



# 2025 School-Age Day Camp Parent Handbook

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## FIND YOUR PEOPLE. FIND YOUR PURPOSE.

1401 South Riverfront Dr. Mankato MN, 56001

Phone: 507-387-8255

# SUMMER DAY CAMP ADMINISTRATION TEAM



## **Dustin Slaughter**

Director of Youth Development

Phone: 507-386-2706

E: [dslaughter@mankatoymca.org](mailto:dslaughter@mankatoymca.org)



## **Kcarie Sing**

Youth Program Coordinator

Phone: 507-386-2710

E: [ksing@mankatoymca.org](mailto:ksing@mankatoymca.org)

### **Business Office Administrative Assistant**

Susan Lyons

Phone: 507-345-9800

E: [slyons@mankatoymca.org](mailto:slyons@mankatoymca.org)

Contact for questions on Camp Payments

## **Follow Mankato Family YMCA Youth Programs on Social Media**

@Mankato Family YMCA Youth

@mankatoymcayouth



## **YMCA Mission**

To put Christian principals into practice through programs and services that build a healthy spirit, mind, body, and social well-being for all.

## **Camp Purpose**

The purpose of the Mankato Family YMCA Summer Camp program is to create a safe, fun, and inclusive environment where every child has the opportunity to develop and feel valued.

## **Program Goals**

1. Promote a sense of self-confidence, self-efficacy, and independence.
2. Build positive relationships with peers and other adults.
3. Provide a variety of activities that develop skills in the fields of arts, STEM, and games.
4. Teach character development using the core values; caring, honesty, responsibility, respect and faith.

## **Program Standards**

- Staff/Child ratio: 1:12
- Staff must pass a criminal/child protection background check and complete CPR/First Aid training.

## **Child Abuse Prevention**

At the YMCA, we believe that every child deserves a safe environment to grow. As mandated reporters, we take child abuse seriously and are required to report any incident that may intentionally, recklessly, and/or knowingly cause harm to a child. The counselor team is trained in child abuse recognition and reporting. Additionally, we have guidelines for appropriate interactions with you and among youth in our programs. The lists below provide examples of appropriate and inappropriate behaviors.

- Physical Interactions
  - Appropriate:
    - Side Hugs
    - Handshakes/Elbows
    - High fives/fist bumps
    - Pats on shoulder/back
  - Inappropriate:
    - Full frontal hug
    - Kisses
    - Lap sitting
    - Any form of unwanted affection
- Verbal Interactions
  - Appropriate:
    - Positive reinforcement
    - Appropriate jokes
    - Encouragement
    - Praise
  - Inappropriate
    - Name-calling
    - Secrets
    - Cursing/Derogatory remarks or sexual language

## **Child Safe Environment**

YMCA Staff and Volunteers place great value on creating the most child-safe environment possible. We prioritize participant supervision. All staff are trained on the Mankato Family YMCA Child Abuse

Prevention Policies and Code of Conduct, report all suspected abuse to the authorities as required by law and have all passed criminal & child protection background checks, and completed CPR/First Aid training.

## Communication

At the Y, we strive to provide you with timely relevant information regarding summer camp engaging you as a parent in your camper's success. This includes surveys, previews, and daily/weekly communication. Anticipate an email a week prior to your camper's camp session along with a weekly preview of our week the Sunday before your session. Following your camper's session, you will receive a survey via email and encourage you to complete the survey and offer your feedback so we can improve in the future.

### REMIND- Primary Communication

REMIND is the best resource to use to contact the camp staff directly. They will have access to REMIND from 7:15am to 5:30pm, Monday-Friday. Communication received out of this time period, may be answered but is not guaranteed until the following business day. To enroll into REMIND, please email our Camp Director at [dslaughter@mankatoymca.org](mailto:dslaughter@mankatoymca.org)

We **strongly encourage** every parent/guardian to join REMIND. This is our primary form of communication. If not enrolled, you will miss vital information regarding your camper's experience. The Mankato Family YMCA Summer Camp program is not responsible for missed messages due to unenrollment.

