

Norfolk Family YMCA Day Camp Registration Forms – Summer 2026

Day Camp is for kids entering grades K-6th (child MUST be age 5). Pages 1-6 is required for each child.

Child's Name: _____ School: _____

Mailing Address: _____ City: _____

DATE OF BIRTH MONTH / DAY / YEAR	AGE	GRADE (Fall 2026)	BOY	GIRL	T-SHIRT SIZE (Youth/Adult)	IS CHILD A NORFOLK YMCA MEMBER? YES ____ NO ____

Mom/
Guardian: _____

Dad/
Guardian: _____

Cell #: _____

Cell #: _____

Email: _____

Email: _____

Please indicate that you understand the following by checking each box:

Registration is Tuesday, March 24th at 8 am. Spots limited per group—first come, first serve. Fills fast!

2 Registration Options

1. **Online Registration** - www.norfolkyymca.org; Select the grade level the child will be entering Fall 2026; Full payment (includes \$40 Deposit) is required for all weeks; Registration Forms due **April 6th**; Must have a Norfolk Family YMCA account created prior to Registration Day; Child's membership must be active prior to registration to receive member rate; Please **test** your Login email & password prior to registration (account will lock for 24 hours after several failed attempts).

2. **In-House Registration** - \$40 Deposit per week, per child is due at registration; see page 2 for payment options (scheduled payments, in-full, or state-paid subsidy); Registration Forms due at registration.

NOTES: State-Paid must register in-house (no deposit required). NO over the phone registrations will be taken. Registration Forms are NOT accepted prior to registration day (March 24).

Deposit Required: At registration, a \$40/week deposit is due per camp week, per child. This is applied towards the weekly camp fee, it is **not** extra. The deposit is non-refundable, non-transferable. If you cancel, regardless of the date, you will forfeit the \$40 deposit, per week, per child. (deposits not required if State-Paid)

Cancellation: Cancellation must be received 2 weeks prior to camp (2 Mondays prior). If you cancel at least 2 weeks prior, you will only forfeit your \$40 deposit. Late cancellations will not receive any refund or credit.

Rates: Day Camp is now a flat weekly fee, with no additional fee for after care hours. The weekly fee covers 6 am—6 pm. Weekly rates will not be prorated.

Hours: Care can be provided between 6 am—6 pm; however, pick-up is still encouraged between 3:00-3:30 pm, as that's when our main programming hours end. Main camp programming is between 9 am—3 pm.

Waiting List: If your child is on a waiting list for any week of camp, and then you make other plans, *please* contact the Director to **remove** your child's name from the waiting list! Time is limited to fill spots.

If your child will not be attending, please call 402-371-9770 to leave a message with the Welcome Center.

If you are late picking up your child (6:00 pm), a fee of \$1 per minute applies (per family, not per child).

PROGRAM FEE	Member	Non-Member
Day Camp	\$170/week; (Wk #1—\$136)	\$215/week; (Wk #1—\$172)

Please check your personal Health & Accident Insurance as the YMCA does NOT cover these areas. I have read and understand the information and policies listed above and in the YMCA Parent Handbook (attached). I have also taken the time to read and explain the policies to my child who will be attending camp this summer.

Parent/Guardian Signature: _____ Date: _____

Payment Form - Take a picture for your Records

This form is required for every family. Siblings can be joined on one form, **only** if their registrations are exactly the same.

Child's Name: _____

Payment & Registration Options (Please Check One):

- In-house: Automatic Payments** - Select camps below; default draft date is 2 Tuesdays prior
 ⇒ **\$40/week per child Deposit is due at registration**; remainder can be set up as Automatic Payments
 ⇒ Bank Draft (checking/saving) - last 4 #s _____ Debit/Credit Card - last 4 #s _____
- In-house: Payment in Full**
- In-house: Child is/will be State Paid** - Select camps below - **(Read Subsidy info on page 12)**
- Online Registration: Payment required in Full** - these forms are due by **Monday, April 6th**
- Child is on a Waiting List only** - forms still due; if your plans change, please notify the Y to remove name
- Other:**

Fees: Day Camp: \$170 Member/\$215 Non-member, per week (*Wk #1 - \$136/\$172 per week)

Draft Date: Default Draft Date will be **2 Tuesdays prior**, dates listed below; otherwise, please write your own preferred date, which must be 2 weeks prior to camp.

Deposit: \$40 per week, per child is due at registration; non-refundable, non-transferable; towards camp fee

<u>DAY CAMP</u>	<u>Week #</u>	<u>Dates</u>	<u>Default Draft</u>	<u>Custom Draft Date</u>
<input type="checkbox"/>	*1	5/26 - 5/29	5/12	
<input type="checkbox"/>	2	6/1 - 6/5	5/19	
<input type="checkbox"/>	3	6/8 - 6/12	5/26	
<input type="checkbox"/>	4	6/15 - 6/19	6/2	
<input type="checkbox"/>	5	6/22 - 6/26	6/9	
<input type="checkbox"/>	6	6/29 - 7/3	6/16	
<input type="checkbox"/>	7	7/6 - 7/10	6/23	
<input type="checkbox"/>	8	7/13 - 7/17	6/30	
<input type="checkbox"/>	9	7/20 - 7/24	7/7	
<input type="checkbox"/>	10	7/27 - 7/31	7/14	
<input type="checkbox"/>	11	8/3 - 8/7	7/21	

