

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:

- One backpack (with thick straps and size appropriate) - to carry all belongings.
- One raincoat or poncho - to keep off wetness.
- Sturdy walking shoes - no sandals - we do a lot of walking.
- A nutritious sack lunch and 2 snacks (your children may get hungrier than you think)
- Swimsuit and towel, in a plastic bag, on swim days
- Warm jacket
- Filled water bottle – 2 full water bottles on hiking days.
- Bathing cap, swim goggles, ear plugs – for swim days
- Sunscreen lotion – Y provides unless you care to bring your own with a permissionslip signed.
- Hiking boots
- Mosquito repellent – Y provides unless you care to bring your own with a permissionslip 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 the loss, damage, or theft of items brought to camp. It is the child's responsibility and not the counselor's, to ensure nothing has been lost. The counselors will, however, check area before leaving, and help remind the 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 headphones for music

Dress Code: No halter tops, tube tops, "spaghetti" strap tops, "string" bikinis or Speedo swimsuits 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 sunburned and helps with comfort on walking long distances.



BEST.TIME. EVER.

**BEST. SUMMER. EVER!
YMCA OF ALASKA DAY CAMP**

**Tudor Elementary
1666 Cache Dr
Anchorage, AK 99507**

Site Phone# (907) 717-6118

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.**

**YMCA of Alaska
5353 Lake Otis Parkway
Anchorage, AK 99507
907-563-3211
Email: kids@ymcaalaska.org
Website: ymcaalaska.org
David Koch – Youth Program Director**

Important Dates and Information to Remember:

The program starts June 5th and closes August 4th.

SITE

Tudor Elementary School – Licensed capacity 200

Licensed age range 5 years through 14 years

***Dates may vary depending on the Anchorage School District calendar**

SITE CLOSURES

YMCA Summer Day Camp will be closed on Monday, July 3rd and Tuesday, July 4th in observation of Independence Day.

YMCA SUMMER DAY CAMP

PAYMENT INFORMATION

Pay by Date	For Camp Weeks		
May 15th Both weeks \$600.00	Week 1	6/05 – 6/09	\$300.00 per week
	Week 2	6/12 – 6/16	\$300.00 per week
June 1st both weeks \$600.00	Week 3	6/19 – 6/23	\$300.00 per week
	Week 4	6/26 – 6/30	\$300.00 per week
June 15th both weeks \$480.00	Week 5	7/5 – 7/07	\$180.00 per week
	Week 6	7/10 – 7/14	\$300.00 per week
July 1st both weeks \$600.00	Week 7	7/17– 7/21	\$300.00 per week
	Week 8	7/24 – 7/28	\$300.00 per week
July 15th Last week \$300.00	Week 9	7/31 – 8/04	\$300.00 per week
	Camp Closed - School Starts Aug. 17th		

PROGRAMS

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

Camp is based out of Tudor Elementary School located at 1666 Cache Drive. The campers walk between the YMCA and Tudor, on a regular basis. Camp, although licensed for 200 campers, is divided into five 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. Weekly swimming will be supervised by our day camp staff and certified YMCA lifeguards. 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 for all components of our Day Camp including but not limited to structure, values, outdoor education, and incentives. Weekly swimming will be supervised by our day camp staff and certified YMCA lifeguards. 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 that 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 their knowledge of the other activities such as archery. They develop a better understanding of 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 that 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 have field games, do arts and crafts, etc. during our “Fun Friday” at Tudor

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 the bus or walking to an activity planned for the day				
10:00	Incentives	Field games	Nature Crafts	All Day	Fun Friday
12:00	LUNCH				
1:00	Wilderness Activities	Values	Swimming	Field Trip	Skits and Awards Circle
3:30	Getting back to the Site				
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 the bus or walking to an activity planned for the day				
10:00	Incentives	Field games	Nature Crafts	All Day	Fun Friday
12:00	LUNCH				
1:00	Swimming	Values	Wilderness Activities	Field Trip	Skits and Awards Circle
3:30	Getting back to the Site				
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 the bus or walking to an activity planned for the day				
10:00	Archery	Incentives	All Day	Field games	Fun Friday
12:00	LUNCH				
1:00	Swimming	Nature Crafts	Field Trip	Wilderness Survival Skills	Skits and Awards Circle
3:30	Getting back to the Site				
4:00	Song Circle and Afternoon Snack – Day Camp Ends				