## Payments

All camp balances must be paid in full by the 15<sup>th</sup> of the month prior to the camp your child(ren) attends. June camps by May 15<sup>th</sup>, July camps by June 15<sup>th</sup>, August camps by July 15<sup>th</sup>. For questions on camp payments contact Susan Lyons, [slyons@mankatoymca.org](mailto:slyons@mankatoymca.org) 507-345-9800. You will be charged a \$30.00 service charge for all returned drafts.

## Financial Assistance

YMCA Financial Assistance is granted on a first come, first served basis, and made available based on funds donated to the Mankato Family YMCA by Campaigns, Grants, and the Penguin Plunge. The application window will be open starting in February until all funds have been distributed. You will be notified of your application's status and amount awarded via email. Applications may be found at [www.mankatoymca.org](http://www.mankatoymca.org) or picked up at the front desk. **Greater Mankato Area United Way's Connecting Kids** program offers scholarship assistance at <https://www.connectingkidsmankato.org/>.

## Summer Camp Drop Policy

Those who wish to withdraw their registration for a camp must do so no later than two (2) full weeks before the camp is scheduled to start. No refunds will be given after the two (2) week policy prior to the start of camp. The \$25 deposit used to register per session is non-refundable and non-transferable. **Membership withdrawal notice:** If you are registered for a program and you cancel your membership, you will be billed for the nonmember rate of the program.

## Days of Operation

- Summer Day Camps operate from 7:30am-5:30pm Monday-Friday unless otherwise specified.
- All forms must be complete and turned in prior to attending camp

The schedules below are a general operational schedule. A detailed weekly schedule will be sent out via REMIND on the SUNDAY prior to your Camp Session.

<b>Discoverers</b>	
7:30-8:30am	Check In
8:30-11:00am	Themed Activities
11:00-11:30am	Lunch
11:30-12:00pm	Wash, Bathrooms, Transition
12:00-1:00pm	Rest Time
1:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Explorers</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-12:00pm	Themed Activities
12:00-12:30pm	Lunch
1:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Voyagers</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-11:30am	Themed Activities
11:30-12:00pm	Lunch
12:00-4:00pm	Outdoor Activities/Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

<b>Sports</b>	
7:30-8:30am	Check In
8:30-9:00am	Transition to Park
9:00-11:30am	Drills/Skills Work
11:30-12:00pm	Lunch
12:00-4:00pm	Games/Scrimmage/ Swim
4:00-4:30pm	Snack Time
4:30-5:30pm	Check Out

## Check In Process

- Check-In occurs between 7:30am-8:30am.
- Parents/Guardians are expected to park their vehicle in the Mankato Family YMCA parking lot
- Parents/Guardians are expected to check in their camper at the check in table located at Door A (left of the main doors to the YMCA).
- If campers are arriving late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp.
- Be patient during the check-in process. Our attendance records must be accurate and your child is our top priority.

## Check Out Process

- Check-Out occurs between 4:30pm-5:30pm.
- **Photo ID is required to sign out your camper.** Only those listed as authorized adult pick ups will be allowed to pick up your camper. Notify camp staff if an additional person needs to be added as an authorized adult.
- Parents/Guardians are expected to park their vehicle in the Mankato Family YMCA parking lot
- Parents/Guardians are expected to check out their camper with the check out table located at Door A (left of the main doors to the YMCA).
- If a camper needs to be picked up prior to end of day (before 4:30pm), it is the responsibility of the parent/ guardian to meet the camper at the location in which their camp resides.
- Be patient during the check out process. Our attendance records must be accurate. The safety of your child is our top priority.

## Late Arrival/Early Pick Up Policy

If campers arrive late to the YMCA (after 8:30am) and the camp in which the camper is registered for has already departed, it is the responsibility of the parent/guardian to get their camper to the location of the camp. If a camper needs to be picked up prior to end of day (before 4:30pm), it is the responsibility of the parent/ guardian to meet the camper at the location in which their camp resides.

## Authorized Pick-Up List

Participants will only be released to people listed on their **Authorized Pick-Up list**. Check Out Staff are required to ask for identification from anyone attempting to pick-up a child. If an unauthorized person attempt to pick-up, parents/guardians will be contacted. If parent/guardians cannot be reached, the participant will not be released until the program receives confirmation. If parent/guardians need to add or remove authorized pick-ups after submission of the participants information form, please contact the Youth Activities Director.

