

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

C	office Us	se O	nly	
Date Received:				
Packet Complete (initia	ıls)			
Member of YMCA	YES	or	NO	
Registration Fee Accep	oted:			
First Week's Payment	Accepted:			
\				

BEST SUMMER EVER!

2021 EASTON/PHILLIPSBURG BRANCH DAY CAMP ENROLLMENT PACKET

AGES: 5*-13 (*Completed Kindergarten)

GREATER VALLEY YMCA

EASTON/PHILLIPSBURG BRANCH 1225 West Lafayette Street Easton, Pa 18042 **T** 610-258-6158 **W** gv-ymca.org

Kristen Mayberry

Childcare Services Business Manager E kristenmayberry@gv-ymca.org



CAMPER INTAKE

Thank you for choosing the Greater Valley YMCA, Easton/Phillipsburg Branch. We are happy to have you and your child with us. In order for us to serve your child's needs, we ask that you please complete the following form with information regarding your child's preferences.

Camper's Name		Nickname
Date of Birth	Age	☐ Male ☐ Female
Grade Next Fall		
Has your child ever been in child care/camp before? If yes, where?	□ Yes □ No	
Are there any needs or fears you would like to let us know about?	□ Yes □ No	
What is your child's preference for social interactions		
Is there any other information that we should know that will help your child transition into camp?	☐ Yes ☐ No	
Do you have an IEP, IFSP, Special Needs Assessment, or other documentation? If so, please attach it for our records	□ Yes □ No	
Are there any behaviors you are aware of that your child may need assistance with from the staff? If yes, please list.	☐ Yes ☐ No	
	Name/Phone	
Are there people who you would like us to contact who have worked with your child?	Name/Phone	
Permission For Release Of Information : The pertaining to my child with agencies involved		
Parent/Guardian Signature		Date
STAFF USE ONLY		

CAMPER ENROLLMENT	EARLY BIRD	DAY CAMP	NIGHT OWL	
	6:30 AM - 9:00 AM	9:00 AM – 4:00 PM	4:00 PM – 6:30 PM	
Member	\$24/wk	\$150/wk	\$24/wk	
Non-Member	\$30/wk	\$175/wk	\$30/wk	
SESSION				
#1 Aloha Summer! Jun 14-18				
#2 Outdoor Exploration Jun 21-25				
#3 STEMulation Jun 28-Jul 2				
#4 All-star Athletes Jul 5-9				
#5 Kids of the Future Jul 12-16				
#6 Invention Convention Jul 19-23				
#7 Myths and Legends Jul 26–30				
#8 Edible Creations Aug 2-6				
#9 Under the Sea Aug 9-13				
#10 Lights, Camera, Action Aug 16-20				
#11 Greatest Hits Week Aug 23-27				

- \$25 Registration Fee Per Family is due at time of Registration (excluding families who are currently enrolled in SACC)
- Initial camp week payment due at time of registration! Any registration packet received after TUE. at 6:00 PM, the week prior to registered week will incur a \$25 late fee.

Parent/Guardian Signature	Date
Director Signature	Date

Financial Policy & Procedure - AGREEMENT FORM

<u>Session Tuition includes:</u> Swimming, field trip admission, transportation to field trips/swimming, presenters, free lunch (optional) are included.

<u>Subsequent Weeks:</u> Subsequent weeks identified on this registration form must be automatic drafted by EFT or Debt/Credit via the Authorization Form in this packet and will be drafted Monday mornings.

Payment Due Date: Initial camp week payment due at time of registration. Any registration received after Monday 6:00PM, prior to the registered camp week, will incur a \$25 late fee. Campers will be placed on waiting list in the event that payment is not received and/or late. Payment for Summer Camp must be completed by the Monday prior to the start of the camp session. There is a \$25 Registration Fee per family not currently enrolled in our SACC program due at the time of registration.

<u>Late Payment/Registration Fee:</u> Any registration packet received after **Monday at 6:00 PM will incur** a \$25.00 late fee. Any payment received after Monday will incur a \$15.00 late fee.

Returned Check /Bank Draft: A \$35.00 fee per NSF bank draft will be assessed; future payments may be required in the form of cash.

