



FOR YOUTH DEVELOPEMNT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PRESCHOOL CAMP PARENT HANDBOOK



Developing Future Leaders

Early Childhood Director:
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OUR PROGRAM AND VISION

PROGRAM:

Join us for a summer of exploring, fun, and sunshine! Preschool Camp provides campers an opportunity to enjoy all the exciting experiences and opportunities that summer has to offer. Children explore and grow best through planned, age-appropriate activities. The Y's quality programming is centered around our core values: Caring, Honesty, Respect, and Responsibility where we designed an exciting, hands-on learning environment for kids that fosters growth and imagination. We want the kids to have an unforgettable summer of fun while taking part in many unique experiences, adventures, building self-esteem, developing interpersonal skills and making lasting friendships and memories.

Preschool Campers will participate in a variety of activities including, but not limited to, crafts, STEM, games, swimming, outdoor & indoor play, field trips and so much more!

VISION:

At the Claire Chapin Epps Family YMCA, we take the responsibility of childhood education seriously. We base our educational decisions on developmentally appropriate practices throughout the year. We appreciate and support the close ties between child and family, we realize that children are best understood in the context of their family, culture and society. Our number one goal is to provide an environment that will influence and encourage all children to be creative, independent, responsible and loving children, who make successful leaders in the future.



OUR STAFF

We're dedicated to providing the best quality staff to provide for your family's needs. Our staff is required to complete:

- Criminal background checks
- 25-35 hours of child-care training each consecutive year
- Yearly child abuse prevention training
- Maintain a first aid, CPR/AED, and O2 certification

The YMCA staff signs a code of conduct which outlines expectation for their behavior at work and in the community. Signing this document is a critical step in the protection of your child during our program time and in community social settings. YMCA staff members are required to abide by these guidelines or face termination. To protect our organization, staff and participants, please do not ask YMCA staff to babysit, transport, or otherwise be responsible for your child outside of YMCA program time. Staff are also not permitted to engage with parents or children online. please do not exchange email addresses, or phone numbers with staff members.





DESCRIPTION OF SERVICES

TIMES:

Monday-Friday Hours: 8:00am-12:00pm
Drop-Off: 8:00am-8:30am
Pick-Up: 11:30am-12:00pm



AGES:

2 Years -4 Years

PRICING:

\$35.00-\$50.00 one time registration fee
Deposit of \$25.00 per week.
Members: \$150.00 per child per week..
Non-Members: \$235.00 per child per week..



FINANCIAL ASSISTANCE:

Financial Assistance is available and offered on a sliding scale to those who qualify. See the front desk or visit us online at: www.coastalcarolinaymca.org



SAMPLE SCHEDULE

8:00am-8:30am:

Drop-Off & Structured Free Play

8:30am-9:00am:

Bathroom Break & Morning Snack

9:00am-10:00am:

Arts & Crafts and STEM

10:00am-10:30am:

Outside Play/Exploration

10:30am-11:00am:

Fine & Motor Gross Skills

11:00am-11:30am:

Indoor\Outdoor Group Games

11:30am-12:00pm:

Pick-Up & Structured Free Play





PARENTAL RIGHTS & RESPONSIBILITIES



A parent's role with Preschool Camp is to be present and to support your child which helps them grow, emotionally and physically. Throughout the summer there will be a variety of different ways to become involved with your child's program. We encourage you to participate and develop a relationship with your child's counselor and have open communication regarding your child's life inside and outside of the camp. With that information we can better connect and engage with your child through the activities and overall program.

family



PARENTAL RIGHTS & RESPONSIBILITIES

Parent/Guardians are responsible for the following:

- Your child must be registered and paid for before attending
- All waivers must be signed and on file
- Participants MUST be potty trained
- Pick-up no later than 12:00pm each day
- Treat YMCA program staff with respect and dignity



Medication Policy:

For the YMCA to dispense medication for your child a medication form must be filled out, please ask your director for this form. Medication must be in the original bottle, with the daily dosage indicated and be prescribed for your child specifically. The parent or guardian must bring in the medication and give it to the Program Director. Over-the-counter medication will only be dispensed with a note from a physician. Please follow these steps for the safety of your child.