## Visitors & Communication with your child at Camp

- Parents/Guardians are required to communicate with camp staff via REMIND. This includes absences.
- Mid-day visits are not recommended. If necessary, contact camp staff to arrange a date and time.
  - Cell phones and watches are not permitted at camp. If discovered, they will be confiscated.
  - Campers should not make phone calls without the camp staff's permission.
- In an emergency or to help with a camper's social adjustment, we will contact you. We know it is difficult as a parent to be disconnected from your camper while they are away. We also know that the camp experience is enhanced when children can unplug from devices and truly enjoy every moment at camp.

## Packing for Camp

Camp staff will help your camper keep track of his or her belongings, but they are NOT responsible for lost or stolen or damaged personal items. **LABEL ALL YOUR ITEMS.**

**Sunscreen & Bug Repellent WILL NOT be provided! Please ensure your camper(s) has their own.**

<b>Explorers, Voyagers, Sports, Pathfinders</b>
Backpack
Sweatshirt/Rain Coat
Swim Suit
Towel
Sun Screen
Bug Repellent
Filled Water bottle
Tennis Shoes

<b>Discoverers</b>
Backpack
Sweatshirt/Rain Coat
Swim Suit
Towel
Sun Screen
Bug Repellent
Filled Water bottle
Tennis Shoes
Rest Time
Blanket/Stuffed Animal

<b>Chesley Skate Camp</b>
Backpack
Sweatshirt/Rain Coat
Sun Screen
Bug Repellent
Filled Water bottle
Helmet & Pads*
\$\$ for concessions*

\*Helmet & Pads are available for use

\*Money may be brought for concessions

<b>Items NOT allowed at Camp</b>
Weapons
Electronics
Tobacco/Drugs/Vapes
Alcohol
Toys/Trading Cards
Money*
Inappropriate Clothing

## Electronic Devices

Participant use of personal electronic devices such as cell phones, \*smart watches, tablets, etc. is not allowed within the Summer Camp program (including field trip days). If devices are used, the device will be brought to Summer Camp Lead staff or the Camp Director for safe keeping. Devices will be returned to the participant or family upon parent pick-up. \*Smart watches may be worn during program time as long as they do not become a distraction.

## Camp Dress Code

Ensure your camper is dressed appropriately for all camp activities. Keep in mind that campers are active and may get dirty. Campers **must** wear tennis shoes or closed heel sandals each day. Campers must wear their YMCA Field Trip shirt on their designated field trip day.

## Dress Up Days

Every Friday, camp has a special dress up theme! We encourage all campers and counselors to take part in this fun event. Below are the dress up themes for Summer 2025.

- June 13: Sports/Jersey Day
- June 20: Wacky Day
- June 27: Monochromatic Day (Dress in one color from head to toe)
- July 3: Red, White, and Blue
- July 11: Holiday Sweaters/Holiday Gear
- July 18: Western Day
- July 25: Color Wars Team Colors
- Aug 1: Role Reversal (Campers dress as counselors & counselors dress as campers)
- Aug 8: Dress as the first letter of your name!
- Aug 15: Camp Field Trip Shirts
- Aug 22: Neon- Be as bright as you can be!

- Aug 29: Crazy Hat/Hair Day

## Activities

The YMCA Summer Camp Program curriculum includes: Arts and Humanities, Character Development, Health and Wellness, Literacy, Science and Technology, Service Learning, Social Competence and Conflict Resolution. We will encourage everyone to participate in the scheduled activities, however; no one will be forced to participate. If a child chooses not to participate, they may sit nearby to watch, but cannot leave the area.

## Swimming

Summer Camp participants will get one opportunity to swim throughout their camp session. Each camp will be assigned certain days of the week that will be considered their "swim day". If campers choose not to swim on their swim day, they will be expected to sit on a bench on the pool deck. Swimming occurs in the afternoon of each swim day.

## Swim Test & Evaluations

- Each camper's swimming ability is evaluated on the first trip to the pool. Every camper who plans to swim with us must be swim tested. If campers would like to retest, they can during their next camp session.
- Campers are separated into beginner/non-swimmer, intermediate, or advanced swim levels and will be restricted based on the level received.
- Campers are not required to take the swim test however, it is highly recommended.

