

# **Forsyth County Family YMCA**

## **2009 YMCA Eagle Point Day Camp Parent Handbook**

Visit us on the Internet without typing in www at: [fcy.ymcaatlanta.org](http://fcy.ymcaatlanta.org)

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**WELCOME**

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The Forsyth County Family YMCA is excited to be a part of the tradition by offering Eagle Point Day Camp on Lake Lanier.

YMCA Eagle Point Day Camp is located on a beautiful 20-acre site in Central Forsyth County on Lake Lanier. Our goal is to provide a safe, wholesome environment for campers to experience outdoor adventures and grow physically, mentally, socially, and spiritually so that they may achieve their greatest God-given potential.

In addition, going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first-day" anxiety. YMCA Eagle Point Day Camp has a well-trained staff that is focused on meeting the needs of individual campers and is committed to serving as excellent role models.

### **SUGGESTIONS FROM "EXPERIENCED" PARENTS**

Dress for the weather. The camp day will continue rain or shine.  
Campers are active during camp. You may want to send play clothes that you don't mind getting dirty.  
Sunscreen – either non-aerosol spray, wipes or a sunscreen stick. Something your child can apply.  
Definitely send a lunch, swimsuit, towel and water bottles every day. An inexpensive backpack is useful for campers to keep personal items together.  
Label all items with camper's name including: swimsuits, towels, water bottles and backpacks.  
The staff does a great job everyday of making sure my child is safe and having the best experience possible.  
There are more activities at camp than my child could participate in during one session.

### **DRIVING DIRECTIONS & HOURS FOR DAY CAMP**

Pre-Camp:	7:00 AM	to	9:00 AM
Camp Day:	9:00 AM	to	4:00 PM
Post Camp:	4:00 PM	to	6:30 PM

#### **TRAVELING GA-400 North:**

Travel North on GA-400 to exit 15 and take a right onto Bald Ridge Marina Road.  
Take the first right onto Turner Road.  
Proceed to the end of Turner Road to the entrance gate of Eagle Point Day Camp.

#### **TRAVELING GA-400 South:**

Travel South on GA-400 to exit 15 and take a left onto Bald Ridge Marina Road.  
Take the first right onto Turner Road.  
Proceed to the end of Turner Road to the entrance gate of Eagle Point Day Camp.

YMCA Eagle Point Day Camp provides a rustic day camp experience in an outdoor setting. The entire day is actively spent outdoors participating in the scheduled program. Due to the rustic environment, campers and staff have access to portable lavatories that are cleaned on a daily basis. In addition, fresh water is accessible on-site and distributed throughout the facility in coolers.

### **DRIVING DIRECTIONS & HOURS FOR YMCA BRANCH**

Hours:	Monday — Thursday:	5:30 AM to 9:30 PM
	Friday:	5:30 AM to 9:00 PM
	Saturday:	8:00 AM to 6:00 PM
	Sunday:	1:00 PM to 6:00 PM

### TRAVELING GA-400 North:

Travel North on GA-400 to exit 13.

At the top of the exit, turn left and proceed to the second traffic light (Hwy. 9).

Turn left onto Hwy 9 and go approximately 3 miles to the next traffic light.

Turn right onto Post Road by Rite-Aid.

Proceed approximately 2 miles to the next traffic light (Majors Rd.)

Immediately at the light, take the 1st left into Vickery.

Take 1st left after entering Vickery, then the 1<sup>st</sup> right. The YMCA will be in front of you.

### TRAVELING GA 400 South:

Travel South on GA-400 to exit 13.

At the top of the exit, turn right and proceed to the first traffic light (Hwy. 9).

Turn left onto Hwy 9 and go approximately 3 miles to the next traffic light.

Turn right onto Post Road by Rite-Aid.

Proceed approximately 2 miles to the next traffic light (Majors Rd.)

Immediately at the light, take the 1st left into Vickery.

Take 1st left after entering Vickery.

Take 1st left after entering Vickery, then the 1<sup>st</sup> right. The YMCA will be in front of you.

