

PLEASE



**NO PEANUTS
OR
NUT PRODUCTS**

SERIOUS ALLERGIES!

THANK YOU

HELP YOUR CAMPER HAVE THE BEST DAY POSSIBLE

Items necessary for each camper to have a great, fun, and healthy day:

1. One back pack (with thick straps and size appropriate) - to carry all belongings
2. One raincoat or poncho - to keep off wetness
3. Sturdy walking shoes - no sandals - we do a lot of walking
4. A nutritious sack lunch and 2 snacks (your children may get hungrier than you think)
5. Swimsuit and towel, in a plastic bag, on swim days
6. Warm jacket
7. Filled water bottle – 2 full water bottles on hiking days. Optional:
 1. Bathing cap, swim goggles, ear plugs – for swim days
 2. Sunscreen lotion – Y provides unless you care to bring your own with permission slip signed
 3. Hiking boots
 4. Mosquito repellent – Y provides unless you care to bring your own with permission slip signed

PLEASE LABEL ALL BELONGINGS!! It's hard for us to track down lost items without a name tag. The YMCA assumes no responsibility for loss, damage or theft of items brought to camp. It is the child's responsibility and not the counselors, to ensure nothing has been lost. The counselors will however, check area before leaving, and help remind child to collect all their belongings before leaving.

Please do not send:

- a. Toys and Electronic Games
- b. Money – children are not allowed to buy from vending machines during camp hours
- c. Cell phones
- d. No head phones for music

Dress Code: No halter tops, tube tops, "spaghetti" strap tops or "string" bikinis will be allowed. All sleeveless shirts must have shoulder straps at least 1 inch in width.

Campers cannot wear dresses or skirts. All campers must wear tennis shoes or hiking boots. Sandals, flip flops, or open toed shoes are NOT allowed. Shorts must be walking shorts not short shorts; they need to cover the big muscle of the leg. These codes will help your camper be comfortable and allow them to have more fun at camp; because it helps protect them from getting sun burned and helps with comfort on walking long distances.



BEST.TIME.EVER.

BEST. SUMMER. EVER!

ANCHORAGE COMMUNITY YMCA DAY CAMP

Northern Lights ABC
2424 East Dowling Road
Anchorage, AK 99507

Site Phone # (907)360-1588

Parent Packet

(Info for you to keep)

YMCA MISSION

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

Anchorage Community YMCA
5353 Lake Otis Parkway
Anchorage, AK 99507
907-563-3211 Fax 563-5739

E-Mail: kids@ymcaalaska.org

David Koch, Youth Program Director

Kari Kenney, Youth Program Director

Web Site: ymcaalaska.org

YMCA SUMMER DAY CAMP PAYMENT INFORMATION

Pay by Date	For Camp Weeks		
May 15th Both weeks \$450.00	Week 1	6/04 – 6/08	\$225.00 per week
	Week 2	6/11 – 6/15	\$225.00 per week
June 1st both weeks \$450.00	Week 3	6/18 – 6/22	\$225.00 per week
	Week 4	6/25 – 6/29	\$225.00 per week
June 15th both weeks \$405.00	Week 5	7/02 – 7/06	\$180.00 per week
	Week 6	7/09 – 7/13	\$225.00 per week
July 1st both weeks \$450.00	Week 7	7/16 – 7/20	\$225.00 per week
	Week 8	7/23 – 7/27	\$225.00 per week
July 15th both weeks \$450.00	Week 9	7/30 – 8/03	\$225.00 per week
	Week 10	8/06 – 8/10	\$225.00 per week
	Camp Closed - School Starts Aug. 20th		

PROGRAMS

The YMCA Summer Day Camp is open Monday through Friday. The purpose of groups in all of our programs is to provide maximum individual attention to campers, encourage group cohesiveness and a sense of belonging, and to develop understanding and friendship on the part of all participants.

Camp is based out of Northern Lights ABC Elementary School located at 2424 East Dowling Road. The campers walk between the YMCA and Northern Lights ABC, on a regular basis. Camp, although licensed for 200 campers, is divided into four separate programs that differ by the age of the campers and the level of activities offered.