By signing below, I agree to the following:

- I authorize the YMCA to charge my account for the applicable member/non-member rate for Day Camp on the default draft date, or on the date I have provided.
- I understand that if my payment is returned for any reason, my account will be charged a \$30 Return Fee.
- I understand that if I cancel, I will forfeit the \$40 deposit, per week, per child.
- I understand that if I cancel, it must be at least 2 weeks prior to camp (2 Mondays prior). Late cancellations will not receive any refund or credit.
- I understand that past due balances may be automatically drafted if overdue by 45+ days, and no communication.
- I understand that the child must be an active Norfolk member to receive member rate; expired is non-member rate.
- I understand that Big Deal Certificates cannot be used towards Day Camp; they are for Membership only.

Signature: _____ **Date:** _____

Reviewed & Scheduled - Staff & Date: _____



NORFOLK FAMILY YMCA

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

ATTENTION: This Release and Waiver of Liability and Indemnity Agreement applies to anyone at the YMCA for any purpose - as a participant, a spectator or a visitor to the YMCA.

In consideration for being permitted to utilize the facilities, services, and programs of the Norfolk Family YMCA ("YMCA") for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with the YMCA, without respect to location, the undersigned, for himself or herself and any personal representatives, heirs, assignees and successors, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated programs have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH THE YMCA, WITHOUT RESPECT TO LOCATION, INCLUDING ANY YMCA PART OF THE NATIONWIDE MEMBERSHIP PROGRAM, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "Releases") from all liability to the undersigned, his or her personal representatives, assignees, heirs, and successors for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, *whether caused by the negligence of the Releasees or otherwise* while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the YMCA, without respect to location.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releases and each of them from any loss, liability, damage, or cost they may incur due to the presence of the undersigned in, upon, or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA *whether caused by the negligence of the Releases or otherwise*.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE *due to negligence of Releases or otherwise* while in, about, or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

"I understand, comprehend, and appreciate the foreseeable, unforeseeable, and inherent dangers and risks associated with the use of the Norfolk Family YMCA facilities and specifically those risks associated with communicable diseases including SARS-CoV-2/ COVID-19 (the Coronavirus). I fully assume all responsibility for the risks associated with my use of the Norfolk Family YMCA and I hereby release, discharge, and hold harmless the Norfolk Family YMCA, its board members, and employees, from all claims, liability, and causes of action, of whatever form, arising out of or incidental to my use of Norfolk Family YMCA facilities."

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Nebraska and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

Printed Name

Signature

Date

Child's Full Name

PROCEDURES FOR BEHAVIOR MANAGEMENT (Signature Required Below)

It is the goal of the Norfolk Family YMCA to provide a safe and fun program in a secure environment. YMCA staff teach the core values of respect, responsibility, caring, and honesty. All children participating in the program are expected to follow the behavior guidelines and act appropriately in a group setting.

BEHAVIOR GUIDELINES:

- We show respect to ourselves, each other, and the environment.
- Everyone is responsible for their own actions.
- We will care for ourselves, others and equipment.
- Honesty will be the basis for all relationships and interactions.
- A positive attitude is necessary for everyone to have fun!

When a child does not follow these behavior guidelines, the following steps will be taken:

1. YMCA staff will redirect the child for more appropriate behavior.
2. The child will be reminded of the appropriate behavior and rules not being followed and a discussion will take place.
3. Parent will be notified if the inappropriate behavior continues.
4. Documentation of the incident will take place by the staff.
5. A conversation will be scheduled with the parent to discuss the appropriate action.
6. A possible follow up or progress check will follow.
7. If the problem still persists, a conversation will be scheduled with the parent, child, program director and staff involved. All written documentation will be available.
8. If at any time the child's behavior threatens the immediate safety of the child, other children, or the YMCA staff, the parent will be notified and arrangements must be made for the child to leave immediately.

NOTE: The YMCA reserves the right to suspend or even dismiss any child from the program that portrays a continuously disruptive or aggressive behavior.

The following behaviors are not acceptable:

- Putting the health or safety of others in danger
- Stealing or damaging YMCA property
- Leaving the program or designated area without permission
- Refusing to follow these behavior guidelines
- Using any form of obscenity, vulgarity or profanity

**See page 11
for
Discipline Policies**

Children may be suspended up to 3 times before expulsion is issued. Immediate expulsion will result if a child is found using or in possession of any form of tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives.

PARENT/GUARDIAN SIGNATURE REQUIRED

I have reviewed the procedures for Behavior Management with my child. We understand and agree to all of the terms presented in this document.

Parent/Guardian Signature: _____ Date: _____

CHILD HEALTH FORM

Write Neatly!

Child's Name _____ Age _____ DOB ____/____/____ Boy Girl
Last First Shirt Size _____
Address _____ Grade (Fall 2026) _____
Street City School _____

Parent's Marital Status: Married Separated Divorced Living Together Single Other _____

Mom/Guardian _____ DOB ____/____/____ Cell # _____

Employed by _____ Work # _____

Dad/Guardian _____ DOB ____/____/____ Cell # _____

Employed by _____ Work # _____

In case of **EMERGENCY** and parents are unreachable, please contact: (Must be local. List names in order.)

