ARMED SERVICES YMCA

Armed Services YMCA Killeen

2026-2027 Holiday Camps

Policies & Procedures

PHILOSOPHY AND PURPOSE

Armed Services YMCA Killeen Cause

We're for youth development, healthy living, and social responsibility.

Armed Services YMCA Killeen Mission

Strengthen Our Military Family by offering programs, services, and events that are designed to help the family come together, stay together, and have the ability to adjust, bounce back, and thrive wherever the services sends them.
Armed Services YMCA childcare programs will stimulate a child's physical, social, intellectual, and emotional development. We use small group experiences that are developmentally appropriate.
In Armed Services YMCA childcare programs, your child will:

- Develop physically, emotionally, and socially through a variety of safe, developmentally appropriate, and challenging experiences.
- Expand awareness and appreciation for the natural world.
- Learn and display the four core values of the Armed Services YMCA: Respect, Responsibility Honesty and Caring
- Increase appreciation for their own family, friends and surrounding community.

NONDISCRIMINATION STATEMENT

All people are welcome at the Armed Services YMCA regardless of race, sex, national origin, religion, or abilities. Children and parents who have limited English language ability can be assisted with the translation of written information or with an interpreter. Contact the Camp Director to make necessary arrangements. In our efforts to promote awareness and understanding of the world around us, lessons about customs and celebrations of other cultures are a part of our curriculum. Armed Services YMCA Camps will reflect and respect the diversity in our community. Religious education is not part of our program. We are committed to providing developmentally and culturally appropriate programming that respect, reflect, and support children and families; cultivate an understanding among children and staff and incorporate to an anti-bias approach to curriculum.

DROP-OFF / PICK-UP INFORMATION

- A sign-in/out area will be available when you arrive at the site. (for All-Day Camp from 6:00 A.M.-6:00 P.M.)
- You must sign your full name on the attendance roster when bringing children to Camp and when picking them up.
- Your child will only be released to the parent/guardian or other authorized adult listed on the Youth Program Registration Form.
- Identification will be checked daily. While we know it can be inconvenient to show your ID every day, we appreciate you supporting our staff to keep your children safe.
- For the safety of your child, we will not automatically release your child to anyone who appears under the influence of drugs and/or alcohol but will assist in making other arrangements for transportation home.
- If your child has not arrived by the start of the Camp day, we will assume he/she will not be attending camp, and we'll begin our day without him/her. (For safety no drop off after 9:00am)
- Pick up your child on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress.

WHAT TO BRING FOR HOLIDAY CAMP

Dress your camper for the weather! Please send a jacket if it's chilly and a poncho if it's raining! We won't let a few raindrops or a little dirt stop our fun! Wear closed-toe shoes for running, playing, and getting dirty! Please label all of your child's belongings.

Following are some items to fill your child's backpack:

- Water bottle
- Sack lunch (please do not pack food that requires heating or contains nuts)
- Sunscreen, applied prior to arrival or child can self apply
- Change of clothes (including undergarments)

WHAT NOT TO BRING FOR SUMMER DAY CAMP

We ask that you keep these things at home:

- iPods/mp3 players
- Cell phones/tablets/video games
- Gum and candy
- Trading cards/toys
- Weapons of any kind
- Drugs, alcohol, e-cigarettes, & tobacco products
- Any electronics
- Any valuables, including personal sports equipment

Many of these items can be lost, broken, or stolen while at Camp. If these items accidentally show up at camp, staff will hold them for the camper and return them at the end of the day.
ASYMCA staff will not be responsible for lost, broken, or stolen items

LUNCH

Please provide a sack lunch/snack for Holiday Camp; label your child's lunch with his/her name. Children attending Holiday Camp will be offered a morning/afternoon snack daily. These snacks are not sufficient to replace breakfast or lunch. Please do not send candy, gum, or soda with your child to Camp.

Foods containing peanuts and/or tree nuts are not allowed at Holiday Camps.

