



**Island of Hawai'i YMCA  
New Horizons Youth  
Childcare & Parent  
Handbook 2021-2022**



**ISLAND OF HAWAI'I YMCA  
NEW HORIZONS SUMMER DAY CAMP  
YOUTH CHILDCARE & PARENT HANDBOOK  
June – July, 2021**

**ALOHA Parents!**

**Welcome to the New Horizons Summer Youth Day Camp. We are dedicated and committed in providing childcare for our campers in a safe and nurturing environment during these trying times.**

**This handbook is designed to provide you with essential information you will need to help us accomplish our goal. This handbook provides a foundation that we will follow during the summer months. “When school is out, the YMCA is in!” You can trust that we will be the consistency your child/ren needs during uncertain times.**

**As the information regarding COVID-19 constantly changes, this plan will be updated as needed. All major updates to our program will be sent out via email. We encourage parents to call the YMCA at 808-935-3721 if you have any questions. You may also email Ashley Hanohano, Youth Programs Director, [ashley.hanohano@islandofhawaiiymca.org](mailto:ashley.hanohano@islandofhawaiiymca.org).**

**Thank you for considering the Island of Hawaii YMCA for your childcare needs.**

**Mahalo,**

**Ashley Hanohano  
Youth Program Director**

**Wendy S. Botelho  
Chief Executive Officer**

# PARENT & STUDENT HANDBOOK

## Table of Contents

<b>Welcome letter</b> .....	<b>1</b>
Preface, Mission Statement.....	3
Program Goals, Core Values .....	4
Background, Training.....	5
<b>Camp Hours/Procedures</b> .....	<b>6</b>
Entrance Requirement & General Health Practices .....	7
Accident or Medical Emergencies .....	8
<b>Individualized Needs, COVID-19 Policies</b> .....	<b>9</b>
Emergency Preparedness.....	10
Self-Management Skills, Respectful Conduct .....	11
<b>Correcting Behaviors</b> .....	<b>12</b>
Termination of Program .....	13
Rainbow Referrals .....	14
Dress Code .....	15
Camp Informational Checklist .....	16
<b>Celebrations, Good Behavior</b> .....	<b>17</b>
Special Events .....	18
Meals, Snacks, Y Store .....	19
Mandated Reporting.....	20
<b>Suggestions</b> .....	<b>21</b>
Photos & Videos.....	22
Payment, Refund Policy .....	23
<b>Future Camps</b> .....	<b>24/25</b>
Apply/Financial Assistance .....	25/26

## PREFACE

The purpose of this handbook is to provide an easy reference guide for children and parents of the Island of Hawaii YMCA. The information included in this handbook are our policies and regulations set specifically for our youth program and may be subject to change.

The strength of our organization depends upon the ability, loyalty, and dedication, enthusiasm, and cooperation of each employee, student, and patron. We hope that you and your child will find our program pleasant, self-satisfying, and productive.



## MISSION STATEMENT

The Island of Hawaii YMCA's mission statement is to *“Share God’s Love with children, adults, and families of all races and faiths by putting Christian principles into practice through programs that build healthy spirit, mind and body for all.”* The YMCA shall be nondenominational and shall not discriminate on the basis of race, sex, color, religion, or national origin.

## PROGRAM GOALS

At the YMCA, we anticipate that our children will gain:

1. Personal Development
2. Social Development
3. Leadership Development
4. Cultural Diversity
5. Strengthening Healthy Relationship Skills
6. Prioritizing Education
7. Personal Health & Safety



## CORE VALUES

- **Caring** - To love others and to be sensitive to the well-being of others.
- **Honesty** - To tell the truth. To be worthy of trust. To have integrity and make sure one's values are displayed through actions.
- **Respect** - To treat others the way one would like to be treated. To value each person, including one's own self.
- **Responsibility** - To do what we ought to do. To be accountable for our behavior, actions, and obligations.

## YMCA BACKGROUND

The YMCA has been serving the community of Hawai'i since the early 1900's. Providing its members with fitness and health classes that promote a mission to enhance the quality of life. We have programs that foster morale growth and to build a healthy spirit, mind, and body for all.