<u>Declined Credit Card</u>: A \$25.00 fee will be applied each time a credit card is declined for any reason. <u>Late Pick Up Fee</u>: \$20 for the first 15 minutes past program hours selected and \$1.00 each minute thereafter.

Change of Program Fee: A \$15.00 fee will be assessed for any enrollment change (i.e. session or schedule change)

Absences/Vacation Days/Holidays: Parent/Guardian is responsible for paying the required tuition amount each week. No credit will be given for days during the session not in attendance. No credit will be given for days registered, but unattended.

Outstanding Balances: If your child has an outstanding balance your child will be declined the ability to attend, register or attend a new session, transition to a new classroom/program, register at another Y, transfer records, or obtain end of year statements until the account balance is current or paid in full.

<u>Refunds/Cancelation Policy</u> First week's tuition is nonrefundable. Cancelation of the weeks signed up for must be received by Wednesday prior to the week in question; a **\$50.00 nonrefundable fee will be charged for improper cancelations**. Cancelations must be received in writing. All refund requests must be approved by Director and may be subject to a \$10 processing fee.

PAYMENT SCHEDULE

Camp Week	Payment Due Date
Session 1 June 14-18	Monday, June 7th
Session 2 June 21-25	Monday, June 14th
Session 3 June 28-Jul 7	Monday, June 21st
Session 4 July 5-9	Monday, June 28th
Session 5 July 12-16	Monday, July 5th
Session 6 July 19-23	Monday, July 12th
Session 7 July 26-30	Monday, July 19th
Session 8 Aug 2-6	Monday, July 26th
Session 9 Aug 9-13	Monday, Aug 2 nd
Session 10 Aug 16-20	Monday, Aug 9th
Session 11 Aug 23-27	Monday, Aug 16th
Reminder- Registration is	Due Monday*
Payments are [Due Monday*
*The week prior to regist	ered camp week

Start Date: % Approved
□ State Subsidy (Current Agreement Form and/or Confirmation must be on file prior to tuition adjustment.) □ Northampton County CCIS □ Bucks County CCIS □ Lehigh County CCIS □ Other: □ Case Worker: □
 □ Phone Number: □ CCIS Copay: \$ □ YMCA Copay: \$

- I acknowledge that I have received, reviewed and understand the information on the Emergency Operations Plan and Statement of understanding for the Easton Y Camp. I understand that persons listed on the Emergency Contact Sheet will be designated custodians for release of my child.
- I agree to meet the Y Staff person at the hospital as soon as possible after being notified.
- I understand that I must bear all expenses, including those incurred to transport my child to the hospital.
- In the event of a minor injury, I authorize the Greater Valley YMCA, Easton Branch to administer basic First Aid to my
- I have received, understand and agree to follow all procedures and policies stated in the Greater Valley YMCA, Easton Branch Child Care Parent Handbook.

I, the parent/guardian have reviewed and approved this registration information. I have read, understand and agree to comply with the Y's payment procedures and policies. I understand that my child will become ineligible for participation in camp sessions if payment has not been received by the YMCA prior to or on scheduled due date. I agree to update the emergency contact, parent consent form, agreement form and health appraisal forms information whenever changes occur or every six months at a minimum (DHS Standards - 3270.124, 3280.124, 3290.124).

Camper's Name:	D	ate of Birth:	Age	Grade Completed June 2021:
Parent/Guardian Name	(printed):			
Parent/Guardian Signat	ure:		Date:	
Parent/Guardian Email	address:			Daytime Phone:
Expected time of: Arriv	al Depa	rture		
Registrar/Director's Sig	nature:		Date:	Confirmation Sent:
Billing Date:	Enroll Date:	Withdrawal	Date:	