1. Name _____ Phone _____ Relation _____

2. Name _____ Phone _____ Relation _____

3. Name _____ Phone _____ Relation _____

Authorized individuals for pick-up. Must list parents. (Registered Sex Offenders are NOT allowed on property; therefore, cannot pick up/drop off.)

1. _____ 2. _____ 3. _____

Relation _____ Relation _____ Relation _____

4. _____ 5. _____ 6. _____

Relation _____ Relation _____ Relation _____

HEALTH QUESTIONS:

Details

YES NO **Food Allergies** (be specific) _____

YES NO **Allergies** (Sunscreen, Seasonal, Medications, Bee stings, etc.) _____

YES NO **Medical Conditions** (Asthma, ADHD, Autism, Eczema, etc.) _____

YES NO **Behavior Traits** (runs away, defiant, self-inflicted harm, etc.) _____

YES NO **Medication taken at Camp** (Required: Signed form & original bottle) Med: _____ Time: _____ Dosage: _____

YES NO **Other at-home Medications** _____

YES NO **Medical History** _____

YES NO **Restrictions to Activities** _____

YES NO **Fears** _____

YES NO **Changes/Events/Issues** (death, divorce, moving, new baby, etc.) _____

FIELD TRIP PERMISSION

My child has my permission to participate in any field trips with Day Camp. This includes both walking and bus transportation.

Parent/Guardian Signature: _____ Date: _____

CHILD HEALTH FORM (continued)

Swimming:

1. Swimming Ability: Non-swimmer to Weak _____ Average _____ Strong _____
2. My child has permission to swim. YES NO
(Note: Until child passes our Swim Test, they only swim in the small pool, 2.5-3.5 ft depth.)
3. My child has permission to swim in a depth of water over their head. YES NO
(If Yes, you're allowing them to be in a depth of water that they **can't touch the bottom when standing.**) **if NO, SKIP #4** because they will not be allowed to take the Swim Test.
4. My child has permission to take the Deep Water Swim Test. YES NO
(Front Crawl swim the length of the big pool & tread water 1 minute). If child passes, they can swim in the big pool, 4-12 ft. Note: Non-swimmers/weak are not allowed to take the Swim Test.

Sunscreen:

I give permission for the YMCA to provide sunscreen to my child. YES NO
(If allergic or skin sensitivity, please mark this on previous page as well.)

Immunization Records: State Certification requires Immunization Records to be on file before the child can be admitted into the program. Note: We do not need another copy if your child has attended this program in the past and we have the most current records on file already.

- Copy attached I'll have medical office Fax it All current & on-file already Refusal documentation
(YMCA Fax #402-371-9162)

EMERGENCY MEDICAL CARE AUTHORIZATION

I (We) expect to be notified at once in case of accident or illness to my (our) child. I (We) will make arrangements for medical care of my (our) child with the physician or hospital of my (our) own choice. If I (we) cannot be reached to make the necessary arrangements, I (We) hereby authorize the YMCA to

Contact Dr. _____

Address _____ Phone _____

Or the nearest hospital for the emergency care of (child's name) _____

Parent/Guardian Signature _____ Date _____

This is to certify that my child is, to the best of my knowledge, in good health and free of disabilities that would endanger him/her or other children in the YMCA programs.

Parent/Guardian Signature _____ Date _____

WAIVER:

- I understand that the NORFOLK FAMILY YMCA assumes no responsibility for injuries or illnesses which my child may sustain as a result of his/her physical condition or resulting from his/her participation in any athletic activities, sports programs, equipment usage, exercise or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illnesses that may result from my child's participation in these activities. I hereby release and discharge the NORFOLK FAMILY YMCA, its agent, servants and employees from any and all claims for injury, death, loss or damage which he/she may suffer as a result of his/her participation in these activities.
- I understand that the NORFOLK FAMILY YMCA is not responsible for personal property lost or stolen while using the YMCA facilities or visiting YMCA property.
- I give permission to the YMCA to use, without limitation or obligation, photographs, film footage, my child's image or voice for purposes of promoting or interpreting YMCA programs.
- I have received the Department of Health & Human Services (DHHS) Parent Information Brochure for Licensed Child Care, which is attached in the Parent Handbook, page 15.
- I acknowledge the waiver above and accept the conditions set forth because I understand the goals and purposes of the YMCA.

Parent/Guardian Signature: _____ Date: _____

Norfolk Family YMCA

Day Camp

Parent Handbook Summer 2026



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Shayla Lind, Day Camp Director
301 W. Benjamin Ave. Norfolk, NE 68701
Phone: 402-371-9770 Fax: 402-371-9162
Website: www.norfolkymca.org
Email: OutOfSchool@norfolkymca.org

REGISTRATION INFORMATION

Registration Day for Summer Day Camp is on:

Tuesday, March 24th
Registration opens at 8:00 am

All camps will fill up FAST! First come, first serve. Each group will have limited spots, 20-30 per group. We now have 4 group divisions:

- ⇒ Rockets (Entering Gr. K-1)
- ⇒ Stars (Entering Gr. 2)
- ⇒ Comets (Entering Gr. 3)
- ⇒ Novas (Entering Gr. 4-6)

It's important that you read and understand the registration process before Registration Day. Please read pages 1 & 2, as well as the Parent Handbook.

