

***CAMP YOUTH IMPACT
POLICIES AND PROCEDURES
MANUAL***

Dear Parents,

We are pleased to have you as a part of the Camp Youth Impact. Please read the following pages carefully. Our Policy and Procedures Manual should answer any questions you have about our program. Our mission is to build a healthy spirit, mind, and body for each child in our care. We trust that your children will have fun, make new friends, and learn more about themselves in the care of our excellent Childcare staff. Throughout the duration of each session we invite you to stop by anytime to view our facility and observe our program. We strongly encourage you to make a complete copy of this Policy and Procedures packet before you return if to our office

PHILOSOPHY AND GOALS:

The philosophy and goals of Camp Youth Impact are as follows:

- 1. To build the character and self esteem of each child well being.**
- 2. To teach children how to make good decisions that is in his/her best interest**
- 3. To bring awareness to each child about their culture past, present, and future.**
- 4. To broaden their perspectives about the world around them and give them life building experiences that will impact them in the classroom.**
- 5. To develop values and strengths of each child.**
- 6. To strengthen the family relationships through everyday learning experiences.**
- 7. To discover that learning can be fun within a positive environment**
- 8. To develop future leaders within area schools who will be a positive influence within their school.**

ADMISSION AND WITHDRAWAL REQUIREMENTS

Any child who is currently attending First through Eighth grades in our service area may attend Camp Youth Impact Summer Day Camp Program. Our service area includes: The City of Birmingham Public Schools and the Jefferson County Public Schools. Children must be between the ages of 6 and 14. Parents are required to complete registration forms and pay a registration fee upon enrollment in each program. All fees are charged on a weekly basis. Advance payment and registration are mandatory prior to attendance. We do not offer drop-in service. Parents are responsible for updating information on the child's enrollment card, such as correct phone

numbers (for work and home), emergency contacts, physician's name and number. This information can save time in an emergency. Please update this information when necessary. The program reserves the right to ask parents to remove their child if s/he cannot adjust to the program and/or for behavior problems. (See Discipline Policy for removal from the program.) Parents are given notice of pending withdrawal. However, should a child's behavior become uncontrollable or a hazard to the well being of others, immediate dismissal will occur. A one time registration fee of \$25.00 will be charged to all applicants and a rate of \$25 for each weekly session. The registration fee is non-refundable.

ATTENDANCE AND PAYMENT GUIDELINES

Please read the guidelines on the following pages and sign to indicate your compliance with the guidelines. If you have any questions, feel free to speak with the Program Staff for clarification.

- 1. A child is enrolled for five (5) days per week. The total weekly fee is due unless a child is absent due to illness three (3) or more days in one week. A note from the child's doctor is required. We will prorate the fees only when this occurs, but you must contact the Camp Director for approval.**
- 2. All payments are due on the Friday BEFORE the week of service.**
- 3. If your payment is not received by the Friday BEFORE the week of service, a late fee of \$5.00 per child per week will be added.**
- 4. If your child is not picked up by 5:30 p.m., there will be a late pick-up charge of \$1.00 per minute beyond 5:35 p.m. If a child has not been picked up from the site by 6:00 p.m., the police will be notified that the child has been abandoned.**
- 5. In case of a returned check, a \$25.00 penalty is charged. A money order or cash will be accepted as prompt repayment on the day you are notified. If Camp Youth Impact receives two returned checks, then the weekly fee must be paid by money order or cash only.**
- 6. If you have an outstanding balance, you will receive a notice of non-payment. This notice is a three-step process. If you have not paid by the third step, then we will be unable to serve your child until the arrears amount is paid in full.**
- 7. Camp Youth Impact requires two weeks written notice of a child's withdrawal from the program. This notice will authorize billing, if any, for the unpaid balance of fees.**
- 8. Weekly fees may be paid by check, money order, or cash. Make all checks or money orders payable to Youth Impact and indicate your first and last name, the name of your child or children, and the week of service to assure proper credit. Once your child is registered in our Day Camp, Camp Youth Impact will reserve a space for your child in those indicated sessions. WE make a commitment of staff, space, and materials based on registration; therefore, if your child is absent from camp, no refund or transfer will be made. In the event of an extended absence (one week or more), special arrangements should be made through our Camp Director.**