It is not possible for us to provide refrigeration or a microwave for lunches. Please do not send foods that require reheating or that may spoil, such as mayonnaise.

STAFF TRAINING

All of our staff have had previous experience working with children and have attended and continue to attend regularly scheduled training events on behavior management, communication skills, and creative activities to do with kids. Staff maintains current certification in CPR, First Aid, Child Abuse Prevention, and other certifications required. In addition, staff and volunteers are thoroughly screened prior to employment, including a Texas State licensed background check with fingerprints, and evaluated on a regular basis to ensure continued high performance.

To make sure your child remains safe outside of the Armed Services YMCA's supervision and to protect our staff members and volunteers, we request that you do not ask an Armed Services YMCA employee or volunteer to babysit, host sleepovers, provide transportation, or spend one-on-one time with your child outside of Armed Services YMCA programs.

LOST AND FOUND

Please label all clothing and items brought to Camp with your child's First Initial and Last name. All items brought to Camp are the camper's responsibility. A lost and found center may be located at some of the Camp sites, please check with the site at which your child is registered.

CUSTODY ISSUES

We realize that custody decisions and parenting plans are very important to both parents. However, we are not a party to any custody orders and not in a position to enforce parenting plans. If both parents are listed on the Program Registration Form (or if one parent is listed on the form but that parent has confirmed the identity of the other parent) both parents may pick up regardless of the custody agreement. Any disagreements must be addressed by the parents away from the site. Please make sure you have established clear expectations between the parties. We do honor Restraining orders, Anti-Harassment orders, or other court orders created for the protection of the child. Please provide a copy to the Director of Child Care.

PARENT/STAFF COMMUNICATION

A great childcare program requires a partnership between ASYMCA staff and parents. As a partner in your child's success in our program, we invite you to become familiar with the staff, stop in to check on your child's care whenever you'd like, and encourage you to help maintain open communications to ensure this will be the Best Summer Ever for your child(ren).

If applicable, a schedule of activities will be provided at your site to keep you informed of program plans and special events.

Any problems your child may be having at home or school may affect his/her behavior at Camp. Please keep the Camp Site Director informed so that we can be sensitive to your child's needs. Any information of a confidential nature will be shared only with those who need to know. If you need to pick-up your child early, please make advance arrangements with the Camp Director.

ASYMCA CORE VALUES

The Armed Services YMCA is committed to a value-based character development curriculum. The teaching of the following core values is incorporated into all youth activities:

Respect:
Special regard for others, including assertiveness, consideration, courtesy, gentleness, unity, tolerance, humility.

Responsibility:
Moral, legal, and mental accountability, including courage, determination, helpfulness, justice, reliability, loyalty, self-discipline, obedience, cleanliness.

Honesty:
Fairness of conduct and adherence to facts. Other virtues that relate to this concept include sincerity, truthfulness, honor, tact, forgiveness, moderation, orderliness.

Caring:
Interest and concern, including compassion, friendliness, generosity, kindness, love, and mercy.

CHARACTER COUNTS

Behaviors such as being disrespectful to other children or staff, dishonesty, destruction of property or failing to carry out responsibilities are also inappropriate at the Armed Services YMCA.
Through our values based programs, we expect all our participants to uphold the Armed Services YMCA values of respect, responsibility, caring and honesty. We are aware that children sometimes copy the behaviors of other children. Therefore, in order for a child to understand the seriousness of their actions, any child engaging in behavior that is inappropriate at the Armed Services YMCA, will receive disciplinary action. This Zero Tolerance Policy enables us to better serve all our families.

PAYMENT, CREDIT, AND CANCELLATION POLICY

Payment Information

Payment is due at the time of registration for each day of Camp. Registration for multiple days must be paid in advance, there are no holding fees. Parents will need to register in person at the Harker Heights Wellness Center. Payments must be received by the Armed Services YMCA prior to your child starting Camp. There is a one-time $50 registration fee to participate in any of the Holiday Camps. *A $35 fee will be assessed for any funds returned, regardless of the reason.

