



YMCA

We build strong kids,
strong families, strong communities.

A. E. Finley YMCA
9216 Baileywick Road
Raleigh, NC 27615
919-848-9622



A SMALL MIRACLE, INC.

Comprehensive Services for
Children and Adults with
Autism and Other Special Needs
919-854-4400



Camp G.R.A.C.E.

Growth Recognition Achievement Character Encouragement

Parent Handbook Summer 2009

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A Letter From The Director

Dear Camp G.R.A.C.E. Parents & Families,

I hope this letter finds each of you doing wonderfully! I am writing to you with great anticipation and excitement for the upcoming summer. Camp G.R.A.C.E. is a program that is designed to allow all campers to be successful in having an outstanding summer camp experience. Summer camp is very special time of year for all children! At G.R.A.C.E. we want to provide a supportive, loving and structured environment for your child's camp experience. Please know that a lot of thoughtful planning, training and preparation has gone into the upcoming summer. It is my hope that each child that attends camp this summer will leave with an incredible sense of success and accomplishment. Camp will be a time of fun and excitement, but also of great growth and development for our children. With this in mind, we are very excited to have the best summer yet!

To the parents of such wonderful children, I would first like to say, "thank you!" Please always know how very thankful we are to have your child at camp this summer. It means so much to know that you would entrust us with your precious children. Please know this is something that our staff take very seriously. We are thankful and humbled that you would send your child to our camp and aim to live up to your expectations! Please don't hesitate to let me know if you have questions or concerns that arise throughout the summer. I am always available to help in any way that I can and want to ensure that both you and your child have an amazing summer camp experience. Thanks for your support and encouragement this summer. We are beyond excited for a great summer together!

Warmest Blessings,

Kim Moser

Kim Moser

Youth Director, Camp G.R.A.C.E.

Kim.Moser@ymcatriangle.org

(919) 845 - 3872

Overview of Camp G.R.A.C.E. 2009

Camp Sessions at the A.E. Finley YMCA:

June 22 – July 2*: Social Skills

Week One: Wacky Water Week
Week Two: Holidays Week

July 6 – July 17: Building Blocks

Week One: Wacky Water Week
Week Two: Holidays Week

July 20 – July 31: Social Skills

Week One: Messy Art Week
Week Two: Amazing Animals Week

August 3 – August 14: Building Blocks

Week One: Messy Art Week
Week Two: Amazing Animals Week

*Please note camp will not be operating on Friday, July 3 due to the observance of a national holiday.

Summer 2009 Family Days:

Thursday July 2nd
Thursday July 16th
Thursday July 30th
Thursday August 13th

*More information about Family Day will be available during each session of camp.

Social Skills Sessions:

Social Skills sessions are designed for children who do not require one-on-one assistance (1:3 ratios); the focus of the session will be on activity skill building, inclusive activities, and social situations. We will work on building individual skills and also incorporating teamwork.

The participants of this session should be able to do the following:

Communicate Clearly
Follow Complex Instructions
Participate in Group Activities
Independent Self-Help Skills

Building Blocks Sessions:

The Building Blocks sessions are designed with a smaller ratio (1:2 ratio) to allow for more individual attention. The goal is to break down the activities in our smaller groups and work on teaching the basic skills. This session is developed for children who need more hand-over-hand assistance and more simplistic instructions.

A day at Camp G.R.A.C.E.

Daily Schedule:

9:00 – 9:30	Rides In
9:30 – 10:00	Assembly
10:00 – 10:30	Snack
10:30 – 11:45	Activities
11:45 – 12:45	Swimming/Water Activities
12:45 – 1:15	Lunch
1:15 – 1:30	Devotion
1:30 - 2:00	Activities/Closing Assembly
2:00 - 2:30	Rides Out

There will also be special activities throughout every week of camp including horseback riding, yoga, special themed activities and much more.

Examples of Activities:

**will be adapted for Social Skills and Building Blocks sessions*

The following are examples of activities that are incorporated into the weekly schedules. Please note the activities will be adapted to meet the needs and skill levels of the children.