ACCIDENT/EMERGENCY INFORMATION/ILLNESS

At Camp Youth Impact, we do everything possible to minimize accidents through various safety programs, routine maintenance, and consistent discipline with children. However, should an accident occur, we request your understanding and cooperation in this way: It will be the Parent's responsibility to carry primary accident insurance for the child. Camp Youth Impact does not carry accident insurance. The parent is assured that any injury will be reported promptly. If the parent cannot be reached, another adult whom the parent designates will be contacted. Should hospitalization or clinic treatment be required, the situation will be acted upon promptly in accordance with the parent's instructions. Attendance of an ill child or children will not be permitted. Communicable diseases such as conjunctivitis (pinkeye), pediculosis (head lice), scabies, ring worm, chicken pox, measles, etc. will restrict admittance. If your child becomes sick during the day, you will be notified to come and pick up your child immediately. Parents will be notified when a communicable disease is introduced into the center. Parents are requested to notify Camp Youth Impact immediately if a child contracts a communicable disease. Children with communicable diseases will not be re-admitted into the Camp Youth Impact Program until the child's physician provides a medical release in writing.

DISCIPLINE POLICY

Camp Youth Impact's policy on discipline is to handle most situations between the child and the appropriate staff member. Discipline shall be appropriate to the age and developmental level of each child. In situations where repetitive inappropriate behavior exists, Camp Youth Impact will contact the parent or legal guardian for a conference. If necessary, the staff will remove a child from his/her assigned group to a designated location with supervision provided by designated staff member until contact has been made with the parent/legal guardian and/or the program day has ended.

Camp Youth Impact reserves the right to immediately dismiss a child from the program where extreme, inappropriate behavior exists.

CHILD ABUSE POLICY

The Camp Youth Impact believes that the safety, support and care of children are the most important goal of the Childcare program. The State of Alabama and the Department of Human Resources also have provisions safeguarding the well-being of the children entrusted to our care. Therefore, we must comply with the law as outlined below:

Child care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST report or cause reports to be made to the Department of Human Resources, Child Protection Agency.

ARRIVAL AND DEPARTURE

- 1. Sign your child in and out each time you drop off and pick up.***
- 2. Personally escort your child to and from the program area.***
- 3. Inform others who pick up your child to bring photo ID with them.***
- 4. If you plan to pick up your child earlier than the group dismissal time, 5:00-5:30, please contact the the Camp Director. The staff will make sure your child is in the designated dismissal area with the sign out book.***

LOST AND FOUND

It is each child's responsibility to keep up with his/her belongings. Camp Youth Impact assumes no responsibility for lost or stolen items. Please label all belongings. If something is misplaced, check the lost and found box. The staff will make every effort to ensure each child departs with his/her belongings each day.

PHOTO AND VIDEO RELEASE

By enrolling your children in Camp Youth Impact, you agree to allow the association to take photographs or your children during daily activities to be used for publicity and print materials.

INCLEMENT AND SEVERE WEATHER POLICY

Camp Youth Impact's opening will depend on the reports given through the media as to the status of weather. If children are with the Camp Youth Impact staff at the time inclement weather strikes, it will be the parent/guardian's responsibility to be aware of any early school dismissals and to make suitable arrangements. In the event that the camp is closed due to inclement weather and cannot be offered, parents will not be charged for each day that the program is canceled. The weekly fee will be prorated.

SPECIAL ACTIVITIES AND FIELD TRIPS

Occasionally campers will be asked to bring items from home for a special art project, skit, etc. Your help with these projects is greatly appreciated. The cost of field trips is included in camper fees, unless otherwise notified. Parents will be notified in writing, in advance of either event.

DEPARTURE PROCEDURES

Children must be picked up prior to 5:30 p.m. each day. Parents or authorized persons must sign their child out each day at the sign-out table. If someone other than the usual person (i.e. aunt, grandmother, etc..) comes to pick up your child, please notify the Camp Director in writing. The contents of the note should include the person's name who is picking up your child and that person's relationship to the child. Also, have that person prepared to present a photo ID.

LUNCH

Always pack a good, nutritious breakfast and lunch for your child. We are unable to purchase breakfast or lunches for the children. The campers will keep their breakfast and lunches in the refrigerator until lunch time. Please keep this in mind when making food choices. We also encourage parents to plan a breakfast or lunch date with their children at least one day during the summer. We only ask that you notify us one day in advance.

WHAT TO WEAR

Campers should wear cool, comfortable play clothes and tennis shoes. Sandals, flip flops, jellies, dresses, or tight clothing are not appropriate and will make it difficult to participate in most camp activities. All clothing/ towels, and lunches should be marked with your child's name and sent in a backpack.

NO VALUABLES, NO MONEY

We encourage campers to be responsible for their own belongings. Please do not send any valuables (toys, radios, games, books, PSP2's, GAMEBOYS, Pokemon cards, etc.) or money. You will be notified in writing, in advance if your camper needs to bring an item or money for a group activity. Camp Youth Impact will not be responsible for lost or stolen items.