PIONEERS (entering 1st grade) the focus of the Pioneer program is centered on discovery and the exploration of nature. It involves an introduction to all components of our Day Camp including but not limited to structure, values, outdoor education and incentives. YMCA swimming lessons will be provided by our certified swim lesson instructors. This is a wonderful transition for children who are preparing for first grade.

ADVENTURERS (entering 2nd grade) the focus of the Adventurer program is centered on discovery and the exploration of nature. It involves setting goals to achieve to all components of our Day Camp including but not limited to structure, values, outdoor education and incentives. YMCA swimming lessons will be provided by our certified swim lesson instructors. This is a wonderful transition for children who are just getting used to school.

MOUNTAINEERS (entering 3rd grade) this is a transition program designed to introduce campers to some of the other activities such as archery. They develop opinions about the outdoors as well as experience it. Weekly swimming will be supervised by our day camp staff and certified YMCA lifeguards. The Mountaineers is an important transition age which prepares our campers for the more experienced activities included in the Voyager program.

VOYAGERS (entering 4th grade) this is a transition program designed to introduce campers to and increase knowledge of the other activities such as archery. They develop a better understanding about the outdoors as well as experience it. Weekly swimming will be supervised by our day camp staff and certified YMCA lifeguards. The Voyagers is an important transition age which prepares our campers for the more experienced activities included in the Explorer program.

EXPLORERS (entering 5th and 6th grade) this is a very physically active group that builds on the outdoor skills learned over the past few summers. The campers spend their time hiking, practicing archery and other wilderness survival skills. Weekly swimming will be supervised by our day camp staff and certified YMCA lifeguards. More intensive work is done in our incentive program.

Every Friday we will swim, have field games, do arts and crafts etc. during our "Fun Friday" NL ABC Elementary

SAMPLE SCHEDULES

Not necessarily the actual schedule

PIONEERS (1st)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	Song Circle and Morning Snack				
9:00	Getting on bus or walking to activity planned for the day				
10:00	Incentives	Field Games	Nature Crafts	All Day	Fun Friday at NL ABC
12:00	LUNCH				
1:00	Wilderness Activities	Values	Swimming	Field Trip	Skits And Awards Circle
3:30	Getting back to Northern Lights ABC				
4:00	Song Circle and Afternoon Snack Day Camp Ends				

Adventurers (2nd)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	Song Circle and Morning Snack				
9:00	Getting on bus or walking to activity planned for the day				
10:00	Incentives	Field Games	Nature Crafts	All Day	Fun Friday at NL ABC
12:00	LUNCH				
1:00	Swimming	Values	Wilderness Activities	Field Trip	Skits And Awards Circle
3:30	Getting back to Northern Lights ABC				
4:00	Song Circle and Afternoon Snack Day Camp Ends				

MOUNTAINEERS & VOYAGERS (3RD & 4TH)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	Song Circle and Morning Snack				
9:00	Getting on bus or walking to activity planned for the day				
10:00	Archery	Incentives	All Day	Field Games	Fun Friday at NL ABC
12:00	Lunch				
1:00	Swimming	Nature Crafts	Field Trip	Wilderness Survival Skills	Skits And Awards Circle
3:30	Getting Back to Northern Lights ABC				
4:00	Song Circle and Afternoon Snack Day Camp Ends				

EXPLORERS (5TH & 6TH)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	Song Circle and Morning Snack				
9:30	Getting on bus or walking to activity planned for the day				
9:45	All Day	Community Service Projects	Nature Crafts	Archery	Fun Friday at NL ABC
12:00	Lunch				
1:00	Field Trip	Incentives	Field Games	Swimming	Skits and Award Circle
3:30	Getting back to Northern Lights ABC				
4:00	Song Circle and Afternoon Snack Day Camp Ends				

Before and After Camp Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00	Drop Off Begins SELF DIRECTED PERIOD				
7:30	Choice time: gym, crafts, STEM activities, outdoor play.....				
8:15	Morning Attendance				
8:30	Day Camp Groups Form				
	In Day Camp Program				
4:00	Song Circle and Snack Time				
5:00	Group Games and Crafts				
5:30	Self Directed Period				
6:30	Ends				

Pioneer's (1st Grade) Field Trips & Out/About

Field Trips

6/05/18: Thunderbird Falls/Mirror Lake

6/12/18: Wasilla Wonderland

6/19/18: Alyeska Hike

6/26/18: Alaska Zoo \$

7/03/18: Byron's Glacier

7/10/18: Palmer Reindeer Farm \$

7/17/18: Arctic Valley Hike

7/24/18: H2Oasis \$

7/31/18: Butte Hike

8/07/18: Kincaid Park

Out and About

6/06/18: Valley of the Moon

6/13/18: Park Strip/10th and E. St.

