2025 YMCA GOODTIMES SUMMER ENROLLMENT PROCEDURES

PLEASE MAKE SURE YOU READ GOODTIMES POLICIES & PROCEDURES AND PARENT MANUAL

REGISTRATION INSTRUCTIONS:

1. Read the Parent Manual and keep it for future reference.

2. Complete the Enrollment Application and Registration Form. Only check weeks that your child will attend. Please check the site/program at which your child will participate that week. All forms are available to download and print from your computer. Online registration is also available at www.ymcamontgomery.org.

3. Return the Enrollment Application and Registration Form. ***Automatic draft is mandatory so include the completed draft form*.**

4. The registration fee is $50.00 per child. Early bird registration will begin January 1, 2025.

Reg. Dates	Reg. Type	Reg. Fee	Reg. Fee Discount	Reg. Fee Due
Jan 1-March 31	Early Bird Reg.	$50.00	$50.00	$0.00
April 1- April 30	Pre-Registration	$50.00	$25.00	$25.00
May 1-June 30	Registration	$50.00	$00.00	$50.00
July 1 –End of Summer		$50.00	$00.00	$50.00

5. Please return the Enrollment Application and Registration Form to the branch in which you would like your child to attend for the summer. Make checks payable to the YMCA. Please register by **March 31, 2025,** to take advantage of the Early Bird Registration.

6. There will be a $10.00 discount for the 2nd child and a $15 discount for each additional child.

7. If you have any questions, please call the branch for which you are registering. Be sure we have your e-mail as this is how we will communicate with you on summer happenings.

ENROLLMENT IN A GOODTIMES PROGRAM DOES NOT QUALIFY YOU FOR A MEMBER RATE.
YOU MUST BE A YMCA BRANCH MEMBER OF THE MONTGOMERY YMCA ASSOCIATION

Financial Assistance is available-Deadline: March 31st, 2025

Goodtimes Fees:

Program Fees vary per site; please refer to Enrollment Application for a list of fees.

In accordance with the U.S. Department of Agriculture discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department is prohibited. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Right Program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.asci.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint for or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

2025 YMCA Summer Program Enrollment Application
REGISTRATION WILL END ON FRIDAYS AT NOON FOR THE FOLLOWING WEEK IF YOU CHOOSE TO ADD MORE WEEKS

Names of Children: 1. _____ Age: _____ 2. _____ Age: _____
3. _____ Age: _____ 4. _____ Age: _____

Program Hours
6:15am – 6pm

	East YMCA		Goodtimes Center		Wetumpka YMCA	Cleveland Ave. YMCA
	Day Camp	Jr. Camp	Day Camp	Jr. Camp	Day Camp	Day Camp
AGES	*5-11	**4	*5-11	**4	*5-12	3-12
Member Cost	$120	$120	$120	$110	$120	$120
Non-Member Cost	$160	$160	$135 / $160	$145	$160	$160
May 27- May 30	**N/A**	**N/A**	**N/A**	**N/A**		**N/A**
June 2 -June 6						
June 9 -June 13						
June 16 -June 20						
June 23 -June 27						
June 30 – July 3						
July 7 – July 11						
July 14 – July 18						
July 21 – July 25						
July 28– August 1						
				N/A		**N/A**

Week 1: May 27- May 30; **May 29th Come Dressed in all Camo**
Week 2: June 2 -June 6; **June 5th Come Dressed as your favorite here or villain**
Week 3: June 9 -June 13; **June 12th Come dressed in your favorite sports jersey (Pep rally)**
Week 4: June 16 -June 20; **June 18th Come dressed head to toe in your favorite animal**
Week 5: June 23 -June 27; **June 25th Come dressed as someone from the Wild West (Pep Rally)**
Week 6: June 30 – July 3; **July 3rd Come dressed in stars and stripes**
Week 7: July 7 – July 11; **July 9th Come dressed as a lifeguard or a fish**
Week 8: July 14 – July 18; **July 18th Come dressed in your group's colors (Pep Rally)**
Week 9: July 21 – July 25; **July 24th Come dressed as a baby or an Elder**
Week 10: July 28– August 1; **July 31st Come dressed in Hawaiian**

Is there a sibling in another program? _____ yes _____ no – If yes, Name _____ Site _____
**** $10.00 discount for second child **$15.00 discount for three or more children**
******* $15.00 late fee will be added for any payment received after Friday for the upcoming week.**

