

## PICK-UP AND DROP OFF FORM

The following person will normally drop off and pick up my child:

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

This person will drop off my child at camp at \_\_\_\_\_ A.M., and pick up my child at Camp at \_\_\_\_\_

In case of an emergency, or if the designated person cannot be contact to pick up my child, I hereby authorize the following persons(s) to pick up my child:

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

The following persons may not remove my child from camp:

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

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

Custody Papers are on file: YES \_\_\_\_\_ NO \_\_\_\_\_

The above information was provided by:

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

# BEHAVIOR MANAGEMENT PROCEDURES

It is the goal of our YMCA to provide a healthy, safe, and secure environment for all day camp participants. The YMCA teaches the core values of caring, honesty, respect and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

## Behavior Guidelines

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- 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 camper does not follow the behavior guidelines, we will take the following steps:

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior problem is, what provoked the problem and the corrective action taken.
5. Staff will schedule a conference with the parent so they can determine the appropriate action to take.
6. Staff will schedule a progress check or a follow up conference.
7. If the problem still persists, staff will schedule a conference that includes the parent, staff and program director. The program director will have all documentation and the notes from previous conferences for review. If subsequent conferences have to be scheduled, a counselor may also be present.
8. If a child's behavior at any time threatens the immediate safety of that child, other children or staff, the parent may be notified and expected to pick up the child immediately.
9. If a problem persists and a child continues to disrupt the day camp program, the YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.

The following behaviors are not acceptable and may result in the immediate suspension of a camper for the remainder of the current day and the next day:

- Endangering the health and safety of children and/or staff, members and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the day camp program without permission
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or day camp rules
- Using profanity, vulgarity or obscenity frequently
- Acting in a lewd manner

If any of these behaviors persists, staff may suspend the camper a second time before expulsion.

Immediate expulsion may occur if a camper is in possession of and/or using tobacco, alcohol, illegal drugs, firecrackers, firearms or explosives.

### PARENT SIGNATURE REQUIRED:

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

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Parent's Signature

Date

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Camper's Signature

Date