



# **SCHOOL AGE SERVICES LEADER GUIDE**

## **SUMMER DAY CAMP**

**Mission Statement**

To promote Judeo Christian values through programs that build healthy spirit, mind and body for all.

## **Summer Day Camp Philosophy**

We seek to provide each child with enriching, creative, recreational and education activities that enhance their self-confidence. Y Summer Day Camp promotes the values of caring, honesty, respect and responsibility.

## **Responsibilities to Parent/Guardians**

A YMCA Leader will:

- Personally admit each child upon arrival and personally dismiss each child upon departure
- Keep an open line of communication between parent/guardians
- Respect the confidentially and privacy issues of parent/guardians and children
- Treat children and parent/guardians with respect
- Provide a variety of interesting activities
- Keep accurate records
- Be a positive role model for the children

## **YMCA Dress Code**

- YMCA name badges are to be in full visibility at all times.
- Leaders are to wear the assigned Leader t-shirts and black pants or shorts. Shirts will not be altered.
- Hair should be clean, combed and neatly trimmed or arranged.
- Sideburns, moustaches, and beards should be neatly trimmed.
- One piece swimsuit attire for women and swim trunks (no Speedo's) for men.
- Leaders should wear tennis shoes. Flip Flops worn on pool deck only.
- Hats may be worn outside only with appropriate logos.
- Your Program Director will have final say on appropriateness of dress and attire.

## **General Information**

### **Orientation and Training**

Training is a vital part of the development of our employees. The YMCA considers the development of our employees to be extremely important and invests a great deal of resources toward this effort. Once scheduled for

training, employees are expected to attend as planned. Failure to do so may result in disciplinary action up to and including termination.

The required trainings cover programming, behavior management, CPR and 1<sup>st</sup> Aid, Bloodborne Pathogens, and Child Abuse Prevention Awareness. Leader training will also consist of rules of the program, instructions on paperwork, field trip protocol, etc.

## **Team Meetings**

Team meetings are held on a regular weekly basis and are mandatory for all Leaders to attend. Team meetings should be used to discuss any problems that have occurred or are occurring in order for a solution to be found, to plan the next week of the program, and to go over any scheduling changes. If there is a problem you feel that cannot be discussed in team meeting, meet with your Program Director to discuss the matter privately.

## **Work Schedule**

Each employee's work schedule will be set at the time of employment. Daily hours of work may change should the need arise. There may be times when we may need to cut hours or entire shifts due to low enrollment. All employees will be required to clock in and out each day. No overtime hours will be allowed, unless the Program Director gives permission. Leaders may be asked to work at another site due to ratio issues.

## **Illness/Absenteeism**

If a Leaders member is too ill to work, they must contact their Program Director at least 3 hours before their scheduled shift. Morning opening Leaders should contact their Program Director by 5:30 am. If a text is sent, you must receive confirmation from your supervisor that it was received. Excessive absenteeism or tardiness from work due, no matter the reason, may be grounds for corrective action up to dismissal.

## **Requesting Time Off**

Time off requests must be submitted in writing (no texts or emails) on the appropriate form at least 2 weeks ahead of time. Requests will then be approved or denied by your Program Director. Employees missing work without prior approval will be subject to immediate dismissal.

## **Lunch**

Leaders scheduled to work through the lunch hour, are required to bring their lunch and eat with the Summer Day Camp participants. Leaders may not leave the program for lunch. Leaders may keep a bottle of water with them during the day due to the heat. Leaders should model healthy behaviors. Soda or sugar sweetened beverages are not allowed in the program. If an individual site serves lunch, Leaders are allowed to eat the lunch provided.

## **Cell Phones/Electronics**

Leaders are not to have their cell phone or any other electronics while working. Use of a cell phone will lead to immediate termination. Leaders are also prohibited from communicating with the youth in our programs electronically.

