Dear Parent(s) and Guardian(s),

Welcome to an exciting and fun-filled summer! Our staff has been working hard to plan a summer that is both safe and fun for your child/children. We strive to not only fill their day with engaging activities and trips, but also to teach them the YMCA’s core values of Honesty, Respect, Responsibility, and Caring. It is our hope that along with fun, your child is in a positive and learning environment.

Please take a few moments to review the information contained in this Parent Handbook. You will find everything you need to know to ensure that your child will have a great experience with the Y this summer. In addition, there will be one Summer Programs Parent Orientation:

Parent Orientation
Saturday, 5/16/2020, 10:00am – 11:00am
Chinatown YMCA, 855 Sacramento Street

This is a great opportunity to learn more about our summer programs and ask questions to prepare for the summer.

On behalf of all the staff, thank you for choosing the Chinatown YMCA.

Sincerely,
Chinatown YMCA Youth Staff
General Information and Policies for ALL programs

Pick up/Drop off Policy
Please sign your child in, noting the time on the sign-in sheet each day when you arrive. We allow children to leave only with the adults listed on the Pick up Authorization section of the Program Registration Form. These adults must have a valid photo I.D. for us to release the child to their care. If there is an emergency and no one on this list can come, please call with the name of the person picking up the child and never take your child without signing out. Once your child is signed out, they cannot be left unattended on site.

Please help our staff go home to their families by picking up your child by 6:00pm. There will be a late fee of $1 per minute past 6:05pm. We realize that emergencies do come up. Please contact the summer staff by calling the Welcome Center at (415) 576-9622. The Welcome Center will notify the appropriate staff.

Your child must attend the program the whole day (9:00 to 4:00), as we are unable to accommodate late drop-offs or early pickups due to scheduling. If you arrive late without advance notice and your child’s group has left for the day’s activity, your camper will be sent home.

Day Camp: All participants are to be dropped off and picked up at the Chinatown YMCA at 855 Sacramento Street.

Summer School: All participants are to be dropped off and picked up at Gordon J. Lau Elementary School, located at 450 Clay Street.

Middle School Adventures: All participants are to be dropped off and picked up at John Yehall Chin, located at 350 Broadway Street.

When Your Child is Absent
We are concerned when your child does not arrive as scheduled. If your child will be absent, please call and leave a message before 8:30am with the Welcome Center (415) 576-9622 Ext.0. Unfortunately, we are unable to offer refunds for missed days.

Illness and Medications at Camp
If your child becomes ill at camp, we will quarantine your child and notify you as soon as possible so that you may pick up your child. If you are not available, we will call the emergency numbers on your child’s medical forms. If you will not be at your regular work on a particular day, please note that on the sign-in sheet. Please keep all of this information up to date for your child’s safety.

Please note any medication needs on your child’s Registration Forms. Also, inform the appropriate staff. Medication must be in possession of the Program Director and in its original container. Campers are not allowed to have medication in their possession at any time. The YMCA cannot distribute any medication to a child without parental authorization.

Unexpected Schedule Changes
Unexpected schedule changes due to transportation delays, unsuitable weather, or other factors may affect your child’s arrival or departure. Program staff will notify the office at the YMCA if campers will be late. We will also post all changes at our sign-in/out table.

Outings
Campers will be traveling in leased school buses for special trips (ex: Water Park, Discovery Kingdom, and the Marine County Fair.) As for regular field trips, we will be taking Muni or BART. All participants will always be with more than one adult in addition to being paired with a camper buddy to ensure safety. All participants will review general travel safety guidelines at the beginning of the week with their counselors. All counselors will ensure safe walking routes to and from transportation.

None of the field trips require spending money. If you are to give your child spending money, please give them no more than $10.

During your child’s camp experience, they might be taking field trips to off-site aquatic facilities, such as lakes, water parks, and other public pools. In order to ensure the safety of our participants when they venture off site, several preventative measures are taken to ensure the safety of our participants. All children 5th grade and below are required to wear life vest regardless of swim ability. Children 5th grade and above will be swim tested and life-jacketed based on swim ability and height.

Only sites that are approved by the YMCA of San Francisco Aquatic cohort will be visited by our YMCA camps and programs. They are approved based on the safety and operation of the site and the staff. While visiting a site, hazardous areas, such as lazy rivers and wave pools are prohibited by all YMCA program participants.