The YMCA Youth Programs have taken on this mission to promote healthy living and lifestyles to its participating youth. Providing enrichment programs based on the YMCA's core values of caring, honesty, respect, interaction, exploration, and physical exercise.

## STAFF TRAINING AND LEADER-TO-CHILD RATIOS

Our staff attend training before working at our camp. Their training covers CPR, first aid, character development, age-appropriate activities, bullying prevention, child abuse awareness, and a variety of additional topics that ensure that your child enjoys a safe, fun experience, from the very first day of summer care.



**CAMP HOURS/ PROCEDURES**  
**Monday - Friday 6:30am - 5:30pm**  
**(Some holidays observed)**

**Drop Off:** Please drive up to the front entrance of the YMCA to drop off your child/ren. We prefer that you stay in your vehicle unless you must open the door for your child/ren to exit the vehicle or if you must deliver something to our leaders. Drop off is any time after 6:30am not a minute earlier. Parent will receive a “thumbs up or a hand wave” by a leader as a signal that indicates the child/ren’s temperature is below 99.9F

Breakfast will be served at 8:00am. If your child is dropped off after 8:30am you will need to provide your own breakfast. Mid-morning snack is at 10am.

**Pick Up:** You may park your car in any available stall to pick up your child/ren from the check in station. Please note that naptime/quiet time is between 12:45pm - 2:00pm.

Pick up is no later than 5:30pm. If you are running late, please call 808-935-3721 to inform our leaders. You will be charged \$5.00 for the first 15 minutes that you are late and \$1.00 every minute thereafter per child.

Your child will ONLY be allowed to be picked up by parent/ legal guardian or others listed on the emergency contact list. Please call and notify our office if someone else will be picking up your child/ren. For the safety of the child, ID is required.

## **DAY CAMP ENTRANCE REQUIREMENT**

Every child is required to get their temperature taken at the front entrance. Temperature needs to be lower than 99.9F, 99.5F for admittance. Parents are not allowed pass the check-In area! Upon arrival, each child is required to place their belongings in the designated areas and wash their hands with soap and water, and report to the MPR until breakfast time.

Every child will be assigned a group based on their age. Ratio of leader to child is 10:1 and 8:1 for the youngest children (ages 5-6).

## **GENERAL HEALTH PRACTICES**

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending care with your child. Children with communicable conditions will be welcomed back in camp with a note from their physician indicating that they are able to return. For guidance regarding any particular illness, please speak with your child's Youth Director.

Children with head lice will be welcomed back just as soon as they are free of head lice.

If your child needs the assistance of medication, we need the appropriate medical paperwork and direction to administer that medication. For additional guidance, please see your child's Youth Director, prior to the start of camp.

We practice good hygiene and talk about healthy practices: brushing teeth, flossing, deodorant to combat body odor, showering daily, using clean clothing: socks, undergarments.





## IN THE EVENT OF AN ACCIDENT OR MEDICAL EMERGENCY

Your child's safety is our top priority. In the event your child needs medical attention, you will be contacted immediately.

To ensure we always have your current/correct contact information, please notify us immediately of any change of address, email, or telephone/cell numbers. If we cannot reach you, the Youth Director has the authority to seek medical attention. If the situation is a major medical emergency, the Director will call 911 immediately. Please note that parents and/or guardians are responsible for medical service charges.

We urge every parent/ legal guardian to inform the YMCA of any health conditions that may prevent your child from participating in any activities. All information should be filled out on the application form. If your child has an IEP, please make sure you provide a copy with the application.

- **Food Allergies:** It is imperative that you explain in detail your child's allergies on the application form. If your child requires certain medications or an EpiPen please hand deliver it to our staff.

## **INDIVIDUALIZED NEEDS**

**IEP:** Individualized Education Programs is a legal document under United States law that is developed for each public-school child in the U.S. who needs special education. Children with special needs require approval from the CEO of the Island of Hawai'i YMCA prior to registration to ensure we can provide the best care possible.

