. Early pick-ups take staff away from the program area so please do not interrupt the day's activities unless it is necessary.

Authorized Pick-Up Agents

At the time of enrollment, parents are to provide all court ordered paperwork if any parties are not able to have contact with a child enrolled in YMCA Programs. Paperwork must be an official court ordered document and indicate who is the primary residential parent or if both parents have shared parental custody, and updated annually.

Children will not be released to any person other than the parent or other persons authorized to pick up the child on the enrollment form. Authorization to pick up a child is given in the child-care application. Any changes to the pick-up list must be in writing and completed in the presence of a YMCA Staff Member. Phone calls, fax requests or emails are not accepted.

Our staff cannot legally refuse to release a child to a verified natural parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Only the courts can give us that right. For your child's safety, we encourage you to contact another person on your child's authorized pick-up list if you are under the influence of drugs or alcohol.

Late Pick-Up

Many of our programs operate in a shared space and are unable to continue providing care after our scheduled closing time. Our programs close at 6pm and if your child is not picked up by the end of the program, then a late fee will be charged to you and collected at pick-up. If it is 6:01pm, then it is time for our program to close and you will be charged a fee. The fee is \$10 per 10-minute interval and will be added to your account automatically. To avoid having to pay a late fee, we strongly urge you to have additional emergency numbers and people available to pick up your child. The additional contact information must be written on the list of who can pick up your child. Local authorities will be contacted if no one can pick up the child. We do understand that things come up and traffic can be challenging even in the best of times, however, a phone call for being late will not excuse you from late fees.

PAYMENTS AND FEES

Payment Schedules

Program fees are due in advance of service. In order to ensure that we have all the resources required to serve your child each week, payments are scheduled on automatic drafts at the time of registration. It is important to make your payments on time to avoid interruption to your participant's scheduled sessions. Your weekly fees should have been scheduled for automatic payments when you initially processed your participant's registration for the summer, however you can also make payments online or by visiting the Member Services Desk at the YMCA.

If your balance is not paid promptly, your participant might be disenrolled from that session to allow us to fill the space with a participant who is on the waiting list. For your convenience, we have attached a calendar for your records to remind you of when each payment is due.

Session 1: June 1 to 5 Payment Due: Sat, May 30	Session 3: June 8 to 12 Payment Due: Sat, June 6	Session 3: June 15 to 19 Payment Due: Sat, June 13
Session 4: June 22 to 26 Payment Due: Sat, June 20	Session 5: June 29 to July 3 Payment Due: Sat, June 27	Session 6: July 6 to 10 Payment Due: Sat, July 4
Session 7: July 13 to 27 Payment Due: Sat, July 11	Session 8: July 20 to 24 Payment Due: Sat, July 18	Session 9: July 27 to 31 Payment Due: Sat, July 25
Session 10: August 3 to 7 Payment Due: Sat, Aug 1	Please be mindful of the payment due dates; late payments may forfeit your participant's space in that session.	

Waiting List

In an effort to serve as many families in our community as possible, our weekly number of spaces available in all of our programs is equal to the maximum capacity that our indoor space can accommodate. We do recognize that certain date ranges and options do fill quickly so we recommend registering early to ensure the greatest flexibility. YMCA #StayWithUs Summer Programs will process registrations up until a session is full, then we will maintain a waitlist.

We will notify participants of spaces available in the order that they were placed on the waiting list. If your participant is offered a spot in an upcoming session, you will receive an email or phone call. If you are notified of a space available and wish to enroll your participant then the full price of that session will be due in order to reserve your participant's space.

Cancellations/Refunds

Your program registration is planned by the week and we prepare activities and staff for your child each day. Few operating costs are eliminated when a child is absent because we prepare for each child every day. Because of the aforementioned, we do not refund or pro-rate fees for absences. In addition, securing a space in the program that will not be used prevents others in our community from being able to access the care that they need and we encourage you to provide timely notice if your child will not attend.

If you would like to cancel a session of your child's enrollment, please submit a written request to the YMCA prior to the start of the session; we ask that when feasible, you provide us with at least 10 days notice to extend the opportunity to participate to another child on the waiting list. Please remember that the down-payment for each session is non-refundable and non-transferable and accounts will be drafted as scheduled for participants that do not provide advanced notice of cancellation.

Financial Assistance

YMCAs are charitable organizations here to serve people of all ages, backgrounds, abilities and incomes. The YMCA is community-based and believes that its programs and services should be available to everyone. Charitable contributions to the YMCA enable us to provide financial assistance. We promise that everyone who qualifies will receive assistance to the greatest extent possible based on the availability of funds. If you are interested in donating please visit our website at www.ymcasuncoast.org/give for further details.

IMPORTANT DOCUMENTS AND FORMS

FINANCIAL ASSISTANCE

As a charitable organization, the Y is able to provide financial assistance, based upon demonstrated need, to those who are unable to pay the full rate for our programs. The [Financial Assistance Application](#) and supporting income verification can be submitted to the YMCA service location you plan to attend.

MEDICATION FORM

Medication should not be sent in your child's backpack. All types of medicine (including Over the Counter) should be handed to Y Leadership at drop-off. A completed [Medication Form](#) must be submitted to the Y with all medication that your child will be taking while in care.

PARTICIPANTS WITH ALLERGIES

Notifying us of your child's allergies is a critical part of keeping your child safe and healthy at the Y. In addition to knowing the potential causes for a reaction in your child, it is important for us to know the typical symptoms, the severity of the reaction, and what steps to take if your child begins to have a reaction. If your child is at risk for having a life-threatening reaction then it is important for you to submit [medication form](#) for their epinephrine and/or other as-needed emergency medication, like antihistamines. It is also important to provide details on the [Health History Form](#).

PARTICIPANTS WITH DIABETES

Your child will continue self-care for his/her diabetes while attending our program. Staff are told that participants with diabetes know how to take care of themselves. We will brief their group leader and director with the information you provide about your child's diabetes, especially the signs that indicate low blood sugar level. Please complete the [Health History Form](#) for your child and describe their management plan. The [medication form](#) should be completed for any medicine that they will be bringing into the program, even medication that is self-administered.

PARTICIPANTS WITH SPECIAL NEEDS

Youth who are acclimated in an inclusion classroom environment are typically able to integrate effectively into our programs. Every child processes the world and their emotions differently. If you have insight, from yourself or a medical professional, that will help us better care for your child please partner with us and discuss your child's needs.