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**Fairfield YMCA
Sunshine Club/ Discovery Club
Parent Handbook Summer 2026**

Fairfield Y Sunshine Club and Discovery Club Parent Handbook

Thank you for registering your child for our Sunshine Club or Discovery Club Summer Camp Program. We strongly believe that every child needs a safe and fun experience each and every day. Our program is designed to provide an environment where each child can learn and grow through a wide variety of exciting activities that promote youth development, healthy living, and social responsibility. We maintain a strong commitment to building character in youth through our four core values of Caring, Honesty, Respect and Responsibility.

This Parent Handbook is a modified version of our Early Learning Centers Parent Handbook to fit our Summer Camp Program (created 2026)

MISSION STATEMENT

The Central Connecticut Coast YMCA (CCCY) seeks to put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

The mission of the CCCY Early Learning Centers (The Fairfield YMCA Sunshine Club and Discovery Club) is to provide open access for children to age-appropriate quality learning that promotes the health and safety of children and prepares them for formal schooling.

PROGRAM PHILOSOPHY

The Fairfield YMCA Sunshine Club and Discovery Club (an extension of our Early Learning Center) will provide curriculum activities and developmentally appropriate programming that will support and build young children's character, particularly the values of caring, honesty, respect and responsibility. In our Early Learning Centers, children are motivated to explore, manipulate, question, discover and express their ideas through play, group, and individual activities. Children are given choices as they interact with other children, teachers, and the environment.

EDUCATION PHILOSOPHY/Framework STATEMENT

The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program goals are to offer quality care with age-appropriate activities by trained, caring and nurturing staff. All staff understand child and family development and will recognize and meet the learning and developmental needs of the children and families we serve. The educational philosophy shapes and supports the curriculum through the Connecticut Early Learning and Developmental Standards. We will strive to continually develop our professionalism and to:

- Provide a safe, supervised, structured environment in which children may choose from a variety of activities which will help them develop socially, intellectually, physically and emotionally in a developmentally appropriate manner.
- Develop gross and fine motor skills.
- Develop and foster language skills and literacy.
- Promote a positive value system by encouraging a child's self-worth and emotional development that will enhance self-esteem.
- Develop healthy habits, i.e.: nutrition, dental care, cleanliness, hygiene, and fitness.
- Develop a partnership with parents, offering support and welcoming them into our program in all facets of involvement, as well as offering parent educational topics and workshops
- Use the Connecticut Early Learning and Developmental Standards to support curriculum development in planning the weekly themed activities.

General Guidelines

Admission Policy

The Fairfield YMCA Sunshine Club and Discovery Club are open to all children and families regardless of their race, creed, color, religion, natural origin, sex, disability or ethnicity. All information provided to us will be kept confidential.

Please Note: We reserve the right to make referrals to other agencies if the need arises. Your enrollment in our program requires you to abide by their policies and procedures. Your participation in our program requires you to attend parent meetings (advanced notice for these meetings will be given) when scheduled.

REGISTRATION INFORMATION

MEMBERSHIP

YMCA facility membership allows usage of the Main Facility, reduced rates and priority registration for programs. Program Participants may also register for programs at the full rate. If you are interested in taking out a membership at the time you register your camper, the membership must last from the time of registration to the last day of your child's camp session. The membership will continue until you submit a termination request in writing, and only after your child completes their time at camp. Please contact the Y for further details on membership prices, hours and programs offered.

CAMP FEES / REFUND POLICY

Camp fees are due, in full, the Monday, two weeks prior to the session start date. Deposit fees and registration fees are non-refundable and non-transferrable. Session refund requests must be done in writing on a Refund Request Form. Refunds will not be granted less than 2 weeks before the start of a session. Refunds may be issued for medical emergencies. Physician notes will be required. There is a \$10 administration fee for all refunds.

SERVICE FEES / LATE FEES

A \$25 late camp payment fee will be applied to accounts not paid in full the Monday, two weeks prior to the session start date.

A \$30 fee for credit card returns and returned checks will be applied to outstanding balances. Failure to pay this fee will jeopardize your child's enrollment in camp.