The Y welcomes children with individual needs into summer care when reasonable accommodations can be made. All children have multiple opportunities to learn, develop, and form positive relationships while in our care. During registration, please identify any health concerns or individual needs your child may have so we can determine together what accommodations your child may need, to be successful. To best respond to your child's needs, completion of an individual care plan and a meeting with your child's Youth Director will be needed prior to participating in summer care. We work collaboratively with families of children with special needs who receive specialized services, and we partner with agencies and school districts to meet the needs of individual children.

## **COVID-19 POLICIES & PROCEDURES**

As the COVID-19 pandemic continues to evolve and change daily, please keep in mind that we are also monitoring and making assessments on the safety of our facility, employees, members, and children who utilizes our YMCA facility. Therefore, our administration has made the decision to update our facility policy regarding our programs/ services primarily focusing on

acceptance of entry members and their household members regarding inter-island/ mainland travel.

The Island of Hawaii YMCA has taken a stance on ensuring the safety of our children and staff! If you have family who have traveled interisland, to the Mainland, or out of the Country and you or your child has come in contact or residing in your household; policy still applies.

We encourage everyone who qualifies, to receive a COVID-19 vaccination and do their part on preventing the spread of the Coronavirus.

**Current COVID Policy (May, 2021):**

Currently in the pandemic, we are requiring a negative COVID test for all travel outside of the County of Hawai'i. Upon your child's return to the County of Hawai'i, you will be required to submit to a COVID test for your child at your expense for your child to return to the YMCA site for childcare.

Should any family/household member travel outside of the County of Hawai'i and is showing COVID-19 symptoms, we ask that you keep your child at home and contact the Youth Director immediately.

**OUR EMERGENCY PREPAREDNESS PLAN & PROCEDURES**

Our staff are trained in basic emergency procedures. Issues regarding weather, fire, natural disasters, and evacuation scenarios are all covered in our training, and fire drills are conducted regularly.

All staff are trained and certified in First Aid, Adult/Child CPR and AED. Staff follows protocol in every incident that occurs.

**Protocol:**

- 1. Staff identifies all children affected by incident.**
- 2. Staff identifies injuries (cuts, wounds, bruises, etc.) of everyone affected.**
- 3. Depending on the severity of incident, a report will be made and the parent/ legal guardian will be notified via phone or in person at pick up.**
- 4. If injuries are severe, 911 will be called first, then parents will be called.**
- 5. Staff will treat non-severe injuries with first aid/ice pack as trained.**
- 6. Staff will not administer any medication, over the counter drugs, unless advised or notified by the parents to do so.**

## **HELPING YOUR CHILD DEVELOP SELF-MANAGEMENT SKILLS**

**Self-management skills and positive social interactions among children and adults maximize everyone’s enjoyment. Our staff are trained to use positive guidance methods including reminders, distraction, logical consequences, and re-direction to help children in their interactions with other children and with staff. Self-management skills are taught according to the following guidelines:**

- Consistent rules are clearly stated with the expectation that children will follow them.**
- An atmosphere of trust is established, to assure children they will not be hurt nor allowed to hurt others.**
- Our staff strive to help children become acquainted with their feelings, which helps them learn to responsibly cope**

with those feelings.

## **RESPECTFUL CONDUCT**

We know you want your child to have a wonderful experience this summer, as do we. To ensure all children enjoy a positive experience while in our care, we follow guidelines regarding respectful behavior. Following these guidelines ensures that your child can stay in our care this summer.

- Children should always remain with their leaders in their respective groups.
- Children should avoid entering unauthorized areas.
- Children should always use respectful language and be courteous to staff and others.
- Children should be respectful of others, making sure never to fight, injure, or bully.
- Children should always take proper care with their items and the items of others, never stealing or defacing property.

## **CORRECTING BEHAVIORS**

The YMCA Youth Leaders will correct and enforce any misbehavior made by the child participating in day camp. Disciplinary actions will be made in the form of warnings, time ins, and non-participation in group or individual activities.

Time ins will be enforced in a certain amount of time depending on the situation and how many warnings were given. The child will be able to have the opportunity to accomplish any missed activities during free play.

Parents will be notified of the corrected behavior at time of pick up with an explanation of the actions taken in the process to successfully correct misbehavior. The YMCA does not tolerate violent behaviors.

