Summer at the Y : Enrollment Checklist
YMCA OF SUPERIOR CALIFORNIA

Child’s Name: ..........................................................................................................................................................

Summer Y Site: ..................................................................................................................................................... B’NAI

PLEASE INITIAL EACH ITEM AFTER COMPLETING THE PACKET

<table>
<thead>
<tr>
<th>FORMS: SUMMER AT THE Y</th>
<th>PARENT’S INITIALS</th>
<th>COMPLETED (STAFF INITIALS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Contract</td>
<td></td>
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<tr>
<td>Rate Sheet &amp; Payment Information</td>
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<tr>
<td>Emergency Information &amp; Health History</td>
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<tr>
<td>Behavior Management</td>
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<td>Release and Waiver of Liability</td>
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<tr>
<td>Summer Helpful Hints, Policy and Procedures</td>
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<tr>
<td>Lunch Program Form</td>
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FAMILY HANDBOOK

ACKNOWLEDGEMENT AND RECEIPT
I acknowledge that I have received, read, and sought clarification of any questions I have about the contents of the YMCA Summer at the Y enrollment packet.

× Parent/Guardian Signature:  ................................................................. Date:  .................................................................
Child’s Full Name:                                               □ Male   □ Female
Age:                                      Birthdate:                                      Grade Entering Fall 2020:
Child’s Shirt Size:  YS  YM  YL  AS  AM  AL  AXL  (circle one)  *All kids must wear summer Y shirt on field trip days
Child Lives With: □ Mother □ Father □ Both □ Grandparents □ Other:
Address:                                                                                                             Zip Code:                                                                                              Home Phone:
Parent/Guardian Legal Name:                                                                                           Cell Phone:
Email:                                                                                                                                                                       Work Phone:
Parent/Guardian Legal Name:                                                                                           Cell Phone:
Email:                                                                                                                                                                       Work Phone:

PAYMENT INFORMATION:
SUMMER MEMBERSHIP: $25 per child (if not a current member)
DEPOSIT PER SESSION: $25 (non-refundable / non-transferable)
WEEKLY RATE: Please refer to rate sheet located in this packet

PAYMENT POLICY – Deposits are due at time of registration to guarantee spot in summer program. Full payment is due the MONDAY prior to the week attending. A $25 late fee will be assessed for any payment received after the Monday prior to the week attending. If payment is not received by the Wednesday prior to the week attending, services will be canceled and deposit will not be refunded. I understand the $25 deposit is non-refundable and non-transferable.

PLEASE READ THE FOLLOWING AND SIGN BELOW:

PHOTO/VIDEO RELEASE: I hereby consent to and authorize the use and reproduction of any and all photographs and video which have been taken of my child for the promotional purposes of the YMCA, or anyone authorized by the YMCA. I understand I receive no reimbursement for allowing my child’s photo or video to be taken and the use of the photo or video.

AUTHORIZATIONS – I give permission for my child to participate in all activities, field trips and/or swimming. I also give permission to walk or to be transported as authorized by the YMCA.

SUNSCREEN – The YMCA recognizes that a child without sunblock on not only risks getting sunburns, but have increased chance of getting skin cancer. We will assist our younger campers in applying sunscreen during each sunscreen break. However, campers 8 years old and up will be responsible for applying their own sunscreen during the day (with plenty of reminders from their counselors). If sun exposure is ever a problem, please notify the site director immediately so that extra precautions and applications can be made.

The YMCA is not responsible for any sunburns that could be caused while your child is playing outside.

Parent/guardian’s signature is required on the photo release, authorization, sunscreen and agreement to follow YMCA policies and guidelines in order for your child to participate in YMCA program.

I have read the payment policy of the YMCA of Superior California and the Family Summer at the Y Handbook. My child and I have also read and signed the YMCA’s Behavior Management Procedures.