6/20/18: Native Heritage Center

6/27/18: Oceanview Park

7/05/18: Center Bowl \$

7/11/18: Polar Bear Park

7/18/18: Roller Skating \$

7/25/18: Lyn Ary Park

8/01/18: Museum/Imaginarium \$

8/08/18: Cuddy Family Midtown Park

Note: If there are any changes made to a scheduled field trip due to unforeseen circumstances you will be notified when you drop your child off for the day and a permission slip for the new field trip will need to be signed and dated by the parent. Field trips and out/about with a \$ listed next to them will have an additional charge of \$5.00 to be paid at the time of registration.

Adventurer's (2nd Grade) Field Trips & Out/About

Field Trips

6/04/18: Thunderbird Falls/Mirror Lake
6/11/18: Wasilla Wonderland
6/18/18: Alyeska Hike
6/25/18: Alaska Zoo \$
7/02/18: Byron's Glacier
7/09/18: Palmer Reindeer Farm \$
7/16/18: Arctic Valley Hike
7/23/18: H2Oasis \$
7/30/18: Butte Hike
8/06/18: Kincaid Park

Out and About

6/07/18: Valley of the Moon
6/14/18: Park Strip/10th and E. St.
6/21/18: Native Heritage Center
6/28/18: Oceanview Park
7/05/18: Center Bowl \$
7/12/18: Polar Bear Park
7/19/18: Roller Skating \$
7/26/18: Lyn Ary Park
8/02/18: Museum/Imaginarium \$
8/09/18: Cuddy Family Midtown Park

Note: If there are any changes made to a scheduled field trip due to unforeseen circumstances you will be notified when you drop your child off for the day and a permission slip for the new field trip will need to be signed and dated by the parent. Field trips and out/about with a \$ listed next to them will have an additional charge of \$5.00 to be paid at the time of registration.

Mountaineer's (3rd Grade) Field Trips & Out/About

Field Trips

6/06/18: Thunderbird Falls/Mirror Lake
6/13/18: Wasilla Wonderland
6/20/18: Alyeska Hike
6/27/18: Alaska Zoo \$
7/06/18: Byron's Glacier
7/11/18: Palmer Reindeer Farm \$
7/18/18: Arctic Valley Hike
7/25/18: H2Oasis \$
8/01/18: Butte Hike
8/08/18: Kincaid Park

Out and About

6/05/18: Valley of the Moon
6/12/18: Park Strip/10th and E. St.
6/19/18: Native Heritage Center
6/26/18: Oceanview Park
7/03/18: Center Bowl \$
7/10/18: Polar Bear Park
7/17/18: Roller Skating \$
7/24/18: Lyn Ary Park
7/31/18: Museum/Imaginarium \$
8/07/18: Cuddy Family Midtown Park

Note: If there are any changes made to a scheduled field trip due to unforeseen circumstances you will be notified when you drop your child off for the day and a permission slip for the new field trip will need to be signed and dated by the parent. Field trips and out/about with a \$ listed next to them will have an additional charge of \$5.00 to be paid at the time of registration.

Voyager's (4th Grade) Field Trips & Out/About

Field Trips

6/06/18: Thunderbird Falls/Mirror Lake
6/13/18: Wasilla Wonderland
6/20/18: Alyeska Hike
6/27/18: Alaska Zoo \$
7/06/18: Byron's Glacier
7/11/18: Palmer Reindeer Farm \$
7/18/18: Arctic Valley Hike
7/25/18: H2Oasis \$
8/01/18: Butte Hike
8/08/18: Kincaid Park

Out and About

6/08/18: Valley of the Moon
6/15/18: Park Strip/10th and E. St.
6/22/18: Native Heritage Center
6/29/18: Oceanview Park
7/03/18: Center Bowl \$
7/13/18: Polar Bear Park
7/20/18: Roller Skating \$
7/27/18: Lyn Ary Park
8/03/18: Museum/Imaginarium \$
8/10/18: Cuddy Family Midtown Park

Note: If there are any changes made to a scheduled field trip due to unforeseen circumstances you will be notified when you drop your child off for the day and a permission slip for the new field trip will need to be signed and dated by the parent. Field trips and out/about with a \$ listed next to them will have an additional charge of \$5.00 to be paid at the time of registration.

Explorer's (5th & 6th Grade) Field Trips & Out/About

Field Trips

6/07/18: Thunderbird Falls/Mirror Lake
6/14/18: Wasilla Wonderland
6/21/18: Alyeska Hike
6/28/18: Alaska Zoo \$
7/05/18: Byron's Glacier
7/12/18: Palmer Reindeer Farm \$
7/29/18: Arctic Valley Hike
7/26/18: H2Oasis \$
8/02/18: Butte Hike
8/09/18: Kincaid Park

Out and About

6/04/18: Valley of the Moon
6/11/18: Park Strip/10th and E. St.
6/18/18: Native Heritage Center
6/25/18: Oceanview Park
7/02/18: Center Bowl \$
7/09/18: Polar Bear Park
7/16/18: Roller Skating \$
7/23/18: Lyn Ary Park
7/30/18: Museum/Imaginarium \$
8/06/18: Cuddy Family Midtown Park

Note: If there are any changes made to a scheduled field trip due to unforeseen circumstances you will be notified when you drop your child off for the day and a permission slip for the new field trip will need to be signed and dated by the parent. Field trips and out/about with a \$ listed next to them will have an additional charge of \$5.00 to be paid at the time of registration.

PROGRAM COMPONENTS

Family Involvement

The YMCA is increasingly emphasizing the involvement of families in all of our programs. We stress this involvement because we realize that to effectively help a child achieve his/her fullest potential, the family is the primary support.

We intend to involve the families of day campers in the following ways:

- a. Take-home materials/newsletters.
- b. Craft projects to be completed at home.
- c. Parent volunteers and guest speakers.
- d. Each Friday, our Day Camp invites all parents to our weekly award/skit ceremony

Values Exploration

The YMCA has four core values. These values are RESPECT, CARING, RESPONSIBILITY and HONESTY. Each program will approach these values differently; each week we will focus on a different value. We do ask for your help as a parent for some activities may require assistance at home.

Outdoor Education

Living in Alaska, our children need more education about the outdoors than most. Outdoor education is the basis for most of our Day Camp program. The lessons get more involved, in depth, as our campers get older and progress through the program.

Incentive Program

Every program uses incentives as a motivational tool for positive reinforcement. As your child ages, the incentive become more challenging. We currently use beads, certificates and bandannas. Please ask your child about incentives, this is their mark of achievement in our program.

YMCA SUMMER DAY CAMP POLICIES

All parents, through the Parent Authorization Sheet have agreed to abide by the following policies. Please read and understand all components and ask questions for sections that are unclear to you.

Arrival and Departure

1. All children need to be signed in daily. Only someone listed on the emergency record form may sign a camper out daily. A person needs to be older than 16 years of age to sign a camper out of the program.
2. Do not be offended if you or someone you have allowed to sign your child out is asked to present an I.D. This is for the safety of your child; it will take a couple days to recognize faces.
3. We need written and signed permission by the parent/guardian to release a child to someone not listed on the emergency record card.
4. You will be charged **\$1/minute late fee per child**, which is added to your bill when your child is picked up after 6:30 p.m.
5. **Please have your child at Camp by 8:30a.m. Late arrivals cannot always be accommodated.** Our bus leaves promptly at 9:00am for field trips. Activities are scheduled on a tight time line. We cannot wait for late campers.
6. **If you have to make a doctor's appointment for your child please give YMCA Staff notice before the appointment date.** Arrangements will need to be made in advance with the camp director and the camper's counselor to insure safe pick up or drop off of your camper.
7. If you need to pick up your child before 4:00pm arrangements must be made with the Camp Director, in advance.

Attendance

1. If your child will not be attending camp on any given day, please notify the site desk at 360-1588 (Reminder, there are no refunds on missed days)
2. No drop-in participants will be permitted.

Behavior

YMCA staff model the 4 core values of **CARING, HONESTY, RESPONSIBILITY, AND RESPECT**. By modeling these 4 core values it provides the children with examples to follow creating a positive and supportive environment. Unfortunately, behavior problems occasionally occur at our summer programs. Behavior problems will be handled in the following manner:

- a. Minor misbehavior – counselor will use positive redirection and give child an example of appropriate behavior.
- b. Intervention-counselor/child will acknowledge the problem immediately and discuss better alternatives.
- c. If behavior continues the child may be pulled aside from the activity so a counselor can explain to the child why his/her behavior is being disruptive. The child's actions may be documented with an incident report or message to parent and discussed with parent at pick-up time.
- d. The site director may request a parent to immediately pick up a child if the child's behavior is endangering him/herself, harming other children or staff, or putting the group in a dangerous situation.

If a child's behavior is out of control and/or harmful some of these steps may be skipped. More serious offenses may result in immediate suspension from the program. Other repeated misbehaviors may also be cause for suspension.

Incident-Reports

1 st Incident:	Parent Signature
2 nd Incident:	Parent Signature – meeting with parents
3 rd Incident:	Parent Signature – Suspension for 3 days or more days (depending on the severity of the problem)
4 th Incident:	Parent Signature – Suspension for 2 weeks (depending on the severity of the problem)
5 th Incident:	Parent Signature – Suspension for duration of program

No refunds will be given for suspension or if your child gets expelled.

Changes

Parents will be notified of changes in programs and policies through weekly newsletters located at the children's sign-in and out table.

Child Abuse and Neglect

1. Alaska State Statutes and Anchorage Child Care Licensing Office require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or related to the facility. This facility is therefore obligated by law to report such incidents with 24 hours to the Office of Children's Services: 269-4000.
2. During our care, we are required to notify the Municipal Child Care Licensing Office of incidents that allege a child was abused or neglected by anyone. Municipal Child Care Licensing Office: 343-4758.

Communication

1. Please pick up the Weekly Newsletters located at the children's sign in and out table. This will inform you of any specific happenings in the program.
2. The Before and After Camp Director will be responsible for most of our communication regarding specific information. Notes will also be left from counselors or directors in the sign in/out book.

Corporal Punishment

The infliction of bodily pain as a penalty for a disapproved behavior, including but not limited to shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling, pinching, or any other action that seeks to induce pain is not allowed in any YMCA program. Any employee found to be physically abusing any child is subject to dismissal.

Discrimination

YMCA youth programs do not discriminate as per AS 18.80.230 and AMC 5.20

Exceptional Children

Children with special needs are welcome and will be accepted on an individual basis when the child, parents, and staff agree that the program is an appropriate placement. The following steps are required to register an exceptional child in our camp:

- b. Parent notifies the Camp Director of the special needs of the child.
- c. Parent fills out a Plan of Care form for the child.
- d. Parent meets with the Camp Director to evaluate the child's IEP and the Plan of Care form.
- e. Every attempt will be made to include special needs children into our camp.

Fees

1. Camp fees are \$225.00 per week.
2. Camper must be a member of the YMCA and on auto withdrawal to attend our YMCA Summer Day Camp. Youth membership is \$11.25 a month.
3. If you drop a week of camp the fee will be credited to a future week of camp only.
4. There is a 10% discount for additional younger siblings during summer programs either/or Military families receive a 15% discount for all programs and YMCA membership. But not both sibling and military.
5. Camp fees must be paid two weeks in advance of attendance. See attached payment schedule in your packet.
6. The YMCA tax I.D. number is **92-0034878**.
7. If the child is on an assistance authorization the authorization sets the terms of enrollment. You **must** already have an assistance authorization in hand to enroll your child. If your **authorization expires** during the summer, you must have a new authorization issued before the end of the month when we bill assistance. If we do not **it is your responsibility to pay your month bill in full**. If you are unable to pay **and** do not have a current authorization your child will be suspended until payment or authorization is received.
8. The **parent registering** the child in our program **is responsible for all fees**.
9. Please contact the Program Director, David Koch, for any information regarding your payments.
10. A \$5.00 fee will be charged for special field trips throughout the summer. Fees will be billed at registration.

Financial Assistance

The Anchorage Community YMCA will not deny participation in any of our activities because of an individual's lack of funds. While participants are expected to pay their fair share of the operating costs, YMCA financial assistance can be obtained by applying through the Program Director, David Koch. Proof of financial need is required. Funds for the YMCA financial assistance have been made available through our annual Strong Y Campaign.

Hours

Before Camp Care:	7:00 am – 8:30 am
YMCA Day Camp:	8:30 am – 4:00 pm
After Camp Care:	4:00 pm – 6:30 pm

Illness

1. Your child should be kept at home for such reasons as:
 - a. Shows signs of any serious or communicable illness
 - b. An oral temperature above 100.0 degrees
 - c. Diarrhea or vomiting
 - d. Any undiagnosed rash
2. If any of the above problems occur while your child is in the program, the child will be isolated and you will be called to pick up your child.
3. In the case of a medical emergency, the YMCA reserves the right to obtain immediate medical attention.
4. Parents will be informed of known exposure to communicable diseases.
5. Medications (stored in its original container) will only be given if prescribed for the child and will be given according to the labeled instructions.
6. For a child to receive any medication, prescription or over-the-counter, the parent must fill out and sign a medication authorization form, which can be found with a program lead. The same procedure is followed for any topical lotion (such as sunscreen, bug repellent, lip balm etc). OTC drugs will only be given for four consecutive days then a doctor's order is needed. Authorization for OTC drugs must be filled out daily.
7. Designated staff will administer the medications and topical products as required.

Insurance

YMCA Summer Day Camp carries liability insurance as required by AMC 16.55.210.

Licensing

1. The Municipality of Anchorage, Department of Health and Human Services Child Care Licensing Office is the agency responsible for the licensing of our program. This agency supervises, monitors, and investigates complaints involving childcare centers.
2. The Child Care Licensing Office is located at 825 L Street, 3rd floor, and its phone number is: 343-4758.

Pets

Pets or animals will only exist in Day Camp for educational purposes. Advance notice will be given in case of any allergies. No direct interaction between the campers and animals will be allowed.

Records

All records will be kept confidential. However, we will make them available to appropriate regulatory agencies.

Registration

1. The following items are required for your child to attend the YMCA Day Camp.
 - A valid physical examination- An examination annually until the child is five years old, then biannually; is no older than one year prior to the first date of attendance.
 - Emergency record card
 - Shot record or a legal exemption from shots
 - Parent authorization sheet
 - Sunscreen and insect repellent authorization
2. The program is open to elementary school age children ages 5 through the age of 14. For children entering 1st grade through children entering 8th grade.
3. There is a 24-hour waiting period from the time the completed registration package is turned in until the camper can attend the program to allow processing of the paperwork.
4. **If on Assistance we need Authorization Form**

Sack Lunch and Snack

The parent must provide a healthy morning and afternoon snack, as well as, a sack lunch. Please see snack information page for further information. We do not have the capabilities to heat food or store lunches in a refrigerator at our YMCA Summer Day Camp. Please prepare accordingly. If a lunch is forgotten or lacks a necessary food group a **\$10.00 charge will be added** to the parent's weekly bill for a replacement lunch or food item. If food is brought that is not allowed, we will ask the child to put it away and take it home with them. We will then offer a healthy alternative.

Smoking

1. No smoking is permitted in the YMCA facility, parking lot, play yard, portable building or staff's vehicle while at work. Staff are not allowed to smoke on school property (NL ABC)
2. Children are not allowed to smoke. Any children caught smoking will be suspended from the program.
3. Staff is not allowed to smoke on work time and may not smoke in front of the children.

Substitutes

Substitutes will be utilized if it is necessary to keep the staff child ratio at 1:10. Requirements for substitutes are the same as for regular staff.

Supervision

1. The YMCA Day Camp will ensure the children in its care receive responsible supervision appropriate to their age, developmental needs, and activity. The YMCA will provide a staffing plan where applicable and a plan for supervision of children.
2. The YMCA Day Camp will ensure children are always under supervision by a camp counselor, except when providing a degree of freedom to a school age child, appropriate to age and developmental level.
3. In camp supervision requires the camp counselors are in the same room or group area, in close proximity, focusing on children, and able to directly see, hear and quickly respond to children, except in the restroom where children are provided age appropriate degree of privacy.
4. A child seven years of age and older may participate in activities and visit friends away from the facility's licensed space, if the plan for getting there is safe and developmentally appropriate and it is approved in writing by the child's guardian and by the facility.
5. YMCA Day Camp counselors will know the whereabouts of the children in their care at all times.
6. YMCA Day Camp counselors will always maintain a 1 to 10 ratio. Each will be assigned 10 specific kids.
7. The staff will have attendance records kept current as children and staff arrive-and-depart. They will be available for review at any time. The three different groups will keep individual records.
8. Staff is allowed to participate in duties other than direct care of children and be counted towards the counselor to child ratios required as long as the counselor remains on duty and the counselor's primary responsibility continues to be the direct care and supervision of children.
9. The YMCA Day Camp staff will prevent exposure of children to individuals, animals, and situations posing possible danger. Staff will not expose a child to high-risk activities or hazards.
10. The YMCA Day Camp will obtain written permission from the guardian for a child to participate in moderate risk activities including but not limited to swimming, water parks, vehicle trips, or horseback riding. When a specific activity is held repeatedly on a scheduled basis, the parent may sign off once for the series.
11. Day Camp will arrange the use of appropriate safety equipment, including a well-fitting helmet for activities including but not limited to rollerblading, rock wall climbing, or riding a bicycle, skateboard, or scooter.

TV, Movies, Video, Computers, Cell Phones, and Electronic Games

1. Children in Day Camp do not watch television or videos unless for educational purposes.
2. No computer use by the campers is allowed.
3. No electronic games are allowed at camp. If any games are found the staff will collect them to return at the end of the day to the parent picking up the camper.
4. Campers are not allowed to use cell phones during camp. Staff will hold phones for use after camp.

Termination of Service

The Anchorage Community YMCA reserves the right to terminate service to any participant. See the section on discipline for our other policies regarding termination.

Transportation

1. Parents are responsible for their child's transportation to and from the YMCA Summer Day Camp located at Northern Lights ABC Elementary.
2. The YMCA uses an insured leased school bus or public transportation.
3. The bus driver has a current CDL license, is at least 21 years of age, and evidence of the driver's good driving record is on file.
4. Each bus will be maintained in good repair, safe and free of hazards.
5. Children will never be left alone in a bus.
6. Parents are notified in advance of all fieldtrips and specific permission will be obtained for all activities of moderate risk.
7. At no time does staff transport campers in private vehicles.
8. The YMCA will contact 911 in case of medical emergencies and transport children when directed by 911 medical personnel.

Visitors

Parents are welcome to visit at any time and we encourage them to do so. However, we may be difficult to locate during field trips unless you make prior arrangements.

Volunteers

The YMCA welcomes volunteer talent and may use trained volunteers and parent volunteers in its program. All volunteers must meet the same requirements as staff.

Weather

1. The weather varies greatly in the summer, so please dress your child in layers so they can be warm on cool days and take layers off if it warms up.
2. A raincoat or poncho is a must as we do spend the majority of our days outside, even during inclement weather.
3. If it is raining too hard to be outside, Day Camp will take place inside Northern Lights ABC Elementary located at 2424 East Dowling Road.

EXAMPLES OF USDA FEDERAL FOOD PROGRAM GUIDELINES THAT REGULATES YOUR CHILD'S LUNCH AND SNACKS:

WEEKLY LUNCH MENU SUGGESTIONS:

MONDAY: Sun butter and apple butter on whole wheat bread, green pepper rings, apple slices, and water. **TUESDAY:** Egg Salad in pocket bread, pineapple chunks, cherry tomatoes, and water. **WEDNESDAY:** Chicken thigh (2), corn muffins (2), coleslaw, strawberries, and water. **THURSDAY:** Cheese, lettuce or sprouts, tomato, and green pepper on rye bread, and water. **FRIDAY:** Salad with strips of turkey and cheese with favorite dressing (in a separate container), banana, crackers, and water.

*Put individual packages of mayonnaise and mustard in lunch box to be spread on sandwich before eating.