CENTER POLICIES

Attendance:

The attendance of each child is recorded daily. Non-attendance does not entitle a participant to a refund. However, tuition payments are on a weekly basis and will remain the same in the event that your child has to miss multiple days. No refunds or adjustments will be granted for partial weeks missed due to illness, vacation, inclement weather or when the YMCA is closed. No refund will be provided if a child is ever suspended or removed from a program. Should an unexpected absence due to serious illness or family emergency occur (example: hospital stay or death in the family), your specific situation will be reviewed by Program Directors and a possible arrangement may be agreed upon. If you know your child will be at absent for some time, please notify us so that we may plan accordingly.

Withdraw Policies:

All fees and tuition payments that are made to the Claire Chapin Epps Family YMCA Preschool Camp are non-refundable after the weekly session has begun. If you wish to withdraw your child from the program, please do so a week before the start of the session.





CENTER POLICIES

Drop-Off & Pick-Up:

5000 Claire Chapin Epps Dr. MB, SC, 29577

Drop-off hours are from 8:00am-8:30am Pick-up hours are from 11:30am-12:00pm If you need to drop-off or pick-up in between those hours please notify the Preschool Camp Director - Morgan Finney. mfinney@coastalcarolinaymca.org We will not always be available to allow late drop-offs or early pick-ups due to programming and field trips, but we will do our best to accommodate.

Where do I Drop-Off?

You will walk your child into the YMCA and enter the first door on the left (MP1). A staff member will greet you and welcome your child in the morning and then direct them to a prepared activity for this time slot.

Where do I Pick-Up?

You will walk into the YMCA and enter the first door on the left (MP1). Please have a photo ID and your code word ready for the staff member. If someone who is not on the pick-up list is picking up, please let the Preschool Camp Director know ASAP and prior to pick-up.

Late Pick-Up:

Please be prompt when picking up your child.

Our late fee is \$1.00 per minute per child.

After 30 minutes of not being able to reach you or your listed emergency contacts, we are required to contact the authorities.



CENTER POLICIES

Approved Pick-Up:

Only people on the approved pick up list and those that have the "code word" may pick up children in the program.

Not Approved Pick-Up:

Other individuals not listed for pick-up on the form or without the "code word" will not be able to pick up a participant unless one of the following prerequisites is met:

A handwritten note from the parent or guardian must be given prior to pick up identifying the individual, listing the child and date. Or in a short notice, a parent may email the Director, requesting pick-up by a specific individual. In each of these situations the person picking up the child must show ID to the Director before entering.





CENTER POLICIES

Field Trips:

All summer field trips will be announced near the beginning of summer

On field trip days your child needs to be here NO LATER than 9:30am with their YMCA camper shirt on. The buses will be pulling out at 9:45am-10:00am and will not return until around 11:30am-12:00pm, depending on the trip. Your child will need a car or booster seat dropped off that morning with his\her name taped on it.

WE REQUIRE A CAR OR BOOSTER SEAT





CENTER POLICIES

Attire:

For safety reasons, please have children wear closed-toe shoes and appropriate clothing that can get messy, play in, and withstand all weather conditions at the appropriate time.

What to pack:

Days at Preschool Camp are action-packed, with a variety of exciting and fun activities. Please be sure your camper has the following items each day for camp, clearly marked with their names:

- Backpack
- Water Bottle
- Peanut-free Snack (optional)
- Closed toe shoes (required)
- Extra change of clothes
- Non-aerosol bug repellent (optional)
- Spray on sunscreen
- Swimsuit & Towel (Fridays only)

Bathroom Policy:

It is our expectation that all children enrolled in our preschool camp ages 3-4yo are toilet trained by the first day of session. In the event that your child was to have a bathroom accident during the day, the counselor and Program Director will take the child to the restroom and allow your child to change their clothes. Your child's soiled clothes will be put in a bag in their backpack and a note for the parent will be sent home. Please provide a change of clothes for your child in their backpack at all times.