REGISTRATION FORMS

Registration forms/packets must be completed and signed to register your child for camp. If you register online, a Fairfield YMCA Summer Preschool Sunshine and Discovery Club Registration & Release Form must be completed and signed prior to your child attending camp. Registration forms/packets are available online or at the Y. All forms are due at the time of registration but no later than two weeks prior to the session start date.

Forms include:

- Registration and Release Form
- Camp Payment Authorization Form
- Behavior Management Plan
- Current Medical Health Assessment Form (valid for one year from date of exam)
- Medication Administration Form (if needed) with an Individual Plan of Care for a Child
- Individual Plan of Care for a Child

CAMP CHANGES

Any camp-related changes must be made in writing on a Y Change Form. Camp Change forms can be picked up at the Y. All changes will be processed accordingly. Session changes must be made no later than the Friday before the Monday, 2 weeks prior to the session start date when balances are due.

HEALTH FORMS

State of Connecticut regulations require that a fully completed and signed health form must be on file in the Camp Child Care Office prior to a child starting camp. Campers will not be allowed to attend camp without a current, complete form. Physicals are valid for 1 year from the Date of Exam. Health Assessment forms are considered incomplete without the date and signature from the physician as well as the top page completed and signed by the camper's Parent or Guardian. Families must submit a health form annually at the time of registration but no later than two weeks prior to the start of camp. A signed CT Dept of Public Health Medical Exemption Certification Statement is required for children without proof of immunization.

FINANCIAL AID OR OTHER FINANCIAL SERVICES (CARE 4 KIDS, DCF, ETC.)

The Y's Financial Assistance program deadline is May 1. Financial Aid is limited; please apply early. Families applying for Care 4 Kids, both current recipients and new applicants, may be required to pay up to 100% of the total cost of the first session of camp upon registration. Once Care 4 Kids makes a determination of acceptance or denial of funds and provides the Y with reimbursement, the Y will provide families with the total remaining fees that they will be responsible for per session.

Care 4 Kids information and forms can be obtained by calling 1-888-214-5437 or visiting their website www.ctcare4kids.com.

All parents will be responsible for all deposits, registration fees, and full balances the Monday 2 weeks before the session start date. If a balance remains on your account for the current session, your child will not be able to attend camp until it has been addressed.

DISCOVERY CLUB POST CARE 1PM –4PM

A 30-minute rest period is offered as required by the OEC Licensing Regulations. Please pack a pm snack and a small blanket in a separate bag that will be kept on site for the week. Children participate in games, stories, and quiet activities under the instruction and supervision of our camp staff. Post Care is offered on a weekly basis. We encourage early enrollment as spaces are limited. No individual day requests for post care will be allowed. All late fees must be paid within 24 hours or camp and post care privileges will be suspended.

CHILDREN WITH SPECIAL NEEDS

We welcome children of all abilities. If you or a member of your family requires additional assistance or has a special circumstance, please contact the Camp Director.

The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program will provide programs appropriate for children with special needs within the mainstream of the existing programs whenever possible. Referrals to outside agencies will be made with the permission of parents. In conjunction with the public system and/or state agency, an individual educational plan will be designed and implemented with an interdisciplinary approach.

It is required by our state licensing for all participants in our center who have special needs have an individualized care plan on file.

In the event special education services are needed for a child, depending on the services, these services may be conducted on or off site. Accommodations for space and scheduling will be made if services are to be provided on site. The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program work collaboratively with outside agencies to ensure consistency, continuity and carryover between special education services and the program.

CONFIDENTIALITY

Confidentiality is practiced at all times. Information about children in our programs will not be discussed among staff or other parents or in front of children. We hold any information you share with us to enable us to better meet your child/children's needs with the strictest confidence. This applies to information you share in writing or verbally. Staff and volunteers will be professional and protect the rights and privacy of the children and families in regard to confidential matters. All financial information will be kept confidential between the program administration and the families. Information verifying your eligibility for our program may be released to funding sources upon their request.

LEGAL CUSTODY AND INJUNCTIONS

Either parent will be allowed to pick up their child unless a copy of the court order restricting a parent is on file. A copy of any court ordered custody decree or injunction must be kept on file at the YMCA.