### **BUS PICK-UP AND DROP-OFF**

The YMCA assumes enrolled bus stop participants are traveling round trip on a daily basis. If your child will not be utilizing the bus on a consistent daily basis, a parent/guardian is responsible for providing in written weekly schedule during drop off each Monday morning for his/her child. To avoid confusion and frustration on behalf of the YMCA and parents, it is important to create clear and consistent communication and avoid your child being placed onto the bus when he/she should be a car rider on a specific day. On board the bus, supervision is provided by the YMCA staff. Supervision is not provided at specific bus stops prior to or after the arrival/departure of the bus. For your child's safety, do not leave him/her unattended at the bus stop. Each camper is to be escorted to the bus by their parent/guardian for check in/out. For your child's safety only authorized individuals listed on the Family Information section of the registration form will be allowed to pick up your child. If a camper misses the bus, transportation becomes the responsibility of the parent. To ensure pick up, please arrive at the bus stop before the appointed time. The bus will not wait for late arrivals. In the event that you miss all evening bus stops, your child will be transported back to Eagle Point Summer Day Camp for pick up.

### **BUS ROUTE PICK-UP AND DROP OFF AREAS**

#### **A: Vickery Creek Middle School:**

The bus will pick up and drop off in the bus parking lot to the left of the school.

#### **B: THE AVENUES**

The bus will pick up and drop off in the parking area to the left of Circuit City.

#### **C: Browns Bridge Church: Highway 369**

The bus will pick up and drop off in the parking lot closest to the road (369).

### **BUS ROUTE PICK-UP AND DROP-OFF TIMES**

**A: Vickery Creek Middle School**

Morning Drop off 6:45 to 7:00 am      Afternoon Pick up 6:10 to 6:30 pm

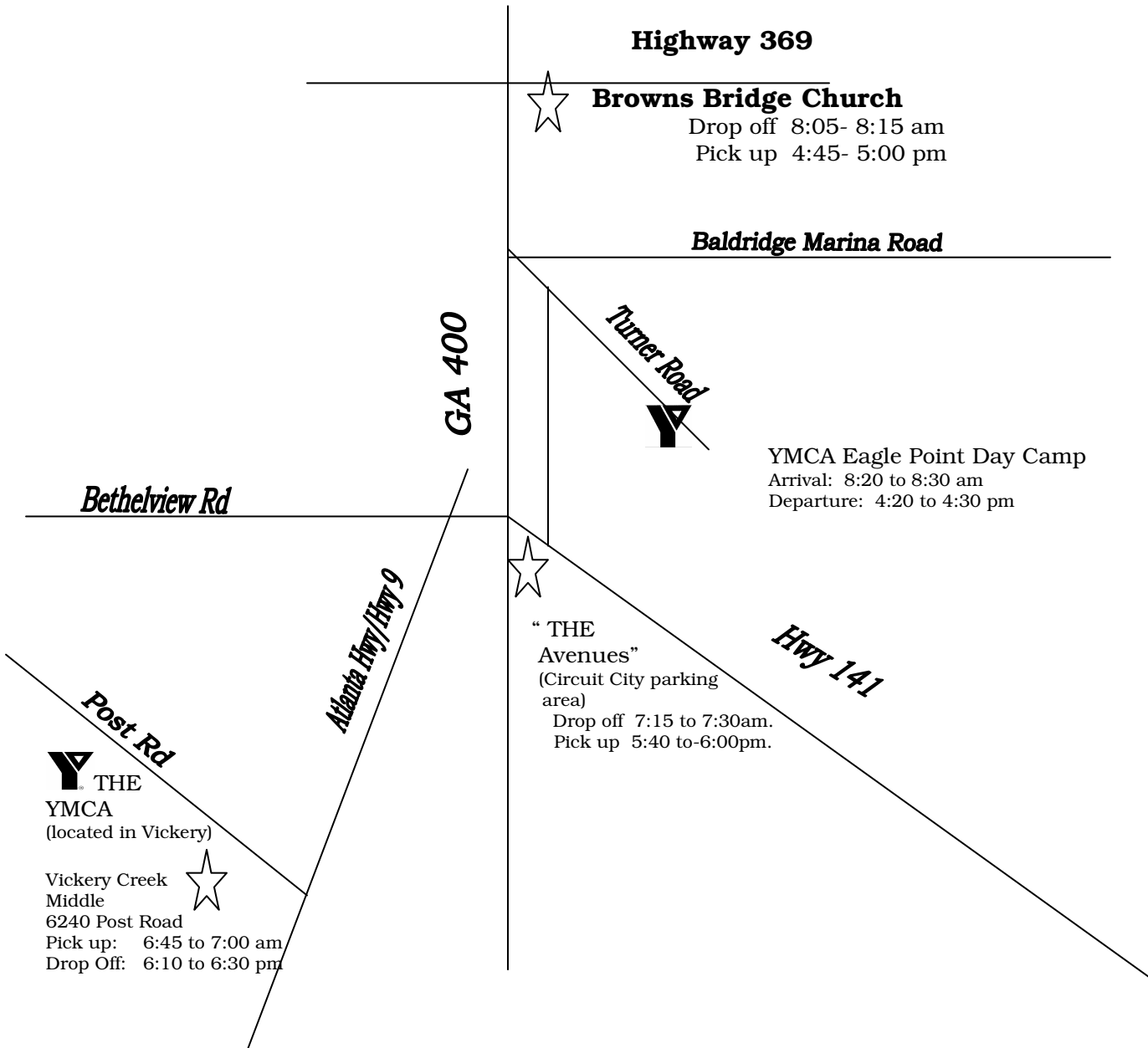
**B: "THE AVENUES (circuit city parking area)**