The Test: In order to get a green (the highest swim level), campers must swim one length (From one end to the other) of the Taylor Pool. Campers that choose not to take the swim test can enjoy swimming and water activities in the zero-depth area. Discoverers do not swim test and are required to stay in the zero-depth area.

\*\*If camp visits Tourtellotte pool, camp will be required to follow all rules/guidelines of Tourtellotte.

- Red Cross certified Lifeguards are on duty at all times.
- Campers should pack a swimsuit and towel daily.

## Character Development

YMCA's worldwide reinforce a 150-year-old commitment to promote character development in children, families and communities. At Camp, as in all of our programs, participants will learn how to apply the five YMCA core values of caring, honesty, respect, responsibility, and faith. These core values are not only taught in our various activities, they are the values practiced by our staff in their relationship with the campers and parents.

Each individual camper will receive "Value Bucks" at the start of each week. These value bucks will be kept on a key ring and campers are responsible for keeping track of them. Each camper will get a red (Caring), blue (Honesty), green (Responsibility), yellow (Respect), purple (Faith), and orange (Individuality/Self Expression) buck. As counselors see campers practicing the YMCA core values or their individuality/self-expression, counselors will stamp/punch that camper's value buck. At the end of each week, campers will get the opportunity to cash in their value bucks at the Camp Store or keep saving up for larger items later in the summer.

## Field Trips

Specific field trip information will be provided to parents/guardians prior to the scheduled field trip.

- Each camp is assigned a designated field trip day. Campers may travel up to 90 miles away.
- Field Trip fees are included with camp registration.
  - YMCA camp staff is not responsible for money that is lost or stolen.
- Campers must bring a lunch and wear their provided YMCA summer camp field trip shirt.

There isn't alternate camp programming on field trip days; no refunds for campers who do not attend.



## Lost & Found

Items found within the Summer Camp program are placed in the Camp Lost & Found. The Camp Lost & Found is located at Door A. If you cannot locate the lost item within the program lost & found, please contact the YMCA Front Desk for the overall YMCA Lost & Found. Items/equipment not claimed within the two-week period will be donated to a local charity.

## Sunscreen / Bug Repellant

- Parents/Guardians are expected to provide their camper with sunscreen & bug repellant. Sunscreen & Bug repellant WILL NOT be provided.
- Spray Sunscreen is preferred. Camp staff are not allowed to apply lotion sunscreen on campers.
- Sunscreen and bug repellant may be considered a medication and must be used appropriately only when instructed by camp staff.
- Campers should arrive in the morning with sunscreen already applied.
- Campers will be given the opportunity to re-apply as needed during designated times throughout the day.

## Dietary Restrictions/ Allergies

- Upon registration, list all dietary restrictions & allergies that your child has.
- Camp is able to accommodate reasonable restrictions & allergies. In some situations, you may be asked to send your camper with their own allergen-free foods.
  - Free lunches are provided through the District #77 food program. Lunch calendars can be found on District 77 website.

## Inclimate Weather & Rainy Days

- Camps will operate outdoors for the majority of the time.
- In the event of incimate weather, activities will be modified and a message will be sent via REMIND.
  - Shelter will be taken in the presence of lightning, thunder, high winds and high heat index.
- Campers must be prepared for rainy days by having the appropriate clothing (sweatshirt/rain jacket).

## Medications

- Parent/Guardians must send all medications in the original container with the original pharmacy label. Medications, not in its original container, **will not** be accepted.
- All medications will be collected by the camp staff at the beginning of each week and administered as prescribed by the label.
- Unused medications will be returned to the parent/guardian on the last day of the camp session.
- Campers who use asthmatic inhalers or medications for allergic reactions (i.e., an Epi-Pen for bee stings) may keep the medication on them but can only administer it to themselves under supervision of camp staff.

## Illness

The Mankato Family YMCA Summer Camp program follows the Minnesota Department of Health's guidelines and recommends campers be excluded from activities for the following reasons;

- COVID-19: Camper may return after 5-day quarantine from when symptoms first appear. Camper will be required to wear a mask for 5 days following their quarantine period.
- Vomiting, Diarrhea: participants may return 24 hours after their last episode
- Fever of greater than 100.4 degrees Fahrenheit: participants may return 24 hours after being fever free without the use of medication
- Undiagnosed rash: contact your medical provided before sending your camper to camp
- Impetigo, Strep Throat, Ringworm: Camper may return 24 hours after treatment
- Chicken Pox/Shingles: Camper may return after all blisters have dried into scabs

- Head Lice: Camper may return once treatment is received.