How to Register – 2 Options:

Register Here >>



1. Online Registration (Recommended):

- www.norfolkymca.org or scan this QR code
- Important Tip! For each child, select multiple weeks at a time. Do not select one week at a time.
- Select the child's grade they will be **ENTERING this Fall 2026** (If you select the wrong group, you may be wait-listed.)
- Full payment is required with online registration.
- Once online registration is complete, submit these Registration Forms to the YMCA, no later than **Monday, April 6th**.
- YMCA Membership must be active at time of registration to receive member rate.
- **Please TEST your Login Email & Password PRIOR to registration day.** (Account will lock for 24 hours after several failed attempts.)
- Online is **not** available for state-paid families.

2. In-House Registration (Preferred for State-Paid families only):

- Upon arrival to the YMCA, you must Check-In at the Welcome Center desk to get your Registration #. At 7:55 am, we'll ask for everyone to get into numerical order. We'll move this line as fast as possible, because we'll be competing with online registrations.
- Registration Forms must be complete and turned in at registration.
- \$40/week Deposit, per child, is due at registration. (No deposit for state-paid families)
- See page 2 for Payment Options:
 1. Scheduled Automatic Payments – be sure we save your form of payment
 2. Payment in Full
 3. State-paid – DHHS Authorization must be received 2 weeks prior to camp or spot/s will be forfeited

To better serve those registering in-person at the YMCA, **we will NOT accept over-the-phone registrations until our in-house line is served.**

We understand that the need is very high for quality school-age care for families in this community. We are excited for our additional group and extra spots that it created. There are several cancellations throughout the summer, so we do fill numerous spots from the waiting lists.

2026 Summer Schedule

Norfolk Family YMCA

DAY CAMP

- ⇒ Field Trip information will be emailed the Friday prior to camp and available at drop-off Monday mornings.
- ⇒ Group division will vary for each field trip, as well as leave & return times. Trips are between 9 am-3 pm.
- ⇒ **Groups:** Rockets (Gr. K-1st); Stars (2nd Gr.); Comets (3rd Gr.); Novas (Gr. 4th-6th)

<u>Week #</u>	<u>Dates</u>	<u>Cancellation Deadline</u>	<u>Theme</u>	<u>Field Trip - Scheduled for Thursdays</u>
*1	May 26 - 29	May 11	Hello Summer	Skyview Park (Norfolk)
2	June 1 - 5	May 18	Mythical Creatures	Divot's Miniature Golf (Norfolk)
3	June 8 - 12	May 25	Nature Adventures	Ta-Ha-Zouka Park (Norfolk)
4	June 15 - 19	June 1	Sand & Seashells	AquaVenture Water Park (Norfolk)
5	June 22 - 26	June 8	Pixar It	Movie Theater "Toy Story 5" (Norfolk)
6	June 29 - July 3	June 15	Stars & Stripes	Johnson's Park (Norfolk)
7	July 6 - 10	June 22	Science Takeover	Scientist Dr. Oxygen (YMCA)
8	July 13 - 17	June 29	Camp Spirit	Elkhorn Valley Museum (Norfolk)
9	July 20 - 24	July 6	Color Wars	King's Lanes Bowling (Norfolk)
10	July 27 - 31	July 13	Oregon Trail	YMCA Gymnastics Center (Norfolk)
11	August 3 - 7	July 20	Food Frenzy	U-Hop Inflatables (YMCA)

(The YMCA reserves the right to change this schedule as needed.)

DAILY SCHEDULES

This is a general daily schedule for each group at Day Camp. Field Trips are on Thursdays (may not swim). Main programming hours are between 9 am - 3 pm. All kids will be together to start and finish the day.

Rockets (K-1st)

6:00-8:00	Free Time
8:00-9:00	Group Gym Games
9:00-9:45	Free Play & Circle Time
9:45-10:30	Activity/Craft
10:30-11:00	Gym/Turf
11:00-12:00	Lunch,Outside,Story,Change
12:00-1:00	Swim (Mon-Wed,12-1 pm; Fri, 12:30-1:30 pm)
1:00-1:45	Snack & Free Play
1:45-3:00	Activity/Outside/Games
3:00-3:30	Parent Pick-Up & Free Play
3:30-4:15	Snack & Clean up
4:15-6:00	Outside/Gym/Turf

Stars (2nd), Comets (3rd), Novas (4th-6th)

6:00-8:00	Free Time
8:00-9:00	Group Gym Games
9:00-9:15	Opening/Announcements
9:15-10:00	Activity/Craft/Turf/Outside
10:00-10:45	Activity/Craft/Turf/Outside
10:45-11:30	Activity/Craft/Turf/Outside
11:30-12:00	Lunch & Free Play
12:00-1:00	Activity/Craft/Turf/Outside
1:00-3:00	Swim (Stars: 1-2 pm; Comets & Novas: 2-3 pm)
3:15-3:45	Parent Pick-Up & Free Play
3:45-4:15	Snack & Clean up
4:15-6:00	Outside/Gym/Turf

Note: All 4 groups will stay in their homeroom until 4:00 pm. For pick-up, please sign out, then go to your child's homeroom for pick-up. Due to the increased # of kids, we have to stay separate until majority get picked up.