## **Alcohol/Drug Use and Smoking**

The Ozarks Regional YMCA provides a safe and productive work environment for all employees and participants. It is the policy of the Ozarks Regional YMCA that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the YMCA's business. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. If there is significant indication that the employee is under the influence on duty they may be subjected to be drug tested. Refusal would be considered automatic resignation of their position. Furthermore, Leaders are not to smoke in any parking lot of a school or YMCA, even if you are in your vehicle.

## **Code of Conduct**

All Leaders working directly with children are required to be screened through the Missouri Family Child Care Registry. In the event a reported incident or suspicion involves a Leader or program volunteer, the following steps will take place.

- The responsible School Age Services Executive Director will, without exception, suspend the person from all responsibilities.
- The School Age Services Executive Director will immediately inform the parent(s) or legal guardian of the child.
- Regardless of where the incident takes place, if a YMCA employee is involved, it will be considered job related.

- Reinstatement of a YMCA employee or program volunteer will occur only after all allegations have been cleared to the satisfaction of the School Age Services Executive Director.
- The YMCA PROHIBITS Leaders from caring for, providing instruction to, or engaging in social relationships outside of approved YMCA activities with children (other than family) who participate in YMCA programs or activities. This policy is designed for the protection of all involved – children, Leaders, parents and the YMCA.

## **Public Relations**

Leaders will be projecting the name and image of the YMCA, both during and outside of the program hours. It is part of each employee's responsibilities to remain courteous at all times and reflect the professional image of the YMCA. First impressions can be lasting impressions.

- Be enthusiastic at all times – it is contagious.
- Be polite at all times. Good manners will convey a favorable impression to the public.
- Take pride in leaving any area cleaner than when you arrived.

## **Care of Equipment and Facilities**

It is the responsibility of each Leader to provide proper care of all YMCA and all school equipment and facilities used in the Summer Day Camp program. Any maintenance needed should be reported to your Program Director immediately.

## **Food Safety**

- Hands must be washed before preparing and serving food. After washing hands, do not touch anything and put on disposable gloves before preparing and/or serving food.
- Children must wash hands before eating.
- Leaders will display proper hygiene and wear clean clothes daily.
- Clean all serving utensils with warm soapy water, dry completely and store in a designated, clean/dry storage area.
- Open shelf stable food (crackers) should be stored in a closed bag and labeled with the date stored.
- Fresh foods should be stored in a closed bag, labeled with the date, and stored in the refrigerator. Fresh food should be thrown away by the expiration date marked on the package.

## **Snack & Meal Policy**

Each child will receive a snack in the morning and afternoon (unless it is a meal site) consisting of 2 components: 1 grain and 1 fruit or vegetable every day. A serving of fruit or vegetable is considered ½ cup. Whenever possible, snacks and meals will be served family-style, meaning the children will serve themselves from common bowls at the table. Fried foods will not be served at the program. Children will be encouraged not to bring fried foods to the program. Leaders serve as role models for the children and may not bring in any fried foods. Leaders may eat the snack being served. Leaders must sit with the children during snack time whether they eat or not.

### **Beverage Policy**

Water will be accessible and available to children at all times, including on the table at snack and/or meal times. Sugary beverages should not be brought into the program at any time (including holidays and parties). Water bottles are approved.

### **Screen Time**

The use of digital devices (computer, tablet, cell phone, video games) to programs that engage children in physical activity. Digital device time will be limited to less than ½ hour per day. Children will not bring digital devices from home for use during program hours.

## **Parent/Guardian Communication**

### **Child Sign In & Out Sheets**

Child Sign In & Out Sheets are tracking forms used to identify child, date, time and parent/guardian responsible for child.

### **Parent/Guardian Guide**

Every family receives a Parent/Guardian guide at the time of his or her child's registration into the camp program. The guide is designed to help the parent/guardians understand how the camp program is set up as well as giving them a better understanding of the YMCA regulations. Read the guide to further understand what expectations we have of our families and they have for us.

