

REGISTRATION POLICIES AND PROCEDURES

FORMS

All registration and emergency forms must be completed and on file with the YMCA.

DEPOSITS

A \$10.00 non-refundable payment fee is due upon registration with all forms completely filled out.

FEES

PAYMENT IN FULL is due by June 15, 2009, NO EXCEPTIONS DUE TO LIMITED SPACE!

RETURNED CHECK CHARGE

The charge for a returned check is \$25.00. If this happens a second time, a cash payment agreement will need to be made.

REFUND POLICY

- If you request to cancel 14 calendar days in writing prior to the first day of the program, you will receive a credit less your deposit of \$35 a week.
- If you cancel anytime after the above time line, we may issue a refund depending on circumstances (i.e. medical emergency, family emergency).

NONDISCRIMINATION CLAUSE

All YMCA programs are open to all persons regardless of race, creed, color or national origin.

COMMUNICATION WITH THE YMCA

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

IN CASE OF EMERGENCY

If you need to contact the camp in case of a family emergency, call Vickie Shire at 727.461.9622 or 727.385.6184.

PROCEDURE FOR LATE PICK-UP

A late fee is required if your child is picked up after 3:30 pm. A \$10.00 fee is charged and is payable to the YMCA at the time of pick-up.

If a child has not been picked up by 4:30 p.m., we refer to their emergency information and begin calling the numbers listed. If, by 5:30 p.m. we have not heard from you, we would have no alternative but to turn the child over to Child Protective Services.

SIGN IN & OUT

The YMCA requires that all children be properly signed in by an adult (18 years of age or older) and turned over to a YMCA staff person. This helps ensure the safety of your child. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. All of our parents or those picking your child up will be asked for identification. Please do not be offended. This is done with a child's safety in mind. Please make sure you check your child's folder every day while signing out. This is the way we will communicate with you on a daily basis.

DISCIPLINE POLICY

Our camp staff is trained and is expected to resolve misbehavior problems in a positive manner. In more severe cases, a parent will be contacted. Together, parent and YMCA staff will work out a custom-designed behavior modification method depending on the severity of the problem. If your child is currently on a behavior plan, please include the plan with the assessment form. In the event the problems still exist, your child may be suspended or expelled from the program. Our policies do not grant refunds or credits for missed program days due to a misbehavior problem.

What is “Camp COAST”?

The purpose of this camp is to provide children with autism a day camp experience that will allow them to feel comfortable in a safe, fun and nurturing environment.

Who is this camp designed for?

Children on the autism spectrum between the ages of 4-9. Participating families must live and/or work in Pinellas County.

When does this camp occur and where is the location?

Camp COAST will operate for 8 one-week sessions, Monday through Friday, from 8:30 am – 3:00 pm, with a 9th week of integration camp. The location is as follows:

Clearwater Branch YMCA
1005 S. Highland Ave.
Clearwater FL 33756

Camp Dates:

June 15 – June 19	July 13 – July 17
June 22 – June 26	July 20 – July 24
June 29 – July 3	July 27 – July 31
July 6 – July 10	August 3 – August 7

*August 10 – August 14 – **Integration Week**

Fees:

Payment in full is due by June 15, 2009. NO EXCEPTIONS DUE TO LIMITED SPACE!

In case of an emergency:

Contact Vickie Shire at the Clearwater Branch at 727.461.9622, or 727.385.6184.

How much does Camp COAST cost?

The cost to you is only \$120.00 per week for YMCA of the Suncoast members and \$150.00 for non-members. This camp is funded in large by generous donations and annual fund raising events.

What will my child be doing in this camp?

Your child will be in camp with a maximum of 15 children. All weeks of camp will have a one-on-one aid assigned to each camper including the integration week. Field trips may include bowling, sailing, Planet Jump, Great Explorations, visits to a park, and our family Pirate Ship ride! In addition to field trips, campers will have an opportunity to interact with other day camps that operate out of the YMCA. Camp activities include sensory games, OT therapy and other activities designed for children on the autism spectrum.

How do I register?

Due to a limited number of spaces, registrations will be on a first come basis. **Your child must register for at least 4 of the 9 weeks offered.** Make sure you indicate your 1st, 2nd, and 3rd choices of weeks you desire on the registration form. **All registrations must be turned in to the Clearwater YMCA and all parents must attend 1 of the 2 parent meetings!**