If a Camper becomes sick while in our care, the camper will be isolated and supervised to prevent the spread of illness. Parents/Guardians will be contacted and will be required to pick up within 30 minutes. In cases of communicable diseases such as chicken pox, lice, impetigo, and strep, we will notify other parents in writing the same day, so they may be alerted of the incubation period and symptoms. Please notify us if your camper has contracted or been exposed to any of the above illnesses or diseases.

## **Injuries**

All Staff members have been trained in CPR and first aid.

- If a camper has a minor injury, they will be treated and cared for with basic first aid until they feel ready to return to camp activities.
- In the case of a more severe injury, program staff will contact parents/guardians immediately and an injury report will be completed. This would include; severe falls, lacerations, sprains/fractures, and head injuries.
- In emergency situations, program staff will immediately contact 911 and parent/guardians. When EMS arrives, emergency personnel will determine the next steps. If the camper requires further medical attention, they will be transported to the nearest medical facility. Parents/Guardians will be responsible for all medical charges.

## **Emergency Procedures**

- All staff are trained in the Emergency Action Procedures/Plans (EAP).
- Camp staff will contact you if an emergency situation arises via REMIND.

## **Transportation**

Campers and camp staff transportation is provided by YMCA owned vehicles or Yaeger Bus Service. When campers participate in a YMCA program, the following safety guidelines must be observed:

- Get on and off the vehicle in an orderly fashion while listening to the driver and camp staff.
- Demonstrate the YMCA core values of caring, honesty, responsibility, respect, and faith in mind.
- Keep hands, feet, and belongings inside the vehicle and to themselves at all times.
- Remain in seats when the vehicle is moving and wear a seatbelt or safety restraint when available.
- Talk at normal voice levels. Screaming, yelling, and vulgar language will not be tolerated.
- No food or drink is permitted to be consumed on the vehicle unless instructed to do so.
- Disruptive behavior that threatens the safety of others may result in suspension or loss of riding privileges, the driver and/or camp staff will make the final decision.

## **Non-Discrimination Statement**

No person shall be denied the opportunity to participate in the YMCA as a participant, employee, or volunteer based on race, sex and/or gender, or religious beliefs. The Y is made up of all people of all ages and from every walk of life working side by side to strengthen communities. Together we work to ensure that everyone has the opportunity to reach their full potential with dignity. Our core values are caring, honesty, respect, responsibility and faith – they guide everything we do.

The YMCA Summer Camp program is a large-group program designed to foster participant development in a positive manner. In order for participants to be successful, please review the recommended program readiness standards.

## **Program Readiness**

The Mankato Family YMCA Summer Camp program uses best-practices for our readiness standards. Campers should be developing social-emotional learning skills through self-management, social awareness, relationship building, self-awareness, and responsible decision making. YMCA school-age child care programs are not designed for one-on-one care. Therefore, evaluate if the program is appropriate for your camper.

- Camper can model independence (transition to and from locations, ability to dress, eat, and maintain hygiene independently).
- Camper demonstrates the ability to regulate emotions, thoughts, and behaviors.
- Camper can express and recognize their emotions and thoughts.
- Camper exhibits the ability to empathize and respect others including those of diverse backgrounds.
- Camper displays the ability to establish and maintain healthy relationships. This includes effective communication, listening, cooperation, and resisting inappropriate actions.
- Campers shows the ability to make safe, healthy, and respectful choices for themselves and others.

## **Accommodations**

The YMCA Summer Camp program will provide reasonable accommodations if needed to make physical, emotional, and social development successful. The Camp Director will gather information from the camper's family to determine what accommodations can be provided. Honesty and transparency of the family is crucial for the camper's success and inclusion in the program. Camp's goal is to provide a safe and inclusive environment for each participant and staff. Consistent efforts will be made to meet the needs of each camper. Parent/Guardians are expected to work collaboratively with program staff to encourage growth and development with their camper.