## **Enrollment Process**

## **Financial Assistance**

The Ozarks Regional YMCA, through the Annual Campaign, offers financial assistance to any family that demonstrates a need. Families can find out more about the scholarship process by contacting the YMCA. The YMCA also accepts State of Missouri Child Care Assistance.

- All registration forms on each individual child are kept strictly confidential. They will only be shown to YMCA employees, Department of Health, Family Services, Emergency Personnel, and Custodial Parent/Guardians.
- The YMCA reserves the right to require an official court ordered subpoena for the release of records.
- All documentation is the property of the Ozarks Regional YMCA.

## **Supervision**

### **General Camper Supervision**

- Children in YMCA programs should be supervised at all times.
- The Leader to child ratio is 1:12 at all times.
- In order to protect program participants, YMCA Leaders, and volunteers; Leaders must not be alone with children or with a single child unobserved by other Leaders or volunteers, except in an emergency.
- Children should not be left unsupervised at any time including bathrooms, locker rooms or showers. (Detailed supervision policy will be explained in more detail below).
- Leaders, members, and volunteers are prohibited from relating to children in non-YMCA activities, such as babysitting or weekend trips, etc.
- Leaders may never transport YMCA children in their personal vehicles.
- YMCA Leaders and volunteers should not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food, rest and/or shelter. Striking a child, using abusive language, using obscene gestures or displaying obvious and unfair favoritism or acting in a way that is injurious to a child's emotional needs or physical safety constitutes abuse and is cause for immediate termination and possible reporting of child abuse to the authorities.
- Leaders and volunteers should be alert to the physical and emotional state of all children each time they report for a program and should indicate, in writing, any sign of injury or suspected child abuse.
- LIT's (Leaders In Training) are not to be counted in ratio or supervise groups of children alone.

- Parent/Guardians are responsible for sending children with the appropriate clothing. The Program Director will remind parent/guardians if children are not coming with the appropriate clothing.

### **Restroom Supervision**

- When supervising restroom use, Leaders should first quickly scan the restroom before allowing children to enter to make sure they are safe.
- At no time is a Leader alone with a single child.
- To minimize the disruption of supervision, children are reminded and encouraged as a group to try to use the restroom before they go outside, before a bus ride, before a field trip, and so forth.
- Follow the rule of three, which prescribes that two children and a Leader go to the restroom together. One child at a time in the restroom.

### **Temperature Guidelines for Outdoor Play**

All children will have outdoor activities at various levels based upon the camp. The following is a guideline for the amount of play based on the Heat Index/Wind Chill factor.

#### **Heat Index/Wind Chill**

95 degrees and above	No outside play (except outdoor pool play)
90-95 degrees	10-15 minutes- high intensity activities – a.m. – low intensity afternoon (depending on humidity levels)
32-90 degrees	Unlimited play time
32 degrees and below	No outside play

### **Outdoor/Recreation Supervision**

- Outdoor areas are to be cleared of dangerous, broken or hazardous items before children enter the area. Move around or position yourself so you can observe the entire group of children. Clustering with other Leaders for conversation is unacceptable. Leaders should use this time to interact with the children - this is not a break time. When children are outside, you are required to take the group roster.
- Children enjoy a variety of outdoor activities. Make sure that activities and equipment meet the safety standards and are age appropriate (nothing over 6ft tall).
- Remember, the YMCA philosophy emphasizes having fun and improving a child's skill level, not the importance of the score, winning or losing.
- Do not allow children to return to the building, bus, pavilion, etc. without a Leader. Leaders should supervise children returning to the building.

- Prior to re-entry to the building a complete outdoor check is conducted. A head count and attendance will be taken to make sure all children are accounted for before leaving the area.

### **Sunscreen/Bug Repellent**

Parent/Guardians must check the sunscreen authorization on the registration form if they would like for YMCA Leaders to help administer sunscreen to their child. Sunscreen will be reapplied on a regular basis when outdoor activities occur.