Parent/Guardian Signature:                                               Date:

Parent/Guardian Signature:                                               Date:
YMCA OF SUPERIOR CALIFORNIA
SUMMER AT THE Y RATES AND DATES

Child’s Name: __________________________ YMCA ID Number: __________________________

Summer Y Site: B’NAI

Have another camper in the family? If Yes, Name: __________________________

PLEASE FILL IN THE BOXES BELOW WITH AN “X” ON THE WEEKS YOU WANT YOUR CHILD TO ATTEND ($25 deposit is required for each week marked with an “X”).

*All field trips are subject to change without notice.

**BEST SUMMER EVER!**

<table>
<thead>
<tr>
<th>WEEKLY RATE</th>
<th>DEPOSIT</th>
<th>(DATE PAID)</th>
<th>AMOUNT DUE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$175</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>6/8</td>
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<tr>
<td>$175</td>
<td>$</td>
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<td>6/15</td>
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<tr>
<td>$140</td>
<td>$</td>
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<td>6/22</td>
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<tr>
<td>$175</td>
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<td>6/29</td>
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<td>7/6</td>
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<td>$</td>
<td>7/13</td>
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<td>7/20</td>
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<td>$175</td>
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<td>7/27</td>
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<td>$175</td>
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<td>8/3</td>
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<tr>
<td>$175</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>8/10</td>
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</tbody>
</table>

I understand by checking the above boxes I am signing my child(ren) up for that week of Summer at the Y. If I choose not to send my child, I understand that it is my responsibility to contact the Site Director and cancel their reservation. I also understand that my deposit is non-refundable and non-transferable. I understand full payment is due the MONDAY prior to the week attending. A $25 late fee will be assessed for any payment received after the MONDAY prior to the week attending. If payment is not received by 5:00 pm on the Wednesday prior to the week attending, services will be canceled and deposit will not be refunded.

*Field trips are subject to change without prior notice*

Signature of Parent/Guardian: __________________________ Date: ________________
**SUMMER AT THE Y EMERGENCY INFORMATION**

**Child’s Name:** First:  
**Gender:** □ M □ F

<table>
<thead>
<tr>
<th>Address:</th>
<th>Home Phone:</th>
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</thead>
<tbody>
<tr>
<td><strong>Birthdate:</strong> / /</td>
<td><strong>School:</strong></td>
</tr>
<tr>
<td><strong>Grade (in the Fall of this year):</strong></td>
<td><strong>Age:</strong></td>
</tr>
<tr>
<td><strong>Height:</strong></td>
<td><strong>Weight:</strong></td>
</tr>
<tr>
<td><strong>Hair Color:</strong></td>
<td><strong>Eye Color:</strong></td>
</tr>
<tr>
<td><strong>Birthmarks/scars:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Parent/Guardian Legal Name 1:**  
**Home Phone:**  
**Cell Phone:**  
**E-mail:**  
**Employer:**  
**Work Phone:**

**Parent/Guardian Legal Name 2:**  
**Home Phone:**  
**Cell Phone:**  
**E-mail:**  
**Employer:**  
**Work Phone:**

**EMERGENCY CONTACTS AND PERSONS AUTHORIZED TO PICK UP CHILD** – In the case of an emergency, we will always contact the parent/guardian first. In the event a parent/guardian cannot be reached, we will contact other friends/relatives. No adults other than the parent/guardian or people listed below can pick up your child from our program without a legibly written, dated and signed note from the parent/guardian.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Cell Phone:</th>
<th>Alternate #:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Cell Phone:</td>
<td>Alternate #:</td>
<td>Relationship:</td>
</tr>
<tr>
<td>Name:</td>
<td>Cell Phone:</td>
<td>Alternate #:</td>
<td>Relationship:</td>
</tr>
</tbody>
</table>

**LIST ANYONE WHO MAY NEVER PICK UP CHILD** (please provide any legal documentation necessary regarding custody):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Relationship:</td>
</tr>
</tbody>
</table>