Morning Drop off 7:15 to 7:30 am      Afternoon Pick up 5:40 to 6:00 pm

**C: Browns Bridge Church**

Morning Drop off 8:05 to 8:15 am      Afternoon Pick up 4:45 to 5:00 pm

**BUS ROUTES & TIMES**



## **CAMP ARRIVAL AND DEPARTURE**

As campers arrive on site they will be assigned to a particular group. Each child will be given a bracelet with their group number on it, your child must wear the bracelet each day to ensure their safety. Each camper is signed IN and OUT daily. Please be prepared to show a photo ID when picking up your camper from camp or the bus stop. **Only authorized person(s) listed on the Family Information section of the registration form may sign your child out from camp or a bus stop.** If there are special circumstances involving custody issues, you must provide the YMCA business office legal documentation of these arrangements. These documents will be kept in the camper's file. The YMCA reserves the right not to release a camper to "Unauthorized" individuals. Parents who wish to pick their camper up early may do. However, the camp property is large, so to avoid delays in picking your camper up please call the YMCA at 770.888.2788. They will in tuern notify the camp of your arrival and the time. We will then have your camper waiting for you at the Program Check Point. Otherwise, please be prepared to wait at least 10 – 15 minutes for your camper.

## **LATE PICK-UP PROCEDURES**

### FROM CAMP

Please notify the director on duty if you know you are going to be late. There will be a \$5 late fee for every 10 minutes after 6:30 pm  
Chronic late pick-up may be grounds for dismissal from the program.  
If a camper is not picked up by 7:00 pm and all attempts to reach an authorized person have been exhausted, local authorities will be called.

### FROM BUS STOP

Same procedures apply as being picked up from camp.  
If a child is not picked up from his/her bus stop location during the established "Drop-Off" times, he/she will remain on the bus through the remaining stops and be returned to YMCA Eagle Point Day Camp for pick up by 6:30 p.m.

## **WHAT TO BRING TO CAMP (LESS IS BETTER)**

**Sun Screen (spray on preferably)**

**Hat or visor**

**Rain Poncho (optional)**

**Waterproof bag or backpack**

**A lunch, two snacks, & at least 2 drinks (Avoid Mayo & Dairy Products)**

**Water Bottle (YMCA provides water during the day)**

**Swimsuit**

**Non aerosol insect repellent (optional)**

**Water shoes**

**Closed toed shoes must be worn during all activities CROCS are acceptable for water activities only, old gym shoes are excellent Camp wear**

**Change of clothing (optional)**

## LUNCH & SNACKS

**Pack a nutritious lunch and two snacks for your camper, including non-carbonated drinks/sodas.** The camp does not have refrigeration for lunches. Please do not send dairy or mayonnaise based products. A small cooler with the camper's name works best for packing lunches and drinks. Although drinking water is available at all times during the day, **one or more (frozen) water bottles** is recommended to aid in cooling lunch containers while providing a cold drink as it thaws.

## CAMP CLOTHING

Please send appropriate clothing with your child, taking into consideration the weather forecast and the camp activities. On rainy days, campers may want a poncho or rain coat. We encourage you to have your camper wear play clothes to camp as your camper will be swimming and participating in outdoor activities. **For safety reasons, sandals or open toed shoes are not permitted at camp.** The YMCA recommends wearing water shoes/aqua socks throughout the camp day. Note: the more clothing and items sent to camp—the more items for children to misplace, lose or donate to lost & found.

## OTHER ITEMS

Campers take frequent water breaks. It is highly recommended that campers keep a water bottle with them throughout the day to prevent dehydration. An inexpensive backpack works well to keep all personal items together.