EXPLORERS (5TH & 6TH)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30	Song Circle and Morning Snack				
9:00	Getting on the bus or walking to an activity planned for the day				
10:00	All Day	Community Service Projects	Nature Crafts	Archery	Fun Friday
12:00	LUNCH				
1:00	Field Trip	Incentives	Field Games	Swimming	Skits and Awards Circle
3:30	Getting back to the Site				
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 THE DAY CAMP PROGRAM				
4:00	Song Circle and Snack Time				
5:00	Group Games and Crafts				
5:30	Self-Directed Period				
6:30	Camp Ends				

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

FIELD TRIPS		OUT AND ABOUT	
6/06/23:	Thunderbird Falls	6/07/23:	Valley of the Moon/10 th & E
6/13/23:	Byron's Glacier	6/14/23:	Muldoon Park
6/20/23:	Alyeska	6/21/23:	Oceanview Park
6/27/23:	Wasilla Wonderland	6/28/23:	South Anchorage Sports Park
7/05/23:	Dimond Skateland	7/06/23:	Goose Lake
7/11/23:	Arctic Valley Hike	7/12/23:	Dave Rose Park
7/18/23:	Hill Top Hike	7/19/23:	Center Bowl
7/25/23:	Butte Hike	7/26/23:	Fish Creek Park
8/01/23:	Kincaid Park	8/02/23:	Imaginarium

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.

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

FIELD TRIPS

OUT AND ABOUT

6/05/23: Thunderbird Falls

6/08/23: Valley of the Moon/10th & E

6/12/23: Byron's Glacier

6/15/23: Muldoon Park

6/19/23: Alyeska

6/22/23: Oceanview Park

6/26/23: Wasilla Wonderland

6/29/23: South Anchorage Sports Park

7/05/23: Dimond Skateland

7/06/23: Goose Lake

7/10/23: Arctic Valley Hike

7/13/23: Dave Rose Park

7/17/23: Hill Top Hike

7/20/23: Center Bowl

7/24/23: Butte Hike

7/27/23: Fish Creek Park

7/31/23: Kincaid Park

8/03/23: Imaginarium

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.

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

Field Trips		OUT AND ABOUT	
6/07/23:	Thunderbird Falls	6/06/23:	Valley of the Moon/10 th & E
6/14/23:	Byron's Glacier	6/13/23:	Muldoon Park
6/21/23:	Alyeska	6/20/23:	Oceanview Park
6/28/23:	Wasilla Wonderland	6/27/23:	South Anchorage Sports Park
7/05/23:	Dimond Skateland	7/06/23:	Goose Lake
7/12/23:	Arctic Valley Hike	7/11/23:	Dave Rose Park
7/19/23:	Hill Top Hike	7/18/23:	Center Bowl
7/26/23:	Butte Hike	7/25/23:	Fish Creek Park
8/02/23:	Kincaid Park	8/01/23:	Imaginarium

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.

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

FIELD TRIPS		OUT AND ABOUT	
6/07/23:	Thunderbird Falls	6/09/23:	Valley of the Moon/10 th & E
6/14/23:	Byron's Glacier	6/16/23:	Muldoon Park
6/20/23:	Alyeska	6/23/23:	Oceanview Park
6/28/23:	Wasilla Wonderland	6/30/23:	South Anchorage Sports Park
7/06/23:	Dimond Skateland	7/07/23:	Goose Lake
7/12/23:	Arctic Valley Hike	7/14/23:	Dave Rose Park
7/19/23:	Hill Top Hike	7/21/23:	Center Bowl
7/26/23:	Butte Hike	7/28/23:	Fish Creek Park
8/02/23:	Kincaid Park	8/04/23:	Imaginarium

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.

Explorers (5th Grade) Field Trips & Out/About

FIELD TRIPS

6/08/23: Thunderbird Falls
6/15/23: Byron's Glacier
6/22/23: Alyeska
6/29/23: Wasilla Wonderland
7/06/23: Dimond Skateland
7/13/23: Arctic Valley Hike
7/20/23: Hill Top Hike
7/27/23: Butte Hike
8/03/23: Kincaid Park

OUT AND ABOUT

6/05/23: Valley of the Moon/10th & E
6/12/23: Muldoon Park
6/19/23: Oceanview Park
6/26/23: South Anchorage Sports Park
7/05/23: Goose Lake
7/10/23: Dave Rose Park
7/17/23: Center Bowl
7/24/23: Fish Creek Park
7/31/23: Imaginarium

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.