SWIMMING

Our program offers swimming lessons by the Birmingham Parks and Recreational staff. Each child is required to participate in recreational swimming unless we receive a written note from his or her parents. The Swim lessons are free of charge for program participants.

OTHER ACTIVITIES

Arts and Crafts, nature studies, sports, games, drama, stories, swimming, special events, skits, leadership training, field trips,, group games, trips to area parks, outdoor camping, and much, much more.

STAFF

It is our sincere effort to provide your child with the safest, most fun filled CAMP experience s/he can ever have. We believe the first step in achieving this is to employ those who have shown that they exhibit traits that we would to see instilled in our own children. We place great emphasis on traits such as honesty, integrity, loyalty, respect, responsibility, and caring. All staff members go through extensive training and are selected for their maturity, experience, character, and genuine love and understanding of children.

HELPING YOUR CHILD GET THE MOST OUT OF SUMMER DAY CAMP

- Show an interest in what s/he has been doing each day. Take time to talk about what was seen and done during the daily session.***
- If a particular activity or event at Camp Youth Impact sparks your child's interest, don't hesitate to encourage further exploration at home with the family.***
- Any award or recognition given at camp is an acknowledgement of individual accomplishment. Praise your child for it. Everyone's self-confidence could use a little encouragement.***
- Encourage your child to participate in all the camp's activities so as not to miss out on any of the fun.***

SCHEDULES AND CALENDARS

Schedules of activities will be provided on a weekly basis. Our staff plans specific activities within a general schedule. The monthly handout will let you know where your child will be and when.

Camper Rules:

- 1. Stay with your group at all times. Do not leave the group without permission and/or the counselor. Remain in your designated area.**
- 2. There will be no yelling, running or wild play in the building or when the group is on a field trip.**
- 3 Use appropriate languages; no name calling or cursing will be allowed.**
- 4. Respect all staff members and fellow campers.**
- 5. Please leave the community center clean of trash and no vandalism.**
- 6. Please leave all toys, games, and money at home.**
- 7. Place your name on your belongings (lunch, clothes, etc...) and place them in the assigned designated area for your group.**
- 8. Bring breakfast and lunch but eat them at the appropriate time.**
- 9. Wear tennis shoes or sandals, shorts, and a shirt Please, no tank tops, halter tops, flip flops, or mini skirts.**
- 10. Fighting will not be tolerated and will be grounds for immediate dismissal. If there is a problem, report it to a counselor and they will help you.**
- 11. When on a field trip there will be no excessive bad behavior tolerated on or off the bus and on the premises that we are visiting. If a situation occurs, the camper will be removed from the others and withdrawn from the program upon returning to the community center.**
- 12. Phone calls can only be made in cases of emergency.**
- 13. No medicine will be administered by the director or counselor. No child will be allowed to give themselves medication. Please administer medication before arrival to the camp.**
- 14. If the child is ill, attendance will not be permitted. If the child becomes ill while at the camp the child's parent(s) will be notified and are expected to pick them up. If the illness is more than 3 days parents) are to notify the director concerning the extent of the illness. If the illness is a communicable disease the child will not be allowed back until a physician provides a medical release in writing.**

I/We have read and understand the policies and procedures of Camp Youth Impact and will abide by them.

Parents_____

(Please return this page to the Camp Director)



Camp Youth Impact Application

Personal Information:

Name _____

Address _____

City _____ **Zip** _____

Phone Number _____ **Email Address** _____

Age _____ **Date of Birth** _____ **Female** _____ **Male** _____ **Grade** _____

Black _____ **White** _____ **Hispanic** _____ **Asian** _____ **Other** _____

School Attending _____

Parental Information:

Parent(s)Name _____

Address _____

City _____ **Zip** _____

Phone Number _____ **Work Number** _____

Place of Employment _____ **Phone Number** _____

Medical Information:

Primary Care Physician _____ **Phone Number** _____

Insurance Carrier _____ **Policy Number** _____

Emergency Contact _____

Medication(s) that Child is (are) Allergic to: _____

This information is voluntary and is used only to determine tuition reduction rates. All information received will remain confidential

Household Income* _____ **Number of Dependents**** _____

***COME JOIN US AT
CAMP YOUTH IMPACT
2600 AVE Z
BIRMINGHAM, AL***



"WERE A SUMMER OF LEARNING IS FUN!"

\$25 REGISTRATION/\$25 WEEKLY

***FOR MORE INFO CALL
YVONNE STANLEY
798 7011***

FIELD TRIPS-READING ENHANCEMENT-FUN ACTIVITIES