Scooters	Slip and Slide	Bean Bag Games
Soccer	Arts and Crafts	Sensory Games
Imitation Games	Tag Games	Water Games
Relay Races	Music Intervention	Finger Painting
Ball Games	Parachute Game	Scavenger Hunts

What to bring to camp:

All campers should have the following with them each day:

- Snacks, drinks and a lunch
- Bring or wear a bathing suit everyday
- A towel and a change of underwear
- Sneakers
- Swim Diapers (if needed)
- Extra Diapers/Wipes (if needed)
- Change of clothes

*Please pack these items in a duffel bag or book bag with your child's name on all items. Writing your child's name on their items will be the best defense against losing items throughout the summer.

Lunch and Snacks

- Campers should bring the following each day:
 - Nutritious Lunch
 - Several Drinks
 - Two Snacks
- We recommend small, cooler-type lunch boxes, clearly marked with the child's name and phone number
- Non-perishable items are recommended since no refrigeration is available.
- Do not pack chocolate, mayonnaise, or milk
- Make sure that you alert the Camp G.R.A.C.E. if your child is on a gluten-free or casein-free or other special diet.

Camp Communication

Camp G.R.A.C.E. Contact Information

Camp G.R.A.C.E Office Phone, (919) 412-4825

During camp’s hours of operation, you can reach Camp G.R.A.C.E. by calling this number. This is camp’s primary number and will be the easiest method of getting in contact with the program.

Kim Moser, (919) 845-3872

If you have questions or concerns specifically for the camp director, you can reach Kim in her office at this number.

A.E. Finley YMCA, (919) 848-9622

For general YMCA information or in-case of emergency, you can reach the A.E. Finley YMCA

Daily Camper Updates

Each day your child’s counselors will provide you with daily updates about your child’s participation at camp. This daily camper update is intended to encourage conversation and communication about your child’s experience at Camp G.R.A.C.E. The daily notes will include information on types of goals that we tried to incorporate into the daily activity.

Example:

- Gross Motor Skills _____
- Fine Motor Skills _____
- Communication _____
- Social Skills _____
- Pretend Play _____

Newsletters

Camp newsletters will be e-mailed out weekly the Friday before each week of camp begins. The e-mail address that was provided with your child’s registration will be the address that is utilized. Please e-mail Kim at Kim.Moser@ymcatriangle.org if you need to make changes or update your e-mail information. The newsletter will contain important information about your child’s upcoming week at camp including information on: special activities, theme days, opportunities for your involvement and much more. Paper copies of the newsletter will be available during both rides-in and rides-out.

Absences

What do I do if my child will be absent?

Please notify the office manager for Camp G.R.A.C.E by phone at **(919) 412-4825** or via written note (for planned absences) if your child will be absent from camp. If we do not know in advance, our office manager will call the parents to verify that they are aware their child is absent.

What do I do if my child's play pal will be absent?

If your child's assigned one-on-one will be absent, your child will **not** be able to attend camp that day. This is necessary to ensure the safety of all camp participants, as we absolutely must maintain proper ratios and instructional control. Please contact Kim Moser if you have questions or concerns about this policy.

Inclement Weather:

Camp will run rain or shine unless Wake County Year Round Schools are **closed**, because of inclement weather. Please note that if there is inclement weather during the camp day (i.e. thunder or lightning) there will be no swimming. On days that there is inclement weather during Rides In or Out, we ask that parents please park and walk their children inside to drop off or park and walk inside to pick their children up.

Note: If schools are closed for an extended period of time the YMCA will make every effort to re-open our camps as weather and facilities permit. This will be determined on a daily basis and will only occur if the facility can be opened and the staff can safely get to work. It is the parent's responsibility to check the YMCA website to determine if camps will operate. We may run on an abbreviated schedule.

If schools are delayed, all YMCA programs are delayed by the same amount of time (i.e. if year round schools starts 2 hours late, summer camp will start two hours late).