OBJECTIVES

At Day Camp, we offer activities that will sharpen your child's skills and challenge them to develop physically, mentally, and socially. All children will learn and interact in a safe and fun environment. Camp participants will build character and reinforce values, develop meaningful relationships, show appreciation for materials, self, and others, become involved and incorporate healthy lifestyles, and learn new skills and enhance old ones.

GROUPS - We've expanded! The 2nd & 3rd grades will now be split.

The Day Campers will be divided into age appropriate groups, by the grade they are entering this Fall, for daily activities during the main programming hours, 9 am - 3 pm, (Homeroom):

- **Rockets** - K-1st grades (Kidz Zone Room) - Child must be at least age 5! Start-date needs to be delayed until age 5.
- **Stars** - 2nd grade (Room 3/4 by West Doors—Primary Drop-off room)
- **Comets** - 3rd grade (the previous Novas Room; Room in back hallway by Racquetball Courts)
- **Novas** - 4th-6th grades (Conference Room in Field House)

DROP-OFF & PICK-UP

- Drop-Off: Every child must be signed in by an adult, daily, on the clipboard in Rooms 3/4 (by West doors). Do not drop off your child outside and have them walk in by themselves.
- Pick-Up: Grades K-2nd, pick-up from homeroom 3:00-3:30 pm. Grades 3rd-6th, pick-up from homeroom 3:15-3:45 (these grades will be changing from swimming until 3:15). All groups will remain in their Homeroom until 4:00 pm, then we'll merge all together. Staff may require ID to be shown.
- We encourage pick-up by 4:00 pm. Our main programming hours end at 3:00/3:15 pm.
- Registered Sex Offenders are **not** allowed on YMCA property or off-site program areas; therefore, no one on the National Sex Offender Registry List may drop off, pick up, or visit during camp, no exceptions. All names listed for authorized adults to pick-up may be checked.

HOURS

- It's best to attend Day Camp from 9 am - 3 pm, Monday-Friday, during the main programming hours. Care is available from 6 am - 6 pm; however, **we encourage pick up by 4 pm**. By this time, all groups will be changed from swimming and snack time will be over. Teachers will prepare the rooms for the next camp day.

SWIMMING

Each group will have this typical swim schedule each week (No swim on Thursdays, due to field trip):

- **Rockets (Gr. K-1)**: Mon-Wed, 12-1 pm, Fri 12:30-1:30 pm
- **Stars (Gr. 2)**: Mon/Tue/Wed/Fri, 1-2 pm
- **Comets & Novas (Gr. 3-6)**: Mon/Tue/Wed/Fri, 2-3 pm (done changing by 3:15-3:30 pm)

Swim Test: To be allowed to swim in the big pool (4-12 ft), the child must successfully perform and pass a Swim Test (Front Crawl swim the length of the big pool & tread water 1 minute).

Swimmers will be marked with a colored swim necklace:

- ⇒ **Red** = Non-swimmer/weak; has not passed the swim test; small pool only
- ⇒ **Yellow** = Average swimmer; has only passed the swim part of swim test; small pool & up to 5 ft big pool
- ⇒ **Green** = Strong swimmer; has passed the full swim test; small or big pool

Swim notes: Child must have swim suit & towel DAILY. **Siblings need separate towels and bags!**

If they forget these items, they will not swim. Write your child's name on all items (suits, towels, bags, goggles). Puddle Jumper float belt can be provided, upon request. Those who choose not to swim must remain in the pool bleachers, and we'll provide simple things to do (books, drawing, card games).

DAILY ITEMS TO BRING (IN A BACK PACK)

Name 

Please make sure you label ALL of your child's belongings with first and last names!

- **Day Camp:** Cold Lunch, extra snacks, water bottle, swim suit, towel, swim bag, running shoes, & sweatshirt/light jacket. Wear Day Camp t-shirt on field trip day. Sunscreen is optional (provided).
- Siblings need everything separate—lunch box, swim bags, camp bags, towels, etc.
- Please be sure that your child wears comfortable running **shoes** every day. **If flip flops are worn, and it's deemed unsafe to participate, the child may be asked to sit out, so please pack or wear shoes to camp!** We play several games in the gym & outside, and we run & walk a lot.
- **No toys** or pool toys should be brought from home, so please do not bring any. Goggles and lifejackets are allowed for the pool. (Puddle Jumper float belts provided upon request.)

LUNCHES AND SNACKS

- A cold lunch needs to be sent with your child daily, and an afternoons snack (Gr. K-1 need 2 snacks.)
- Snack will be eaten around 3:30 pm in homerooms.
- Please provide healthy foods, drinks, and eating utensils for your child. Lunches should be packed that **do not require heating** (microwave) or refrigeration. The lunch needs to be in a soft-sided insulated lunch box. Freezing your child's juice box or GoGurt will help keep their food cooler.
- Breakfast - Please have child eat breakfast before drop off. If necessary, child can eat breakfast at camp, if dropped off at 7:45 am or earlier.