DISCIPLINE

The goal of discipline is to help the child develop self-control so that he/she may move toward appropriate behavior. Developmentally appropriate methods for resolving conflicts are:

- **Positive guidance** – When disputes arise among children or between a child and staff, the staff encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.
- **Setting clear limits** – Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.
- **Redirection** – A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.

Teachers will use firm, but a gentle voice when orally disciplining the children. Appropriate classroom behavior such as hands to oneself, taking turns and walking is discussed frequently.

Staff will continuously supervise children during disciplinary actions.

Staff may never use physical punishment, psychological abuse, or coercion when disciplining a child. Staff shall not be abusive, neglectful, or use corporal, humiliating, or frightening punishment including but not limited to, spanking, slapping, pinching, shaking or striking a child under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others, using least restrictive methods, as appropriate.

It is the desire of the CCCY to foster acceptable behaviors in all children.

- Respect adults
- Respect peers
- Respect property
- Follow the rules of the program

The CCCY feels that good interpersonal relationships depend on the concept of mutual respect among and between - everyone, children and adults alike. To this end, we promote an atmosphere of general caring, sharing and self-control in all areas of the Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program.

Expulsion

The guidelines listed below will be followed for any child who behaves inappropriately;

- A staff member will document the inappropriate behavior in the center's daily logbook
- A parent will be notified verbally and in writing of inappropriate behaviors and asked to help resolve the situation
- If at any time, a child poses a danger to the safety of themselves, the other children or staff in the program, the Sunshine Club and Discovery Club Camp Director will be notified of the problem.

The Director can initiate any of the following actions deemed necessary:

1. Conference between parent, staff member, and Director
2. Private conference with Director
3. Suspension from the program
4. Dismissal from the program

CHILD ABUSE AND NEGLECT

CHILD ABUSE REPORTING REQUIREMENTS

All CCCY employees are considered mandated reporters and shall make a report to DCF when a situation arises where there is reasonable cause to suspect that a child is being abused, neglected or in imminent risk of abuse. The staff has a responsibility to prevent any child enrolled in the center from being abused or neglected. To help ensure the safety and wellbeing of children, and in compliance with Connecticut General Statutes, the staff shall make a report to the Department of Children and Families (DCF) and the Office of Early Childhood (OEC), when we learn of a situation where there is reasonable cause to suspect that a child is being abused, neglected or at imminent risk of abuse. No staff member is allowed to have any contact, including, but not limited to, babysitting, phone, or email, with any Y participants under 18 years of age outside of Y programs and activities.

Note: Mandated reporters must report orally to DCF or Law Enforcement Agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF-136) to DCF.

Parent Behaviors

Parents are expected to behave and communicate in a positive manner at all times when in the center. Many situations can be resolved by speaking with teachers first, and then with the Director, if needed. Use of foul language and/or repeated rude and discourteous behavior toward staff will not be tolerated. Parents may not use inappropriate language, threats, be aggressive (verbally or physically) or speak negatively about staff and/or the center when on the premises. This behavior will not be tolerated, and services to a family will be terminated if a parent is verbally or physically abusive to a staff member.

Parent Substance Abuse

If any of the staff suspects substance abuse on the part of a parent/ guardian, or anyone that is intending on picking up a child, while arriving at the Center, the staff will not allow the parent to sign the child out. If the parent becomes aggressive or threatening, the staff will call the police. The Department of Children and Families (DCF) will be notified of any presumed substance abuse. If the situation occurs more than once, the CCCY Early Learning Center/The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program reserves the right to discontinue care for the child(ren) enrolled in the program.

COMPLAINT PROCEDURE

Most problems within The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher
2. Discussing the problem with the Program Director
3. If the problem is not resolved, you may contact the Executive Director
4. If the problem is still not resolved, you may contact the Connecticut Office of Early Childhood

For more information, please see complete policy located on the information bulletin board.

PICK-UP AND DROP-OFF POLICY

Parents have to come into the classroom when dropping off and picking up a child to sign them in and out. No child will be allowed to leave the program with anyone other than the parent or person(s) listed on the registration/release form. It is your responsibility to update the information on the emergency form. A note must accompany your child if a person other than those listed on the registration/release form is to pick up your child.

According to State regulations, a telephone call is not acceptable for notification; it needs to be a written note with the parent's signature. People who pick up children will be required to show a valid photo ID.

LATE PICK UP/CLOSING TIME PLAN

Two staff members 18 years of age or older will remain at the program with the child at all times. If a child has not been picked up within fifteen minutes of their designated pick-up, a staff person will attempt to call the child's parent/guardians using the numbers provided.

If they cannot be reached, the staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/guardian at time of enrollment. The local Police will be called after one hour if parents or other adults cannot be reached. At that time the child may be released to the police.

Late pick up fees begin 1 minute after closing. Late pick up fee accrue at \$25.00 per quarter hour. If there is a discrepancy as to the time you are picking up your child, we will go by the time displayed on a cell phone. Even if you call and notify the center you will be late, a late pick up fee will be charged. After 3 late pick-ups the Y reserves the right to discontinue care for your child(ren) enrolled in the program. Regardless if the parent/guardian called the center or an emergency contact has been reached, child must be picked up within 1 hour after closing.

The State of Connecticut has an "Abandoned Child Policy". If a child is not picked up within 1 hour of the Center's closing, and all efforts have been made to contact the parents/guardian or emergency people, the center is to assume the child has been abandoned, and providers must contact the Department of Children and Families (DCF) and the local police to have the child picked up and brought to the local DCF or other appropriate agency.

EMERGENCY ACTION PLAN

In the event of an emergency at the program it is our policy to stop all activities and collect all children at a designated location to take attendance. Parents of the children involved will be called immediately. Please provide an emergency contact number if neither parent can be reached during the day (grandparent, neighbor, etc.). Please be patient with us if you arrive during a drill or an emergency.

EMERGENCY NUMBERS

All contact information (street address, email address, emergency contacts, telephone numbers) must be kept up to date to ensure that we can contact you immediately in case of an emergency. Please let your child's teacher know when there is a change, especially phone numbers.

WEATHER AND RELATED EMERGENCIES

The CCCY reserves the right to close Sunshine Club and Discovery Club due to inclement weather, other emergencies or the inability to maintain State of Connecticut required staff to student ratio. If severe weather develops during the school day, parents will be called and are expected to pick up their children within one half hour of notification. If you cannot pick up your child, please arrange for them to be picked up by someone on the child's authorized pick-up list. We will call persons on the child's authorized pick-up list if we are unable to contact the parent or guardian.

ENVIRONMENTAL HAZARDS

The program has written procedures to protect children and adults from environmental hazards such as air pollution, lead, and asbestos, according to public health requirements. Our staff attend trainings on different health issues (asthma, air pollution, lead) that support and protect the children and staff. We have an ongoing relationship with local Health and Environmental departments. They have an email notification system to inform problems of health and environmental issues in the community. We follow all the regulations in public health in regards to air pollution, lead and asbestos.

HEALTH POLICY

The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Programs follow all rules and regulations set by the State of Connecticut, the Office of Early Childhood and other licensing partners as they pertain to the administration of medication, individual care plans, doctors standing orders and storage of any medications or Epi pens that are used in child care. If your child is not feeling well enough to fully participate in the daily program, such as going outside or swimming, please keep your child at home.

INJURED CHILD

If a child is injured during the program hours, the following steps will be taken:

If the injury is minor, the child will be made comfortable, and a staff member certified in first aid will treat. If injury is of a serious nature and emergency medical care is needed, EMS will be called and parents will be contacted immediately. If a parent cannot be reached, the staff will take the necessary steps to obtain an ambulance and emergency treatment at a hospital. An emergency permission slip, previously signed by the parents or guardians, will be kept on file.

SICK CHILD

If a child is sick with any illness that requires the child to be removed from the center during the program hours, the child will be immediately removed from the group and brought to a supervised area away from the group. A staff member will make the child comfortable.

A staff member will call a parent/guardian. If a parent/guardian cannot be reached, the staff will call people on the emergency list to pick up the child. The child must be picked up from the center within one half-hour of parent notification.

Parents must advise staff of any physical or emotional conditions for which their child is being treated, particularly when the child is using mood-altering medications. Other physical conditions that staff should be made aware of would be, but is not limited to, allergies, asthma, or any restriction of activities.

Parent should notify staff of any medications taken at home prior to arriving at the center so that in case of an emergency the staff is aware of any medication.

Child may not attend if he/she has any of the following symptoms:	<i>Your child may return when the following is met.</i> Children can return when the latest local Health Department Guidelines are met for their illness. <i>A doctor's note is required to confirm that they have been treated for the illness.</i>
Too sick to participate normally in the day's activities, including going outside. Unexplained pain or discomfort or listlessness.	When child is able to participate in daily activities.
Fever of 100 degrees or above, with or without accompanying symptoms.	Less than 100 degrees for 24 hours without fever reducing medications.
Ear Ache	When child is on medication for 24 hours and drinking/eating/sleeping normally.
Diarrhea	When normal bowel movements return or 24 hours diarrhea free
Vomiting	24 hours vomit free
Hand, Foot, and Mouth disease/Coxsackie	24 hours fever free and all of hte blisters must be sealed (crusted over)
Abdominal pain	With a doctor's note and as long as your child has been cleared to participate in daily activities
Unexplained rash	With a doctor's note
Excessive cold symptoms - cough, sneeze, constant runny nose	Doctor's note and the child mst be cleared to participate in daily activities.
Chest or Bronchial cough	With a doctor's note
Sore Throat/Strep Throat/Tonsilitis/Scarlet Fever	With a doctor's note and 24 horus after treatment starts
Itchy eye/red or pink eye	Bacterial Conjunctivitis (Pink Eye): With a doctor's note and after on medication for 48 hours
Chicken pox (varicella)/Pinworm/Ringworm/Fifth's Disease	When all lesions have scabbed over (usually 7-10 days), with a doctor's note and treatment for 24 hours
Head Lice/Lice	Treated and deemed nit-free. After first treatment with prrof of purchse, head check and doctor's note
Ringworm/Scabies	Please consult us about proper treatment and then child may return 24 hours after the child starts treatment
RSV	Doctor's note with the ability to participate in daily activities
Covid or any variation of Covid	Most current CDC, OEC, and local health department guidelines
Impetigo	24 hours after treatment starts
Other contagious diseases	Children may return to the program when all symptoms disappear as noted above or the child's physician sins a statement as to the lack of contagious disease

CONTAGIOUS DISEASE

Please notify the YMCA if your child has a contagious disease. We must exercise precautions in order to maintain a reasonably healthy and safe environment and to avoid any epidemic situations. Children may return to the program when all symptoms disappear as noted above, or the child's physician signs a statement as to the lack of contagious disease.

ADMINISTRATION OF MEDICATION

In compliance with Public Act 02-84, the Early Learning Centers/Fairfield Y Sunshine Club and Discovery Club Summer Program may not deny services to a child who has an allergy or a prescription for an automatic prefilled cartridge injector (such as an Epi-pen). The CCCY will provide staff trained in the administration of medications, including the use of automatic prefilled cartridge injectors with a written order from a physician and signed by the parent or guardian. A parent/guardian has the option and is welcome to come to the center to administer medication personally.

We request, however, that whenever possible, medication be administered to your child outside the hours your child attends the center. Only those prescription medications that are critical for your child's wellbeing should be administered during program hours.

PRESCRIPTION

An Authorization for the Administration of Medication by Child Care Personnel for all types of medication prescriptions to be administered must be filled out and signed by the physician and by the parent. One form is required per medication.

The medication **must be unopened** and have the **original bottle or packaging and prescription label** including:

- Child's name
- Dosage/route of administration (mouth, inhalation)
- Specific time/intervals to be given
- Current date of order
- Physician's name and telephone number
- Individual measuring spoon as may be required with medication

At least one dose must have been administered outside the center without adverse side effects. Even if taken before for another illness. Any unused medication will be promptly returned to parent after completion of treatment or will be destroyed within one week of termination of the order if not picked up.

NON-PRESCRIPTION-TOPICAL

Counselors will administer sunscreen, SPF 15 or higher and insect repellent (if containing DEET, it will be 10% or less concentration of DEET) with a completed Authorization for Nonprescription Topical Ointment form signed by the parent or guardian. Sun block, insect repellent, hand lotion and lip balms must be labeled with your child's name and accompanied by the above form. **We do ask that sunscreen be applied before coming to camp each day.**

MEDICATION EXCLUSION

The Fairfield YMCA Sunshine Club and Discovery Club Summer Camp Program reserves the right to deny the application of certain medications unless the medications are those needed for an emergency. Medications that are not applied topically, taken orally, inhaled, intranasal or intra-aurally (in the ear) must be discussed with the director and the health consultant before the child comes to the program. The health consultant is responsible for obtaining special permission from the Office of Early Childhood. The child will not be able to attend the program until the staff is appropriately trained in the medical care of the child unless a parent or guardian is willing to stay in the Early Learning Center building while the child is in attendance.

ALLERGIES

Parents are responsible for alerting staff of allergies to food, animals or environmental conditions (e.g. Inhalers, food changes, allergies, EPI-Pens). Written health care provider documentation is required by the OEC and must be on file before a child can enter the program. This information must be documented by the doctor on the child's medical form. It must be kept current at all times and is the responsibility of the parent. Additional forms that are required are the Authorization for the Administration of Medications, and the Individualized Care Plan and other action plans as required.

ALL MEDICATION FORMS ARE DUE NO LATER THAN 2 WEEKS PRIOR TO THE START OF THE CAMP SESSION.

MEALS AND SNACKS

The CCCY promotes healthy eating. The Fairfield YMCA Sunshine Club and Discovery Club is a nut-free environment. Please pack a lunch with an ice pack for your child every day. Please do not pack any items that contain nuts or are packaged in a facility that processes nuts.

Any special treats brought in to share, must be healthy, and be in sealed packages with visible labels (see staff for recommended food items). Staff must clear any foods that come from home for special events, to be shared among the children. They must be either whole fruits/vegetables or commercially prepared packaged foods in factory sealed containers with visible labels. Children under the age of four will never be offered hotdogs (whole or sliced), whole grapes, popcorn or hard pretzels, raw carrots/peas or meat larger than can be swallowed whole. If you pack grapes, they must be cut in half.

Please send your child to camp with a labeled refillable water bottle. Water is available at all times.

TOILETING

Children participating in our Sunshine Club must have had their 2-year-old birthday to participate. Please pack labeled diapers and wipes and provide a spare change of clothes. Children who are entering our Discovery Club 3's and 4's program must be toilet trained. While we recognize that some campers are newly trained, all children should be able to toilet themselves independently. Should your child need help wiping after a bowel movement, we will guide your child on how to wipe. However, it may be necessary for us to call you for the safety of your child and that of the staff. Each child should have a spare change of clothes in their backpack in case of an accident.

OUTSIDE PLAYTIME

Our program encourages outside activities such as walks (no longer licensed space) and playground time whenever possible. Each camp group (classroom) will go outside everyday as long as long as the weather permits. We remain inside on days in which the weather is unhealthy for asthma or other health or age issues as stated by the local weather station.

CLOTHING, SHOES, JEWELRY, TOYS & ELECTRONICS

Children should wear comfortable clothing suitable to the temperatures and activities at the camp. Sneakers or close-toed shoes should be worn at all times. Flip-flops, crocs, or open-toed shoes are not permitted. A spare set of clothing is helpful to be left in the classroom in case of a mishap or accident. Please write your child's name inside all backpacks, clothing, bathing suits and towels. We enjoy painting, water and sand play, cooking, etc. This can be very messy work. We take precautions to remain clean; but will not guarantee it.

We go outside every day. Please be sure to dress your child appropriately according to the weather. Hats are great for sun protection. Water shoes are necessary for sprinler tiime.

Our centers are filled with age-appropriate learning materials. All personal toys and stuffies should remain at home. The YMCA and staff are not responsible for any articles of clothing, jewelry or other valuables that the child brings to the center. We ask that you leave them at home.