Illness and Emergency Procedures:

If a camper becomes ill during the program day and is unable to participate in activities, the parent/guardian will be notified. If a camper is hurt, a member of the staff or an authorized person will administer immediate first aid. If the situation should require immediate medical attention, the program director or a member of the staff will contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contacts will be called. The program director or another staff member will call the designated physician and/or local emergency unit for treatment and/or transportation to a hospital. A staff member will accompany the camper to the hospital and stay until the parent/guardian arrives and signs the camper into his/her custody.

Pick-Up

At Camp G.R.A.C.E. Pickup time begins at 2:00 PM and ends at 2:30PM. Pick-up takes place in the parking lot beside the Thunderdome shelter. During pick-up, children will only be released to the

individuals designated on the Youth Information Form. If someone else is going to be picking up your child please notify camp in writing prior to the pick-up time. Parents who drop off or pick-up children outside of scheduled times must sign the child in and/or out at the program office which is located in the Outdoor Pool House at the A.E. Finley YMCA.

Pick-Up Cards

All parents/guardians will be issued a pick-up card either at registration, orientation or on the first day your child attends Camp G.R.A.C.E. This card acts like a photo i.d.; cards will only be issued to those on the pick-up list. You must present a picture i.d. in order to receive your pick-up card. All returning campers will be issued new cards as the cards change colors each year.

Late Fees

Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 10 minutes and an additional \$1 for every minute there after. Late fees are to be paid at the time of pick-up. Cash or checks made payable to the YMCA are acceptable forms of payment.

Parent Visits

Please feel free to stop by any time during program hours. Parents and other visitors are always welcome at any of our YMCA programs. For the safety of our campers, a visitor's pass must be obtained from the program's office before being allowed to tour the program.

Confidentiality/Privacy Policy for Campers, Parents & Legal Guardians

Camp G.R.A.C.E. respects you and your right to privacy. We value your trust and we want you to know our policies and procedures for protecting the privacy of information for all children who attend Camp G.R.A.C.E. Except as permitted or required by law, unless we obtain your written authorization, we will not share any personally identifiable camper or family information. Campers, parents and legal guardians have the right to know how, why, and to whom camper information was disclosed.

Camp G.R.A.C.E. currently uses a system of passwords and other appropriate physical, electronic and procedural safeguards designed to protect against unauthorized access to client information contained in our records. Camp G.R.A.C.E. employees and interns are trained on the importance of confidentiality and camper privacy. Employees/interns who gain unauthorized access or who otherwise violate our privacy policy are subject to disciplinary action including termination of employment.

Campers, parents and legal guardians have the right to review and receive a copy of camper information contained in our files. You also have the right to request that we correct any information that is incorrect. To exercise these rights, send a written request to the Camp G.R.A.C.E, A.E. Finley YMCA, 9216 Baileywick Road, Raleigh, NC 27615.

YMCA Behavioral Guidelines and Policies

YMCA Rules

To ensure that our programs are safe, pleasant, and fun-filled for all children and staff, our basic YMCA rules are clearly communicated and consistently enforced.

They include:

Safety First
Listen and Follow Directions
Try Everything and Give Your Best
Do What is Right
Have Fun

An Emphasis on the Positive

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. Our counselors are trained to constantly look for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include (but are not limited to): verbal praise, a high-five or hug, and/or program wide recognition (for example, being named “Camper of the Day” and “Honor Camper”). As often as possible counselors will share incidents or positive behavior with parents.

YMCA-Home Partnership

Sometimes families have specific concerns regarding their child’s behavior or are working in the home and school to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with the Program Director if you have concerns or if you would like for us to support any work that you are doing at home or at school with your child. We will be happy to include your child’s counselor(s) in a discussion regarding specific approaches or concerns.

Suspension/Expulsion

While it is our hope that these procedures and a strong YMCA-home partnership will promote positive behavior (and minimize behavioral problems), serious and/or chronic disciplinary problems can occur. In these cases, suspension or expulsion may be necessary.

The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/tobacco/drug use, and weapons possession. Campers found in violation of this rule will be sent home immediately. If your child is suspended from one YMCA program, he/she will not be allowed to attend any YMCA program for the duration of the suspension.