FIELD TRIPS

- We take one field trip each week, scheduled for **Thursdays**. Campers are to wear their Day Camp t-shirt and comfortable shoes on field trip days. Sometimes jackets/sweatshirts are needed at parks.
- **Weekly emails** will be sent out the Friday before camp with information about the week's activities and field trip details. The YMCA reserves the right to change the schedule as needed.
- Be on time! If you're late, the child may miss their group time. Changing groups is not an option.

COMMUNICATION

- Daily Messages about your child's attendance is important! Please call the YMCA with updates.
- Checking your email is very important! Please provide your primary email/s clearly on page 1. **Weekly emails will be sent out the Friday before camp** with information about the week's activities and field trip details. Email is used for communication and Invoices/Receipts.
- Weekly handouts with field trip information are available at the Sign In/Out table.
- We will use Text Alerts for changes to camp due to the weather or other reasons.
- **If you need to reach your child, you may call the camp cell phone:**
 - **Rockets (Gr. K-1): 402-860-8425** (9 am - 3 pm)
 - **Stars (Gr. 2): 402-860-1698** (Main phone, all day)
 - **Comets (Gr. 3): 402-860-8264** (9 am - 3 pm)
 - **Novas (Gr. 4-6): 402-860-3957** (9 am - 3 pm)
 - **YMCA (Shayla, Director): 402-371-9770**

DISCIPLINE POLICIES **** Please read ****

- The YMCA provides a highly sought-after and unique summer camp experience. **We will not tolerate ongoing unacceptable behaviors.** If your child displays ongoing disruptive, harmful, or any unacceptable behaviors, the child will earn write-ups which result in suspensions. Our goal is to ensure that all kids have an enjoyable camp experience.
- Unacceptable behaviors may include, but are not limited to: hitting, kicking, biting, bullying, foul language, running away, disrespect towards staff or campers, talking back or not listening to staff, disruptive, unwilling to participate, or stealing.
- Verbal Warnings will be given, however, for each Behavioral Report form that's completed, the following will occur: (credits will not be given)
 - 1st offense - Warning
 - 2nd offense - 1 day suspension
 - 3rd offense - 2 day suspension
 - 4th offense - 5 day suspension
 - 5th offense - Possible Expulsion
- The Director has the right to suspend or expel a child immediately, at any given time for any reason.

CAMP FEES

A \$40 Deposit per week, per child, is due at registration (non-refundable, non-transferable; not applicable for state-paid). Weekly camp fee includes care for the whole week, Monday-Friday, 6 am to 6 pm. Weekly fees will **not** be prorated for partial attendance. Each child will receive one t-shirt for Day Camp. If you need an extra shirt, contact Director when submitting your forms.

Note: After Care is now included in the weekly fee. There is no longer an additional charge.

<u>PROGRAM FEE</u>	<u>Member</u>	<u>Non-Member</u>
Day Camp	\$170/week; (*Wk #1—\$136)	\$215/week; (*Wk #1—\$172)

**Week #1 fee is prorated due to no camp on Monday, May 26.*

CANCELLATION POLICY

Cancellation must be received 2 weeks prior to camp (2 Mondays prior). If you cancel at least 2 weeks prior, you will only forfeit your \$40 deposit. No credit/refund for late cancellations.

WAITING LIST

- These Registration Forms are **still due** to the YMCA by Monday, April 6th. No exceptions.
- If your child is on a waiting list for any week of camp, and then you make other plans, please call or email the Director to **remove** your child's name from the waiting list! Time is limited to fill spots.
- Notification: When a spot opens, you'll be offered the spot via Text Message. Please reply within 24 hours. Payment in full is expected at the time of accepting a spot into camp.

AFTER CARE

After Care is now included in the weekly camp fee. There is no additional charge for camp past 3:30 pm, like previous years. We still, however, encourage pick-up at the designated times, depending on which group your child is in.

INCONVENIENCE FEES

- A \$1 per minute Late Pick-Up Fee applies if you pick up past 6:00 pm. (per family, not per child)
- If your child is state paid, a \$20 fee applies **per child** if your child is registered for camp, and does not attend. Spots are limited. You must cancel registration 2 weeks prior to camp. Fees must be paid before the child returns to attend camp.

DHHS CHILD CARE SUBSIDY PROGRAM

If you feel you need financial assistance, the YMCA participates in the Child Care Subsidy program through DHHS. For camp, our provider #03334361, and provider name is "Norfolk Family YMCA".

Things to Know if your child receives state subsidy:

1. You do not have to pay the weekly Deposit.
2. You must register in-person at the YMCA on the Registration Day (March 24th). It's first come, first serve; spots fill fast. Online and over-the-phone registrations are not available to you.
3. You cannot turn in forms prior to registration day. You need these at the time of registration.
4. You must complete page 2 of the registration forms. Be sure you select your Week #s.
5. **Your child must plan to attend full-time, 4-5 days per week. We cannot accommodate a part-time schedule, such as 2-3 days per week. Camp has limited spots, and the child must attend regularly, or you may forfeit your spot in remaining weeks.**
6. The YMCA must have your DHHS Subsidy Authorization at least 2 weeks prior to camp, or the spot/s will be forfeited. If you're new, please contact the Director prior to registration day.
7. If your child is registered, and is often absent, you may forfeit your spot in remaining weeks. This is because we cannot collect payment from the State of NE. You are allowed only 5 Absent Days per calendar month.
8. If your child is registered, and they do not show up or you fail to cancel 2 weeks prior, you will owe a \$20 fee per child, and this is due before the child can return. **Cancelations are required at least 2 weeks in advance.**
9. Our Provider # is the same for both the Day Camp and Y Kids Club programs (#03334361). You don't need to make any changes to your Authorization if currently using our programs.