1. Swearing will not be tolerated. Three warnings will be given, then parents will be informed.
2. Bullying will not be tolerated. One warning will be given, then a parent will be called to pick up the child. The CEO reserves the right to terminate the child from the program.
3. Insubordinate behaviors will not be tolerated. Three warnings will be given, then the parents will be notified.



### **TERMINATION OF PROGRAM**

Children may be terminated from the program for the following:

1. Parent/ Guardian Chronic late pick up
2. Children or parent conducts poor behavior which disrupts the program, the camp staff, or the camp participants.
3. Bringing any illegal items or substances on YMCA premises.
4. Child steals from the YMCA or fellow children.
5. Fees not paid in a timely fashion.
6. Child has had consecutive warnings.

## RAINBOW REFFERALS

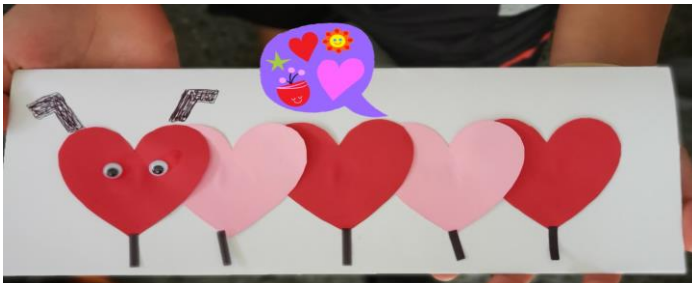
Rainbow referrals is a policy that we have put in place to hold children accountable for their actions.

1. 1st Verbal Warning (RED)
2. Written Referral with an onsite consequence (ORANGE)
3. Written Referral with a parental call (YELLOW)
4. Written Referral with a parent meeting (GREEN)
5. Parent meeting with administration (BLUE)
6. Expulsion will be determined by Director and CEO (PURPLE)

Parent/Guardians will be notified of the referral when it is given to the child. Parent/Guardian will be asked to sign each referral and be given a copy.

Termination of Youth program means that the child will no longer be able to attend the current and any following childcare programs provided by the YMCA.

At the Island of Hawaii YMCA, it is our wish that no one be sent home. However, we do want to provide a safe and fun environment for all. Thank you for your cooperation on these matters.



## DRESS CODE

<b>CLOTHING</b>	<b>ALLOWED</b>	<b>NOT ALLOWED</b>
<b>TOPS/SHIRTS</b>	Any color top/tshirt. Shirts can be long or short sleeve. Shirts are not limited to solid colors.	Cami's, tube or halter tops. Crop tops or low-cut shirts; Lewd or inappropriate text/graphics.
<b>BOTTOMS</b>	Bottoms that fit the individual properly. Material and colors do not matter. Clothing cannot be too big or too tight. Shorts length should be longer than the longest point of your fingertips.	See through bottoms. Pants with excessive or large holes.
<b>SKIRTS/DRESSES</b>	Dresses should not be too tight or shorter than the length of your fingertips.	Mini dresses/skirts Halter dresses or spaghetti straps.
<b>SHOES</b>	Shoes or slippers must always be worn.	Stiletto heels Roller blades or shoes with wheels on them.
<b>OUTERWEAR: SWEATERS, SWEATSHIRTS, JACKETS, COATS, HOODIES</b>	Any color outerwear; must be appropriately sized. Mid drift sweaters allowed with appropriate undershirt.	Lewd or inappropriate text/graphics.



## CAMP INFORMATIONAL CHECKLIST

1. Bring a water bottle or flask filled with water daily
2. Arts and Crafts 2-3x a week
3. Journal Writing 2-3x a week
4. Please bring a backpack with change of clothes
5. Child must be potty trained
6. NO PARTICIPATION/ NO PLAY
7. Masks are optional but recommended for children 9 years and older.
8. Cap/hat/visor

Please leave these items home:

1. Cell phones and electronic devices such as iPods, MP3 Player, Nintendo DS, and similar. In the event you meet with our staff and provide a compelling reason, a phone may be carried by your child. If used during camp, staff will place the phone in a safe place.
2. Toys or stuffed animals
3. Trading cards
4. Make up
5. Excessive jewelry



Lost items are placed in our lost & found area. Please let us know right away when an item is lost. During the summer, items not claimed are donated to local charities. The YMCA is not responsible for lost, misplaced, or stolen items. Lost items are kept until one week after summer session is over.