I understand that a cancellation/request for transfer to another Holiday Camp must be submitted no later than two weeks prior to the start of that Camp week. Requests for transfers/cancellations must be sent via email only to syerrington@asymca.org, and are subject to approval. If the transfer/cancellation is approved, a $25 transfer/cancellation fee per child, per day will be assessed.

FINANCIAL ASSISTANCE

Financial assistance is available through the Armed Services YMCA for every program we offer. These funds are made possible through our Annual Campaign.

To view and download a Financial Assistance application, please visit our website at killeen.asymca.org and click the "Quick Links" tab in the main menu.

SICK/INJURED CHILD PROCEDURES

The Armed Services YMCA cannot accept children for Camp when they are ill. Staff will observe each child upon daily arrival. If your child is experiencing any of the symptoms listed below, we will ask that other arrangements be made for his/her care. Child must be symptom free for 24 hours.

- Vomiting on 2 or more occasions within the past 24 hours
- Too tired or sick to participate in daily activities
- Fever of 100°F or higher
- Draining Rashes
- Eye Discharge or Pink Eye
- Diarrhea
- Lice or Nits*

*Children must be nit and lice free prior to returning to Camp. Lice are highly contagious and can take a while to eliminate from Camp once introduced. Reintroducing children with nits prolongs contamination and prevents kids from returning to Camp.

If your child develops these symptoms after drop-off, parents will be contacted and asked to come pick-up their child. We will separate your child from other children until you can pick them up. Ill staff members will also be sent home. We will report communicable diseases to the local health department. We will also notify other parents in camp, so that they can take appropriate action to protect their children.

I understand that if my child is going to be out sick for an entire week, I must submit a doctor's note within 24 business hours or I will be responsible for payment of that week. If my child is going to be out for more than one (1) week, documentation must be submitted to the Sr. Director of Child Care to be considered for reimbursement.

SPECIAL NEEDS

Armed Services YMCA staff members are encouraging, patient, and helpful in paving a pathway for children with mild to moderate disabilities to succeed in Armed Services YMCA programs. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support, or have significant difficulties in managing their behavior in a group setting.

ADA Policy: If a child requires one-on-one care, Armed Services YMCA Killeen will be unable to accommodate.

If your child has a significant health issue or requires accommodations, you must set an appointment with the Director of Child Care (amaddox@asymca.org) prior to registration to discuss an appropriate plan of care.

MEDICAL EMERGENCIES

The Program Registration Form includes a medical release, giving us permission to seek medical attention for your child in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers. In the case of life threatening emergencies, a member of our staff will immediately call 911, administer First Aid & CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your child on the ambulance and will stay with him/her until you arrive.

For minor emergencies and injuries, all of our staff are trained in First Aid & CPR, and we will administer as needed. A staff member will then contact you to come and care for your child if additional care is needed.

For minor injuries that do not require us to notify you immediately, a written report will be given to you that day when you pick up your child, explaining what happened and how the situation was treated. Internal accident reports are completed for our records and recorded in our medical log. Internal accident reports are not allowed to be released to parents.

We are required to notify the Department of Social & Health Services by phone and in writing of any serious injuries that require medical treatment, illness that requires hospitalization, occurrences of food poisoning, or communicable diseases.

MEDICATION MANAGEMENT

The Armed Services YMCA Medication Policy whenever possible, parents/guardians are requested to administer medication at home. No medication will be dispensed by any Armed Services YMCA personnel.

CHILD SAFETY

As a partner in your child's success, the Armed Services YMCA of Killeen is committed to providing a safe environment for all participants and staff. We work hard to create an environment that is both physically and emotionally safe for children. If at any time throughout the Camp you are concerned about the physical or emotional health of your child, please do not hesitate to speak to a staff member or email the Director of Child Care at amaddox@asymca.org.

Personal Safety Talks

As part of our program, staff engages in discussions designed to increase children's understanding of touching and personal space limits. Armed Services YMCA staff will model the use of correct words for body parts and functions, and respond to conversations and questions in age appropriate ways.