FOR OFFICE USE ONLY

Date: _____ Amount Paid: _____ Cash /Check/CC _____ Location form turned in: _____
If member, was membership verified? Yes _____ No _____
Signature of staff person accepting form: _____ Date: _____

2025 YMCA GOODTIMES PROGRAM REGISTRATION FORM

Summer Day Camp Programs
Wetumpka YMCA

THE YMCA GOODTIMES PROGRAM DOES NOT OFFER A DAILY RATE OR DROP-IN SERVICE

Child's Name: 1) _____ Sex: _____Age: _____ D.O.B.: _____
2) _____ Sex: _____ Age: _____ D.O.B.: _____
3) _____ Sex: _____ Age: _____ D.O.B.: _____
4) _____ Sex: _____ Age: _____ D.O.B.: _____
5)_____ Sex:_____Age:_____D.O.B.:_____

School Attended: _____Grade Completed: _____

Home Address: _____ City: _____ State: _____ Zip_____

Shirt Size: _____ Email Address: _____

(This is important in order for us to communicate with you on special events or notices.)

If parents are divorced, which parent has custody? Father: _____ Mother: _____
What years has your child been in the Goodtimes Program? 2019 2020 2021 2022 2023 2024
Did your child attend Afterschool Goodtimes for the 24-25 school year? No | Yes Where: _____
How did you hear about the Summer Goodtimes Program? YMCA Brochure | Flyer | Family | School | Internet | Other

Father/Guardian:_____ D.O.B.:_____ Home #:_____

Business Name:_____ Work #:_____ Cell #:_____

Mother/Guardian:_____ D.O.B.:_____ Home #:_____

Business Name:_____ Work #:_____ Cell #:_____

Please list anyone who **IS** allowed to pick your child up, **other than the Parents or Guardians listed above**, or who we may contact in case of an emergency. Your child will be released only to the Parents or the persons listed below with a **PHOTO ID**. Please use the Legal Name on their photo ID (no nicknames).

1) _____ Home #:_____ Work #:_____Cell# _____
2) _____ Home #:_____ Work #:_____Cell# _____
3) _____ Home #:_____ Work #:_____Cell# _____

Child's Physician: _____ Phone #: _____

List all medications your child is taking and any health, dietary or allergy problems, with detailed instructions:

_____

Does your child have any special needs the YMCA should be aware of?
☐ **Attention Deficit Disorder (ADD or ADHD)** ☐**Autism Spectrum** ☐**Depression Learning or Processing Challenge** ☐**Sensory Processing Challenge** ☐**Obsessive Compulsive**☐**Disorder Panic, Anxiety Disorder Recent Significant Life Event** ☐**Other Mental, Emotional or Social Health Issues** _____
_____
☐**None**

THE YMCA OF

GREATER MONTGOMERY

Participation Agreement

In consideration for my child or ward being permitted to utilize the facilities, services and programs of The Young Men's Christian Association of Montgomery, Inc. ("YMCA"), I, on behalf of myself and my child or ward, and his or her heirs, personal representatives, assigns and next-of-kin, do hereby agree to the following:

1. I understand that the activities that my child or ward will be engaging in while he or she is in or upon the premises of the YMCA, using any of its facilities, services or equipment, or participating in any YMCA program or activity are inherently risky and potentially hazardous and I, for and on behalf of my child or ward, hereby accept full responsibility for, and risk of, any injury to my child or ward or loss or damage to his or her property that may occur as a result thereof.

2. I hereby release, waive and covenant not to sue the YMCA, its successors and assigns, and its directors, officers, employees, and agents (collectively, the "Releasees") from all claims, demands, damages, losses and causes of action arising or resulting from any injury to my child or ward or loss or damage to his or her property that may occur while my child or ward is in or upon the premises of the YMCA or using any of its facilities, services or equipment, or participating in any YMCA program or activity.

3. I hereby indemnify and hold harmless the Releasees from all loss, liability, damage, or cost that may incur due to my child's or ward's presence in or upon the premises of the YMCA or use of its facilities, services or equipment, or participation in any YMCA program or activity.

In the event of injury, I hereby authorize the Releasees to provide or cause to provide such medical care and treatment to my child or ward as may be necessary and appropriate. I understand that I am solely responsible for all costs incurred for such medical care or treatment.