## CELEBRATIONS

**Birthdays! Yes, we love celebrating birthdays! If you would like to bring something to share with the children, we kindly ask that food items be individually wrapped or pre-portioned for distribution to the children.**



## GOOD BEHAVIOR

**Children earn “tokens” when they are “caught being good”. Tokens are accumulated within each age group for a pizza party at the end of the summer program. We encourage good behavior!**



## SPECIAL EVENTS

To ensure the best experience for each child in our care, our directors plan special activities to add something special to your child's experience. These take place during the day, to give your child an added fun experience. Examples include:

- Fun STEM Activities
- Swimming and water play
- Jumping Castle and water slide activities
- Community Speakers



## MEALS AND SNACKS

Meals and snacks are provided. If your child has a special diet, please make arrangements with the Program Director. If your child has home lunch, child will sit with leader during lunch time. There will be no sharing. We utilize federally subsidized programs that allow us to include meals to the children. Your child's birth certificate is required for this purpose. Please submit a copy of their birth certificate along with their application.

## Y STORE

The Y Store provides the opportunity for anyone, including the children, to purchase snack items at a very low cost. Items may be purchased by the youth after 3:00 pm daily. Youth are responsible for their own money. The Y Store is staffed by YMCA employees. Items for sale (and subject to change based upon availability) include: chips, Nutella, Hi-Chew, Mac & Cheese, Cheeseburgers, Pizza Pocket, Braddah Pops, cookies, Welch's fruit snacks, Coconut Water, Gatorade, canned juice, Cup-O-Noodle, etc. Items range from \$1 - \$4. All proceeds from the Y Store benefit the Youth Program.



## **OUR STAFF ARE MANDATED REPORTERS**

**Our staff are trained to recognize and immediately report suspected child abuse and neglect. Our staff are mandated by State of Hawai'i law to report incidents of possible neglect or abuse – including physical, sexual and psychological abuse – to the child abuse hotline, and to cooperate in any investigation of possible neglect or abuse.**

**Our staff does not have discretion in this matter but must make referrals whenever we have reasonable cause to believe a child might have been harmed by someone, including a family member, non-family member, or staff, and we may be subject to criminal penalties if we fail to report the possibility of such harm.**



## **WE WELCOME YOUR SUGGESTIONS**

**We welcome open communication between parents and staff, knowing how important this is for the success of your child’s experience with us. We welcome your suggestions regarding program expectations, ideas, and comments on how we may improve our service to you and your family. Each week we will send you an email with updates.**

**You are also welcomed to call our Administrative Office at 808-935-3721.**



**TO HELP US TELL OUR STORY,  
WE USE PHOTOS AND VIDEOS**

To help us illustrate all the fun and opportunities that is offered at Y Summer Camp, our staff use photographs and videos that feature children for our promotional materials, website, and social media accounts. If you have any questions or concerns about your child being in any of these promotional materials, please contact the Youth Director.



## PAYMENT

The YMCA will reserve your child's spot in camp and guarantee care once payment and Y membership is established. Summer camp requires one month of payment paid two weeks before camp starts to secure your spot. **NO DAILY DROP-INS.**

<b>YMCA Membership:</b>	<b>\$ 50.00</b>
<b>Application Processing Fee</b>	<b>\$ 25.00</b>
<b>June, 2021 Summer Camp</b>	<b>\$550.00</b>
<b>July, 2021 Summer Camp</b>	<b>\$525.00</b>

- Payments are due by the 5<sup>th</sup> of each month.
- Financial assistance is available pending application. Payment plans are available upon request.
- We accept Visa, Mastercard, Debit, Cash, or Check

## REFUND POLICY

Refunds/withdrawal from program may be requested three workdays prior to the start of any camp. A \$50.00 processing fee will be assessed, and the remainder may be refunded. Once camp has begun, there will be **NO REFUNDS**. The request for a refund must be completed in writing indicating amount paid, child's name, parents name and reason for cancellation. Refunds will not be honored for enrollment in another program. **There is NO REFUND ON YMCA MEMBERSHIP.**