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 their fullest potential, the family is the primary support.

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

- A. Take-home material/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, RESPONSIBILITY, CARING 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 old 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 bandanas. 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 of 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 a **\$1/minute late fee per child**, which is added to your bill when your child is picked up after 6:30 pm.
5. **Please have your child at Camp by 8:30 am. Late arrivals cannot always be accommodated.** Our bus leaves promptly at 9:00 am for field trips. Activities are scheduled on a tight timeline. We cannot wait for late campers.
6. **If you must 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 ensure the safe pick up or drop off of your camper.
7. If you need to pick up your child before 4:00 pm 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 (907) 717-6118 (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 **RESPECT, RESPONSIBILITY, CARING, AND HONESTY**. Modeling these 4 core values provides the children with examples to follow creating a positive and supportive environment. Unfortunately, behavior problems occasionally occur in our summer programs. Behavior problems will be handled in the following manner:

- A. Minor misbehavior – counselor will use positive redirection and give a child an example of appropriate behavior.
- B. Intervention – counselor/child will acknowledge the problem immediately and discuss better alternatives.
- C. If the behavior continues the child may be pulled aside from the activity so a counselor can explain to the child why their behavior is being disruptive. The child's actions may be documented with an incident report or message to the parent and discussed with the 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 themselves, 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 the parent
3 rd Incident:	Parent Signature – Suspension for 3 days or more (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 the duration of the 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 within 24 hours to the Office of Children's Services: 907-269-4000.
2. During our case, 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 License Office: 907-343-4758.

Communication

1. Please pick up the weekly newsletter 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 and 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 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:

- A. Parent notifies the Camp Director of the special needs child.
- B. Parent fills out a Plan of Care form for the child.
- C. Parent meets with the Camp Director to evaluate the child's IEP and the Plan of Care form.
- D. Every attempt will be made to include special needs children in our camp.

Fees

1. Camp fees are \$300 per week.
2. If you drop a week of camp the fee will be credited to a future week of camp only.
3. 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.
4. Camp fees must be paid two weeks in advance of attendance. See attached payment schedule in this packet.
5. The YMCA tax I.D. number is **92-0034878**.
6. If the child is on assistance 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 monthly 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.
7. The **parent registering** the child in our program **is responsible for all fees**.
8. Please contact the Program Director, David Koch, for any information regarding your payments.
9. A \$5.00 fee will be charged for special field trips throughout the summer. Fees will be billed at registration.

Financial Assistance

The YMCA of Alaska 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 Open Door Scholarship can be obtained by applying through the Program Director, David Koch. Proof of financial need is required. Funds for the YMCA Open Doors Scholarship 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:	4:00pm – 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 their 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 907-343-4758.

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 not older than one year prior to the first date of attendance.
 - Emergency Record Card
 - Short 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 the snack information page for further information. We do not have the capability to heat food for store lunches in a refrigerator at our YMCA Summer Day Camp. Please prepare accordingly. If 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 vehicle while at work. Staff is not allowed to smoke on school property.
2. Children are not allowed to smoke. Any children caught smoking will be suspended from the program.
3. Staff is not allowed to smoke during 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 the 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 to be 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 an 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 1:10 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. Each group 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 a 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, and riding a bicycle, skateboard or scooter.

TV, Movie, Video, Computers, Cell Phones, and Electronics

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 YMCA of Alaska 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.
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 on file.
4. Each bus will be maintained in good repair, safe, and free of hazards.
5. Children will never be left alone on a bus.
6. Parents are notified in advance of all field trips 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 or 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 Tudor Elementary school at 1666 Cache Drive, Anchorage, AK 99507.

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 a lunch box to be spread on the 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 snacks. Parents need to provide children with healthy morning **and** afternoon snacks. According to the USDA Federal food program guidelines, children need to be provided a time for morning and afternoon snacks. 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 snacks.

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!



Municipality of Anchorage Child Care Licensing Program



PARENTS' GUIDE TO LICENSED CHILD CARE

This form is required to be included in a child care facility's policy and must be provided to parents at enrollment.

◆ **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 homes and centers. Your choice depends on what you want and need for your child.