## SUNSCREEN

To help prevent sunburn, it is recommended that parents apply sunscreen prior to arriving at camp. In addition, parents should provide campers with a sunscreen that your child can self apply (either a non-aerosol spray, wipes, or sunscreen stick).

## WHAT NOT TO BRING

Camp is a natural setting to retreat from the amenities of electronic technology and to discover self-potential, group dynamics, friendships and nature. **Toys, radios, electronic games, cellular phones, beepers and other technological devices do not fit into the camp setting.** Please leave these items at home. In addition, firearms, fireworks, knives, matches, lighters, tobacco products, expensive items, illegal drugs, money and bad attitudes are prohibited. Canned aerosol repellent is not allowed at camp. Insect repellent must be in the form of pump, lotion or wipes. Aerosol cans become a safety hazard around other children. If a child has any of these types of items at camp, they will be confiscated and possibly result in dismissal from camp.

## LOST AND FOUND

We will make every effort to return lost and found items while your camper is at camp during closing assemblies. Your camper can do more than anyone else to insure that nothing is lost by keeping their belongings together. Please mark all items with a permanent marker or laundry label for easy identification. If you discover something is missing, please check lost and found immediately. The more time that passes the less likely it is that an item can be found. The YMCA is not responsible for lost, stolen or damaged clothing or equipment. The lost and found will be removed at the end of each session and donated to charity.

## MEDICATIONS

YMCA Eagle Point Day Camp requires that all medications be administered at home before the camp day. The staff can administer physician prescribed medication. The medicine must be brought in daily with clear instructions on when the medication is to be administered marked on the original medication container. The medication that needs to be administered must be given to the designated morning sign-in staff and will be returned to you at the end of the day. A written permission note from the parent or guardian must be provided daily. The **YMCA WILL NOT** store any medication overnight. Please **DO NOT** send any medication with your child.

**IN THE CASE OF A MINOR ACCIDENT, THE STAFF WILL USE SOAP AND WATER TO CLEAN ANY CUTS OR SCRAPES AND APPLY A BAND AID. IN CASE OF A SIGNIFICANT INJURY. EMERGENCY MEDICAL PERSONNEL WILL BE CONTACTED AND THEN THE PARENT WILL BE NOTIFIED**

## **DAILY PROGRAM**

It is important to us that your child have a wonderful camp experience whether they are a first-time camper or returning camper. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Below is an example of a daily schedule. Each group will have a schedule that is appropriate for his or her age.

7:00 - 9:00	Camper Drop-off & Bus Drop-off & Pre Camp Activities
9:00 - 9:30	Morning Assembly
9:30 - 12:00	Morning Activities & Snack
12:00 - 12:30	Lunch and Values Session
12:30 - 3:30	Afternoon Activities & Snack
3:30 - 4:00	Closing Assembly
4:00 - 6:30	Camper Pickup and Bus Drop Off
4:00 - 6:30	Post Camp Activities

**Car Riders: Campers are in closing assembly until 4:00 pm. Please do not arrive prior to 4:00 for pick up. Arriving early will only create traffic congestion entering & exiting camp.**

## **DAILY ACTIVITIES**

YMCA Eagle Point Day Camp is dedicated to provide experiences through which participants gain a better understanding of themselves, their community, and our need for dependence on the natural world. Listed below are activities contained in our camp curriculum. These activities along with many others not listed are combined to form a cohesive and comprehensive bi-weekly curriculum. Adjustments to the curriculum are made based on recreational and educational experiences for those who attend.

Games	Wacky Days	Sports	Guest Speakers
Canoeing	Fishing	Golf	BB Gunnery (restricted flight)
Archery	Drama	Cheerleading	Supervised Swimming
Crafts	Kayaking	Skits & Songs	Outdoor Adventure
Tetherball	Basketball	Nature Activities	Cooperation Games

## **CAMP ADMISSIONS/ENROLLMENT**

The Forsyth County Family YMCA will not discriminate by race, color, sex, national origin, creed or special needs. A registration form must be completed for each camper that is enrolled in YMCA Eagle Point Day Camp. Payment must be made in full at least **15 business days** prior to each session for

which the camper is registered . The YMCA reserves the right to request withdrawal of a camper if one or more of the following conditions exist:

1. The camper is not participating in or benefiting from the program.
2. The staff cannot provide adequate or safe care for the camper.
3. The staff cannot provide adequate or safe care to other enrolled campers due to the care needs or behavior of one camper.