### **Child Sign-in/Sign-out Procedures**

- It is required that parent/guardians or an authorized person sign their child in and out every day with the correct time and signature. Children should never be dropped off in the parking lot or outside to come in alone.
- Should an unauthorized person arrive to take the child from camp, first contact the custodial parent/guardian. If indeed the pickup is unauthorized, contact the local police department and the Program Director. Ensure the child's safety and provide the child with adult supervision. Retrieve the necessary forms and wait for the arrival of the local authorities or the authorized legal guardian.
- If the person who has arrived to pick-up the child is judged by the Program Director, Site Director, or Leader in charge to be unsafe to drive a vehicle due to the influence of alcohol or drugs, they will express concern and will offer to contact someone on the child's registration form who has been designated as an emergency contact person or authorized pick-up person. If the person becomes uncooperative and insists on taking their child, the Leader will release the child and immediately call police and then the Program Director or Executive Director. The incident will be documented with the original form going into the child's file and a copy to the YMCA office. The Program Director will meet with the parent/guardian as soon as possible.
- In case of divorce or child support matter, sign in and out sheets will only be released by court subpoena. A reasonable length of time to process the request must be given as each sign in/out sheet must be blacked out except for the requested child's information, for confidentiality.
- The YMCA reserves the right to require an official court ordered subpoena for release of records. In the case of a legal court order or document the YMCA will follow and enforce the court order stated as written. No Exceptions.
- Health Checks- Leaders are required to check the children for illness or injury upon arrival and authorized to deny care for the day if needed.

Children will not be accepted into camp if s/he has symptoms of a contagious disease, illness or injury that might require medical attention.

### **Person's Authorized to Pick Up Child**

- Leaders will ask for ID until they become familiar with persons picking up child.
- A child will only be released to the person authorized on the child's registration form. Anyone not on the list or who is not authorized in writing will not be allowed to take the child from the YMCA camp site, even if the child appears to know the person.
- Any deviation of the child custody decree will require formal written approval signed by both parties and notarized, prior to pick up.
- In an emergency, a phone call will be accepted. They will be required to verify confidential information found on the child's Enrollment Form. They will be required to also provide a valid driver's license and a description of the person picking up the child. The person picking up the child will be required to show a valid driver's license. This can only happen once per person picking the child up. After that one time they must be added to the emergency contact form for future pick-ups.
- The person signing children out of the program must be of 16 years of age with ID.
- Leaders are not allowed to sign in/out children.

### **Late Pick-Up Policy**

- A fee will be assessed for any child that is picked up late: \$1.00 per minute per the YMCA site clock. Leaders will alert the Program Director of parent/guardians who pick-up late. The Program Director may waive the late fee for emergency cases, such as bad weather, car trouble, traffic tie-ups, etc.).
- Parent/Guardians should be informed that if they are late more than two times, dismissal could occur.
- The following steps should be taken when a child is left at the site past closing time:
  - Call emergency contacts on the child's registration form.
  - If, at 15 minutes past the closing facility time and no contact has been made, contact the Program Director. Continue to call all contacts on the registration form.
  - At 30 minutes past the closing facility time, and still no contact can be made, call the Program Director again.

- At this time, Division of Family Services must be notified that the child has not been picked up, so they can assist in finding the parent/guardians.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD EVER BE LEFT ALONE.** Two Leaders should be at the site with the child.
- Leaders should remain calm, supportive and reassure the child at all times.

## **Safety**

### **Medications/Testing and Other Procedures**

The Ozarks Regional YMCA provides recreational programs, which are not staffed by individuals trained to perform invasive medical procedures. In order to protect the health and safety of all children and employees, YMCA employees will not perform such invasive procedures including, but not limited to: administering shots, drawing blood, catheterization, diabetes testing, insertion of suppositories, and tube feeding. The medical procedures which employees may not perform will be determined at the sole discretion of the YMCA.