I further understand that if my child or ward fails to abide by the rules and regulations of the YMCA, he or she is subject to removal from the premises of the YMCA and or removal from participation in YMCA programs and activities without a refund of dues, fees or other amounts paid to the YMCA.

I hereby give my permission to the YMCA to use indefinitely, without limitation or obligation, photographs, film footage, or tape recordings which may include my child's or ward's image or voice for the purposes of promoting or interpreting YMCA programs and activities.

In accordance with the U.S. Department of Agriculture, discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department is prohibited. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Right Program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.asci.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint for or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, SW, Washington, DC 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

I, as parent or guardian of the above-named minor, hereby give my permission for my child or ward to use the facilities and services of the YMCA and to participate in the programs and activities offered by the YMCA.

I HAVE READ AND VOLUNTARILY SIGN THIS AGREEMENT AND AGREE, INDIVIDUALLY AND ON BEHALF OF SAID CHILD OR WARD, TO BE BOUND BY ITS TERMS.

Parent/Guardian Signature: _____ Date: _____

2025 YMCA SUMMER GOODTIMES CREDIT/DEBIT CARD AUTHORIZATION AGREEMENT

Primary Member's Name: _____

Child(ren)'s Name(s): _____

Draft Account Holder's Name (if different): _____

Account Holder Address _____ City _____ State _____ Zip _____

Total Summer Day Camp Fees Owed: $_____

Weekly Draft Total: $_____

Credit/Debit Card Account

Master Card ☐ Visa ☐ Discover ☐ American Express ☐

Card Number: _____ EXP Date: ____/_____ Security Code: _____

2025 YMCA SUMMER GOODTIMES DRAFT AGREEMENT

1. I understand that this draft will remain in effect for the 2025 Summer Goodtimes Program unless I cancel, in writing, on Monday, one week in advance of the draft.
2. I understand that the summer program will draft on the **Friday** due dates.
3. This draft agreement is **only** for the 2025 Summer Goodtimes Program. Any additional programs and/or field trips will have to be signed up and paid for by their registration dates.
4. If my child will not be in the 2025 Summer Goodtimes Program for a week that I have signed up for, I will submit a notice by the Monday one (1) week in advance of the **Friday** draft date to have the fees adjusted from the Summer Day Camp program.
5. Should my credit card, for any reason, including card changes and expiration date, not honor my 2025 Summer Goodtimes Program draft, I realize that I am still responsible for that payment and any late fees or service charges that the YMCA may apply. This is in addition to any service fee my bank may incur.
6. I hereby authorize the YMCA of Greater Montgomery to charge my credit card listed on this form for the amount(s) indicated above on the due dates for weekly payment of my 2025 Summer Goodtimes Fees.

SIGNED _____ Date _____
(CARD HOLDER'S SIGNATURE)

Staff Use Only: Branch _____ Member ID # _____

Staff Name: _____

New Draft Information: _____ Updated Draft Information: _____

2025 YMCA GOODTIMES POLICIES AND PROCEDURES

Initial Each Item **Make SURE YOU READ ALL POLICIES AND PROCEDURES.**

_____**PROGRAM HOURS:** (6:15 a.m. - 6:00 p.m. Wetumpka) Pick-up after 6:00 p.m. will result in a $1.00 per minute late charge until the child is picked up. After three late pick-ups, you will need to find alternate childcare for your child as we do not meet the needs of your schedule.

_____ **PAYMENTS:** I agree to have the YMCA draft $_____ per week for my child/children registered in the YMCA Summer Program. I understand payments are auto drafted on **Friday** for the following week. **If my draft is declined on Friday for the following week, I will be charged a $25.00 Late Payment Fee*. If payments fall one week behind, my child will not be able to continue in the program*.** I understand that I am responsible for the nonrefundable registration and miscellaneous fees when applicable.

_____**CREDIT FOR ABSENCES:** The YMCA will not reduce your weekly fee for days missed from the program. When you enroll your child, you are reserving the time, space, staff and the provisions needed for your child.

_____ **REFUNDS & CANCELLATIONS:** Refunds will be given only for illness with a doctor's excuse for the week. Cancellation by **written** notification is due **one week in advance** to cancel a week of camp. For example: You need to cancel on Monday by 6:00 p.m., if your child will not be attending the following week. If your child is removed from the program for disciplinary reasons, the fee for that week will not be refunded. I understand that if I fail to cancel a week of camp, my account could be drafted, and no refunds will be given. **Cancellations by phone call will NOT be accepted**.