## **REGISTRATION & PAYMENTS**

Payments are due **15 business days** prior to the start of each session that your camper is registered for. Please make checks/money orders payable to the "YMCA". Receipts can be sent upon request. Payments can be made by one of the following methods:

By Mail: Forsyth County Family YMCA  
6050 Y Street  
Cumming, GA 30040

Make payments in person at the YMCA at 6050 Y Street. See page 3 for location and directions. Complete the Automatic Charge Submission portion of the Summer Day Camp Registration Form. The form may then be faxed for the purpose of charging current/future payments associated with Summer Camp. Visa, MasterCard, Discover and American Express are accepted.

## **PAYMENT DUE DATES**

	<b><u>SESSION DATES</u></b>			<b><u>BALANCE DUE</u></b>
Session 1	May 25	-	June 05	Monday, April 20
Session 2	June 08	-	June 19	Monday, May 11
Session 3	June 22	-	July 03	Monday, June 01
Session 4	July 06	-	July 17	Monday, June 22
Session 5	July 20	-	July 31	Monday, July 06
Session 6	August 03	-	August 07	Monday, July 13

## **SESSION CHANGE REQUESTS**

Session(s) may be changed from one to another based upon open availability in the requested session(s). **All change request must be in writing.** All session changes are subject to a \$20.00 transfer fee per session, as well as a \$50 deposit per new session. **As a reminder, all deposits are non-refundable and non-transferable.** Please follow the policies and procedures outlined below:

1. Contact the YMCA by e-mail to [cathyw@ymcaatlanta.org](mailto:cathyw@ymcaatlanta.org) or by fax at 678.341.6328 to request a change.
2. Two weeks advanced notice is required in order for the change to be processed.
3. Changes & special requests are not guaranteed and based on availability.

## **ADDING ADDITIONAL SESSIONS**

Call or come by the YMCA office to request additional sessions. Requests are subject to availability.

## **AUTOMATED CREDIT CARD PAYMENTS**

All automated credit card charges will be processed 15 business days prior to the scheduled session if the Automatic Charge Submission section of the Summer Camp Registration Form was completed. If you want to establish auto pay, simply complete and submit your auto pay enrollment authorization form. Forms are available on-line at [fcy.ymcaatlanta.org](http://fcy.ymcaatlanta.org) or through the business office at 678.341.6328.

### **RETURNED CHECKS**

If a check is deposited, designated as non-sufficient funds, and remains unpaid by participant's financial institution, the check will automatically be forwarded by Wachovia to CheckCare for collection. CheckCare will automatically assess a \$37.50 service charge in addition to the amount of the original check declared "non-sufficient". Upon deposit by the YMCA, all collections are subject to the policies and procedures of Wachovia and CheckCare.

### **FINANCIAL ASSISTANCE**

Financial Assistance is available thanks to those who contribute to the YMCA's Partner With Youth Campaign. To request a Program Scholarship Application for assistance please contact Forsyth County Family YMCA at 770.888.2788. A copy of your current tax form, W-2 form, a letter from your employer, and a letter of need is required. Individuals who wish to contribute to the Partner With Youth Campaign may do so on the Camper Application Form or by submitting your pledge to the YMCA at 6050 Y Street, Cumming, GA 30040.

### **REFUNDS**

Each camp session **deposit fee is non-refundable**. Written cancellation requests will be honored if they are received a minimum of two weeks prior to the registered week of camp. Allow three weeks from time of approval to receive any refunds. All check refunds will be sent by mail. Payments made charge card will be credited back to the same card. There are no refunds for days missed due to illness or other special reasons. Children sent home for disruptive behavior will not warrant a refund

Bus cancellation **must** be made 14 days prior to the beginning of your child's session in order for a refund to be issued. Any cancellations made after that will not be refunded.

### **ILLNESS**

The YMCA cannot provide care for sick campers. A child who is sick before camp begins should be kept home for his/her own sake and that of others. Each day upon arrival, each camper will be observed for symptoms of illness. If a camper has any sign of illness or fever, or becomes ill at camp the parent will be called to pick up the camper. If a camper has no overt symptoms of illness such as a fever, but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, a parent will be called to pick up the camper.