### **Medication**

Medication is to be given at the camp site only if absolutely necessary. Only prescription medication is to be administered. When medication is to be given, the following procedure must be followed:

- Parent/Guardian completes and signs the medication form.
- Parent/Guardian brings the medication in the original container to the Program Director (parent/guardian is not to send the medication with child).
- The prescription label is checked to be certain of the expiration date, name of the drug, name of the child, name of the doctor, the dosage (number of pills delivered to the camp program will be noted on the medical authorization form), the date the medication was disbursed and how it is to be administered are clearly written.
- Each time the medication is given to the child the Program Director or designated person in the Program Director's absence will complete the information on the medication form. When the child is no longer taking the medication, the medication will be returned to the parent/guardian and the medication form placed in the child's file.
- All medications must be locked and stored out of the reach of children.

### **Topical/Non Prescription Medication**

Topical medications are not permitted. This includes hydrogen peroxide and Neosporin. Use only soap and water to clean cuts and scrapes. First aid kits may contain alcohol pads to clean thermometers.

Leaders will not provide or give any non-prescription medications at any time. This includes over the counter medications for colds, coughs, headaches, etc. Doctors will write prescriptions for these medications and the pharmacy will provide labels for these medications as needed.

## **Illness**

- When a child becomes ill at camp, the child will be isolated from the rest of the children in view of Leaders. The parent/guardian will be notified to pick up the child within one hour. The late pick-up policy will apply at the end of the 1 hour grace period. If the parent/guardian cannot be reached, the emergency contact person (listed on the child's enrollment form) will be called until someone is reached to pick up the child.
- The child must have a normal temperature (98.6) for 24 hours before returning to the program.
- A person properly trained should clean up bodily fluids such as vomit and blood. In the event that a child in the program develops a contagious disease, the Leaders will notify all other parent/guardians (without naming specific names).

## **Special Needs**

In order to establish a safe environment for the children and our Leaders, the following procedures must be followed for the child's medical care and treatment should a child require the use of inhaler's and epi-pens or diabetes testing:

- A Special Needs form is to be filled out completely and signed by the child's physician.
- A Medication Authorization form must be completed in full.
- It will be the parent/guardian's responsibility to monitor and track prescription expiration dates and replace said medication as needed.
- Leaders will receive informational training, provided by the parent/guardian, on administration of said items.

## **Child Injury**

If a child is injured, an Accident/Incident Report will be completed immediately with a copy given and discussed with the parent/guardian, Business Office and one retained in the child's file.

Leaders must contact their Program Director on all items listed below:

- All head injuries. If a child has a head injury, notify a parent/guardian immediately. Observe the child to see if the eyes are dilated (pupils are enlarged) and check for signs of pain and/or nausea. Report the symptoms to the parent/guardian and give them the option to pick up their child. Send home a copy of the Head Injury Instructions in addition to the Accident/Incident Report.
- Suspected injury to any body organs (eyes, ears, abdominal organs, teeth)
- Intense itching of head or hands (head lice or scabies)
- Asthma symptoms: persistent cough, wheezing, shortness of breath, retractions (skin sucked in around the collar bone or ribs when breathing in)
- Pink eye symptoms: swollen, pink eyelid with redness of white part of the eye and whitish or green discharge from eye.

## **Bus Accident**

- Calm the children.
- Check for injuries and determine the seriousness.
- Have one Leader call for police and an ambulance, if necessary.
- The bus driver will have the needed paperwork to give to the police. In the event of an accident, call your Program Director immediately.

## **CPR and First Aid**

All Leaders must have current CPR and 1<sup>st</sup> Aid Certificates within 60 days.

## **First Aid Kit**

There will be a first aid kit at each of the camp sites. First aid kits must contain gloves, ice packs, band-aids, and a thermometer, thermometer covers and gauze. Incident/Accident Report Forms must be readily available.