## **Behavior Expectations**

Behaviors that are considered inappropriate at the YMCA include:

- Behavior that directly or indirectly threatens the safety of participants or staff
  - Forms of aggression such as hitting, kicking, pushing, biting, choking, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, sexualized behavior, etc.
- Behavior that intentionally causes destruction to YMCA property.
  - Graffiti, malicious destruction of property, intentional misuse of equipment, etc.
  - Parent/Guardians are financially responsible for any damages caused from destruction
- Behavior that results in a consistent disruption to the YMCA Summer Camp environment
  - Leaving the program area/building without permission, refusal to follow directions, inability to stay on schedule or transition to and from activity.
- Any additional behavior that does not align with the Mankato Family YMCA Core Values
  - Caring, Honesty, Responsibility, Respect, & Faith

There will be no refund, of any amount, if a participant is sent home because of disruptive behavior.

## **Behavior Management**

The goal of the Mankato Family YMCA Summer Camp program is to provide a safe, welcoming, and inclusive environment for its campers and staff. The YMCA teaches the core values of caring, honesty, responsibility, respect, and faith. The campers who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

### **Behavior Guidelines**

- Campers will care for themselves and those around them
- Honesty is the basis for all relationships and interactions
- Campers are responsible for their actions
- Camper must respect others, themselves, and the environment
- Campers have faith in themselves and others to overcome challenges and incidents

## Zero-Tolerance Policy

The Mankato Family YMCA Summer Camp program has a zero-tolerance policy for serious behavior issues. The behaviors listed below are grounds for immediate removal from camper for the remainder of the day, week, month, or year. Each incident is evaluated on a case-by-case basis to determine the best course of action.

- Any kind or type of physical assault, such as hitting, kicking, pushing, or biting
- Endangering the health or safety of themselves, other campers, staff, members, etc.
- Inappropriate touching of themselves or others or sexual misconduct
- Theft, damaging, or destruction of YMCA property
- Leaving the YMCA Summer Camp program without permission
- Using profanity, vulgarity, or obscenity frequently
- Acts or threats of physical harm, mental harm, or bullying
- Possession of tobacco, alcohol, drugs, weapons, or explosives

In the event of a behavior incident, the following behavior management strategies may be used:

- Redirection
  - Participant and staff will discuss the behavior and why it is deemed inappropriate. Staff use situations as learning moments for participants to understand the impact of their behavior and healthy ways to react in the future
- Modeling
  - Program staff will model positive behavior, provide praise, and encourage acceptable behavior

If behaviors escalate and camp safety is a concern, parent/guardians will be contacted for an immediate pick-up. Documentation will be collected on the incident.

In the event of multiple incidents or extreme circumstances of inappropriate behavior, the YMCA Summer Camp program will implement the follow policy:

### *Altercation Policy for Mankato Family YMCA*

*This policy is to define what an altercation is and how the Mankato Family YMCA will handle each situation to better serve our members, guests, community and staff. The following is a basic guideline and is not all encompassing, the below lists what an altercation is defined as and a minimum consequence to be given for violating the policy. This policy covers the majority of incidents, but it is also not limited to the below incidents or consequence guidelines and are subject to change based on the severity of the incident.*

- *Physical Altercation definition: An act done with intent to cause fear in another of immediate bodily harm or the intentional infliction of or attempt to inflict mental or physical harm upon another.  
MN Statute 609.02 Subd. 9.6 subd. 10 to comply with MN guidelines.*

*The above covers the following but is not limited to the list: Hitting, Punching, Slapping, Pinching, Kicking, Spitting on, Biting, Pushing, Grabbing, Throwing objects at or around someone, Tripping, etc.*

*Incident Investigation In the event of a violation of this policy the YMCA will conduct an investigation into the matter. While the investigation is ongoing the individual/s who are involved will be suspended from the Mankato Family YMCA facilities and all programming until the conclusion of the investigation. There will be a minimum suspension of 48 hours or 2 standard business days to conduct the investigation, following that 48 hours or 2 standard business days those who were involved will get an update via phone call or email with either the results of the investigation or informed more time is needed to conduct the investigation.  
2 Standard business days are Monday – Friday 8am-5pm*

*If the incident happens on a Friday anytime the offender/s will not be allowed in/on the Mankato Family YMCA properties or in any program at minimum until Wednesday, the following week. Monday and Tuesday would be the 2 standard business days after the altercation.*

