



# SUMMER DAY CAMP

PARENT  
HANDBOOK





**Dear Y Camp Families,**

**Welcome to the YMCA of Greater Tulsa Summer Day Camp where we know that a strong community can only be achieved when we invest in our youth, our health, and our neighbors.**

**The key to our success is always our well-trained and caring staff who are passionate about working with youth. Strong communication between the staff and parent/guardian is essential to ensure that every child is successful in our program.**

**Please take a few moments to read through the handbook with your child. It will help to familiarize you and your child with our policies and procedures and explain everything from safety and activities to packing lists and communication.**

**We look forward to helping your child grow to their full potential as they build relationships, discover a sense of belonging and gain achievement.**

**Sincerely,  
YMCA of Greater Tulsa**

## OUR MISSION

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

## OUR CAMP CREED

"I pledge my commitment to the four core values of Caring, Honesty, Respect and Responsibility, and to reflect them on my thoughts, my words and my actions to be the person that I am intended to be."

## OUR CAMP COMMUNITY

YMCA programs are about learning skills, developing character and making new friends. But few environments are as special as camp, where kids become a community as they learn both how to be more independent and how to contribute to a group as they engage in camp activities.

## OUR DIVERSITY & INCLUSION POLICY

The Y is made up of people of all ages and from every walk of life working side-by-side to strengthen communities.

Together, we work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, or sexual orientation has the opportunity to reach their full potential with dignity.

## OUR 4 CORE VALUES

### Respect

Use appropriate language. Respect the counselors and fellow campers. Treat others like you would want to be treated.

### Caring

Keep your hands, feet and other objects to yourself. Keep objects on the ground. Take care of equipment, property, and the environment.

### Responsibility

Stay with your group at all times. Keep up with your belongings.

### Honesty

Be truthful in what you say and do.



## CHOOSE YOUR ADVENTURE



### HERMAN & KATE KAISER YMCA

Ages: 5 - 12 (must have completed Kindergarten)  
Counselor In Training (CIT): 13 - 15



### DAILY FAMILY YMCA

Ages: 5 - 12 (must have completed Pre-K)



### OWASSO FAMILY YMCA

Ages: 5 - 12 (must have completed Kindergarten)



### TANDY FAMILY YMCA

Ages: 5 - 12 (must have completed Kindergarten)



### OKMULGEE FAMILY YMCA

Ages: 5 - 12 (must have completed Kindergarten)



# ATTENDANCE

## DROP OFF

The safety of your child is our number one priority. Drop off begins each morning at 7:00 a.m. until 9:00 a.m. at the designated location for your camp.

All campers must be signed in with a YMCA staff member and the time and date noted. Please call ahead if you will be absent or arrive late so we can plan accordingly.

## PICK UP

Pick up begins at 4:00 p.m. until 6:00 p.m. There is a \$1 per minute late fee, per child. Individual must be at least 18 years of age to be an authorized pick-up.

### Authorized Pick-Up & Photo ID Required

A photo ID is required to release campers to Authorized Pickups. To update Authorized Pickups, log in to your YMCA account then select Authorized Pickups under the camper profile or with the member service desk.

### Safe Pick-Up Policy

If a parent/guardian is not allowed to pick up a camper, the YMCA must have a copy of the court order signed by a judge. Without this documentation, we are obligated to release camper to either parent/guardian, if both are listed on the registration paperwork. The Y will follow what the court order states.

YMCA Camp staff will not release campers to anyone who appears under the influence of alcohol or drugs or unable to provide safe transportation. In an event this occurs, staff will suggest alternate arrangements and contact parents and/or emergency contacts on file. If no one can be reached, staff will contact the local police department.

# PAYMENT

## SCHOLARSHIPS AVAILABLE

The YMCA of Greater Tulsa's scholarship program ensures services are accessible to all, so no one is excluded due to inability to pay. We are a non-profit dedicated to enhancing the spirit, mind, and body through quality programs, services, and facilities.

For more information, [click here](#) or contact your local branch.

## CANCELLATIONS

Changes and cancellations must be made by an authorized user of the YMCA account at least 10 days prior to your session. Please note that the camp does not offer refunds for injury, illness, or weather.