Camp G.R.A.C.E. Behavior Expectations

It is important that staff maintain good order and discipline in all programs. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior.

The YMCA does not condone and will not permit:

1. Corporal punishment
2. Ridiculing, threatening, using an inappropriate loud voice
3. Leaving children unsupervised
4. Use of profanity

A child's behavior is expected to be consistent with the following:

1. Use appropriate language at all times.
2. Cooperate with staff and follow directions.
3. Respect other children and staff, equipment and facilities, and yourself.
4. Maintain a positive attitude.
5. Stay in program areas - running away is not acceptable.
6. Participate successfully within the YMCA staff-child ratios specific for each program.

Discipline Policy:

1. If a child is unable to comply with the behavior expectations, a conference will be held by the program director with the child. The parent(s)/guardian will be notified in writing.
2. If after the above meeting the child is still unable to comply with the behavior expectations, the program director will set up a conference with the parent(s)/guardian. A behavior contract will be established and signed by the child (if appropriate), parent(s)/guardian and the program director.
3. If the child's behavior continues to be disruptive and/or unsafe, the child will be subject to suspension or dismissal.
4. Failure of the parent(s)/guardian to attend conference(s) and cooperate will subject the child to suspension or dismissal.

Behaviors which may result in immediate dismissal include, but are not limited to:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child, other children or staff. Prohibited conduct may include, but is not limited to, abusive jokes, insults, threats, name calling, bullying or intimidation.
2. Fighting
3. Possession of a weapon of any kind
4. Vandalism or destruction of YMCA property or property of others
5. Sexual misconduct
6. Possession of or use of alcohol or controlled substances unless under the prescription of a doctor
7. Running away
8. Biting

Special Circumstances

Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Parents may be required to submit appropriate documentation such as Behavioral Plans along with their child's application for admittance to Camp G.R.A.C.E.

Upon being informed of such circumstances, the branch director (or his or her designee, i.e., senior program director, youth director) may require a conference with the parent(s)/guardian to discuss issues created by these circumstances.

I understand and acknowledge that: (I) it is the responsibility of the parent(s)/guardian to make full disclosure to the YMCA of any special circumstances which may affect the ability of my child/ward to participate, as described above; (II) it is the responsibility of the parent(s)/guardian to inform the YMCA of any requested accommodation believed by the parent(s)/guardian to be necessary and readily achievable for such participation; and (III) full disclosure of any special circumstances is material to the YMCA's evaluation of the child's/ward's ability to participate and the YMCA's consideration of any requested accommodation.

Behavior Management at Camp G.R.A.C.E.

At Camp G.R.A.C.E., we believe that by incorporating a positive educational environment, redirection, and relying heavily on reinforcement schedules we can best care for the campers and allow for them to grow during the summer. We believe that we can best implement these policies by incorporating the following behavior management strategies:

1. Incorporating structured daily activities.
2. Utilizing therapeutic ideals from several different treatment modalities.
3. Developing a safe and positive environment for growth.
4. Individualized reinforcement plans, as well as incorporating positive language.
5. Small ratios
6. Small group sizes
7. Utilizing group management techniques.
8. Utilizing PECS schedules and any other necessary Augmentative Communication Systems.
9. Treating the campers as individuals with respect and dignity, while respecting their needs, desires, and feelings.
10. Setting reasonable limits for children.
11. Staff training on individual camper backgrounds and possible behaviors to be prepared for any possible incidents.
12. Maintaining consistency and a structured environment.

Explanation of behavior management methods:

1. **Redirection:** Redirect maladaptive behaviors to more appropriate behaviors or activities
2. **Positive Reinforcement:** Consequating an appropriate behavior with something that the child finds desirable
3. **Negative Reinforcement:** Removal of aversive stimuli following an appropriate behavior
4. **Motivation Operation Principle:** Incorporating the child's motivation to want to participate in the activities
5. **Time Out:** Up to 5 minute removal from the group or activity for inappropriate, attention-seeking behavior

6. **Extinction**: Removal of reinforcing attention for behaviors that are inappropriately attention seeking
7. **Teaching Replacement Behaviors**: Teaching appropriate behaviors in place of maladaptive behaviors.

