



# PARENT HANDBOOK

## School's out, summer is here, it's camp time!

Welcome to CYC Summer Day Camp. We are excited that you have chosen us to be part of your child's summertime. Our program is designed to allow kids to be what they want to be, while also allowing them to challenge themselves. Your child will have the opportunity to engage in activities such as art/crafts, sport skills, indoor/outdoor games, nature exploration and much more to help them grow and thrive. This parent handbook is designed to give parents an understanding of CYC's values, policies and procedures.

### **CYC'S VALUES:**

Our work will be guided and informed by positivity, resilience, diligence, empathy, self-discipline and commitment to our local youth.

### **CYC'S PROGRAM PURPOSE:**

**YOUTH DEVELOPMENT:** To meet children where they are; to take children where they need to go.

**SAFE AND NURTURING ENVIRONMENT:** To provide a safe place that boosts curiosity.

**SOCIAL RESPONSIBILITY:** To provide leadership skills that builds self confidence.

### **CYC's PHILOSOPHY:**

Our philosophy is based on determining the design and practices for all our age groups so that they feel confident and secure in making critical decisions that will help them be successful in their everyday lives.

### **CYC's CAMP PROGRAMS:**

Our camps give the opportunity to practice and build on what they have learned during the school year by making connections on topics that they want to learn more about. We create activities that are engaging and designed to promote skill building while having fun and making friends. Many of the activities during camp will involve arts/crafts, sports, connecting with nature, STEM, and leadership skills. By the end of camp we hope our campers will be more self-reliant, learning how to trust their inner voice and trying new things on their own.

### **CAMP REQUIREMENTS:**

- Completed registration
- Registration fee
- Child guidance policy
- Payment authorization agreement
- Permission forms for field trips
- Medication Administration Release
- Refillable water bottle
- Sunscreen

**CAMP HOURS:** 8:30am -5:30pm, Monday - Friday

**Full day sessions:** 8:30am-5:30pm (children must be signed in by 9:00am)

**Half day sessions:** 8:30am-1:00pm (sign in by 9:00am) or 1:15pm-5:30pm (sign in by 1:30pm)

**\*Note:** If running late, please call the center so we can plan accordingly. CYC reserves the right to alter our hours in the event of inclement weather.

## **FEES:**

Full-Day - \$290 a week

Half-Day - \$200 a week

All registration fees are final and non-refundable. Membership cancellations must be submitted with a 30 day notice.

## **SCHOLARSHIPS/ TUITION ASSISTANCE:**

Our Summer Camp program welcomes all children and families. With the generous contributions from our donors, we are able to provide support for families who may need some assistance by offering a scholarship to help with tuition fees. To learn more, please contact the center's Executive Director or email [Info@Carmelyouth.org](mailto:Info@Carmelyouth.org).

## **PAYMENT POLICY:**

Payments are due at registration. Payment confirms your enrollment in camp.

Payments can be made by credit card through our registration system-Amilla.

Refunds for cancellation 20 days prior to camp start date, are only available in camp credit for future enrollment, less a 25% cancellation fee. **Two weeks written notice to the Executive Director is required prior to withdrawing your child from camp.**

## **ENROLLMENT:**

As the enrolling parent/guardian, it is your responsibility to accurately complete, sign, and update all enrollment forms. The enrolling parent/guardian is also certifying that they have legal authority for the child by signing the enrollment forms. California law is very clear that parents/guardians (married or not) who have joint legal custody have equal access to all information regarding the child. Only orders by a court of law can change access to a child's information. Please notify the Executive Director of any unusual circumstances. To provide the safest care for your child, the above information must be followed. Thank you for your understanding and cooperation.

## **CHECKING IN & OUT:**

All children must be signed in and out by an authorized parent/guardian with their **full signature**. This person must be at least 18 years of age. Please make sure that all required information is clear and legible. Anyone picking up a child should be prepared to show proof of identification at any time. Any changes to the pick-up list must be in writing. Phone calls are not accepted. For your protection, children will not be released to any person other than the parent/guardian or other persons authorized to pick up the child on the enrollment form. For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your child's enrollment form. If no one is available, we are required to call law enforcement. This policy is in place for the safety of your child; CYC will not make exceptions. You will be called if your child does not have an appropriate adult sign them into camp. To provide the safest care for your child, the above information must be followed. We thank you in advance for your cooperation.

### **LATE PICK UP:**

To avoid having to pay a late charge, we strongly urge you to have additional emergency numbers and people available to pick up your child. These people and their numbers must be written on our list of who can pick up your child. For your protection, children will only be released to parents/guardians or persons authorized listed on the enrollment form. Late charges are \$1 per child per minute late. The CYC Camp programs close promptly at 5:30 p.m. Because we know things can happen, late fees will start to accumulate after 5:35 pm. These fees are due at the time of pick-up. Every attempt will be made to call the parent(s) and all emergency numbers listed on the child's registration form.

### **ILLNESS:**

To ensure the health and well-being of all children in our camp, we can not allow children to attend if they have a contagious illness, infection or fever of 100 degrees. Parents must make arrangements for their child to be picked up from camp immediately if they show signs of an infection or have a fever of 100 degrees. The same applies for head lice. For some illnesses, we will require a doctor's note before your child can return to camp.