## **ATTENDANCE & PAYMENT POLICY**

A non-refundable \$15 activity fee per week upon registration is required. The remaining camp balance must be paid at least 7 days prior in order to attend camp session.

Failure to pay will result in dismissal from programming.

## **REFUNDS**

All deposits are non-refundable. We will not provide refunds or prorates for partially attended weeks. Lastly, any refund request after the 10 day cancellation window will not be provided.

Refunds for pre-paid, unattended weeks can be made by documented request to the program coordinator or director.

## **DHS AND TRIBAL POLICIES**

Regardless of subsidy agreements, all parents are required to complete and submit enrollment information and pay the \$15 per week deposit upon enrollment.

### **Attendance & Daily Swipes Requirement**

It the responsibility of parents and guardians to complete swipes in and out each day. Swipes must accurately reflect the drop off and pick-up times. Should extenuating circumstances prevent swiping to occur, all swipes must be entered before the 10 day cut-off as set by DHS or parent will become liable for payment.

All DHS/Tribal participants must attend at least 3 days per week and 4.5 hours of the day.

### **Noncompliance & Fees**

Failure to complete daily swipes or meet attendance policy will result in an automatic charge of \$52 per day per child. Nonpayment of required fees or repeated failure to follow DHS/tribal policies will result in dismissal from the program.

### **Co-Payments**

Co-payments must be paid in full by the first of each month. If the co-payment is paid to another facility, the parent may provide that receipt of payment to leadership in order to prove payment.

Your camper may have pool time every day! Please make sure that your camper has a towel and full-coverage swim attire.

## Pool Rules & Supervision

The head lifeguard will announce general swimming rules before each swimming period. Our counselors are required to watch and/or swim with campers.

## Swim Tests & Swim Bands

Swim tests will be conducted at the beginning of each week, before they are permitted to swim or participate in any water activities. Campers that pass the swim test will be given a plastic swim band. Please keep the band on the child all week. If a child does not wear their band or does not pass the swim test they will be required to wear a life jacket.



### RED BAND

**DID NOT TAKE OR  
DID NOT PASS SWIM TEST**

**Any swimmer who does not attempt/pass the swim test:**

- ▶ Must wear a coast-guard approved life jacket.
- ▶ Must stay in area marked for red bands that does not exceed 5'6" deep.

All **RED BAND** swimmers are permitted in shallow areas of the pool only.



### YELLOW BAND

**PERMITTED IN WATER  
UNDER 5'6"**

**In water under 5'6" deep, we will use the following test:**

- ▶ If water reaches arm pits while standing flat-footed (water cannot exceed arm pits).
- ▶ Swim 15 - 20 feet unassisted
- ▶ Float horizontally and move from a face down to face up position
- ▶ Stand up unassisted.

All **YELLOW BAND** swimmers are permitted in shallow areas of the pool where water is below chest/arm/pit level



### GREEN BAND

**PERMITTED IN ALL  
AREAS OF POOL**

**In water over 5'6" deep, we will use the following test (starting at the deep end):**

- ▶ Jump into water that is over the individual's head and resurface.
- ▶ Swim continuously one length of the pool face down, without assistance.
- ▶ Maintain positive body position (legs may not drop past a 45-degree angle) for the entire distance.
- ▶ Flip and float on back, then return to swimming to ladder or side of the pool to exit.

## LICE

The YMCA of Greater Tulsa follows guidance outlined by the Tulsa Health Department. If live lice and/or nits are found on a participant, they will be separated from the group and a parent will be notified to pick up the child.

All children will be checked for lice if a case is found, and all parents will be notified if more than one case is identified. Campers will be permitted to return to camp when head lice has been successfully treated resulting in complete removal of live lice and nits.

## BED BUGS

If evidence of bedbugs is found on a participant or their belongings, the child will be separated from the group and a parent/guardian will be notified to pick up the child. Campers may return once their belongings and home environment have been appropriately treated and are free of bedbugs.

The YMCA will follow appropriate cleaning and containment protocols to protect the health and comfort of all participants. Confidentiality will be maintained at all times.