## FUTURE CAMPS

**“When school is out, the Y is in....!”**

**Join us for New Horizons Camps**

**August 2 – August 31, 2021**

**New Horizons #3: Getting used to our new World**

**September 1 – September 30, 2021**

**New Horizons #4: Our new World**

**October 1 – October 29, 2021**

**New Horizons #5: We are Normal**

**October 4 – October 8 (Fall break/special session)**

**Falling & Rising Together**

**November 1 – November 30, 2021**

**New Horizons #6: Normal is our way of Life**

**(Note no camp: November 11, 24, 25, 26)**

**December 1 – December 30, 2021**

**New Horizons #7: Jingle all the Way**

**(Note: no camp December 24, 31, 2021)**

**December 20 – 23, 2021 (Tinsel Camp)**

**December 27 – December 30, 2021 (Sparkle Camp)**

**Hours of operation for all camps: 6:30 am – 5:30 pm**

**Mondays – Fridays**

**Camps include: breakfast, lunch and 2 snacks**

**Pricing for 2021: \$125/week. *Based on availability***

## FUTURE CAMPS CONTINUED - 2022

**March 14 – March 18, 2022**

New Horizons #8: Flowers are Forever (\$150/week)

**June 1 – June 30, 2022**

New Horizons #9: Summer Camp 2022  
Session 1 (\$660/month)

**July 1 – July 30, 2022**

New Horizons #10: Summer Camp 2022  
Session 2 (\$600/month)

**(Note: no camp July 4, 2022)**

**PAYMENT OPTION #1:** Early-bird special. \$900 for June & July.  
One time payment due by May 1, 2022.

**PAYMENT OPTION #2:** \$500 for June due by May 15, 2022. \$500  
for July due by July 5, 2022.

**PAYMENT OPTION #3:** \$30/per day per week for each month  
(separately). *Based on availability.*

Hours of operation for all camps: 6:30 am – 5:30 pm  
Mondays – Fridays

Camps include: breakfast, lunch and 2 snacks

### APPLY

To apply for future camps, you may complete an application and submit with \$25 application processing fee. Applications may be downloaded from our website at

<https://islandofhawaiiymca.org/programs/camp/> or you may pick

up an application at our office located at 300 W. Lanikaula Street, Hilo. All applications must be turned into the office accompanied with payment (\$25 processing fee). NOTE: All participants (parents) must be a member of the YMCA. YMCA membership applications also available at <https://islandofhawaiiymca.org/membership/>

### FINANCIAL ASSISTANCE

Financial assistance *may* be available. To apply for financial assistance, please send a letter of hardship explaining your situation to: [wendy.cortez@islandofhawaii@ymca.org](mailto:wendy.cortez@islandofhawaii@ymca.org). or call us at 808-935-3721. Financial assistance is based on need and not household income.



# CONTACT US

Follow us on Facebook & Instagram  
(Island of Hawai'i YMCA)



Facebook: The Island of Hawai'i YMCA  
IG: islandofhawaiiymca

<https://islandofhawaiiymca.org/>

Need assistance? Call us at 808-935-3721 or email:

[Ashley.hanohano@islandofhawaiiymca.org](mailto:Ashley.hanohano@islandofhawaiiymca.org) or  
[martha.rodillas@islandofhawaiiymca.org](mailto:martha.rodillas@islandofhawaiiymca.org)

**PLEASE RETURN THE  
ACKNOWLEDGEMENT PAGE AND  
RETURN TO THE YMCA**



**mahalo!!**



# ACKNOWLEDGEMENT

I acknowledge that I have read and understood all the policies and procedure that the Island of Hawai'i YMCA has set in place. By signing this handbook, I agree to the policies and guidelines set forth by the Island of Hawai'i YMCA.

\_\_\_\_\_  
PRINT PARENT/ LEGAL GUARDIANS NAME

PRINT CHILD/RENS NAMES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

DATED: \_\_\_\_\_

**DETACH THIS PAGE AND RETURN TO YMCA  
YOUTH DIRECTOR**