In the event that a child continues to exhibit severe behavior problems, and none of the appropriate behavior management techniques are effective in correcting the behavior problem, the parents and staff will set up a conference to discuss the situation and determine the best course of action. In addition to the parents and staff members, the meeting may also include any other individuals (such as one-on-ones, therapists, etc.) who would be significantly involved in the resolution of the problem behavior. Following the conference, if the recommended course of action does not resolve the problem behavior and if all recommendations are exhausted without improvement in the behavior, the camp may terminate the child's participation in the camp for the reasons below:

1. No viable resolution of the problem behavior
2. Child's behavior endangers the safety or health of other children or staff
3. The parents' lack of cooperation in the effort to resolve the behavior problem
4. A determination by the Camp Director and other professionals involved in the program that the program is not in the "best interest" of the child.

Swim Band Policy

To ensure water safety, campers will take a swim test on the first day of the session or on his/her first day attending the program. Color-coded swim bands will be used to enable life guards to differentiate swimmers of different abilities. Even if your child has attended a YMCA program prior to this summer, he/she will still be required to take a swim test on his/her first day of camp.

If your child has already taken a swim test at the Finley YMCA, we have recorded the color swim band he/she received in our computer system. As campers take swim tests this summer, we will update our computer system. Each camper who does not already have a swim band will be issued a new band on his/her first day of camp. If your camper already has a swim band, we ask that you send that band to camp with the child. If a camper misplaces a swim band at any time during the summer, he/she must purchase a new swim band for \$3.00. The camper will not need to re-test at this point because we will have each child's swim band color recorded in our computer system. We will not allow campers to borrow swim bands if they forget or misplace their bands. If a camper does not have a band on swim day, he/she will either need to pay \$3.00 to purchase a new one or he/she will be required to swim in the shallow area of the pool.

There are two different swim band colors that your child can test for. A yellow band can be earned by freestyle (face in water and arms out of water) swimming half of the length of the pool and treading water for 30 seconds. Earning a yellow band allows a child to swim in the shallow area or the middle area (4-5feet) of the pool. Each area is clearly marked.

A black swim band can be earned by freestyle swimming the entire length of the pool and treading water for 30 seconds. Earning a black band allows a child to swim anywhere in the pool.

The life guards will administer all swim tests. If a life guard does not feel like a child is a strong enough swimmer to receive a swim band, then the life guard will encourage the child to keep practicing and try again at a later date.

Children in grades K-2 who do not pass a swim test or who do not wish to take a swim test will be required to wear a YMCA life vest and will swim in the shallow area of the pool only. Children in grades 3-8 who do not pass a swim test or who do not wish to take a swim test will be required to swim in the shallow end of the pool only.

A.E. Finley YMCA's Medication Policy

Dear Camp G.R.A.C.E. Parents,

The YMCA wants to provide your child with the best and most accurate care possible. Therefore, if your child will be taking medication at anytime during their program period, you **must** follow these steps:

1. You must complete an authorization form and return it to the Camp G.R.A.C.E. office.
2. You must bring in the medication to the camp office; as a safety precaution your child is NOT allowed to bring in the medication.
3. Please bring enough medication (in the original container) for the duration of the program.
4. At the end of the program session, you need to come by and pickup any empty containers.
5. If your child stops taking medication at any time during the program, please notify the Camp G.R.A.C.E. office.
6. ALL medications and supplements MUST be kept in the camp office and administered/dispensed ONLY by the program's YMCA leadership staff. Play Pals or one-on-one assistants may assist in helping the camper take the medication in the presence of a leadership staff. Our leadership staff will be trained by A Small Miracle, Inc. to provide medication administration using the same standards required by Medicaid.
7. Please fill out the chart with the medication dosage and requirements for each day.
8. Please have medications already dispensed for each dosage. In accordance to Medicaid standards, staff can only administer medications that have been prepared by the parent/guardian.
9. Please have your child's physician sign the medication forms.
10. Parents must also complete a medication form, including physician's signature, for each non-prescription medication, supplement, and vitamin to be administered to the child as well.