### **EMERGENCIES**

Routine scrapes and cuts will be treated by our staff with soap, water, and a bandage if necessary. In the case of serious illness or accident involving your child, the YMCA will contact you directly. In the event you can not be reached, the authorization signed on your family information form allows us to secure prompt treatment. Please note: in the event of a serious emergency, 911 will be called first.

### **INSURANCE**

The Metro Atlanta YMCA provides liability insurance on all its programs in the Forsyth County Branch. It is the program participant's responsibility to provide their own accident insurance coverage. Parents/guardians include their personal health insurance information in the space provided on the Family Information form. This information will only be used to facilitate outside medical treatment if required. In the event of serious illness or accident, the parents will be notified at once. Parents/guardians are responsible for prescriptions and charges incurred for outside medical treatment of their child, should services be required while in attendance at camp.

## **SPECIAL NEEDS**

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper in writing at least two weeks prior to arrival. Please call the Forsyth County YMCA office if you have questions regarding children with special needs. WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH SPECIAL NEEDS. However, our physical setting consisting of hilly terrain and water front areas make it difficult to provide efficient care to some physically challenged campers. Please contact Eagle Point Day Camp regarding special circumstances.

## **DISCIPLINE**

Parents, please encourage your child to follow the instructions of counselors and other camp staff. YMCA Eagle Point Day Camp has established two levels of behavior classifications, Type I and Type II, with consequences for each. It is not our intention to alarm parents, but rather make everyone aware of our policies.

### ***TYPE I BEHAVIOR:***

Type I behavior includes, but is not limited to; serious infractions such as damage or theft of property, assault, possessing weapons, tobacco or tobacco products, alcohol, narcotics or illegal drugs, gang-related activity, sexual misconduct, repeated Type II behavior, and any conduct that may be detrimental to the best interests of the other staff and campers. Type I behavior can result in immediate dismissal from camp. Parents will be responsible for any transportation to return the camper home. No refunds will be issued.

### ***TYPE II BEHAVIOR:***

Type II behavior is less serious, but disruptive and therefore unacceptable. This includes, but is not limited to; profanity, verbal abuse, tardiness and uncooperative behavior. Campers who engage in Type II behavior will be told of their unacceptable behavior and asked to correct it. Failure to correct said behaviors will result in written behavioral reports with logical consequences and viable alternatives for future behavior shared with each individual. Continuing problems may result in a meeting with the Assistant Camp Director or Camp Director, and the parent will be contacted to discuss behavior or special circumstances. Continued Type II behavior could result in dismissal from camp.

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

Staff will not damage the camper's self-image or embarrass the child.

Staff will help campers learn self-control, choose alternatives, identify feelings and develop an understanding and respect for feelings of others.

Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.

## **Shared responsibilities**

Personal responsibility and group cooperation are important elements of the camp experience. Mature, caring counselors work with campers on the importance of caring for one's personal belongings, assisting in daily camp clean-up, and pitching in on general camp tasks known as "shared responsibilities". We strive to imprint these characteristics on each child so they will carry over to his/her home and school.

## **PARENT EVALUATIONS**

We appreciate your immediate comments and feedback about our staff and programs. If you see or hear of a problem with any part of our program or staff, please contact the Camp Director at 770.888.2788 so immediate corrections can be made. Our Camp Director is available at any time to answer your questions or concerns.

Also, during specific camp sessions parents will be asked to complete a Program Evaluation. We encourage parents to talk with their camper regarding their camp experience and provide written comments and formal response.

## **INCLEMENT WEATHER INFORMATION**

On a continual basis, the YMCA monitors current weather utilizing accuweather.com and local media for up-to-the-minute forecasts and/or emerging weather systems that may pose a threat to the area. Although summer weather is very unpredictable, playing host to afternoon pop-up storms and/or showers, our commitment is to the safety of each child and staff member at camp. As a result, it is quite possible that we prematurely transition the children to a nearby recreation center when the threat of weather appears to be an issue but sunny skies result. However, it is also possible that weather is upon us prior to or during our ability to shift locations. Regardless, safety is our #1 priority.

Therefore, please be aware of and follow the policies established to ensure effective communication between you as a parent and the YMCA. Our primary concern is for the safety and well-being of campers and staff. Although we apologize for any inconveniences associated with transitioning children to safety, we prefer to be safe rather than sorry.