YMCA Aquatic Specialist will determine which parts of the park the participants will be allowed to go to. The Aquatic Specialist will remain at the facility with the children and monitor/ check-in on all YMCA program participants. The Aquatic Specialist will also ensure that all swimmers to counselor ratios are adhered to, to ensure proper supervision of all children.

Please be sure to send your child with plenty of water, a nutritious lunch, sunscreen with at least 15 SPF, a towel, a change of clothes, and a bag for all their wet items. Also, try and dress them in clothes which will protect them from the sun, such as hats [that shade their face and ears], long sleeves, and sunglasses. The Aquatic Specialists will go around and ensure that students are applying and re-applying sunscreen throughout the day. Please bring your own towels.

Emergency Situations
In case of emergency, you may contact the Summer Staff by calling the Chinatown Y at (415) 576-9622 Ext.0. The Welcome Center will notify the appropriate staff. When on a field trip, there is no guarantee of reaching staff immediately.

Behavioral Issues
The YMCA of San Francisco implements and practices positive discipline with all our program participants. We believe that bad behavior can be corrected with re-direction and positive reinforcement. Staff are trained to handle most situations, with emphasis on respect, honesty, caring and responsibility.

Reasons for disciplinary actions may be a result of: physical, sexual, emotional, and mental abuse towards other program participants. Also, inappropriate behavior, which includes but is not limited to: lewd language, uncooperative with staff, and fighting will also be grounds for disciplinary actions.

Our disciplinary policy is as follows:
1st offense: Child will be warned (sit out, spoken to by staff)
2nd offense: Program directors and parents will be notified of child’s behavior.
3rd offense: There will be a signed written contract agreement between staff/child/parent for corrective behavior
4th offense: Scheduled parent/counselor/director meeting to discuss possible suspension or expulsion from program.

**Serious behavior issues can result in immediate suspension or expulsion.
**Recreation Swim and Swim Lesson**

The Chinatown YMCA wants to broaden the scope of physical activity and increase the exposure to various sports and play to the children of our community. In order to do that, we provide the opportunity for summer camp and summer school participants to partake in half hour swim lessons and/or recreation swim.

For swim lessons, upon registration, you were asked a series of questions about your child’s current swimming skills. This information helps us group swimmers, not only by age, but by skill level, so we can maximize how much they improve. In addition, classes will have a 5–6 student ratio to one instructor depending on level. During their half-hour lesson, they will go over basic swimming and safety skills, such as proper floating, kicking, arm mechanics, breath control, treading water, and basic safe practices in and around pools. If you sign your child up for multiple sessions, they might start showing improvement in their skills after the first couple of weeks. If this happens, our Camp Aquatics Specialist will do their best to ensure they are placed in a group that matches where their skills have progressed.

During all camp swim lessons and recreation swims, a YMCA Aquatic Specialist is required to be present to ensure safe practices are occurring. They will assist in proper fitting and application of life vests, monitor/administer swim tests, ensure proper counselor to swimmer ratios are adhered to and oversee the lifeguard and camp counselors’ performance. All participants in 5th grade and below will be required to wear a lifejacket during recreation swim, regardless of swim level. Participants 6th grade and up will be swim tested and will be required to wear a lifejacket if deemed necessary.

For the safety of all participants, **adults will not have access to the family locker room** during weekday summer programs. Child-safe trained staff will be available to help youth participants.

Please be sure to send your child with a towel, a change of clothes, a bag for their wet swimsuit, and goggles if needed. Children with hair to their shoulders will be asked to put their hair up in a ponytail or in a swim cap.

**Lost and Found**

Please label all your child’s belongings. The YMCA is not responsible for lost, stolen, or damaged belongings. A lost and found area will be available for parents to check lost items. All items in lost and found will be donated to homeless shelters at the end of the summer.

**Cell Phone Usage Policy**

Please note, there is no cell phone usage for participants during program time. All participants must ask for permission before using cell phone. Unauthorized recording or photographs are not permitted.

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### Summer Program Staff Contact Information

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<thead>
<tr>
<th>Jocelyn Chen</th>
<th>Candice Leung</th>
<th>Mandy Liu</th>
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<tr>
<td>Community Center Programs and Family Camp</td>
<td>Aquatics</td>
<td>Summer School and Middle School Adventures</td>
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<td>415 748 3547</td>
<td>415 748 3543</td>
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<tr>
<th>Koey Zhou</th>
<th>Denise Hung</th>
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<tr>
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<td>CIT, I-Works Program, Residence Camps and Teen Volunteers</td>
<td>Summer School</td>
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<td>415 748 3557</td>
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