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

Licensing promotes good care by setting basic health and safety standards. Before a home or center is granted a child care license, it must meet minimum regulatory standards such as: health, safety, and program requirements. Child Care Licensing Specialists from the Child Care Licensing Program conducts on-site inspections at a facility to monitor regulatory compliance and to investigate reports of concern. The goal of licensing is to prevent predictable risks of harm to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

◆ **An informed parent is a key to quality child care.**

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit a minimum of twice 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 knowledgeable, nurturing, and communicating with you about your child's daily care and needs? How many children are present, are there enough caregivers? Are activities appropriate? Watch how your child responds to the program and interacts with caregivers. Listen to what your child says and pay attention to changes in their behavior. It's ultimately a parent's decision to choose a facility which meets their family's needs and their standards for health, safety, and quality.

◆ **What to do if you have questions or concerns about the care your child is receiving:**

First discuss with your caregiver or the facility's Administrator or Child Care Associate if you have any concerns, observe any health or safety issues, or feel the facility's program needs improvement. If you are still concerned, believe children may be in danger, or feel a licensing standard has been violated, **contact the Child Care Licensing Program at 907-343-4758** or via email at HHSCCL@muni.org .

CHILD-TO-CAREGIVER RATIO REQUIREMENTS FOR LICENSED CHILD CARE FACILITIES

CHILD CARE HOMES

- 1 caregiver required; must be at least 21 years of age
- No more than 5 children younger than 13 years of age, including the caregiver's own children, without fire safety approval
- No more than 8 children total younger than 13 years of age, including the caregiver's own children, with fire safety approval
- No more than 3 children under the age of 30 months
- No more than 2 children may be non-ambulatory
- No more than 5 children, including the caregiver's own children under the age of 18 years, are allowed in nighttime care between the hours of 10:00 p.m. and 6:00 a.m., with fire safety approval

CHILD CARE CENTERS

- Administrator and/or Child Care Associates must be at least 21 years of age
- 9 or more children in care, with fire safety approval

The number of caregivers, who are at least 18 years of age, need to meet child-to-caregiver ratios:

- 1 caregiver for every 4 young infants (birth through 11 months)
- 1 caregiver for every 5 older infants (12 months through 18 months)
- 1 caregiver for every 6 toddlers (19 months through 35 months)

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- 1 caregiver for every 10 preschools children (3 to 4 year olds)
- 1 caregiver for every 10 kindergarten children (5 to 6 year olds)
- 1 caregiver for every 10 school age children (7 through 12 year olds)

See AMC 16.55.170 for allowable maximum group sizes in a center

CHILD CARE FACILITIES MUST MEET THE FOLLOWING REQUIREMENTS TO BE LICENSED

TO BE LICENSED

- Required to apply for a Provisional or Biennial License
- Must meet all licensing standards and requirements
- Must be in compliance with all licensing regulations
- Must allow the Child Care Licensing (CCL) program access to inspect the facility and premises to ensure licensing compliance and to investigate complaints
- All staff/household members must have valid criminal history check from the State of Alaska Background Check Program
- All caregivers must meet the licensing early child development training requirements

OBTAIN FROM PARENTS

- Child's immunization records or an approved exemption form
- Child emergency information
 - must be updated by parent when changes occur or at least semi-annually
- Permission for:
 - medication administration
 - transportation
 - field trip participation
- A plan of care for a child identified with a special need
- A behavior guidance plan for a child with a behavior issue

PROGRAM REQUIREMENTS

- Must promote children's healthy development
- Must include quiet and active, group and individual, indoor and outdoor activities
- Must include minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must prohibit screen time viewing including T.V., computers and hand-held devices for children under two years of age
- Must ensure screen time viewing for children two years and over is limited to 1 hour in a 24-hour period except for special occasions
- Must have a specialization approved by CCL to provide nighttime care or allow children to participate in a moderate risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver
- Ensure children receive age appropriate supervision
- Ensure a child's whereabouts are known at all times while in care
- Ensure child-to-caregiver ratios are always met

SAFETY

- Must meet CCL and fire safety standards
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100 and 120 degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits

- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: 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, punching, pulling or any other action that seeks to induce pain.

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards
- Ensure sanitary practices are used for food preparation and handling
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe
- Ensure facility is smoke free
- Ensure there is always a caregiver with CPR and first aid certification present
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission
- Ensure a caregiver’s own child and all children in care are treated equitably

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable
- Ensure there is an adequate and varied amount of age appropriate toys and books available for children in care
- Ensure children have storage space for their belongings
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
 - 35 square feet of usable indoor space per child
 - 75 square feet of usable outdoor space per child