RULES OF THE YMCA

- Show respect to yourself, staff, and others. No talking back.
- No running in the rooms, hallways, locker rooms, or pool areas; stay with group at all times.
- Be honest at all times. Always tell the truth and play fair.
- No swearing or other improper language or gestures. Use kind words.
- No sharing food for lunch or snack. And no gum at Day Camp.
- **Nothing comes from home** – No toys, phones, music, game systems, trading cards, money, etc.
- No hitting, kicking, slapping, pinching, fighting, teasing, or irritating others. Hands to yourself.
- All equipment and other belongings must be treated with respect.
- All safety and discipline rules need to be followed.
- A positive attitude and participation is necessary for everyone to have fun!!

BUS RULES

- Children must remain seated and facing forward while the bus is in motion.
- No standing up, kneeling on seats, turning around, or switching seats.
- Feet and personal items need to remain clear of the aisle.
- No loud voices/noises, yelling, hitting, or putting hands on anyone.
- When the bus comes to railroad tracks, be absolutely quiet. No talking, laughing, or making noises.

HEALTH POLICIES

- Please evaluate the health of the child and adult each day before drop-off and pick-up. Honesty is extremely important to keep everyone safe. If the child or adult feels unwell, please stay home.
- Children are not allowed to attend if they have a temperature of 100°F or higher or contagious illness. A 24 hour time period with no symptoms must pass before your child is allowed back.
- **Medication** - Any medication that must be administered must be given to the staff with a Medication form filled out and signed by the parent. Medicine must be in its **original bottle** with the dosage clearly marked.

If your child has a Fever		If your child has Thrown Up	
	And their temp is Under 100°F, they are drinking fluids, and they are acting normal, then your child can attend.		And it was more than 24 hours ago and they do not have a fever of 100°F or higher, then your child can attend.
	And their temp is Over 100°F, they must be fever free for 24 hours without the use of medication.		And it was less than 24 hours ago, your child must stay home. Your child can return once vomit free for 24 hours without the use of medication.
If your child has Diarrhea (Poop)		If your child has a Red Eye	
	And they are acting normal and their poop is only slightly loose, then your child can attend.		And the white part of the eye is only a little pink and oozing is clear and watery, they can attend.
	And they have loose or liquid poop, your child must stay home.		And the eye is stuck shut, and/or the oozing is yellow/green, it's likely a form of Pink Eye. Must stay home until they have been on medication for 24 hours.
If your child has a Sore Throat		If your child has Tummy Pain	
	And they do not have a fever, then your child can attend.		And this is the only sign of sickness and they are active, then your child can attend.
	And they have swollen glands, a fever, cough, runny nose, headache, or tummy ache, call your doctor. Must stay home until fever free for 24 hours without the use of medication.		And it's connected to throwing up, loose poop, fever, or child is not themselves, call your doctor. Must stay home until symptom free for 24 hours without the use of medication.

WEATHER

Y staff will be informed of inclement weather and will follow the emergency procedures as needed. We keep parents updated by Text Message Alerts (If you reply, we don't see it until we manually check the website.)

LEAVE IT AT HOME

- Personal items are a huge distraction at camp! Please keep items at home. Staff may keep any items safe until pick up, including jewelry, hats, phones, toys, etc. The Y is not responsible for any items that get lost, stolen, traded, given away, misplaced, or broken.
- **Cell phones are NOT allowed at camp**, no exceptions. If you need to check in with your child, you can call the camp phone at anytime.

STAFF QUALIFICATIONS

- All staff are CPR & First Aid Certified. We strive to employ quality staff, such as classroom teachers or support staff, or whom have prior experience or Education department college courses.
- All staff undergo background checks through Central Registry, Criminal Checks through NE State Patrol, Sex Offender Registry, Report of Law Enforcement Contact, and reference checks.
- All staff are legally mandated reporters of child abuse and neglect by the State of Nebraska. If we feel that a child is being harmed in any way, we are required to call Child Protective Services (CPS).