_____ **ADDITIONAL WEEKS:** I understand that if I need to add a week of camp I must do so and pay by NOON **Friday prior** to the week.

_____**PARENT MANUAL:** I certify that I have read the parent manual, that all of the attached information is true, and that I will notify the staff of any changes.

_____**TRANSPORTATION RELEASE:** I _____ give permission for my child/children_____ to be transported in YMCA vehicles to attend YMCA Summer Programs and Field Trips.

_____**MEDICAL CARE:** I give authority to any hospital, physician or paramedics to render immediate aid as might be required, at the time, for my child's health and safety. I understand that any expense for this service will be accepted by me. I understand that the YMCA does not provide dental, accident or medical insurance for my child/children. I do waive and release all rights and claims for damages sustained and suffered by my child and/or family in connection with the YMCA Goodtimes Program, and while participating in field trips.

_____**LOST AND FOUND:** Lost and found will be collected each day and placed in a designated area. Any lost and found not claimed by Friday of each week will be donated to charity**. Please label all your child's things for easier identification**.

_____**CELL PHONES AND HANDHELD ELECTRONIC DEVICES:** *Cell phones and handheld electronic devices are not permitted for Goodtimes program participants.* The YMCA will not be responsible for the replacement or repair of any lost, stolen or broken cell phones, handheld electronic devices or cameras.

_____**MEDICATION:** The YMCA needs a written parental authorization form and instructions for any medication that needs to be administered. Any prescription or over-the-counter medication sent to the YMCA must be in its original container and must be labeled with your child's name, the name of the drug, and directions for administering the drug. By law, the YMCA cannot administer any medication (prescription or over the counter), without written authorization. This form must be updated weekly, per DHR guidelines.

_____**LUNCH/SNACKS:** Every child will be offered a lunch and afternoon snack. The YMCA attempts to make these food breaks healthy. We try to involve the children in snack preparation and offer nutrition education. Notify the YMCA and indicate it on the registration form if your child has special dietary restrictions. **You will need to provide lunch for the day(s) your child will not eat the provided lunch**. If you choose, you may send your child with a lunch/snack from home.

_____I AGREE TO ABIDE BY THE ABOVE POLICIES.
_____I HAVE READ AND AGREE TO ABIDE BY PROCEDURES AS LISTED IN THE ATTACHED PARENT MANUAL

Parent/Guardian Signature: _____ Date: _____

YMCA SUMMER PROGRAM CODE OF CONDUCT

MAKE SURE YOU READ THE CODE OF CONDUCT

PARENTS PLEASE READ, SIGN, & RETURN TO YOUR SITE DIRECTOR IMMEDIATELY

It is the goal of the YMCA Summer Program to provide a healthy, safe, and secure environment for participants; therefore, we have a zero-tolerance policy for behavioral infractions. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children who attend the program are expected to follow the behavioral guidelines and to interact appropriately in a group setting.

Behavioral Guidelines

- People are **Responsible** for their actions.
- We **Respect** each other and the environment.
- **Honesty** will be the basis for all relationships and interactions.
- We will **Care** for ourselves and those around us.

When a child does not follow the behavioral guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. If the behavior continues, a parent will be notified of the problem.
3. If the problem still persists, staff will schedule a conference that includes the parent, child, staff, and program director. This conference will determine if the child can remain in the program with specific guidelines or be released from the program.
4. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent will be notified and expected to pick up the child immediately.
5. If a child uses profanity, the parent will be notified. If the child uses profanity a second time, the child will be suspended from the program.

The following behaviors are not acceptable and may result in immediate suspension or expulsion

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the YMCA Summer Program without permission
- Continuing to disrupt the program
- Refusing to follow the behavioral guidelines or YMCA Summer Program rules
- Using profanity, vulgarity, or obscenity frequently
- Acting in a lewd manner
- Taking and posting photos of others without permission (internet, myspace, Facebook, etc.)
- Bullying of any sort will not be tolerated (verbal, physical or mental)
- Use of tobacco, alcohol, illegal drugs, knives, firecrackers, firearms, explosives or items used as weapons.

PARENT SIGNATURE REQUIRED:

I have reviewed with my child (ren) the YMCA Summer Program Code of Conduct. I understand and agree to all of the terms presented in the Parent Manual. I also understand that it is my responsibility as a parent to monitor the actions of the staff and will bring any behavior that is inconsistent with the staff code of conduct to the attention of someone in authority at the YMCA.