## SUNSCREEN & BUG SPRAY

### Sunscreen

Sunscreen is a **MUST**. Your camper will be spending a lot of time outside and in the sun. Staff will be making sure your camper is applying and reapplying sunscreen throughout the day. Please remember to pack sunscreen for your camper, we suggest 50 SPF or above.

### Bug Spray

Remember to pack bug repellent for your camper. Mosquitoes are sometimes a problem this time of year. If DEET is chosen, please let your campers know how to safely apply it (e.g. don't spray on face, do not apply to hands, do not apply under clothes, do not apply while inside, or around any other person).

## MEDICATION PROCURES

Please do not pack medication with your child's belongings. Parent/Guardians must bring necessary medications to the Camp Director. Medications must be in their original containers with written instructions for dispensing.

A Medication Distribution Form must be provided for staff to dispense all over the counter medications including topical ointments, teething gel, diapering creams, lotions, sprays, creams and powders. For safety reasons, most medications are stored and locked in the program office.

Medication for life threatening conditions such as epinephrine and inhalers will be kept in close proximity to the child such as with their camp counselor.

## POTTY TRAINING

All children must be potty trained in order to attend our program. Program staff are unable to assist with changing, wiping, or other restroom tasks. In the event that your child is unable to take care of restroom processes themselves, we will call a parent to assist and to pick-up.

## WHEN TO STAY HOME

If a child shows up with any of the below listed symptoms, they will be sent home and will not be able to return for 24 hours.

Please do not send your child to YMCA programs with any of the following:

- ▶ Diarrhea
- ▶ Vomiting
- ▶ Fever (100.4 degrees F or higher)
- ▶ Sore throat
- ▶ Excessive coughing
- ▶ Pinkeye
- ▶ Ringworm (until treatment has begun)
- ▶ Head lice (see above for guidelines)
- ▶ Undiagnosed rash, sore, or other skin condition
- ▶ Any other contagious disease or symptom

A child must be diarrhea, vomiting and fever-free without the use of fever reducing medication for a full **24 hours before returning to the program**. At the discretion of camp leadership, a physician's note may be required before re-admitting a child to the program.



## SWIMSUIT, TOWEL & SWIM BAG

To enjoy swimming activities. YMCA will provide life vests, but families may send coast-guard approved life vests and goggles.



## LUNCH

Our Day Camps offer a daily lunch and afternoon snack provided by the Food Bank of Eastern Oklahoma, but you are welcome to pack your camper a lunch! We are a nut-free facility.

If your child has a dietary restriction, please send lunch and snack.



## BACKPACK

To carry all of your child's belongings in. Make sure to write their name on it.



## SUNSCREEN

The YMCA is not responsible for providing bug spray or sunscreen.



## WATER BOTTLE

Send a refillable, spill-proof water bottle to help your camper stay hydrated during camp.



## SMILES

Don't forget to bring a great attitude and plenty of smiles!

## ADDITIONAL TIPS

- ▶ Please add your child's name to everything they bring to camp
- ▶ Dress your child in comfortable, weather-appropriate, activity-friendly clothing. Please do not send your child's best clothing/shoes.
- ▶ For safety reasons, your child must be wearing closed-toed shoes.

## WHAT NOT TO BRING

To help your child take full advantage of all we have to offer, please leave these items at home:

- ▶ Cell Phones
- ▶ Gaming Devices
- ▶ Toys
- ▶ E-Cigarettes/Vapes
- ▶ Trading Cards
- ▶ Weapons

If contraband items are seen in camp, they will be confiscated by staff and returned to parents at the end of the day. The YMCA is not responsible for lost, broken, or stolen items.

## SUMMER CAMP THEME WEEKS

Each week of camp is built around a theme with activities and challenges for the week. One week you'll be channeling your inner artist, the next you'll be traveling the world!