In case of inclement weather (Continuous heavy rain, thunder and lightening) refer to the following:

### **IF INCLEMENT WEATHER EXISTS PRIOR TO ARRIVING AT CAMP**

A message will be posted on the YMCA website ([fcy.ymcaatlanta.org](http://fcy.ymcaatlanta.org)) and the inclement weather hotline **678.341.6264** by 6:15am and all campers should be dropped off at the **Forsyth County Family YMCA** as will be indicated on the outgoing message. Starting at 7:00 a.m. YMCA rainy day activities will begin. If the weather improves the campers will be bussed to the camp site and a new message will be posted on the website and hotline regarding afternoon pick-up.

### **IF INCLEMENT WEATHER OCCURS DURING THE CAMP DAY**

The campers will be transported by bus to the **Forsyth County Family YMCA**. A message will be posted on the YMCA website ([fcy.ymcaatlanta.org](http://fcy.ymcaatlanta.org)) and the inclement weather hotline **678.341.6264** immediately reflecting the correct pick-up location.

### **IF YOUR CHILD RIDES THE BUS**

The bus will still operate during inclement weather situations. However, please check the website and hotline for any delays on the bus schedule.

### **Inclement weather Hotline**

Website: fcy.ymcaatlanta.org (do not input www.)  
Phone: 678.341.6264

According to the Inclement Weather guidelines on page 14, the website and hotline will be updated to reflect where to pick-up and/or drop-off campers during times associated with inclement weather. The hotline can become congested during short time periods of high call volume. Please be patient while attempting to get through. If you are unable to get through, check the website or you may also contact the YMCA at 770.888.2788 after 6:15 am.

## **YMCA CONTACT INFORMATION**

### **YMCA OFFICE HOURS & CONTACT INFORMATION**

Monday – Thursday 5:30 am – 9:30 pm  
Friday 5:30 am – 9:00 pm  
Saturday 8:00 am – 6:00 pm  
Sunday 1:00 pm – 6:00 pm  
Phone: 770.888.2788 Fax: 678.341.6328  
Website: fcy.ymcaatlanta.org (do not input www.)

### **YMCA EAGLE POINT DAY CAMP HOURS**

Monday – Friday 7:00 am - 6:30 pm  
Saturday & Sunday CLOSED

## **NOTICE OF PRIVACY COMPLIANCE MEMBERS AND PROGRAM PARTICIPANTS**

This notice describes how medical information about you or your family may be used and disclosed and how you get access to this information. Please review it carefully.

### **YMCA MEDICAL INFORMATION PRIVACY PLEDGE**

During the course of registering for some programs, the YMCA requests pertinent medical information be shared with us in order to serve you and your family in the safest possible environment. Your medical information is considered to be “protected health information” by the Health Insurance Portability and Accountability Act of 1996 of HIPPA. The procedures outlined here ensure that your PHI is treated with the level of protections required by HIPPA.

### **OUR PLEDGE REGARDING MEDICAL INFORMATION**

We understand that medical information about you and your family’s health is personal. We are committed to protecting medical information that you share with us. This notice applies to all medical records we maintain. Your personal doctor or health care provider may have different policies or notices regarding the use and disclosure of your medical information that is created in an office or clinic. The YMCA will not be a party to this information. The only information we will have is the information you choose to share with us.

This notice will tell you about the ways in which we may use and disclose medical information about you. We also describe your rights and obligations. We are required by law to:

Make sure that medical information which identifies you is private. Give you notice of our legal responsibilities and privacy practices; and follow the terms of the notice currently in effect.

Your personal health information may be disclosed to medical personnel who are treating you or a family member at your request or at our request. This includes Emergency or Hospital Personnel. In addition, this information will be accessible to Department Heads in charge of specific programs or services and to program off-site

supervisors. It may be accessible to administrative personnel during the registration process. This information will be kept in a secured location either in the branch or at a program site and will be accessible to staff on a need to know basis. Any employee who violates rules for handling PHI established herein will be subject to adverse disciplinary action. By adoption of this policy, the YMCA certifies that it will comply with privacy procedures as set forth in this document. Your PHI may not be used for any program related actions or decisions or in connection with any other YMCA decision related to program function. The YMCA must report any uses or disclosures of your PHI of which the YMCA is aware that are not consistent with the provisions in this document. Further, you may amend your PHI at any time for any reason. Lastly you have a right to know of disclosures where such disclosure was made for any reason other than treatment or those requested specifically by you in writing.

## HOW WE USE YOUR MEDICAL INFORMATION

The following are examples of how we would use your medical information. Not every use or category will be listed.