## **Aquatic Procedures**

## **Swim Safety**

Swimming activities are conducted in both indoor and outdoor swimming pools that abide by all Missouri Health Department policies and YMCA Aquatic Operating Standards.

## **Swimming Pool Supervision Rules**

- Leaders should be evenly spread out around the pool deck. No grouping together.
- Leaders swimming with the children should still be supervising.

## **Summer Swimming Pool Procedures**

- Any camper that wants to swim in deeper water must take and pass a swim test.
- Swim Test requirements are assessed by certified lifeguards only.
- Provide a list of children in the program. Lifeguard will use it to record swim test results.
- An appropriate identification system must be utilized to mark swimmers and non-swimmers. If child passes swim test, it should be recorded and they will wear a bracelet.
- If water reaches child's armpits and child has not passed swim test, child must wear life jacket.
- Swimming area shall have areas for non-swimmers and swimmers clearly marked. Pool must have a rope at 3ft. 6ins. to mark the non-swimmer zone.

## **Certified Lifeguards & Counselor Responsibilities**

Certified lifeguards must be on duty at all times campers are swimming. A guard to swimmer ratio of 1:25 is maintained at all times. Summer Day Camp Leaders to swimmer ratio is 1:10 in water. All counselors that are assigned in water spots must be able to pass a swim test and be positioned to not have their back toward children.

### **Responsibilities of the Lifeguard:**

- The safety of all participants in the pool
- Swim Testing
- Making sure counselors are in position before kids enter the water

### **Responsibilities of the Counselor:**

- May not perform more than one job function (Leader to youth ratio may not double as the lifeguard on duty)
- Must maintain proper ratios and supervision of kids during swim time
- Assist in putting lifejackets on children

- Assist in the swim tests and help put bands on children
- Position themselves at high-risk areas on the deck. After these areas are covered additional guards can be positioned at various locations along the pool deck

Aquatic Safety Equipment Practices and equipment for all swimming activities include the following:

- Water depth indicated on deck; depth dividing line in place at all times in pool
- Backboard available at all times
- Swimmers grouped according to ability and tested daily
- First aid kit available at all times
- Safety rules explained to all
- Communication system established both within and outside activity area to secure emergency help

## Field Trips

All field trips will be approved in advanced by the Program Director. Parent/Guardians will be notified in advance of field trips (check Registration Forms for signature verification).

The following will be taken on all field trips (even if it is across town or walking across the street to the park):

- A binder with children's emergency contact forms
- A first aid kit
- Emergency phone numbers
- A sign in/out sheet
- A Field Trip Log completed with the names of the children each Leader will be responsible for during the field trip

Field Trip Procedures include:

- Each Leader will be responsible for only one group of children
- Each group should have a group name and color
- Children will be supervised at all times by Leaders on the bus and during field trips
- Transportation of children will follow all state and federal regulations
- An accurate head count of children should be checked against the enrollment for the day. Anytime the children are re-grouped, (on or off the bus, moving from one area to another) a head count and attendance will be taken to make sure all children are accounted for before leaving the area.

Proper Leader/child ratios will be observed on all field trips (extra help is best). Each group leader should count their children every 10 minutes.

- Leaders are allowed to participate in field trips while supervising the children.

## **CHILD ABUSE PREVENTION**

### **YMCA Child Abuse Prevention & Reporting Standards**

Child abuse is mistreatment or neglect of a child by another person resulting in injury or harm to the child. Child abuse may be physical, verbal, emotional or sexual. Its effects are severe, which could result in emotional and physical disabilities, anti-social behavior, and/or death.

Reporting procedures are as follows:

- All Leaders and volunteers must be sensitive to the need for confidentiality in the handling of information in this area.
- Leaders are required to document any suspicious or reoccurring injuries and report them to their Program Leader or Program Director.
- At the first report or suspicion of child abuse or neglect, the Leader(s) or volunteer to whom it has been reported will immediately inform the Program Leader or Program Director, and make a report as mandated by law.
- As child care employees, you are obligated by law to report any suspicious behavior/incidents involving other Leaders to your Program Director.