Again, we want to ensure the safety of your child at all times. We appreciate your adherence to these procedures. No medication will be given to your child, nor will your child be allowed to take any medication without your documented permission. If you have any questions or concerns, please don't hesitate to contact Kim Moser at 919-845-3872 or Kim.Moser@ymcatriangle.org

Camp G.R.A.C.E.
2009 Permission, Insurance, and Release of Liability

Name of Child: _____

The A.E. Finley YMCA and A Small Miracle, Inc. have my permission to have my child transported off site for medical treatment or hospital care in the case of an emergency, illness, or accident during the summer sessions.

Parent or Guardian's Signature Date

I hereby release A.E. Finley YMCA and A Small Miracle, Inc. from any liability for accident or injury that may occur while my child is at Camp G.R.A.C.E.

Parent or Guardian's Signature Date

2009 Acknowledgement of Receipt of Parent Handbook
Camp G.R.A.C.E.

I, _____ (parent's name) have received the Parent Handbook. I have read the handbook in its entirety. I fully understand the policies and agree to abide by them. I understand that my child's continuing participation in Camp G.R.A.C.E. is reliant upon compliance to the policies stated in the Handbook. I understand that if we fail to abide by the policies then my child could be removed from the program. Any questions that I have regarding the policies as stated in the Parent Handbook will be directed to a Director of Camp G.R.A.C.E.

Parent or Guardian's Signature Date

2009 Permission to Administer Medication

Child's Name _____ Program: Camp G.R.A.C.E.

Name of Medication _____ Dosage _____

Parent's Signature _____

Physician's Signature _____

Side Effects of Medication: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Dosage to be Given					
Time to be Given					
Parent's Signature					

YMCA Mission: To put Christian Principles into practice through programs that build a healthy spirit, mind, and body for all.

2009 Permission to Administer Medication

Child's Name _____ Program: Camp G.R.A.C.E.

Name of Medication _____ Dosage _____

Parent's Signature _____

Physician's Signature _____

Side Effects of Medication: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Dosage to be Given					
Time to be Given					
Parent's Signature					

YMCA Mission: To put Christian Principles into practice through programs that build a healthy spirit, mind, and body for all.

2009 One-on-one (Play Pal) Information

Play Pal's Name: _____ Date: _____
(Please Print)

Participant Name: _____

Emergency Information

Please fill in the following information to help us in case of an emergency with the one-on-one:

Address: _____

Home Phone #: _____ Work Phone #: _____

(If under 18) Parent/Legal Guardian Name: _____

Physician Name: _____

Address: _____

Phone #: _____

Hospital Preference: _____

Emergency Contact Person/Relationship: _____

Phone #: _____

Emergency Contact Person/Relationship: _____

Phone #: _____

Known Allergies: _____

Current Medications: _____

Diet Restrictions: _____

Additional Comments: _____

2009 One-on-One Play Pal Release Forms:

By signing below, I hereby acknowledge that neither A.E. Finley YMCA nor A Small Miracle, Inc. are utilizing any personal information for employment. I understand that I am not to be considered an employee of either of the above-mentioned organizations, nor are the organizations legally responsible to offer any type of compensation for my attendance as a one-on-one shadow. I understand that the information gathered is specifically going to be used in reference to the safety of the participants at A.E. Finley YMCA and myself. I understand that this information is to be kept confidential.

Print Name

Signature

Date

Camp G.R.A.C.E. 2009 Permission, Insurance, and Release of Liability

Name of One-on-One Play Pal:

The A.E. Finley YMCA and A Small Miracle, Inc. have my permission to transport me off site for medical treatment or hospital care in the case of an emergency, illness, or accident during the summer sessions.

One-On-One Play Pal Signature

Date

I hereby release A.E. Finley YMCA and A Small Miracle, Inc. from any liability for accident or injury that may occur while I am at Camp G.R.A.C.E.

One-on-One Play Pal Signature

Date

This application must be completed and returned to A.E. Finley YMCA at least one week prior to start of camp session.