### **ALLERGIES:**

CYC is committed to accommodating children with moderate and life-threatening allergies. CYC has an allergy policy in place to provide guidance and support for your child's requirements, so please alert staff regarding your child's accommodation needs. Additionally, CYC's Executive Director is available to help support this process and work together to ensure your child's safety.

### **MEDICATION AND OTHER HEALTH NEEDS:**

Whenever possible, it is preferred that a child receive medication at home. Please remind your medical provider that your child attends a licensed childcare center and ask for medication that can be scheduled to be given at home.

**\*Note:** if this is not possible, please follow the procedures listed below for your child to receive medication at the CYC center:

### **MEDICATION POLICY (with the exception of Asthma Inhalers)**

CYC's staff will administer medication to children using the following guidelines only after the **Medication Administration Release** form is completed:

- Medication must be prescribed to the child to whom it will be administered,
- Medication must be in the original container with instructions clearly indicated,
- Parents and doctors must sign a consent form giving the child care staff explicit permission to give your child medicine.
- No home remedies or over the counter drugs will be administered under any circumstance.
- Special procedures are in place for administering medications that are classified as controlled substances, such as medication commonly used to treat Attention Deficit Disorder (ADD and Attention Deficit Hyperactivity Disorder (ADHD)).

## **INJURIES:**

Children have accidents even with the best supervision. If while attending CYC, a child has a minor injury during the day, an Injury & First Aid Report will be sent home. The report will provide information such as the time, what happened, and any treatment given. If the injury involves the head, the parent/guardian will be called regardless of the severity of the injury.

## **CYC's CAMP LEADERS SUPERVISION:**

Our camp counselors consist of mature and enthusiastic individuals who are trained to provide a safe and fun environment for your children. They facilitate relationship building through active participation and side-by-side play. They are an active participant in all aspects of camp, embodying the camp's culture and transforming the center into a place of exploration and adventure. Leaders transition effortlessly through the various roles of role model, follower, guide, and friend. Each camp counselor has gone through a criminal background check, CPR and first aid training, child abuse awareness, program planning, supervision and other child centered training.

## **TRANSPORTATION ARRANGEMENTS:**

The Carmel Youth Center uses public or third-party transportation companies to facilitate transportation for any off-site activities that are beyond walking distance. Additionally fees may apply.

## **SCREEN TIME**

We believe there are many other enriching camp activities other than watching a movie or playing a video game. We will only show a movie or offer video games if it enhances our weekly theme and allows our staff and children to interact and engage in a meaningful experience. Electronic games/devices are not allowed at the center. CYC is not responsible if these items are stolen or damaged.

## **DISCIPLINE:**

At CYC, our aim is to equip children with the skills and confidence to interact harmoniously with themselves and their peers. We advocate for children taking responsibility for their actions. By receiving guidance from camp counselors and utilizing positive methods like "reflection time" away from others, we hope children will engage others appropriately for a great camp experience. The following behaviors are prohibited here at CYC.

- Excessive disruption of the program
- Endangering the health or safety of children, themselves, staff, or other adults
- Continual refusal to follow acceptable rules of behavior
- Use of inappropriate language
- Bullying
- Leaving the center premises without permission
- Theft or damage of center property
- Possession of any objects that may be harmful to themselves or others

**Note:** If the behavioral problems continue after the use of positive intervention your child may be suspended or dismissed from camp.

## **FAQs:**

### **WHAT SHOULD MY CHILD WEAR?**

Campers are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Clothes should be comfortable, weather-appropriate and clothes that can get dirty. Shirts, shorts/pants, socks and closed toe shoes/tennis shoes are required. Label any extra clothes sent with your child, such as jackets or sweatshirts they may remove during the day.

### **WHAT SHOULD MY CHILD BRING?**

Labeled refillable water bottle. Sunscreen. Each family must provide sunscreen for their child(ren) and sign the sunscreen administration form. All sunscreen bottles must be labeled with the child's name. Staff will supervise application of sunscreen. CYC is not responsible for lost, stolen or damaged items. CYC will provide filtered water.

### **ARE MEALS PROVIDED?**

Families are required to provide their child with healthy snacks and lunch. CYC may provide food for special activities or on some event days and will notify parents beforehand.

### **WHAT DO CAMPERS DO ON RAINY DAYS?**

We may have to cancel outdoor activities when it rains. However, we do have fun indoor rainy day activities planned.

### **WHAT ABOUT EXTREMELY HOT WEATHER?**

Our camp counselors take every precaution in extreme weather. Sunscreen is applied before going outside and then at 30-minute intervals (or sooner). Campers are encouraged to bring water bottles outside and to drink from them repeatedly. Water fountains or water coolers are also available. Camp counselors will monitor exposure to sun and are aware of signs of heat-related illness. In the event that temperatures are too high, activities will be modified.

### **HOW ARE THE CAMP PROGRAMS ORGANIZED?**

Campers are placed in small groups based on ages. They will rotate with their age group through all of the daily activities. There may be short periods when all children are together. At CYC, we realize that special circumstances are needed at times to ensure your child has a positive camp experience, so parents are encouraged to speak to our Camp Counselors or the Executive Director directly with any concerns.

### **THANK YOU FOR CHOOSING THE CARMEL YOUTH CENTER**

We appreciate your cooperation in following our policies and procedures. Please contact the Executive Director at 831-624-3285 or [Info@carmelyouth.org](mailto:Info@carmelyouth.org) with any questions or concerns.

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