## **SUMMER DAY CAMP FORMS**

Field Trip Log/Group Roster

Daily Medication

Food Allergy

Head Injury

Incident/Accident Report Form

Medication Authorization

Sign In and Out Sheets

Special Needs

Leader & Child Ratio Form

Summer XO Sheets

Time Off Request Form

YMCA Time Sheet

**Ozarks Regional YMCA's School Age Services Summer Day Camp  
Leaders Procedures Manual Sign-Off Sheet**

**I understand that it is a condition of my employment that I read and follow the procedures and guidelines in the School Age Services Summer Day Camp Guide.**

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**Signature**

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**Print Name**

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**Date**

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**Program Director Signature**

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**Date**

**Summer Day Camp  
Field Trip Log / Protocol**

<b>FIELD TRIP</b>	
<b>LEADERS</b>	
<b>DATE</b>	

<b>TOTAL CHILDREN</b>	
<b>EMERGENCY FORMS</b>	
<b>FIRST AID KIT/SUNSCREEN</b>	

	<b>CHILD'S NAME</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

- **A Field Trip Log will be completed by the Program Director with the names of the children each Leader will be responsible for during the field trip. Each will be responsible for only one group of children.**
- **Count your group of children before you leave the building.**
- **On the bus match a face to a name during roll call.**
- **Each group leader should count their children every 10 minutes.**
- **Each group should have a group name and color.**
- **Always bring an Emergency Contact for each child.**
- **Always bring a First Aid kit.**

### **Summer Day Camp Group Roster**

**Site :**

**Summer 2016**

Age Group: \_\_\_\_\_

Date: \_\_\_\_\_

Total Attendance for  
Program: \_\_\_\_\_

Program Leaders:  
\_\_\_\_\_

	CHILD'S NAME	TIME IN	TIME OUT	Things I need to Know
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Child Count 7:00am 8:00pm 9:00am 10:00am 11:00am 12:00pm 1:00pm 2:00pm 3:00pm 4:00pm 5:00pm 6:00pm

\_\_\_\_\_





**Ozarks Regional YMCA Head Injury Instructions  
School Age Services Branch 862-7456**

DATE OF INJURY \_\_\_/\_\_\_/\_\_\_                      TIME \_\_\_\_\_ AM or PM

Dear Parent/Guardian,

\_\_\_\_\_ (Child's Name), received a minor injury to the head. No apparent problems were observed, but sometimes symptoms can occur several hours later. Therefore, you should watch for any of the following during the next 24-48 hours:

1. Severe headache
2. Nausea and/or vomiting
3. Double vision, blurred vision, or pupils of eyes appear to be different size
4. Loss of muscle coordination, such as falling down, walking strangely, or staggering
5. Any unusual behavior such as being confused, breathing irregularly, or dizziness
6. Convulsion(s)
7. Bleeding or discharge from the ear
8. Difficult to arouse or undue sleepiness
9. Your child should be checked carefully at bedtime and awakened at midnight (if bedtime is 8-9 p.m.) just enough to be sure he/she can be awakened and seems normal
10. If your child shows any of the signs listed above, contact your doctor

Comments: \_\_\_\_\_



FOR YOUTH DEVELOPMENT\*  
FOR HONORARY LIVES  
FOR SOCIAL RESPONSIBILITY

## REPORT OF INCIDENT/ACCIDENT/INJURY

Please mark;  INCIDENT  ACCIDENT  INJURY

SITE LOCATION; \_\_\_\_\_ DATE; \_\_\_\_\_ TIME; \_\_\_\_\_

CHILD'S NAME; \_\_\_\_\_

PROGRAM LEADER OF FACILITY; \_\_\_\_\_

STAFF MEMBER RESPONSIBLE FOR CHILD; \_\_\_\_\_

STAFF MEMBERS PRESENT AT TIME OF INCIDENT; \_\_\_\_\_

OTHER CHILDREN INVOLVED;  Yes  No

DESCRIPTION OF INCIDENT (please be specific about incident as well as treatment/action taken);