2021 EASTON/PHILLIPSBURG BRANCH SUMMER CAMP EMERGENCY CONTACT / PARENTAL CONSENT FORM

CHILD'S NAME		BIRTH DATE	
ADDRESS			
PARENT/GUARDIAN #1		HOME TELEPHONE NUMBER	
ADDRESS		CELL NUMBER	
BUSINESS NAME		BUSINESS TELEPHONE NUMBER	
BUSINESS ADDRESS			
PARENT/GUARDIAN #2		HOME TELEPHONE NUMBER	
ADDRESS		CELL NUMBER	
BUSINESS NAME		BUSINESS TELEPHONE NUMBER	
BUSINESS ADDRESS			
EMERGENCY CONTACT PERSON - NAME (1)		DAYTIME PHONE NUMBER	
EMERGENCY CONTACT PERSON - NAME (2)		DAYTIME PHONE NUMBER	
EMERGENCY CONTACT PERSON - NAME (3)		DAYTIME PHONE NUMBER	
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (1)		DAYTIME PHONE NUMBER	
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (2)		DAYTIME PHONE NUMBER	
PERSON TO WHOM CHILD MAY BE RELEASED - NAME / ADDRESS (3)		DAYTIME PHONE NUMBER	
NAME OF CHILD'S PHYSICIAN / MEDICAL CARE PROVIDER		TELEPHONE NUMBER	
ADDRESS			
SPECIAL DISABILITIES (IF ANY)	ALLERGIES INCLUDING	MEDICATION REACTION	
MEDICAL OR DIETARY INFORMATION NEEDED IN AN EMERGENCY	MEDICATION, SPECIAL	CONDITIONS	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD	ı		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)	

FIELD TRIP PERMISSION

I give my consent for the above camper to attend the field trip associated with their week of camp. Please note that the camper must be enrolled in that Session Week to attend the field trip.

In giving my permission, I understand that the Greater Valley YMCA, Easton/Phillipsburg Branch will be providing transportation to and from all field trips. I accept full responsibility and release the Y of all liability. I understand that field trip days are subject to change based on session enrollment.

I will provide my child with a bag lunch on field trip days (no glass or cans please).

Session	Camp Dates	Field Trip Planned*	Field Trip Date

At this time there are no set field trips planned. We are continuing to monitor the Covid-19 pandemic and making the best decisions to keep your children, your families, and our staff safe. If/when field trips are decided on, families will be notified via email. We appreciate your understanding.

•	In case of an emergency due to illness or accident, when it is thought advisable to have immediate medical
	attention for my child, I hereby authorize the Greater Valley YMCA, Easton/Phillipsburg Branch to send
	my child to the nearest hospital:(Easton Hospital will be used
	if no location is designated)

GENERAL PERMISSIONS

By initialing below, I indicate my permission for field trips and preferences for the camper named above:

YES	NO	
		Use my child's photograph in any official publicity pieces. Publicity pieces include but are not limited to news releases, social media, publications and web use
		Permission to use photographs of my child taken during the program or Y events, ONLY within the Y or Child Care Center
		Staff to apply sunscreen/lotion to my son/daughter that I will provide
		To use hand sanitizer to supplement hand washing
		Go for walks
		Swim/wading in outdoor and/or indoor pools
		Be transported by Y vehicles or vehicle contracted by the Y
		Field Trips (listed above)
		Permission to post my child's allergies in their classroom or binders.
arent/G	iuardiaı	n Signature Date
arent/G	iuardiai	n EMAIL address:

GREATER VALLEY YMCA, EASTON/PHILLIPSBURG BRANCH CREDIT CARD/EFT AUTHORIZATION FORM

CHILD(REN) NAME(S)	EN) NAME(S) START DATE						
hanges to your credit/debit account should be submitted in writing to the Greater Valley YMCA. Any changes to your child							
	writing with a 2 week minimum notice. You are responsible for all program fees accrued						
during child's enrollment.							
Weekly – (Monday, the week before) FREQUENCY Bi-Weekly – (Monday, the week before) Monthly - (The 1st Monday of each month)							
OPTION 1- Credit/Debit	t Type of Card Visa/Debit Visa MC Discover AmEx						
	Name on Card						
For split billing (two parties will each pay) make a	Card Number						
	Expiration Date CVV						
copy of this form	Amount to be Charged						
and complete for the second payer.	Complete Billing Address That Statements Are Mailed To						
	complete Simily Address Mat Statements Are Manea 10						
	9						
OPTION 2 – EFT/Bank Draft	Attached a Voided Check						
		$\overline{}$					
AUTHORIZATION	I hereby authorize the Greater Valley YMCA to initiate and continue auto						
	transactions to my account as indicated above. I understand that I must submit a 15 day written notice to cancel my membership and associated billing.						
By signing below, I indicate my	I understand that if my credit card transaction is declined, I will be assessed a fee	of					
permission to charge the	\$25 per transaction plus the total tuition. Returned checks/EFT will be assessed						
above account.	\$35 fee per transaction plus the total tuition.						
	I understand that if any fees need to be added as per the signed Financial Policy a						
45501	Procedures Agreement, it will be charged to the above account for each instance.						
ACCOUNT HOLDER IS RESPONSIBLE FOR ANY UNPAID CHILD CARE FEES							
CARDHOLDER NAME							
CARDHOLDER SIGNATURE	DATE						