**MEDICAL INFORMATION**

<table>
<thead>
<tr>
<th>Family Physician:</th>
<th>Preferred Hospital:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doctor’s Phone:</strong></td>
<td><strong>Doctor’s Address:</strong></td>
</tr>
<tr>
<td><strong>Medical Insurance Company:</strong></td>
<td><strong>Policy #:</strong></td>
</tr>
</tbody>
</table>

**Child’s limitations and/or cautions?**

**Does your child have any special medical or behavioral problems?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

**Is your child currently on medication?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

*IF YES – will it need to be administered during program hours?*  
**Disbursement Authorization form is required.**

**List Other Allergies Here:**

**List Dietary Restrictions Here:**

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**MEDICAL RELEASE** – This health history is correct, so far as I know, and the person herein has permission to engage in all prescribed program activities. I hereby give permission that my child be given emergency treatment by qualified staff member of the YMCA. I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. In the event I can not be reached, I hereby give permission to the physician selected by the YMCA to order X-rays, routine tests, and secure proper treatment, hospitalize, and to order injections/and/or anesthesia and/or surgery and emergency treatment for my child as named on this form. The YMCA of Superior California assumes no financial obligation for such treatment.

**INSURANCE** – It is the responsibility of every individual, parent or legal guardian to provide their own accident and health coverage while participating in all YMCA activities. The YMCA of Superior California does not provide any accident or health coverage for its participants.

**Parent/guardian’s signature is required on the photo release, medical release, and agreement to follow YMCA policies and guidelines in order for your child to participate in YMCA program.**

<table>
<thead>
<tr>
<th>☒ Parent/Guardian Signature:</th>
<th>Date:</th>
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It is the goal of the YMCA of Superior California to provide a healthy, safe, and secure environment for all Summer at the Y Program participants. The YMCA teaches the core values of Respect, Responsibility, Honesty and Caring. Children attending the program are expected to follow the behavior guidelines and appropriately interact in a group setting.

**PROGRAM BEHAVIOR GUIDELINES**
- People are RESPONSIBLE for their actions.
- RESPECT each other and the environment.
- HONESTY will be the basis for all relationships and interactions.
- We will CARE for ourselves and those around us.

**WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES, THE FOLLOWING STEPS WILL BE TAKEN**

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
3. The parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior is, what provoked the problem, and corrective action taken.
5. A conference with the parent and staff will occur to determine the appropriate action.
6. If the problem persists, a conference will occur with the parent, child, staff and Executive Director. The Executive Director will have all documentation, and conference notes for review.
7. If a child’s behavior at any time threatens the immediate safety of self, other children or staff, the parent will be notified and expected to pick up the child immediately.
8. If a problem persists and/or a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in situations involving violent acts or after all alternatives have been attempted to resolve the problem.

**SUSPENSION** FOR THE REMAINDER OF THE CURRENT DAY AND THE NEXT DAY
- Endangering the health and safety of the children and/or staff.
- Threats made to children and/or staff regarding firearms, knives, firecrackers or explosives.
- Theft or damage to YMCA, school, or personal property.
- Leaving the program without permission.
- Refusal to follow program behavior guidelines and/or school rules.
- Use of profanity, vulgarity, and/or obscenity.
- Lewd behavior.

**IMMEDIATE EXPULSION**
- Possession of and/or use of tobacco, knives, alcohol, illegal drugs, firecrackers, firearms or explosives.
- Inappropriate interaction by parents, tutors or family towards other parents, participants or staff. (example: fights, hostile, etc.)

**SUMMER FIELD TRIP AGREEMENT**
- YMCA participants are required to follow all YMCA rules while on field trips. This includes:
  - Bus Safety and Rules
  - YMCA Expectations
  - Rules of facility we are guests of
- If a child exhibits behavior that puts themselves, other children, staff or non-YMCA patrons at risk or danger, the parent will be called and the child will lose field trip privileges.