_____ _____

Child's Name & Signature Date Site Director's Signature Date

_____ _____

Parent/Guardian Signature Date Counselor's Signature Date

Parent Manual
MAKE SURE YOU READ THE PARENT MANUAL

The YMCA of Greater Montgomery welcomes you and your child/children to the YMCA Summer Full Day Program. The YMCA offers year-round programs with afterschool care during the school year and all-day programs during holidays. It is a logical extension of Y's basic philosophy to help children realize their full physical, mental and spiritual potential in a trusting and stable environment. Please read this parent manual and keep it for future reference. Your Site Director will be the main person to speak with for most of your concerns. If you need further assistance, please call the Center where your child is registered.

Branches

- **Wetumpka Family YMCA – (334) 567-8282**

PROGRAM HOURS:
(6:15 a.m. - 6:00 p.m. – Wetumpka). **If you pick your child up after 6:00 p.m., you will be charged $5.00 per minute per child for every minute which you are late. After you have been late 3 times, you will have to find alternate care for your child as our hours of operation will not fit with your schedule.**

PROGRAM FEES:
Program fees will vary from center to center. Please refer to the Enrollment Application for fees.

We do not offer daily rates for drop-ins

YOUR CHILD WILL NEED TO BRING THE FOLLOWING EACH DAY:
Bring a bag/back pack, swimsuit, towel, water bottle, and sunscreen with your child's name written on each item. Sunscreen must be the spray on type. Make sure children wear shirts, shorts, and shoes they can play in. Change of clothes (accidents happen). Our playground has pebbles so please send your child in closed- toe shoes. If your child has sensitive feet, you may want to send swim shoes for the pool. If you write your child's name on all their belongings, it will be easier for your child to get it back if they misplace something. The YMCA is not responsible for lost or stolen items

MEDICATION:
The YMCA needs written parental authorization and instructions for any medication that needs to be administered. Any prescription or over-the-counter medication sent to the YMCA must be in its original container and must be labeled with your child's name, the name of the drug, and directions for administering the drug. By law, the YMCA cannot administer any medication (prescription or over the counter) without written authorization. The YMCA cannot provide any medication. This form must be updated weekly, according to DHR guidelines.

DRESS CODE:
The Campers must wear appropriate swimsuits. Swimsuits must be one piece for girls and trunks for boys. IF YOUR CHILD WEARS INAPPROPRIATE CLOTHING, WHICH WILL BE AT THE DISCRETION OF THE SITE DIRECTOR AND GOODTIMES STAFF, YOU WILL BE CONTACTED TO PICK YOUR CHILD UP. The YMCA staff has the discretion to determine what is appropriate and not appropriate. Children will not be allowed to wear flip flops or sandals because they do not allow children to participate in activities.

LUNCH/SNACKS:
Every child will be offered a well-balanced breakfast/lunch. The YMCA attempts to make these food breaks healthy. You will need to send your child with a snack each day. Notify the YMCA and indicate it on the registration form if your child has special dietary restrictions. You will need to provide breakfast/lunch for the day(s) your child will not eat the provided breakfast/lunch. If you choose, you may send your child with a breakfast/lunch from home.

SUMMER ACTIVITIES:
DEVOTIONAL TIME**:** A way to begin each day with encouragement through non-denominational devotions.
RECREATION TIME: Swimming lessons, recreational swimming, organized outdoor games, indoor games, weekly theme - related activities and field trips.
DISCOVERY TIME**:** A chance to choose from a variety of supervised activities and learn new skills.
DRAMATICS**:** Skits, devotions, and songs.
ARTS & CRAFTS: Art activities related to the theme of the week.
SWIM TIME: Your child will participate in the YMCA swim lessons and have time to enjoy recreational swim at many of our branch locations. All children will be required to participate in both swim lessons and recreational swim time. Both these activities are a part of our program and the daily schedule and staffing do not allow for children to select not to participate. If there is a specific reason your child can not participate in either swim time you need to speak with a director to discuss the problem. If your child does not participate in swim lessons, they will not be permitted to participate in recreational swim.

ELECTRONICS:
No electronics or cell phones are allowed for Goodtimers (ages 4 – 12) before 5pm everyday. This is to protect all children from inappropriate use of these items while at Goodtimes.