GREATER VALLEY YMCA, EASTON/PHILLIPSBURG BRANCH

1225 West Lafayette Street, Easton, PA 18042 (P) 610-258-6158 (W) gv-ymca.org

EMAIL ADDRESS

Easton/Phillipsburg Branch Behavior Management Policy

Philosophy

The Y always strives to maintain a positive approach to managing children's behavior. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children in the program establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

Children's Rules

It is our intent that each child enjoys the planned activities by understanding that they are responsible for their actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and to understand that we are here to assist her or him and that we expect them to succeed. Rules for behavior are posted in all of our classrooms. Character Development is an important part of our program.

Process

When positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the follow process will be employed.

- **Redirection:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
- Removal from the Specific Activity: When redirection has been pursued and behavior has not changed, removing the child from the activity involved for an appropriate amount of time is necessary. The removal time will be age appropriate. Other duty-oriented consequences suitable to the inappropriate behavior may also be utilized at this stage.
- Write-ups: When the child is not successful in correcting the behavior, or the behavior is of a serious nature, a behavior write-up will occur. This write-up will be discussed with the child and parent, and requires a parent signature. If a child receives three behavior related write-ups within a two week span a parent conference is required.
- **Removal from the Program:** If the above process has not resulted in corrected behavior, the child may be asked to leave the program.

Zero Tolerance Policy

For the safety of your child and all program participants, Y School Age Child Care/Day Camp will not tolerate any of the following by a child, Y staff, member or Parent or caregiver:

- Offensive, threatening language or any type of verbal abuse
- Bullying
- Physical Violence
- Possession or use of any illegal substances, alcohol, tobacco, lighters, matches, or knives, (including pocket knives), or any instruments that can be construed as a weapon.

Any of the above actions will require immediate expulsion from the School Age Child Care/Day Camp Program; no refund will be given.

I have read and understand the Easton/Phillipsburg Branch Behavior policy.
Parent/Guardian Signature:

Camper's Name Birth Date

STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign the form and return to the Y. A copy will be placed in your child's records.

- I understand that my child will not be allowed to leave with any unauthorized person. All persons authorized to pick up my child, including older siblings or other relatives, must be listed with the Y and must be of the age required by this Y. Any other arrangements must be made by calling the Childcare Services office at 610-258-6158 x 410.
- I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.
- I understand that the Y is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand that Y staff and volunteers are not allowed to babysit or transport children at any time outside the Y
 program. Immediate disciplinary action will be taken by the Y toward staff and volunteers if a violation is
 discovered.
- I understand that I am not to leave children unattended. I will wait for Y staff or volunteer to receive and supervise the child.
- I understand that children should not receive excessive gifts (e.g., TV, video games, jewelry) from Y staff or volunteers, and that I should report this to a supervisor if they do.

I understand that I can help ensure my child's safety by taking an active interest in his or her Y experience. I, too, will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

[Receipt of this document acknowledged on page 4]

EMERGENCY OPERATIONS PLAN

The Y recognizes safety as our first priority for all children attending Y programs. With this in mind, the Y has developed a comprehensive Emergency Operations Plan (EOP) that provides for a response to all types of emergencies. The specifics of the plan are located in the Childcare Services Office and can be viewed at any time upon request.

Depending on the circumstances of the emergency, children may be relocated to a different part of the facility and/or off site to a temporary shelter. Children will remain there until all is clear and/or accommodations for parent pick up have been established. Once children are in a safe location and/or emergency has been cleared parents will be contacted.