Child Abuse Reporting

Armed Services YMCA staff are required to report immediately to Child Protective Services (CPS Intake), licensor or police any instance when there is reason to suspect the occurrence of physical, sexual or emotional abuse, child neglect or exploitation. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police.

Field Trips

For the security and safety of all the children in our care, only children aged 8 years or older will be able to attend any field trips. Children ages 4-7 years old in our care will participate in on-site events and activities. If you wish for your child to remain on-site and not attend field trips, please email the Director of Child Care at amaddox@asymca.org.

BEHAVIOR MANAGEMENT

Armed Services YMCA Camps strive to meet the needs of all children by setting guidelines and boundaries appropriate to each stage of development. If problems arise, we will use the following sequential procedures:

1. The child will be encouraged to use his/her words to try to solve the situation peacefully.
2. The child will be redirected to a new activity.
3. The child will be removed from the situation until he/she is able to rejoin the group.
4. Parents are alerted and encouraged to share ideas.
5. Parent and staff conference will be held with recommendation for an immediate behavior contract or short-term suspension from Camp.
6. Complete removal of the child from program.

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior in Camp. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment by anyone (including parents). We do not condone biting, jerking, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

Because there are such a wide variety of behaviors that children display, the Armed Services YMCA reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program, and the staff. In such a situation parents may be called to come immediately to pick-up their child, or the child may be separated from the group for the remainder of the day. The Armed Services YMCA is unable to provide children with one on one care.

The Armed Services YMCA has a zero tolerance policy for bullying. No taunting, making fun, or physical bullying will be tolerated. The first bullying occurrence will result in an automatic removal.

DISASTER PLAN

Each branch is required by law to develop and implement a disaster plan designed for response to fire, natural disasters, and other emergencies.

Q. How will your branch account for all children and staff during and after the emergency?
A. Roll call; staff assigned to groups; specific meeting places; children & staff files move with children.

Q. How will your branch evacuate the premises?
A. Evacuation routes posted at each site, based on the school or site disaster plan.

Q. At what location will you meet after evacuation?
A. See site-specific plan posted at each site on the Family Board.

Q. How will you contact parents/guardians or how will parents/guardians be able to contact your child care center?
A. Site cell phone; most staff have cell phones; through emergency workers. Files remain with the children with emergency contact phone numbers. Each child has been asked to supply an out-of-state contact so that someone can be notified when in-state numbers are inaccessible.

Q. What kind of transportation method will you use, if necessary?
A. Armed Services YMCA contracted vehicles; parents; emergency worker vehicles. Private staff vehicles may be used only as a last option.

EMERGENCY PROCEDURES

All sites practice monthly fire drills and have a posted evacuation plan. The Armed Services YMCA has written emergency policies for a variety of issues. A copy may be obtained from your Branch or by contacting the Sr. Director of Child Care.

INSURANCE

It is the responsibility of every individual, their parent or legal guardian to provide for their own accident and health coverage while participating in all Armed Services YMCA activities. The Armed Services YMCA does not provide any accident or health coverage for its participants.

INCLEMENT WEATHER

Some of our Camp activities will take place outdoors, and campers need to be prepared for whatever the weather will bring! On days when the rain is heavy, Camp activities may be moved indoors at the Armed Services YMCA branch or other nearby location. On rainy days, campers should wear water repellent rain gear as an outer layer. If we encounter extreme heat, we will try to keep activities in the shade whenever possible, play lots of water games, and keep kids drinking water.

PAPERWORK POLICY

In addition to your registration forms, additional paperwork is required to ensure the safety of all children participating in our programs. Paperwork is due at time of registration. Paperwork can be located on killeen.asymca.org/programs/Camps and paper copies will be accepted at the Harker Heights Wellness Center.