ILLNESSES/ABSENCES:
A sick child is to be kept at home for his/her own sake and for that of the other children. If the child has had a fever of 100 or higher or vomited within 24 hours, diarrhea or any illness he/she must stay at home. The YMCA should be informed about the nature of any illness. If your child has a communicable disease, such as chicken pox, ringworm, lice etc., he/she should be kept at home. The YMCA will document the illness and will discretely post a notice to the other parents. The YMCA will contact you during the day if your child becomes ill.

PAYMENTS:
All payments will be by automatic draft. Payments are auto drafted on **Friday** for the following week. ***If payments fall one week behind, your child will not be able to continue in the program*.** You are responsible for the registration and miscellaneous fees when applicable.

REFUNDS & CANCELLATIONS:
Refunds will be given only for illness with a doctor's excuse for the week. ***Cancellation by written or e-mailed notification is due one week in advance to cancel a week of camp***. For example: You need to cancel on Monday by 6:00 p.m., if your child will not be attending the following week. If your child is removed from the program for disciplinary reasons, the fee for that week will not be refunded. If you fail to cancel a week of camp, your account could be drafted and no refunds will be given. **Cancellations by phone call will NOT be accepted**.

ADDITIONAL WEEKS:
If you need to add a week of Goodtimes, you must do so and pay by the **Friday prior** to the week.

INJURIES:
The Site Director and YMCA Staff will take whatever steps are necessary to administer emergency medical care if your child is injured. These steps may include, but are not limited to:

1. Attempt to contact the parent and/or guardian.
2. Attempt to contact you through any of the people you listed on the Registration Form.
3. Call the paramedics, if necessary.
4. Have the child transported to the hospital accompanied by a YMCA staff member if necessary.

CODE OF CONDUCT:
Attached is a copy of the YMCA Code of Conduct. The staff will encourage and assist all children in following the YMCA Goodtimes Code of Conduct. Parent involvement in the program is very important to your child and staff. You are encouraged to participate in any of the activities with your child. Your cooperation with all policies and procedures is essential. Take every opportunity to speak with the YMCA staff concerning your child and the program. It is vital that you inform us of any changes in your child's life that might affect his/her behavior. This will help our YMCA staff better provide for your child's needs. The YMCA realizes that there are children who need special care. Our staff will work with you to try to meet these needs. The staff ratio is 1 counselor to every 12-15 children, with a Site Director and an Assistant Site Director at every site. In order for your child to grow, meet new friends and learn new experiences, there must be guidelines. The YMCA Goodtimes Program's rules are for your child's safety and enjoyment.

STEPS THAT WILL BE TAKEN TO DEAL WITH DISCIPLINARY PROBLEMS:
All children are entitled to a pleasant and safe environment while participating in the Goodtimes Program. We know that everyone is not always going to get along or agree on things, especially when competition is involved. However, we expect that these disagreements will be handled in a non-violent and non-threatening manner. We want all the children to feel that they are in a safe environment where they are valued. In case of any issues or confrontations, all Goodtimers should use their number one resource when something happens, that is to report it to their counselor, site-director or program director right away.

Honesty, respect, caring and responsibility are the four core values of the YMCA and we practice each of these throughout the day. Therefore, inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another child simply WILL NOT BE TOLERATED.

When a child does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the child to more appropriate behavior.
2. If the behavior continues, a parent will be notified of the problem.
3. If the problem persists, staff will schedule a conference that includes the parent, child, staff, and program director. This conference will determine if the child can remain in the program with specific guidelines or be released from the program.
4. If a child's behavior at any time threatens the immediate safety of that child, other children, or staff, the parent will be notified and expected to pick up the child immediately.
5. If a child uses profanity, the parent will be notified. If the child uses profanity a second time, the child will be suspended from the program.

BULLYING POLICY:
Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people who want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, and other less direct methods. In the YMCA Goodtimes Program, bullying is inexcusable, and we have a firm policy against all types of bullying and strict disciplinary actions will be taken to ensure that each child gets the best experience out of Goodtimes.

SIGNING YOUR CHILD IN & OUT:
You must sign the roll sheet when picking up your child. The staff uses these roll sheets to account for each child every day. Your child will only be released to persons listed on the registration form. Notify the Site Director ***in writing*** if someone, other than those on the registration form, will be picking up your child. The YMCA staff will photo ID and question unfamiliar persons. Please check for new information and upcoming events each day.

_____

Parent/Guardian Signature Date