Immediate Evacuation: If there is an immediate evacuation of the Y, children will be evacuated to the 3rd level parking lot; children in the Playground area will remain there. If there is an emergency in the playground area, children will be evacuated to the 3rd Level Parking lot; children in Y building will remain there.

In-Place Shelter: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best response. Day Camp will take cover in the Women's Locker Room (Adult 18 & Over section).

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. School Age Child Care/Day Camp will relocate to Forks Township Community Center, 1606 Sullivan Trail, Easton PA 18040, 610-250-2260, as a primary site; Nazareth Branch, 33 South Main Street, Nazareth PA, 18064, 610-759-3440, as a secondary site. Transportation will be provided by Jennings Bus Company or a Y vehicle.

Modified Operation: This may include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in instances of a winter storm or building problems (such as utility disruptions) that make it unsafe for students.

Please listen to WFMZ-TV Channel 69 for announcements relating to any of the emergencies listed above. You may visit www.wfmz.com, www.gv-ymca.org, or www.facebook.com/FamilyYMCA for updates.

We do ask that you refrain from calling during an emergency. This will keep the main telephone line free to make emergency calls. We will call you to let you know if we have taken one of the precautions listed here and/or when it is safe for you to pick up your child at the Y or the relocation site.

If an emergency forces school to close, please do not attempt to bring your child to the Y. The designated persons to pick up your child during an emergency is listed on the Emergency Contact Form included in the registration packet.

We urge all families to have their own plan in place. Your plan should include a predetermined meeting spot for all family members along with designated family member and/or friend who are able and available to pick up your child in the event of an emergency.

In order to assure the safety of your camper and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our Emergency Operations Plan, please contact the School Age Child Care/Day Camp Office.

[Receipt of this document acknowledged on page 4]

Parent/Provider fill in this part.

Parents may write immunization dates; health professional should verify and complete all data.

CHILD HEALTH REPORT

	(55 PA CODE §§3270.131, 3280.131 AND 3290.131)									
CHILD'S NAME: (LAST)	(F	IRST)		PARENT/GL	JARDIAN:					
DATE OF BIRTH:	OME PHONE:	ME PHONE: ADDRESS:								
CHILD CARE FACILITY NAME:										
FACILITY PHONE: COUNTY:					WORK PHONE:					
I authorize the child care staff and my child	l's health prof	essional to co	mmunicate di	rectly if need	ed to clarify in	formation on this form about my child.				
PARENT'S SIGNATURE:						·				
DO NOT OMIT ANY INFORMATION										
This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form. HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):										
NONE	TION PERII	NENT TO KC	JOTINE CHIE	D CARE AN	D DIAGNOSI	3/ TREATMENT IN EMERGENCY (DESCRIBE, IF ANT).				
DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.										
NONE										
CHILD'S ALLERGIES (DESCRIBE, IF ANY):										
	OULD BE F					TACH ADDITIONAL SHEETS IF NECESSARY TO ATION OF SPECIAL TRAINING REQUIRED FOR STAFF,				
IN YOUR ASSESSMENT, IS THE CHILD AN COMMUNICABLE DISEASES? OUR YES OUR NO. IF NO, PLEASE EXPL			CHILD CAR	E AND DOE	S THE CHIL	D APPEAR TO BE FREE FROM CONTAGIOUS OR				
HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT <u>WWW.AAP.ORG</u>)		NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.								
		VISION (subjective u	ıntil age 3)					
		HEARING	(subjectiv	e until age	e 4)					
RECORD DATES OF IMM	UNIZATION	S BELOW	OR ATTACI	н а рното	COPY OF T	THE CHILD'S IMMUNIZATION RECORD				
IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS				
НЕР-В										
ROTAVIRUS										
DTAP/DTP/TD										
HIB										
PNEUMOCOCCAL										
POLIO										
INFLUENZA	 	 	 	 						
MMR										
VARICELLA	-	-	-	-						
HEP-A										
MENINGOCOCCAL										
OTHER										
MEDICAL CARE PROVIDER:				SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT						
ADDRESS:					TITLE:					
PHONE:					LICENSE NUMBER: DATE FORM SIGNED:					