**ADULT BEHAVIOR EXPECTATIONS**
- No child or adult will be physically abused, including but not limited to: shaking, grabbing, hitting, pushing, etc. at the YMCA or any YMCA activity
- Adults will not be verbally abusive or harass other parents, other YMCA participants or staff at any time. Profanity or obscene language is strictly prohibited.
- No child will be released to anyone who appears to be intoxicated or under the influence of drugs.

**PARENT/GUARDIAN AND CHILD SIGNATURE REQUIRED**
I have reviewed the Behavior Management Procedures with my child. I understand and agree to all of the terms presented in this document.

<table>
<thead>
<tr>
<th>Parent/Guardian Signature:</th>
<th>Date:</th>
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</table>

| Child Signature: | Date: |
IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgment that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releases or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releases or in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or otherwise while participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS RELEASE.

Signature of Parent/Guardian: ____________________________ Date: ________________
Print Name of Parent/Guardian: ____________________________
Name of Child in Program: ____________________________
Program Activity: ☐ CHILD CARE ☐ SUMMER CAMP
**THINGS TO BRING EVERYDAY:**
- Lunch
- Swimsuit
- Towel
- Set of dry clothes
- Water bottle

**OTHER HELPFUL ITEMS YOU MAY WANT TO BRING:**
- HAT or VISOR - shades the eyes and keeps you cool!
- COMFORTABLE SHOES - for running games and field trips.
- EXTRA SNACK - the kids play hard all day and get hungry!
- BACKPACK - helps keep your stuff together at the pool and on field trips.
- SUNSCREEN - avoid sunburns at the pool and when we are outside!

**SHOES! SHOES! SHOES!**
Please be sure to send your child in shoes that fully cover their toes, have a heel strap and come with laces or velcro straps (or wrap around the foot entirely).

**YES** – tennis shoes, sneakers, sports sandals

**NEVER** – open/exposed toed tevas or sandals

**FLIP FLOPS** – **ONLY** at the pool (walk around pool deck or use in changing rooms)

**NO MICROWAVE LUNCHES**
Unfortunately we are unable to microwave any lunches, please pack “cold” lunches only.

**SUNSCREEN**
Please apply sunscreen on your child(ren) before you drop them off at Summer Y site. We will allow time to re-apply sunscreen prior to heading outside or to a field trip.

We will assist our younger campers in applying sunscreen during each sunscreen break. However, campers 8 years old and up will be responsible for applying their own sunscreen during the day (with plenty of reminders from their counselors). If sun exposure is ever a problem, please notify the site director immediately so that extra precautions and applications can be made.

Please provide sunscreen for your child, labeled with their first and last name.

**ABC’s OF SWIMMING:**
Children must have:
- A) Their own bathing suit
- B) Their own towel
- C) Change of dry clothes to change into
All three requirements must be fulfilled in order for the kids to get wet, no exceptions.

**FIELD TRIP DAYS:**
Please have your child at the summer site at least 30 minutes prior to field trip departure time. Please pay close attention to our field trip departure times. If you miss the bus, it will be up to you to drive your child to the field trip location and check them in with the director.

Field trips are subject to change without prior notice.

**FIELD TRIP SAFETY:**
YMCA participants are required to follow all rules while on field trips. This includes:
- YMCA rules and expectations (covered in Behavior Management Agreement)
- Bus rules
- Rules of the facility we are guests of

If your child exhibits behavior that puts themselves, other children, staff or non-YMCA patrons at risks or in danger, the parent will be called and the child will lose field trip privileges.

Should there ever be any instance of running away, theft, vandalism, shoplifting, fighting or any other behavior of more serious nature, suspension or expulsion from the YMCA summer program may occur.

**TOYS AND PERSONAL ELECTRONICS:**
- We may schedule specific days for children to bring toys or games, if they choose to. Sharing days will be announced ahead of time.
- Your child is solely responsible for the storage and safekeeping of toys and devices.
- Please do not allow your child to bring items from home on a day that is not scheduled.
- Toys or items that resemble weapons or dangerous devices of any kind cannot be brought.
- Taking pictures with cell phones is strictly prohibited.
- YMCA staff are not responsible for any personal items brought to the YMCA by children.
RESTROOM SUPERVISION CONTINUED...

- Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
- Staff will stand in the open doorway of the restroom while children are using the restroom. This allows for audio supervision of children, privacy for children and protection for staff (not placing them in the position of being alone with a child).
- In case a younger child needs assistance, doors to the facility must remain open and a second staff is asked to be present.
- No child, regardless of age, should ever enter a bathroom alone on field trip or at another off-site location. Children must always be sent in threes with a staff member.

OTHER POLICY AND PROCEDURES

- Other than diapering, medical emergencies, or in parent approved special needs situations, children are not to be touched on areas of their bodies that would be covered by a swimsuit (the majority of the torso). Staff is trained how to deliver appropriate touch (as long as the child is comfortable) including high fives, a gentle hand on a shoulder, or a shoulder-to-shoulder side hug, if a hug is initiated by the child, etc.
- Y staff may not be in contact with participating children outside of the program for any reason.
- Y staff may not babysit participating children outside of the program. Please support this policy by not asking Y staff to care for your child outside of the program.
- Y staff members are not allowed to communicate or engage with participating students via Facebook or any other form of social media.
- Using a personal cell phone or camera to take photos of Y participants is prohibited unless permission has been provided by CEO or Director of Marketing.

ILLNESS PROCEDURES

The YMCA has an illness procedure to ensure the health of all the children and staff at the facility. Each case will be handled on an individual basis. Parents/guardians will be notified to pick up their child within one hour if a child is showing symptoms of any of the following:

TEMPERATURES: Children with a fever of 101 will have to stay home for a full 24 hours. If parents are called to pick up a child that has a temperature above 101, they will need to stay home the next day. Child may return after 24 hours of being fever free without medication.

PINK EYE: If the drainage in the child’s eye is yellow or green, it is mostly likely an infection and is probably contagious. The child needs to be taken home as soon as possible. The child must be on medication 24 to 48 hours and their eyes must no longer be draining before returning to childcare.

DIARRHEA: If the child’s diarrhea is explosive, i.e. running down their legs, all over themselves, or the toilet, then the child needs to be sent home as soon as possible. Child may return to childcare after 24 hours of no diarrhea.

RASH: If there is any rash on the child’s body, they need to be taken to the doctor and may return with a Doctor’s note stating what the rash is and that it is not contagious.

LICE: Child may not come to childcare until all nits and eggs have been removed from hair. Staff will do a thorough head check when child returns to the program.

THROWING UP: Child must picked up as soon as possible and may not return to the program for 24 hours without throwing up.

OTHER ILLNESS: Persistent runny green nose, coughing, headaches, stomach aches, lethargic behavior, pulling on ears and persistent crying will result in your child needing to go home.

I have read and understand the above policy and procedures.

Signature of Parent/Guardian: ___________________________ Date: ___________________________

Print Name of Parent/Guardian: __________________________________________________________________________________

Name of Child in Program: __________________________________________________________________________________
Healthy foods help ensure children receive the nutrition they need to learn, play, and grow. Our summer Y program provides a healthy USDA-sponsored CACFP lunch and snack.

To ensure that we will have enough healthy lunches for all please indicate below your lunch choice for the summer. If you decide to no longer participate in the Food Program, please let the director know so we can plan accordingly.

☐ YES! My child will be participating in the Food Program

☐ NO, I will be sending a packed lunch with my child every day

If your child has any dietary restrictions, please indicate them on the medical section of your child’s enrollment form. Due to CACFP regulations, we are required to have a written statement from your child’s physician in order to make any food substitutions for allergies or intolerance.

In addition to fruits and vegetables, only whole grains will be served. If students bring their own food for snacks during Summer at the Y, we ask that the food must meet our recommended nutritional standards.