**WEEK 1****HEROES & HELPERS***May 26 - 29***WEEK 2****CAMPERS UNITE***June 1 - 5***WEEK 3****SUMMER CARNIVAL***June 8 - 12***WEEK 4****ECO EXPLORERS***June 15 - 19***WEEK 5****WILD, WILD WEST***June 22 - 26***WEEK 6****EVERYDAY IS A HOLIDAY***June 29 - July 3***WEEK 7****MISSION POSSIBLE***July 6 - 10***WEEK 8****WORLD CUP***July 13 - 17***WEEK 9****KINGDOM OF CREATURES***July 20 - 24***WEEK 10****COLOR WARS 2.0***July 27 - 31***WEEK 11****EXPRESS YOURSELF***August 3 - 7***WEEK 12****BUILDERS & MAKERS***August 10 - 14*

# BEHAVIOR MANAGEMENT

## Program Fit & Individual Needs

The YMCA makes every effort to provide a high-quality experience for all youth participating in programs. However, not all programs can meet the needs of all youth. We understand each youth builds relationships differently and responds differently in certain situations. Through behavior management, we will strive to prevent problems using redirection, clear developmentally appropriate rules, and positive reinforcement.

## Program Fit Evaluation Questions

The YMCA will utilize the following questions to determine if a program fits a youth's unique needs:

- ▶ Can the YMCA's employees and volunteers adequately supervise this specific youth without compromising interactions with other youth?
- ▶ Has the YMCA made a solid attempt to meet this youth's needs while ensuring the safety of others enrolled in the program?
- ▶ Does this youth pose a risk to the safety and well-being of others?
- ▶ Can YMCA staff adequately supervise this child without needing to provide individualized one-on-one care?

If YMCA staff answer these questions and conclude the program is not the right program for a particular youth, YMCA staff will schedule a meeting with the youth's parents/guardians to discuss the conclusions.



## WAYS TO USE YOUR MEMBERSHIP

YMCA fun happens ALL YEAR LONG!

Stay informed and make the most of your membership year-round through our programs and services. From youth enrichment to adult wellness, there's something for every age and stage—whether you're building skills, staying active, or connecting with your community.

- ▶ Youth Sports
- ▶ School's Out Day Camps
- ▶ Backyard Camp Outs
- ▶ Play & Learn Child Care
- ▶ Child Development Center
- ▶ Swim Lessons
- ▶ Fitness Classes & Small Group Training
- ▶ Personal Training



## STAY CONNECTED

Visit [ymcatulsa.org](https://ymcatulsa.org) to learn more about our programs and services!







Dear Parent or Guardian,

We are so happy you have chosen the YMCA of Greater Tulsa for your camper this summer! Enclosed in this packet is the essential information for a successful camp experience for you and your camper.

Licensing standards require that registration paperwork is updated annually, to complete your registration, please complete and return the following documents:

**Required Documents:**

- Most Recent Shot Records
- Code of Conduct
- DHS Compliance Form
- Medication Release (if applicable)

For our counselors and leadership staff to prepare properly for camp and for your child to have the best experience possible, we need all these forms returned by seven days prior to your first session. Your child will not be able to attend camp until all paperwork has been submitted.

Please return all forms to:

Email: [hkcamp@ymcatulsa.org](mailto:hkcamp@ymcatulsa.org) (completed and scanned)  
Mail/In Person: Herman & Kate Kaiser YMCA c/o Camp Director  
5400 S Olympia Ave, Tulsa, OK 74107

Thank you for your help making this the best summer for your child!

Sincerely,

**Olivia Bloomfield**

Youth & Family Coordinator  
Herman & Kate Kaiser YMCA  
[obloomfield@ymcatulsa.org](mailto:obloomfield@ymcatulsa.org)  
918.446.1424



## GUIDANCE & DISCIPLINE

The YMCA of Greater Tulsa uses a guidance approach to discipline. Staff provides positive reinforcement of appropriate behaviors and redirects misbehavior, in an effort to maintain a warm and nurturing environment, encourage positive choices, and build children's self-esteem. The YMCA does not permit physical punishment of a child under any circumstances.

## EXAMPLE BEHAVIORS

The below are an example of camper behaviors that could lead to suspension or removal. This is not an exhaustive list as other similar instances not listed could still result in us implementing our discipline policies.

### Disrespectful Behavior

- ▶ Bullying, teasing, and name-calling
- ▶ Refusing to cooperate in group activities and settings
- ▶ Refusing to follow staff directions.