*Each altercation will be reviewed on a case-by-case basis, and the consequences are determined by a panel of 3 individual directors (full time staff) 1 of the area where the incident occurred, that person's direct supervisor and 1 individual from the safety committee (rotating). The 3 will determine the severity of the altercation, history of past events and other extenuating circumstances that lead to the altercation.*

- *First Consequence violation results in a minimum 48 hour (2 Standard business days) for the investigation.*

- After the investigation process the consequences can vary, based on the severity of the include but are not limited to 2 days, 1 week, 1 month, 1 year, until the age of 18 (for minors), permanent suspension (adult and minors) from the Mankato Family YMCA properties and programs.
- Should the offender/s not be in a program the following week but in subsequent weeks following the offence, this consequence will be imposed on the next registered program. This will be communicated to the member/members guardians via phone or email.

#### **Reinstatement**

For reinstatement a letter of apology must be given to the affected areas director and a meeting must be held between the director and a member of the investigation committee assigned to the incident. In this meeting there will be a code of conduct signed and given to the members along with a copy retained by the YMCA. Any further incidents (if not already permanently suspended) can lead to permanent suspension from the Mankato Family YMCA and all properties/programs.

If asking for reinstatement to the Mankato Family YMCA see below for different incident types:

- *Permanent Suspension*– If under the age of 18 when suspension is levied depending on the suspension reason a letter can be sent for consideration after the age of 19 is reached. This matter will be reviewed by the safety committee within 5 business days, and a letter will be sent with the determination. There is no guarantee of reinstatement.
- *Two day, One week* – Follow regular reinstatement protocol listed above. A meeting must be held with the director of the area and a member of investigation committee. A code of conduct must be signed and understood any further incidents can lead to but are not limited to permanent suspension from the Mankato Family YMCA.
- *One Year Suspension* – A letter of apology and a meeting with the affected area director, member of the investigation committee and executive director must take place. A signed code of conduct must also be received at the end of the meeting. The 3-person committee will then render a decision within 2 business days of the meeting, a letter will be sent to the member seeking reinstatement along with a phone call with the determination.
- If it at any point the member cancels the membership, the already mentioned will still apply for reinstatement of the membership. A meeting will need to be held along with a letter of apology to reinstate the membership.

## **Disciplinary and Dismissal Process/Intervention**

If negative behavior continues the following steps may be instituted:

1. Staff will redirect the camper to more appropriate behaviors
2. The camper will be reminded of behavior guidelines and the Camp rules
3. If behavior continues, parents will be notified. Parent/guardians will be informed of the behavior, redirecting an instructions given, and how the behavior is affecting camp as a whole.
4. If the behavior continues, staff will schedule a meeting with parent/guardians, the child, staff, and the director to discuss the camper’s behavior and expectations to move forward.
5. If the behavior continues, camper will be dismissed from YMCA Camp.

Although the above steps may be implemented in sequential order, YMCA administrative staff retains the right to take immediate action if the child’s behavior poses a threat to their own safety or the safety of other children/staff.

No refund of any amount will be given if a camper is dismissed due to behavioral issues.

## **Bullying**

The YMCA Summer Camp program prides itself on providing a safe and inclusive environment for each and every child. If you feel as if your child is being bullied or struggling within the environment, please follow the grievance procedure below.

Bullying is unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. In order to be considered bullying the behavior must be aggressive and include:

- An imbalance of power: Those who bully use their power- such as physical strength, access to private information, or popularity- to control or harm others. Power imbalances can change over time and be different in each situation even if they involve the same individuals.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. It is behavior that is repeated over time, not just a one-time incident.

If bullying is suspected, an investigation will be conducted by the Summer Camp lead staff and by the Camp Director. If confirmed, enrollment within the Summer Camp program may be terminated.

## **Grievance Procedure**

If you have a grievance or concern, please follow the procedures below:

1. Contact Lead Staff via REMIND for more information regarding the concern OR talk with Leadership Staff upon parent pick-up
2. If not resolved, please contact the Camp Director via REMIND or email to discuss the concern. A phone call or meeting may be necessary to address the concern.
3. If still not resolved, please contact the Senior Program Director via phone call or email.
4. Finally, if your concern is still not address or resolved, please contact the Mankato Family YMCA Executive Director via phone or email.