CHILD ABUSE AND NEGLECT

- The Nebraska Child Protective Services (CPS) hotline is 1-800-652-1999.
- The 4 types of child abuse and neglect and their indicators:
 1. Physical Abuse - unexplained bruises, welts, burns, or abrasions that are in various stages of healing, clustered, patterned, or that appear regularly after absences; afraid to go home; wary of adult contact; extreme behaviors
 2. Physical Neglect - consistent hunger, poor hygiene, inappropriate dress; consistent lack of supervision for long period of time; unattended physical problems or medical needs; abandonment; begging, stealing, or hiding food; constant fatigue or falling asleep
 3. Sexual Abuse - difficulty walking or sitting; pain, itching, or bruising in private areas; suspicious underclothing; unusual or sophisticated sexual behavior or knowledge
 4. Emotional Maltreatment - habit disorders (sucking, biting, rocking, etc.); conduct disorders (antisocial, destructive, etc.); neurotic traits (sleep disorders, speech disorders, inhibition of play); psychoneurotic reactions (obsession, compulsions, phobias); behavior extremes; overly adaptive behavior, developmental lags.
- If staff suspect child abuse or neglect, we ask minimal facts questions. If child discloses any information, we ask what happened. If any abuse or neglect is observed, we ask how it happened. We ask when it happened, who did it, and if that person lives with them. We ask non-leading questions. Local law enforcement is contacted if child is in immediate danger. Any suspected abuse or neglect is reported to CPS.



Division of Public Health

PARENT INFORMATION BROCHURE FOR LICENSED CHILD CARE



Expectations of Child Care Consumers

As a consumer of Licensed Child Care you should:

Read thoroughly all the information your provider gives you.

Complete your Child's Record Forms and return to your provider before your child begins care. Review and update these records as needed.

Supply your provider with your child's immunization records and keep them updated as needed.

Sign and date the receipt of this Parent Information Brochure for Licensed Child Care and return it to your provider before your child begins care.

Talk to your Child Care provider regularly to address needs and concerns for your children in care and as a parent.

Be informed of the child care regulations. Make sure you know what your licensed child care provider is regulated to do or not do.

Contact Child Care Licensing with any questions or concerns you may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx



Licensed Child Care

You have chosen to use a licensed Child Care provider for the care of your child or children.

According to Nebraska State law (Neb. Rev. Statute 71-1909), the licensing and regulation of Child Care programs exists to protect children and to assist parents in making informed decisions about the enrollment and care of their children in Child Care programs. These licensing and regulatory responsibilities are within the Department of Health and Human Services (DHHS).

Nebraska Law requires anyone providing care to four or more children from different families, for compensation, to be licensed.

The Types of Licensed Child Care in Nebraska are:

- Family Child Care Home I
- Family Child Care Home II
- Preschool
- Child Care Center
- School-Age Only Center



Roles and Responsibilities of Child Care Licensing

The roles and responsibilities of DHHS Child Care Licensing staff are to ensure that programs are providing proper care for and treatment of the children they serve, and that the care and treatment are consistent with the child's physical well-being, safety, and protection.

Licensed Child Care programs are encouraged to involve you. We urge you to let your Child Care provider's staff know of any concerns. There may be situations where you believe that the program is not responding to your concerns or may not be meeting state licensing standards. This brochure,

Contact Information for Child Care Licensing

The following information may be of help in gathering information about Child Care Licensing and includes a mailing address, phone numbers and websites.

For questions regarding Child Care Licensing:

800-600-1289 (toll free)
Child Care Licensing
Department of Health and Human Services
PO Box 94986
Lincoln, NE 68509-4986
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a copy of Child Care Licensing Regulations:

dhhs.ne.gov/Pages/reg_t391.aspx
Phone: 800-600-1289

Request copies of Compliance Reviews, the results of Licensing visits to the provider:

Douglas, Sarpy, Washington, Cass
County—402-595-3343
All other counties—800-600-1289

Review Negative Actions:

dhhs.ne.gov/publichealth/Pages/crl_monthlydisciplinereports.aspx

Make a complaint:

dhhs.ne.gov/publichealth/Pages/crl_childcare_complaints.aspx
Phone: 800-600-1289

which Child Care providers are required to share with you, provides information that might be helpful in those situations. Please complete the receipt section and return it to your Child Care provider. This will be kept with your child's records.

Responsibilities of Licensed Child Care Providers

Licensed Child Care providers should:

Comply with child care regulations for their license type at all times.

Obtain and maintain accurate records for children they have in care, such as Enrollment Forms, Parent Information Brochure Receipts, Immunization Records and Medication Administration records.

Keep accurate and up-to-date records for their license and staff members. Report changes to Child Care Licensing and complete required paperwork to reflect changes.

Allow access to their licensed facility when children are in care at all times to parents, Child Care Licensing representatives and the Fire Marshal.

Develop policies and procedures for their programs.

Communicate with families their needs and concerns for the children in care.

Contact Child Care Licensing with any question or concerns they may have.
800-600-1289
402-471-9278 or
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

Review or request a roster of Licensed Child Care Providers:

dhhs.ne.gov/publichealth/Documents/ChildCareRoster.pdf

Phone: 800-600-1289

Additional Resources

These resources may be of additional interest to you.

Child Abuse/Neglect Hotline
800-652-1999

Child and Adult Care Food Program:
800-731-2266
www.education.ne.gov/NS/cacfp/index.html

Child Care Subsidy (ACCESS Nebraska)
accessnebraska.ne.gov

Nebraska Dept of Health and Human Services
dhhs.ne.gov

Nebraska Immunization
dhhs.ne.gov/publichealth/Pages/immunization_index.aspx

State of Nebraska
nebraska.gov

Child Care Licensing
dhhs.ne.gov/publichealth/Pages/crl_childcare_childcareindex.aspx

National Children's Coalition
teenzen.org