### Unsafe Actions

- ▶ Physical aggression (hitting, kicking, fighting)
- ▶ Leaving designated areas without staff permission or escort.

### Damage to Property

- ▶ Vandalism, Graffiti, or destruction of camp property.
- ▶ Tampering with or stealing the belongings of others.

### Inappropriate Language or Conduct

- ▶ Use of profanity, obscene gestures, or offensive language.
- ▶ Inappropriate physical behavior or touch
- ▶ Indecent exposure
- ▶ Any invasion of privacy, including peeking under stalls, behind changing areas, or into private spaces.

**Any behavior that significantly disrupts programming or the experience of other campers will not be tolerated.**

## PROGRESSION OF DISCIPLINE

**1st Incident:** Y staff discuss positive alternative behavior with camper. The parent/guardian will be notified verbally and/or in writing. Depending on the nature of the first incident, a camper may be suspended for up to three days or terminated from the program.

**2nd Incident:** The camper will receive a written warning and up to three-day suspension. The parent/guardian will meet with the Program Director to discuss unacceptable behavior and develop a Behavior Plan to assist the camper with improving behavior before they return to program.

**3rd Incident or Gross Violation:** Suspension or termination of care. This is considered as a last resort. The action taken is at the discretion of the Program Director and/or District Executive Director after appropriate consultation with the parent. The YMCA considers behaviors such as, but not limited to, hitting staff or other students, damaging property or supplies, running away from the program and inappropriate touch are examples of behaviors that can lead to immediate termination of care.

## PARENT CODE OF CONDUCT

To ensure a safe, respectful, and supportive environment for all children, families, and staff, certain parent behaviors may result in temporary or permanent removal from the program. In some cases, a parent may also be removed from the pick-up/drop-off list.

Examples of behaviors that are not permitted include:

### Disrespect toward staff or leadership

- ▶ Yelling, cursing, or speaking inappropriately to staff, especially in front of children.
- ▶ Using profanity in or around the program, regardless of whom it is directed toward (including one's own child or family members).

### Inappropriate interactions with children

- ▶ Confronting or disciplining a child other than your own.
- ▶ All program incidents will be handled exclusively by YMCA staff. Failure to comply may result in permanent removal of your child from the program.

### Discriminatory behavior

- ▶ Any actions or remarks based on another individual's actual or perceived race, religion, gender, gender identity, sexual orientation, income, abilities, or other personal characteristics.

### Failure to follow program procedures

- ▶ Not signing children in and out as required.
- ▶ Repeated tardiness at pick-up.
- ▶ Refusing to follow YMCA safety policies (e.g., showing identification at pick-up).
- ▶ Dropping off a child who has been suspended or directed to remain home due to illness or other reasons communicated by YMCA staff.
- ▶ Aggressive or unsafe behavior
- ▶ Hostile, threatening, or aggressive actions that create concern for the safety of staff or children.

**Please Note:** Removal from the program is permanent and applies to the child(ren) as well as the parent/guardian involved.

By signing below, I agree that I have received a copy and have read the YMCA of Greater Tulsa Camp Handbook.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_

**Program Information**

Day Camp Herman & Kate Kaiser YMCA		K8 30055573	
Program name		License number	
5400 S Olympia Ave	Tulsa	OK	74107
Street address	City	State	ZIP code
5400 S Olympia Ave Tulsa OK 74107			
Mailing address			
918-446-1424	Summer Knox		
Phone	Owner		

**Child Information**

Please list the name(s) and birth date(s) for any child(ren) you are enrolling in this program:

Name	Date of birth

**Agreement and Signature**

- I understand and am aware:
  - this program is required to maintain a copy of the compliance file on-site and the information contained in the file is available for inspection.
  - of the Compliance File location and its contents.
  - this form is to be completed:
    - upon child enrollment; and
    - every 12 months thereafter.
  - a copy of the program specific **Notice to Parents** is to be provided to parent(s) or legal guardian(s) upon enrollment.

For program specific information contained in the Notice to Parents, select one:

- DHS Publication No. 14-01, Notice to Parents for Child Care Program
- Form 07LC084E, Notice to Parents for Family Child Care Home

Parent or legal guardian name	Parent or legal guardian signature	Date
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