SUNSCREEN POLICY

During our outside activities, children may spend hours in the sun. In order to minimize the effects of this exposure to the sun, we encourage parents to do one or more of the following:

- Provide your child with a long sleeve cotton shirt to wear in the sun
- Encourage your child to wear a hat to protect the face
- Educate your child regarding protecting his or her skin, as well as the early signs of enough sun
- Use and appropriately apply sunscreen before Camp (we are not allowed to apply sunscreen)

LATE PICK-UP POLICY

Children must be picked up by the time Camp closes. If an emergency arises and you are unable to reach the site by close, please phone us to assure both the staff and your child know that you are on the way. State law requires us to notify CPS when children are left in a program without notification from families and when no contacts can be reached to pick up the child.

Each Camp follows these guidelines in response to a late pick-up:

1. Staff notifies the family to ensure that someone is on the way to pick up the child. If the family is not reachable, the staff notifies emergency contacts.
2. If the family and emergency contacts cannot be reached, the staff notifies the police.
3. Late Pick-Up Fee starts at 6:00 P.M., $2 per minute per child after 6:00 P.M. until the child is picked up.
4. Late Fee must be paid before child can attend Camp again
5. If your child is picked up late on three occasions, your child's participation in the program will be subject to be terminated.

CODE OF CONDUCT

The Armed Services YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the Armed Services YMCA of Killeen has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in Armed Services YMCA programs.

Individuals are expected to:

- Uphold the Armed Services YMCA core values of respect, responsibility, honesty, and caring
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation or any other legally protected status
- Be respectful and cooperative with Armed Services YMCA staff and others

The following will NOT be tolerated at Armed Services YMCA facilities and programs:

- **Bullying**
- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, or violent acts
- Weapons of any kind
- Smoking
- Damaging or defacing property
- Possession, sale, use or being under the influence of alcohol or illegal drugs
- Offensive and unlawful conduct

Individuals who experience or observe inappropriate conduct are encouraged to promptly report their concern to Armed Services YMCA staff. Every effort will be made to ensure that reports are investigated and resolved promptly and effectively.

NO TOLERANCE POLICY

We want to make sure all children at the Armed Services YMCA have a positive atmosphere that is safe and inclusive. We are asking for your support in maintaining a fun, safe place where children can achieve their potential. Please talk with your children about the importance of not exhibiting the behaviors described below. Ideally, we want to work with families to prevent these behaviors from occurring.

No Tolerance Policy

The following will NOT be tolerated in our Camps:

- **Bullying**
- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts or bullying
- Weapons of any kind
- Damaging or defacing property
- Offensive conduct (including spitting)
- Purposely leaving the area of supervision without permission
- Improper exposure

Failure to follow this code of conduct will result in disciplinary action, which may include a one to thirty day suspension. A parent conference will be scheduled to develop a behavior contract in order for your child to remain in the Camp. It may become necessary for the benefit of the child, as well as for the safety of the other children, to remove a child from our Camp.

STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the Armed Services YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the Armed Services YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the Armed Services YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are thoroughly screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults
- You may not relate to children who participate in Armed Services YMCA programs outside of approved Armed Services YMCA activities. For example, baby-sitting weekend trips, foster care etc. are not permitted. An exception must be approved in advance by the Child Care Director
- Giving personal gifts to program participants or their parents is not allowed
- Program rules and boundaries must be followed, including appropriate touch guidelines
- Children or youth should not be singled out for favored attention
- Dating a program participant under age 18 is not allowed.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age-appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the Armed Services YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from Armed Services YMCA employment or volunteer status.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated members of the Association office.

PARENT'S RIGHTS:

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- enter and examine the child care facility during the facility's hours of operation without advanced notice;
- review the child care facility's publicly accessible records;
- receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- obtain a copy of the child care facility's policies and procedures;
- review, at the request of the parent or guardian, the facility's:
  - staff training records; and
  - any in-house staff training curriculum used by the facility;
- review the child care facility's written records concerning the parent's or guardian's child;
- inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - video recordings of the alleged incident are available;
  - the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- be provided the contact information for the child care facility's local Child Care Regulation office;
- file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

Thank you for being part of
our Armed Services YMCA family!