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

ACTION TAKEN; please mark

WRITE-UP  SUSPENSION  EXPULSION  INJURY/ACCIDENT (Document Only)

WHEN CAN THE CHILD RETURN; \_\_\_\_\_

TIME THE PARENT/GUARDIAN WAS NOTIFIED; \_\_\_\_\_

WHO NOTIFIED PARENT/GUARDIAN; \_\_\_\_\_

HOW WAS PARENT/GUARDIAN NOTIFIED; please mark  IN PERSON  TELEPHONE

REPORT DISCUSSED/GIVEN TO PARENT/GUARDIAN

\_\_\_\_\_  
DATE; \_\_\_\_\_

STAFF SIGNATURE

\_\_\_\_\_  
DATE; \_\_\_\_\_

SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE; \_\_\_\_\_

STUDENT SIGNATURE (IF INCIDENT REPORT)

I HAVE RECEIVED A COPY OF THE INCIDENT DESCRIBED ABOVE;

\_\_\_\_\_  
DATE; \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE

WHITE: FILE COPY

YELLOW: AREA DIRECTOR COPY

PINK: PARENT/GUARDIAN COPY



	Child's Name	Time In	Authorized Signature	Time Out	Authorized Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

	Child's Name	Time In	Authorized Signature	Time Out	Authorized Signature
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					

	Child's Name	Time In	Authorized Signature	Time Out	Authorized Signature
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					
54.					
55.					
56.					
57.					
58.				25	
59.					
60.					

	Child's Name	Time In	Authorized Signature	Time Out	Authorized Signature



5			11:00am			
6			12:00pm			
7			1:00pm			
8			2:00pm			
9			3:00pm			
10			4:00pm			
11			5:00pm			
12			6:00pm			
13			<u>Leader to Child Ratio</u>			
14			1-24 children	<b>2 staff + 1 greeter</b>		
15			25-36 children	3 staff + 1 greeter		
16			37-48 children	4 staff + 1 greeter		
17			49-60 children	5 staff + 1 greeter		
18			61-72 children	6 staff + 1 greeter		
19			73-84 children	7 staff + 1 greeter		
20			85-96 children	8 staff + 1 greeter		
21			97-108 children	9 staff + 1 greeter		

**OZARKS REGIONAL YMCA  
SUMMER DAY CAMP 2014  
STUDENT RECORD SHEET**

STUDENT NAME: \_\_\_\_\_

CIRCLE OR HIGHLIGHT ALL APPLICABLE INFORMATION

PARENT NAME: \_\_\_\_\_

FULL TIME

SUMMER SCHOOL

LOCATION: \_\_\_\_\_

SCHOLARSHIP

DFS

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JUNE																															
JULY																															
AUGUST																															

EXAMPLE 1      X = ABSENT    O = PRESENT

EXAMPLE 2    X = ABSENT    P = 1 min-2 hrs 59 min    H = 3 hrs +  
STATE OF MISSOURI ASSISTANCE: P = 1 min - 2 hours 59 min; H = 3 hours plus.

## Summer Time-Off Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Requested Summer Site: \_\_\_\_\_

I would like to request these days off:

Date: \_\_\_\_\_ Shift: AM or PM or All Day

Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Shift: AM or PM or All Day

Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Shift: AM or PM or All Day

Reason: \_\_\_\_\_

Date: \_\_\_\_\_ Shift: AM or PM or All Day

Reason: \_\_\_\_\_

*All requests should be made two weeks prior to time off!*

***Remember: Your time off is not approved until it has been approved and confirmed by your Program Director.***

- Your time off has been noted and approved.
- At this time we are unable to approve your request off.

Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Notes:

