



# FUN HAPPENS HERE



## CAMP ELECTRIC SUMMER CAMP OSAGE PRAIRIE YMCA

**Spend the summer with the Y!**

At the Y, we believe all kids deserve the opportunity to discover who they are and what they can achieve. Summer camp through the Y provides children with supervised activities, that cultivate values, develop skills, and nurture relationships. The Osage Prairie YMCA is Praesidium-accredited, prestigious honor that demonstrates our commitment to the highest industry standards in abuse prevention.

### ENROLLMENT STARTS TBD

**DATES** June 3–August 14  
Monday–Friday, 7:30am–5:30pm

**AGES** 5-12

### RATES

**Registration Fee:** \$25

#### Weekly Fee:

- Full-Time (4-5 days) \$100
- Part Time (1-3 days) \$75
- Special pricing for partial-weeks:
  - July 1–July 3: \$60
  - August 12–14: \$60

Children are asked to bring a sack lunch, swimsuit, towel, water bottle, and sunscreen. Wear tennis shoes daily.

### LOCATION

South Park- 899-801 S. Parkview



WEEK	DATE	Attending Full-Time	Attending Part-Time
1	June 3–June 7		
2	June 10– June 14		
3	June 17–June 21		
4	June 24–June 28		
5	July 1–July 3		
6	July 8--July 12		
7	July 15–July 19		
8	July 22–July 26		
9	July 29–August 2		
10	August 5- August 9		
11	August 12–August 14		

**QUESTIONS?** Call Samie McCullough at 417-283-6036 or at [smcullough@opymca.org](mailto:smcullough@opymca.org)

**Osage Prairie YMCA** • 500 W Highland Ave, Nevada, MO 64772



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE  
**CHILD CARE ENROLLMENT FORM FOR LICENSE-EXEMPT FACILITIES**

FACILITY/PROVIDER NAME	ADMISSION DATE	DISCHARGE DATE
CHILD'S NAME	GENDER	BIRTHDATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

**IDENTIFYING INFORMATION**

MOTHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER
FATHER'S/GUARDIAN'S NAME	HOME TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE) OR CHECK IF SAME AS ABOVE <input type="checkbox"/>	CELL PHONE NUMBER
E-MAIL ADDRESS	
EMPLOYER OR SCHOOL ATTEND	WORK/SCHOOL SCHEDULE
EMPLOYER/SCHOOL ADDRESS (STREET, CITY, STATE, ZIP CODE)	WORK TELEPHONE NUMBER

**EMERGENCY CONTACT AND PERSONS AUTHORIZED TO TAKE CHILD FROM FACILITY**  
 (OTHER THAN PARENT) AT LEAST ONE EMERGENCY CONTACT IS REQUIRED.

NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
NAME	RELATIONSHIP TO CHILD	TELEPHONE NUMBERS (CELL, WORK, HOME)
ADDRESS (STREET, CITY, STATE, ZIP CODE)		

**AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

I UNDERSTAND THAT I WILL BE NOTIFIED AT ONCE IN CASE OF AN EMERGENCY WITH MY CHILD, AND I WILL MAKE ARRANGEMENTS FOR MEDICAL CARE OF MY CHILD WITH THE PHYSICIAN OR HOSPITAL OF MY CHOICE.

IF I CANNOT BE REACHED TO MAKE NECESSARY ARRANGEMENTS, OR IN A CRITICAL EMERGENCY REQUIRING MEDICAL CARE, I AUTHORIZE

\_\_\_\_\_  
 DAY CARE PROVIDER

TO CONTACT THE FOLLOWING:

PHYSICIAN OR CLINIC	
NAME	TELEPHONE NUMBER
PREFERRED HOSPITAL	
NAME	TELEPHONE NUMBER

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/ Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

<b>ACKNOWLEDGEMENTS</b>		
A	I HAVE BEEN INFORMED OF THE REQUIRED HEALTH AND SAFETY INSPECTIONS AND THE INSPECTION FORMS ARE AVAILABLE FOR REVIEW.	PARENT/GUARDIAN INITIALS
B	WHEN MY CHILD IS ILL, I UNDERSTAND AND AGREE THAT S/HE MAY NOT BE ACCEPTED FOR CARE OR REMAIN IN CARE.	PARENT/GUARDIAN INITIALS
C	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR FIELD TRIPS/EXCURSIONS. I UNDERSTAND I WILL BE NOTIFIED IN ADVANCE WHEN THEY ARE PLANNED.	PARENT/GUARDIAN INITIALS
D	I <input type="checkbox"/> DO <input type="checkbox"/> DO NOT GIVE PERMISSION FOR THE FACILITY TO TRANSPORT MY CHILD.	PARENT/GUARDIAN INITIALS
E	I HAVE BEEN NOTIFIED THAT I MAY REQUEST NOTICE AT INITIAL ENROLLMENT OR ANY TIME THERE AFTER WHETHER THERE ARE CHILDREN CURRENTLY ENROLLED IN OR ATTENDING THE FACILITY FOR WHOM AN IMMUNIZATION EXEMPTION HAS BEEN FILED.	PARENT/GUARDIAN INITIALS

**HEALTH REPORT FOR SCHOOL-AGE CHILD  
CHILD'S HEALTH HISTORY AND CURRENT HEALTH PROBLEMS**

MY CHILD IS IN GOOD HEALTH, IS ABLE TO PARTICIPATE IN GROUP CARE, HAS NO SPECIAL HEALTH OR MEDICAL REQUIREMENTS.

MY CHILD IS ABLE TO PARTICIPATE IN GROUP CARE BUT HAS SPECIAL HEALTH OR MEDICAL REQUIREMENTS AS LISTED BELOW.

ANY ALLERGIES, SPECIAL MEDICAL CONDITIONS, INCLUDING CHRONIC HEALTH PROBLEMS

ANY SPECIAL MEDICATIONS AND/ OR RESTRICTIONS

PARENT/GUARDIAN SIGNATURE

DATE

**FORM TO BE RETAINED FOR ONE YEAR AFTER DISCHARGE.**

**FILING:** FILE FORM IN CHILD'S INDIVIDUAL RECORD.

## Child Pick-up Authorization

Please list individuals who will be picking child/children up on a daily basis:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Additional persons authorized to pick up my child/children on a less frequent basis:

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Phone #: \_\_\_\_\_

Any person(s) NOT authorized to pick up my child/children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Any person unfamiliar to us will be required to show proof of identification. Under NO circumstances will the child/ children be released to anyone other than those listed above without WRITTEN permission from the parent or guardian. For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your pick-up authorization. If no one is available, we will be required to call local law enforcement.

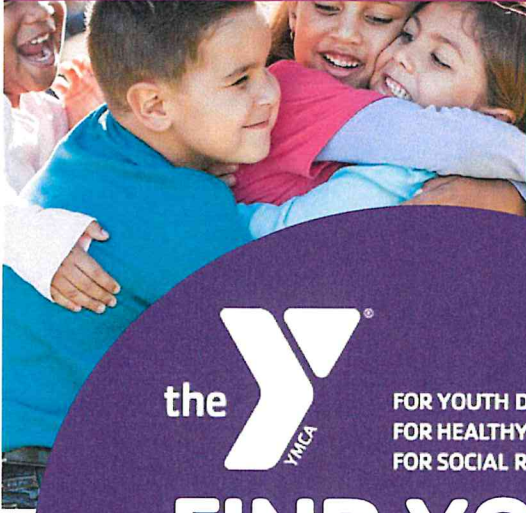
Mother's Signature: \_\_\_\_\_

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

Father's Signature: \_\_\_\_\_

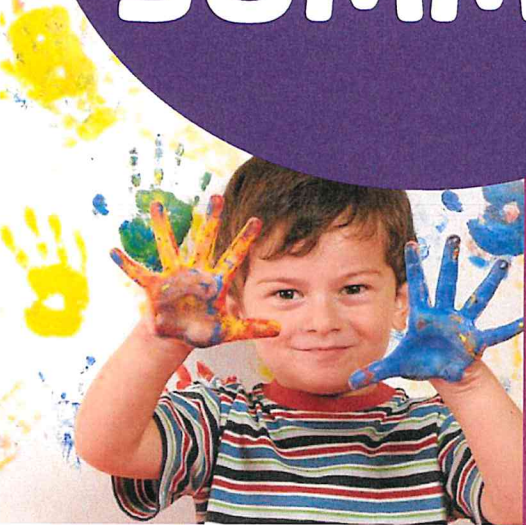
Date: \_\_\_\_\_

# CAMP ELECTRIC HANDBOOK



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FIND YOUR SUMMER



**REGISTRATIONS NOW OPEN!**

- Camp Dates: June 3-Aug 14, 2024
- Times: 7:30 a.m. - 5:30 p.m.
- Ages 5-12
- \$25 Registration Fee
- Weekly Tuition Full Time: \$100, Part Time \$75
- Camp held at South Park

OSAGE PRAIRIE YMCA  
500 W. Highland Nevada, MO 64772  
417-667-9622 [opymca.org](http://opymca.org)

CAMP ELECTRIC  
899-801 S. Parkview Butler, MO 64730  
417-667-9622 [opymca.org](http://opymca.org)

# CAMP ELECTRIC-SUMMER CAMP HANDBOOK

## YMCA Mission

The Osage Prairie YMCA's mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## Our Goals

Camp Osage helps children develop to their fullest potential by focusing on:

- Interpersonal relationships
- Character development
- Academic achievement
- Physical skills
- Health and nutrition

## Support and strengthen the family unit by focusing on:

- Increasing a sense of community
- Improving communication

## Deliver the program in a positive environment by focusing on:

- Safety, support, and care
- Broadening the community's understanding of childcare and families
- Conducting the program following YMCA operating principles and mission

## Ensure that all programs are meeting the Healthy Eating and Physical Activity (HEPA) Standards:

- Nutritional information
- Ensure that children engage in at least 30 minutes of physical activity
- Limited screen time
- Water accessible always
- Healthy beverages provided that do not have added sugar

## Quality Staff

We provide the best quality staff to meet your family's needs. Our staff is required to complete:

- Comprehensive background check
- Child abuse prevention training
- Mandated reporter training
- CRP/First Aid/AED certification
- All directors have been approved through the Missouri Department of Elementary and Secondary Education (DESE)

We are here to serve you and your children. Please take time to meet with your child's lead counselor or the Director and communicate with them any information that will help in the daily care of your child.

## Health and Nutrition

USDA-approved snacks are provided daily. To align with HEPA's standards, we request that no outside food, drinks (except water), or candy be brought to our summer camp program.



## Enrollment and Payments

Enrollment begins on the first day of attendance. Registration must be completed along with all required documentation before attendance. Enrollment forms are renewed ANNUALLY. Children MUST BE ENROLLED before ATTENDANCE. Due to licensing requirements, participants who have not completed their registration will not be accepted into the program until it is complete.

### Fees are as follows:

- Payment for Camp Electric will be accepted via Credit Card or Bank Account Drafts.
- \$25 Registration Fee per participant. Due before the start date of attendance.
- Part-Time Attendees = \$80/week (1-3 days a week set and scheduled)
- Full Time Attendees = \$100/week (4-5 days a week)
- 20% sibling discount
- *Scholarships available to any participant.*

### Payment Policies

- Enrollment in Y programming reserves your child's space, time, and staffing whether your child attends the program or not. As such, weekly fees are due and billed, regardless of attendance, on Fridays.
- Parents/Guardians will be allowed to make changes to their child's registration during summer camp with a full week's notice. A 2-week notice is required for termination of services and any enrollment changes.
- Non-payment of the current week may result in immediate suspension of services. Continued past due payment of 2 weeks will be considered abuse of service and result in termination of services.
- Scholarships are available and offered to any participant. Qualification of our scholarship program does not remove a participant's responsibility from being required to pay their weekly fees and keep their account current.
- Re-enrollment or new enrollment into a childcare program may be denied if a fee balance is due on any other childcare account until paid in full.

## Drop-off and Pickup

The Missouri State statute regulating childcare licensing requires that all children must be signed in and out by an authorized parent/guardian or any other authorized person over 18 years old. Our staff will sign your child in as they arrive at Camp Electric Summer Camp. It is the parent/guardian or authorized person's responsibility to sign the child out at the correct time.

For your child's safety, should any person who appears to be under the influence of drugs or alcohol arrive to pick up your child, our staff will be required to contact another person on your pick-up authorization. If no one is available, we will be required to call local law enforcement.

Who can pick up your child: Children will not be released to anyone other than the parent/guardian or authorized persons. As a precaution, staff may request photo identification at the time of sign-out if they are unfamiliar with any persons picking up the child.

Late pick up: If you realize that you will be late picking up your child from care, we ask that you notify the lead teacher or the YMCA Director. Camp Electric ends promptly at 5:30 pm. Participants are subject to a late fee if the child is late in being picked up; \$10 for 1-10 minutes over and an additional \$1 per minute fee for every minute after 10 minutes. (Any late fee will be charged via Electronic Funds Transfer the following business day)



## **Holiday/No School Days Schedule**

### Holidays:

To allow staff time with their families, our programs will be **closed** on the following holidays:

- July 4, 2024
- July 5, 2024

## **Court-Ordered Documents**

Should you have court-ordered paperwork for any parties who are not able to have contact with your enrolled child, please give the paperwork to your Director at the time of enrollment. Paperwork must be an official court-ordered document and indicate who is the primary residential parent or indicate there is shared parental custody. This must be updated annually.

Occasionally we are asked to give copies of sign-in/out sheets or attendance records. Please know that to obtain any records from the YMCA, we must be subpoenaed for them. Thank you in advance for your cooperation.

## **Staff Code of Conduct**

The YMCA staff signs a code of conduct that outlines expectations for their behavior at work and in the community. The Code of Conduct outlines appropriate behaviors and provides rules for all to follow that are designed to prevent potential abuse or to put adults in a vulnerable position for an allegation of abuse. Signing this document is a critical step in the protection of your child during our program time and in community social settings. YMCA staff members are required to abide by these guidelines or face termination. To protect our organization, staff, and participants, please do not ask YMCA staff to babysit, transport, or otherwise be responsible for your child outside the YMCA program time. Staff are also not permitted to engage with children online or with any type of electronic communication.

## **Illness**

To ensure the health and well-being of all children in our program we will follow the Nevada R-5 health plan. "Students must be fever-free (less than 100 degrees without taking pain reliever) for 24 hours before returning to school. In addition, students should stay home during periods of persistent vomiting and/or diarrhea, persistent cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, or new loss of taste and smell." It may be necessary that the child be out 24hrs under certain conditions.

## **Head Lice**

Headlice checks will be done on an as-needed basis by assigned YMCA staff. If *live* head lice or new eggs are found in your child's hair, a parent/guardian will be notified to pick the child/ren up and about treatment.

## **Medication**

For the YMCA to dispense medication to or for your child:

- A medication form must be filled out. Please ask your doctor or childcare director for this form.
- Medication must be in the original bottle, with the daily dosage indicated, and be prescribed to your child specifically.
- The parent/guardian must bring the medication and give it directly to the staff person in charge.



### **Personal Items, Mobile Phones, and Electronic Devices**

All personal items from home such as tablets, iPods, toys, fidget poppers/spinners, mobile phones, games, and trading cards are not allowed. Please ask your child to leave such items at home. The YMCA will not be responsible for lost, stolen, or broken items. In the event of non-compliance with this policy, items will be confiscated and only returned to the parent/guardian or authorized person at the time of pick up.

### **Discipline Procedures**

YMCA staff work intensely to create a positive environment with an emphasis on the YMCA's Four Core Values: Caring, Honest, Respect, and Responsibility. Proper participation and conduct by children are highly encouraged and expected.

Discipline Procedures:

- Positive behavior supports, such as redirection, verbal praise, and conflict resolution techniques, shall be in place as prevention techniques.
- Behavior notification will be reviewed with the Senior Associate Director to determine the "next steps."
- Children shall not be subjected to discipline that is severe, humiliating, or frightening. Food, rest, or toileting will not be associated with discipline.



### **Expulsion Policy Action Items**

- Verbal warning to the child and parent. The incident will be documented in the child's file.
- Written warning to the parent and a meeting with the Director.
- Suspension from the program (1-3 days)
- Dismissal from the program

### **Dismissal**

Dismissal from the YMCA program may occur due to the following:

- Discipline problems that cannot be solved after repeated attempts, or that could jeopardize the safety of others.
- Excessive late pick-up after program hours.
- Excessive tardiness in fee payments or failure to make payments more than more than 2 weeks.
- Inappropriate and/or disrespectful adult behavior that disrupts the program.

### **Hours and Dates:**

Camp Electric is open from 7:30am-5:30pm, M-F.  
June 3 – August 14, 2024

\*We will be closing camp down early before school starts to allow for a proper transition for staff.

Thank you for supporting the Osage Prairie YMCA and Camp Electric Summer Camp. For questions/concerns please contact the following:

1. Samie McCullough- Senior Associate Director  
Office 417-283-6036  
Cell 417-448-9044  
Email [smccullough@opymca.org](mailto:smccullough@opymca.org)

PARENT SIGNATURE PAGE

I \_\_\_\_\_ have read the attached Camp Electric Manual. This is considered an agreement between myself and the YMCA to provide childcare to my child/ren. Should I have questions/concerns I will address them with Samie McCullough, Senior Associate Director.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Associate Director's Signature

\_\_\_\_\_  
Date