1. *Emergency.* In case of an emergency involving you or a member of your family, we would release your medical information to emergency/hospital/medical personnel.
2. *Insurance claims.* If you are using the YMCA and your insurance company is paying for such use as rehabilitation, we may disclose records about you to said company in order to guarantee payment.
3. *As required by law.* We will disclose medical information when required to do so by federal, state or local law enforcement.
4. *Public Health Risks.* We may disclose medical information for public health activities including:
  - Reporting child abuse, neglect or domestic violence
  - To prevent or control disease, injury or disability
  - Safety of program participants i.e. allergies to food
  - Births or deaths

To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

5. *Research.* The YMCA conducts and collaborates on wellness research and may use medical information as aggregate statistical information only. You or a family member would never be identified except in aggregate analysis. Such analysis is also sometimes required by our grant funding agencies.
6. *Lawsuits and Disputes.* If you are involved in a lawsuit or dispute, we may disclose medical information about you in response to court or administrative order, in response to a subpoena, discovery request or other lawful process. The YMCA will make a reasonable effort to inform you about the request prior to releasing the information.
7. If you believe your rights have been violated, you may file a complaint with the Vice President of Human Resources of the Metro Atlanta YMCA or with the Secretary of the Department of Health and Human Services.

*These regulations are effective April 14, 2003.*

## **KEEPING KIDS SAFE POLICY**

The YMCA of Metro Atlanta, as a premier child and family serving agency, recognizes its responsibility to always provide children and youth with the safest possible place. As an employee you are required to abide by the following

### **CODE OF CONDUCT**

1. In order to protect YMCA staff, volunteers and program participants; at no time during a YMCA program may a staff person be alone with a single child where the staff and child cannot be observed by others.
2. As staff supervise children, they should space themselves in a way that other staff can see them.
3. Staff shall never leave a child unsupervised.
4. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are

using the restroom. This policy allows privacy for the children and protection for the staff. If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff. Staff

supervising children with special needs for assistance shall be trained in appropriate assistance techniques and should always try to be where one other staff can see them.

5. Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
6. Staff shall not abuse children including: physical abuse, (strike, shake, and slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal exchange); mental abuse (shaming, withholding care, cruelty); neglect (withholding food, water or basic care). Any type of substantiated abuse will not be tolerated and will be cause for immediate dismissal.
7. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint will be used only in pre-determined situations (necessary to protect the child or other children from harm), and is only administered in a prescribed manner and must be documented in writing.
8. Staff will conduct a health check of each child each day noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child by a supervisor or program director in a non-threatening way. Any questionable marks or responses should be documented by the supervisor or program director.
9. Staff will respond to children with respect and caring and treat all children equally regardless of sex, race, religion or culture, ability or disability.
10. Staff will respect children's rights not to be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
11. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and other staff.
12. The YMCA does not discriminate against an individual's lifestyle or habits away from the job provided such does not interfere with quality YMCA program work. It does require that in the performance of their job, staff will abide by the standards of conduct set forth by the YMCA.
13. Staff must appear clean, neat and appropriately attired.
14. Using, possessing or being under the influence of alcohol or illegal drugs during working hours is prohibited.
15. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
17. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
18. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. (Remember our values: honesty, caring, respect, and responsibility.)
19. Understanding that the YMCA cannot control staff outside of the work setting, staff understand that being alone with children they have met in YMCA programs (e.g.: baby-sitting or inviting children to their homes) puts both themselves and the YMCA at risk and is thoroughly discouraged by the YMCA. Staff also understands that all parent packets discourage parents using YMCA staff for baby-sitting.
20. Staff is not to transport children in their own vehicles. If an exception occurs for program reasons, staff is required to call the branch and inform them when they are leaving and where they are going and the expected time of arrival. Staff will call when they arrive unless they are driving to the branch.
21. Adult staff may not date program participants under 18 years of age.
22. Under no circumstances should staff release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). If a dispute arises over child custody, supervisors are to refer to any legal papers filed (as in divorce or separation agreements).
23. Staff is required to read and sign all policies related to identifying, documenting and reporting child abuse and attend training on the subject, as instructed by a supervisor.

An adverse background report as established by the Georgia Department of Human Resources Child Care Division will result in termination as an employee of the YMCA. This includes but is not limited to arrest or conviction involving crimes against youth or children, or sex crimes, drug related convictions, or any felony conviction.

Staff further understands that if they see any staff person failing to "keep kids safe" they are to report concerns to their supervisor, program director or branch executive.