Please do not allow your child to bring tablets, laptops, cell phones, electronic devices, or any other digital devices to the program.

PARENT INVOLVEMENT AND COMMUNICATION

We strongly believe that parent involvement is a key ingredient in a quality camp program. We have an open-door policy and you are welcomed and encouraged to visit the program at any time your child is enrolled.

Parents and visitors are required to sign-in with the Child Care Director prior to visiting their child. In order to understand each child better, the staff welcomes any opportunity to talk with parents about their children. It is critical that the lines of communication stay open. If communication is frequent, together we can provide security and continuity for your children. Any time during a child's participation in the program a parent may request a meeting with the staff to discuss the child's needs. The meeting will be set at a time that is convenient for both the parent and staff. Others can be invited to attend the meeting at the request of the parent or staff.

Parents are encouraged to share a special talent, hobby or vocation with our children. Contributions of toys, supplies for creative art projects and scrap office paper are very useful at camp and are always appreciated by the children and staff. In an effort to be environmentally friendly, weekly emails will be sent to families throughout the summer with information about the upcoming week's events.

Sunshine Club and Discovery Club

FAIRFIELD YMCA

THINGS TO REMEMBER

- All balances must be paid before your camper can start camp.
- The camper will not be allowed at camp if balance is not paid prior to the Monday, two weeks before the camp session start date.
- Medical Health Assessment Forms are due at the time of registration but no later than two weeks before the Camp session starts. Children will be sent home if they do not have a valid medical release. Forms must be filled out completely and signed. State Law requires an Individual Plan of Care for a Child and an Authorization of Medication Form for any medication that is administered at camp. Forms are due no later than two weeks prior to the start of the camp session. Any other medication will be confiscated.
- **Camp is a nut-free environment.** Because of an increase in allergies, please do not pack lunches or snacks that include nuts or nut products, including Nutella. That also includes products that are made in peanut facilities (i.e. granola bars)
- Ice packs are required in camper's lunch boxes.
- When picking your child up from camp, you must have a photo ID.
- Toys, jewelry, stuffed animals, electronic devices, video games, weapons, and pets are not allowed at camp. These items may be confiscated by staff. Valuables should be left at home. The YMCA is not responsible for lost or stolen items.
- Please check Lost and Found if your child has not brought everything home.
- Financial Aid is available. Please contact the Y for details and application. The Y accepts Care4Kids. Financial Forms are due no later than May 1.

Summer is a time for kids to explore and expand the limits of their imagination. At all YMCA summer camps, every day is a new adventure! Please review this Parent Handbook and the CCCY Member Handbook. Both handbooks can be found on our web site. Connect with a Camp Director who can quickly answer your questions. We're looking forward to a safe and fun summer.

CAMP RATIOS:

Sunshine Club is for our youngest campers, aged 2; 1:5 staff to camper ratio

Camp Discovery is designed for campers aged 3-5; 1:10 staff to camper ratio

CAMP HOURS:

Sunshine Club hours: 9am-12pm

Discovery Club hours: 9 am-1pm

Discovery Club post care hours: 1pm-4pm

A 30-minute rest period is offered as required by the OEC Licensing Regulations. Please pack a PM snack and a small blanket in a separate bag that will be kept on site for the week. Children participate in games, arts and crafts, stories, and quiet activities under the instruction and supervision of our camp staff. Post Care is offered on a weekly basis. We encourage early enrollment as spaces are limited. No individual day requests for post care will be allowed. All late fees must be paid within 24 hours of camp and post care privileges will be suspended.

Camp Activities and Notifications: A camp newsletter will be emailed prior to the start of each camp session highlighting the upcoming weekly activities.

Camp T-Shirts: Each camper will receive one T-Shirt at the beginning of camp.

Camp Location: 841 Old Post Road, Fairfield CT.

Contact: Patricia Farrelly, Camp Director

203-255-2834 ext.2315,

fairfieldpreschool@cccymca.org

Further camp information and registration forms are located on the Fairfield YMCA website, www.fairfielddy.org under the camp section.