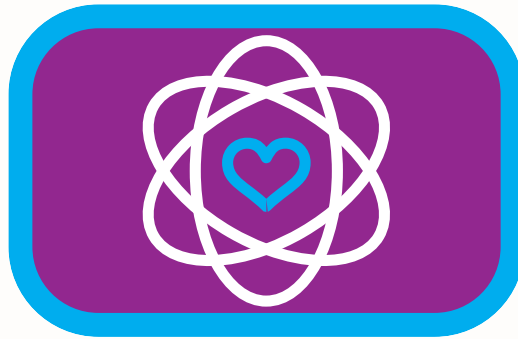
CENTER POLICIES

Discipline:

The philosophy of our program is based on the character development principles of:

Caring, **Honesty**, **Respect**, and **Responsibility**.

Our main objective is to provide positive reinforcement, consistent praise, and encouragement. When a discipline situation arises these following steps will be taken:



Step 1: Redirect

The child will be redirected from the inappropriate behavior to a more suitable choice or activity.

Step 2: Warning

The child will be given a verbal warning and reminded that continuing the inappropriate behavior will result in a consequence.

Step 3: Logical Consequence:

The child will be given a logical consequence for their behavior such as being separated from the group for a short time or not being able to play with a certain toy, etc.

Step 4: Parent Conference:

If the above steps have not been successful, a conference with the parent and teachers will be held to discuss the future in the program.



CENTER POLICIES

Violence and Aggression Policy:

The Claire Chapin Epps Family YMCA Preschool Camp staff will take the following steps if a violent or aggressive situation occurs:

Stop:

The aggression will be interrupted.

React:

Staff will remain calm and not overreact.

Comfort:

The affected child will be comforted and have the area cleaned and appropriate first aid actions will be taken.

Contact:

Both parents will be notified of the incident.

Document:

Appropriate documentation will be filled out for both parties and confidentiality of all children involved will be maintained.

Last Resort:

We will do our best to work with your child, however if it becomes unsafe and threatens the safety of staff, participants or the quality of the program, we the YMCA have the right to suspend any participant.





CENTER POLICIES

Sick Policy:

For the safety and well-being of all of the children in our program, the following health and wellness policy will be strictly enforced. To protect your child and to help contain the illness, we will not accept children at Preschool Camp if there are evident signs of the following symptoms:

- Fever (100 degrees or higher)
- COVID
- Pink eye
- Nasal drainage
- Persistent coughing
- Sore throat
- Discharge from eyes or ears
- Vomiting
- Skin rash
- Diarrhea

Children may return to the program once they have been symptom-free for 24 hours. If your child is at Preschool Camp and is exhibiting any of the above symptoms, you will be called to pick up your child immediately. Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

We do our best to keep our facility clean and prevent the spread of germs. Toys and surfaces are cleaned with all the appropriate cleaning solutions throughout and at the end of each day. Our program space floors are sanitized and vacuumed each day on a regular basis. Please notify us if your child is diagnosed with a contagious illness or condition such as (lice, strep, HFMD, COVID, etc.) so that we may take extra precautions in our cleaning.



CENTER POLICIES

Outside Toys & Electronics:

We want you and your child to have a positive experience. All personal items from home such as tablets, iPad, toys and games are not allowed. We do not want your child's items to be lost, stolen or broken.

Please check the lost and found every day for any belongings your child may have misplaced. Due to health issues and limited space, any lost and found items will be cleared out monthly and donated to those in need. Please label all personal belongings with a permanent marker for identification purposes. The YMCA is not responsible for the lost or stolen items.

Emergency and Safety Procedures:

All emergency procedures, including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne pathogen control and hazardous materials control are available with the Program Director in the Emergency Procedures Flip Book. All staff will be required to wear staff shirts and YMCA name tags when scheduled to remain identifiable. Only YMCA staff and participants are permitted in program areas.





OTHER YMCA LOCATIONS



Claire Chapin Epps Family YMCA

Address:

5000 Claire Chapin Epps Dr, Myrtle Beach, SC, 29577

Phone:

843.449.9622



Tideland Health Georgetown Family YMCA

Address:

529 Browns Ferry Rd, Georgetown, SC, 29440

Phone:

843.545.9622



Tideland Health Pawleys Island Family YMCA

Address:

12965 Ocean Hwy, Pawleys Island, SC 29585

Phone:

843.237.2205

Program Partners:



Check us out on social media!

facebook.com/coastalcarolinaymca
youtube.com/user/coastalcarolinaymca
Google+ Coastal Carolina YMCA
instagram.com/coastalcarolinaymca
LinkedIn Coastal Carolina YMCA



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