Not Allowed: (So please do not send) carbonated beverages, Kool-Aid, Capri Sun, potato chips, candy, or other "junk" foods of little nutritional value!

Please be certain that every lunch includes at least the following:

2 oz. of meat or equivalent servings

2 or more fruit and/or vegetable servings

1 slice of bread or bread alternate serving

Water since milk can't be served at lunch since we are out and about, but we do have a variance to serve it at am and pm snack.

SNACK

YMCA will provide milk during AM and PM snack. Parents need to provide children with a healthy morning and afternoon snack. According to the USDA Federal food program guidelines, children need to be provided a time for morning and afternoon snack. The YMCA will provide the appropriate time in the AM and in the PM.

Review the next page on the USDA food chart and choose one item from two different food groups for both your child's AM and PM snack.

Examples of what is and isn't allowed:

- Allowed Snack Items:

- Acceptable bread alternatives include cornbread, biscuits, muffins, etc. made of whole grain or enriched flour, whole grain or enriched cereal, and whole grain or enriched rice, macaroni and other such pasta products.
- Nuts and seeds may be credited towards meeting only 50% of the meat alternate at lunch. An additional meat/meat alternative must be served.
- Yogurt may be used as a meat/meat alternative in the snack only. 4 oz or ½ cup is the equivalent of a 1 oz serving of meat/meat alternative.

Examples of allowed food: fresh or canned fruit, raw vegetables, crackers, bread, bagels, cheese, beef jerky

- Not allowed Snack Items:

Fun fruit, fruit rolls, pudding, soda pop, Kool-Aid, Capri Sun, chips, candy, candy bars, Twinkies, Ding Dongs, pies...Items listed are only examples. Healthy eating is a habit that last a lifetime!

PARENTS' GUIDETO LICENSED CHILD CARE



◆ **Choosing care for your child is a significant decision.**

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care and educational homes and centers. Your choice depends on what you want and need for your child.

◆ **Licensing is a key to quality child care.**

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet).

A Child Care Licensing Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all code requirements at all times.

◆ **You as an informed parent are a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether child care meets your standards for safety, health, and quality.

◆ **If you have questions or concerns about your child's care.**

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:

Municipality of Anchorage
 Child Care Licensing Program
 825 L Street, 3rd floor
 P. O. Box 196650
 Anchorage, AK 99519-6650
 (907) 343-4758
 Website: <http://www.muni.org/Departments/health/Services/Pages/Child.aspx>
 Recent facility inspection reports can be viewed at: <http://hhs2.muni.org/cac/>

- ◆ **Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at: <http://neighborhood.muni.org>**

How many children may be in care?

Licensed Child Care Homes <i>(Including children related and unrelated to caregivers)</i>	Licensed Child Care Centers
<ul style="list-style-type: none"> • No more than 8 children total • No more than 6 children total if only one door exit • No more than 3 children under 30 months • No more than 2 non-walking children • At least 1 adult caregiver • No more than 5 children in nighttime care (including providers own children) (10PM-6AM) • Children who live in the household under the age of 12 count in the total 	<ul style="list-style-type: none"> • 9 or more children • 1 caregiver for every 4 infants (6 weeks thru 11 months) • 1 caregiver for every 5 toddlers (12 months thru 18 months) • 1 caregiver for every 6 toddlers (19 months thru 35 months) • 1 caregiver for every 10 children (3 thru 12 years) • At least 2 adults on premises

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

LICENSING

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

CAREGIVERS

- Are required to care for children in a safe, healthy way
- May not have physical, health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Are at least 18 years of age
- Junior helpers may only assist the administrator and are under direct supervision
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Meet early childhood training requirements

SAFETY

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electrical outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

HEALTH

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Seriously ill child may not be in care without a medical provider's written approval
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

EQUIPMENT AND SUPPLIES

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/bed and individual blanket
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of

PROGRAM

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- Limits TV and video to children's programs and limited to no more than 1 & 1/2 hours in a 24 hour period
- Does not allow high risk activities
- Requires parent permission for moderate risk activities (for example, swimming, ice skating, trips by vehicle)
- Provides a minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7 pm

BEHAVIOR GUIDANCE

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- Does not use corporal punishment (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.")

FIRE SAFETY

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented