



2019 Camp AYS

Summer Parent Handbook



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Greetings, AYS Families!

Thank you for choosing Camp AYS!

I hope you are ready for summer adventures! Each week of Camp AYS will be full of excitement and friendship! At Camp AYS, we know how to have a great time while learning new things. Our highly trained staff will guide campers through fun activities related to a weekly theme. Throughout the summer, campers will go on field trips to local attractions and pools (weather permitting). Our goal is to provide a fun and safe environment for campers to be physically active, foster friendships, and have new experiences.

If your child attends AYS before- or after-school programs, you may see some familiar faces at Camp AYS. Many summer camp staff are the same caring individuals who work with students during the school year. I encourage you to communicate regularly with the staff about the program and your child. There will also be a formal opportunity to provide feedback through a survey in mid-July. I also welcome you to observe Camp AYS in action or to participate in an activity such as reading a story, sharing a skill or playing a game.

More than a quarter of the children served at Camp AYS receive some type of financial assistance in order to attend. If you would like to help a child in need attend Camp AYS, please consider a gift to our Ellen Clippinger Financial Assistance Fund. Donations are accepted online at ayskids.org/donate or call 317-283-3817 ext 118 for more information.

Best wishes for a great summer,

Chrystal Struben
President/CEO



Chrystal Struben

MISSION

AYS enriches the learning and well-being of children in a safe, caring and fun environment outside of the school day.

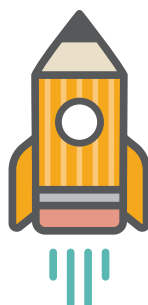
VISION

AYS is the provider of choice for out-of-school time programs in central Indiana.

VALUES

AYS values respect, responsibility and commitment by:

- Delivering high-quality programs
- Nurturing individual potential in children and staff
- Supporting families and communities



2019 CAMP AYS Location & Contact Information

Decatur Township

Location: Stephen Decatur Elementary, 3425 Foltz Street, Indianapolis, IN 46221

Entry Door: Door 4

Cell: 317-447-2101

Email: camps@ayskids.org

Hours: 6:30am - 6:00pm

Indianapolis Public Schools

Location #1: IPS Butler Lab School #55, 1349 E 54th St, Indianapolis, IN 46220

Entry Door: Door 5

Cell: 317-447-4990

Email: camp55@ayskids.org

Hours: 6:30am - 6:00pm

Location #2: IPS Butler Lab School #60, 3330 N. Pennsylvania Ave. Indianapolis, IN 46205

Entry Door: Door 6

Cell: 317-447-4310

Email: camp60@ayskids.org

Hours: 6:30am - 6:00pm

Speedway

Location: Newby Elementary, 1849 N. Whitcomb Avenue, Speedway, IN 46224

Entry Door: Back Door by Parking Lot

Cell: 317-430-1753

Email: campsw@ayskids.org

Hours: 6:30am - 6:00pm

There will be no Camp AYS in Speedway the week of July 1-5.

Washington Township

Location #1: Fox Hill Elementary, 802 Fox Hill Drive, Indianapolis, IN 46228

Entry Door: Door 10 - East

Cell: 317-430-1732

Email: campfxh@ayskids.org

Hours: 6:30am - 6:00pm

Location #2: Spring Mill Elementary, 8250 Spring Mill Road, Indianapolis, IN 46260

Entry Door: Door 12 - North

Cell: 317-430-1718

Email: campsm@ayskids.org

Hours: 6:30am - 6:00pm

PLEASE NOTE:

Camp AYS will be closed on Wednesday, July 4, 2019 for Independence Day.

Camp AYS locations are subject to change by the governing school district.

AYS will inform parents of any changes.

Kids Go Further at Camp AYS

At Camp AYS, children will try new activities, make discoveries, and learn through a variety of experiences! Throughout the summer, campers will go on field trips to local attractions, including the pool. Campers will participate in active games and hands-on projects, while having fun with friends. All AYS staff members are first-aid certified and pass thorough background checks.

LUNCH

AYS will provide nutritious snacks for campers throughout the day. However, lunch will not be provided. Please pack a sack lunch for your child for each day of camp.

SNACKS

AYS serves nutritious snacks, and children are encouraged to try new foods. Snacks that are not energy- or nutrient- dense (cookies, chips, candy, etc.) are limited to special occasions only or are not included at all.

Children with food allergies must have a completed Plan of Care form (and doctor's note if possible) on file with AYS. Staff members will work with parents to provide a suitable snack substitution when necessary.

ITEMS TO LEAVE AT HOME

Each school and Camp AYS site may have unique rules regarding types of personal items allowed within the school building. AYS families should follow guidelines set by the school as well as the AYS camp director. AYS is not responsible for loss or destruction of personal items, including but not limited to cell phones, other electronic devices, books, games, and all other personal items. AYS is not responsible to cover any costs incurred due to the misuse of personal items. AYS recommends that all children leave valuables at home. If a special circumstance makes it necessary for a child to bring personal items to AYS, please make arrangements with your camp director.

SPECIAL NEEDS

If your child has a special need or circumstance or would require additional assistance or accommodation, that information must be communicated and included with your camp registration. AYS provides Plan of Care forms to assist this process. In order to determine what accommodation(s) your child may need to ensure their success in our program, AYS may request a parent meeting to review the information and develop the best plan for your child. AYS may consult with its special needs consultant for assistance in developing this plan. If you have questions please call our administrative office at 317-283-3817.

MUTUAL EXPECTATIONS

Parent Responsibilities

- Respectfully follow AYS and school policies including sign-in/sign-out procedures to ensure the safety of each child.
- Communicate your child's absences and schedule changes with your camp director.
- Communicate anything that may affect your child's well-being in the program with your camp director. This will be held in confidence.
- Keep information about the family and child current, and communicate often with AYS staff.
- Custodial situations can cause confusion. The custodial parent should communicate with the camp director any circumstances that relate directly to the care of the child in our program.

Child Responsibilities

- Respect the staff and each other.
- Respect the rights and property of others.
- Learn to accept the consequences of your actions.
- Share with children in the program.
- Use appropriate language.
- Respect the rules and guidelines of AYS and the school.
- Remain with AYS at all times unless given permission.
- Return materials and equipment to the appropriate place.

NON-DISCRIMINATION STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer. 10-2 It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.). Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232- 6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204. This institution is an equal opportunity provider.

Registration

Camp AYS is designed for children, entering Kindergarten through seventh grade in the fall, who live in a district where Camp AYS is offered. Registration for Camp AYS is required each summer.

Registering is easy and parents are encouraged to register online at www.ayskids.org/camp

Registration Requirements:

1. Completed registration forms including child and parent information, emergency and authorized pick-up contacts, health record for each child, and signed registration terms agreement.
2. Immunization record for each child.
3. Plan of Care and/or Medication Consent forms for each child (if applicable).
4. Bank account/credit card authorization form for auto-pay (recommended) or other payment method selection. Please note, AYS does not accept cash.
5. Non-refundable \$25 registration fee per child.
6. Non-refundable \$25 deposit per week per child.

REQUIRED REGISTRATION INFORMATION

Emergency Contacts & Authorized Pick-Up

Emergency contacts, as well as persons authorized to pick your child up from the program, must be at least 18 years of age and have a photo ID ready to present. Please provide the names, relationship to the child, and phone numbers for these individuals when you register your child. You may change, add, or delete contacts by submitting a Change of Information form. If you believe you have an extenuating circumstance and are not able to meet the age requirement, please talk with your camp director. A waiver may be available for older siblings in some circumstances.

Immunizations

AYS requires immunization records for all children in our programs. The purpose is to prevent the spread of vaccine preventable communicable diseases. These records will be kept in confidence. AYS must have a copy of any parental objection for religious reasons or a physician's objection for medical reasons.

Medication Consent Forms

Parents must provide any applicable Medication Consent and/or Non-Prescription Medication Consent forms with their camp registration. If your child must take any prescription medication during AYS program hours, parents must complete a Prescription Medication Consent form, which includes written instructions, dosage information, potential side effects for AYS to monitor, and a doctor's signature. The medication must be provided in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information. If non-prescription medication is to be administered during AYS, a Non-Prescription Medication Consent form must be completed. Medications cannot be sent with the child.

Plan of Care

If your child(ren) has health conditions and/or special needs, a Plan of Care form must be submitted with their registration. AYS may request a parent meeting to follow up on the information.

Updating Information

Parents are asked to keep contact information current by sending AYS updates to mailing address, email, phone, emergency contacts, and changes to individuals authorized to pick up children as soon as they are known. Please use the Change of Information form located on the AYS website: www.ayskids.org/attendance

CAMP AYS SCHEDULE CHANGES/CANCELLATIONS

Parents may change their child's Camp AYS schedule before May 15. After May 15, a \$15 change fee will be applied for each schedule change.

Registration cancellations will be accepted before May 15. After May 15, a \$75 cancellation fee per week per camper will be applied.

Please contact registration@ayskids.org or 317-283-3817 to make schedule changes.

HOLIDAYS

All Camp AYS programs are closed on July 4. Camp AYS at Newby Elementary will be closed the entire week of July 1.

PRIVACY

Confidential Information Disclosure

AYS does not sell or rent customer information to any company. As a matter of standard practice, AYS will not release confidential information or allow access to that information without prior written, signed, and dated consent that specifies the information to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure. However, there are times when AYS may disclose at AYS' discretion confidential information without consent if the disclosure meets one or more of the following conditions:

AYS Official AYS staff members may disclose confidential information to other AYS staff members whom they have determined to have a legitimate interest in the information.

Educational Institutions AYS may disclose confidential information upon request to the school, school system, or other applicable institutions so long as the disclosure is for purposes related to the child's education, safety, and/or well-being.

Health or Safety Emergency If AYS determines there is a significant threat to the health or safety of a child or other applicable individual, AYS may disclose confidential information if disclosure of such information is necessary to protect the health or safety of the child or other applicable individual.

Federal, State, and Local Officials To comply with federal and state agency audits, evaluations, and other legal requirements AYS may disclose confidential information to authorized representatives of those agencies.

State and Local Juvenile Justice Officials AYS may disclose information to whom the information is specially allowed to be reported or disclosed pursuant to state statute or other laws.

Court Order or Subpoena AYS may disclose confidential information to comply with a judicial order or a lawfully issued subpoena. In most cases, AYS will make reasonable efforts to notify the parent of the order or subpoena.

Lawsuit AYS may disclose confidential information in the context of a lawsuit that the child or parent brought against AYS or that AYS brought against the parent or child.

Accrediting Agencies AYS may disclose confidential information to accrediting organizations to carry out their functions.

To measure progress in accomplishing community goals, United Way of Central Indiana asks their partner agencies to report client-specific data. The data collected will be kept confidential and will not be used for any other purpose. All AYS customers have the option to opt out of having this data shared if they notify AYS in writing.

Media Release

AYS uses and releases photographs, audio recordings, and/or video recordings (collectively media) taken or recorded at its programs and events for educational, instructional, and promotional purposes as determined by AYS. These items are for AYS use in broadcast and media formats now existing or created in the future. These media often include depictions of AYS children and/or parents engaged in instruction, activities, or other functions. Any such media is the sole property of AYS and may be used or disclosed by AYS for any purpose without express written consent. To withhold your consent for the disclosure of your and/or your child's media, you must notify AYS in writing during the registration process. Please note that AYS will not be responsible for and cannot control media captured by individuals who are not employed by, affiliated with, or under contract with AYS. AYS will not identify children by last name in its use of media.

Money Matters

TUITION

Camp AYS weekly tuition is based on the full week and is due regardless of your child's attendance. Credits are not available for absences. Tuition is due no later than Friday for the following week. Please see your school district's Camp AYS flyer, available on our website, for pricing. Registration fees and weekly deposits are non-refundable.

Registration Fee - \$25 per child

PAYMENTS

Tuition payments are accepted weekly (processed on Friday for the following week). Billing is processed each Thursday and if a balance is due, the primary payer listed on the billing account (indicated on registration form) will receive an emailed invoice with that week's balance due. Weekly tuition payments are due no later than Friday for the following week, and tuition is due regardless of your child's attendance. Credits are not available for absences. Registration fees and weekly deposits are non-refundable.

A single payer account is maintained by AYS. Custodial parents with shared payment obligation arrangements may request an exception in writing to AYS. Overpayment will result in an account credit. Account credits will be held for one additional semester. After that time, the credit will be forfeited.

PAYMENT OPTIONS

AYS offers several tuition payment options:

- 1. Automatic deduction from a bank account** *(recommended)*
The authorization form can be found at www.ayskids.org
- 2. Automatic deduction from credit card** *(recommended)*
The authorization form can be found in this at www.ayskids.org
- 3. Online through MyProcure**
Easy login instructions can be found at www.ayskids.org/pay-my-bill
- 4. Check or money order at AYS program site**
Checks and money orders should be made out to "AYS-name of camp site" and be written in dark blue or black ink.

Please note: AYS does not accept cash. Tuition is due no later than Friday for the following week.

NON-SUFFICIENT FUNDS (NSF) FEE

Returned checks and declined bank/credit card transactions will result in a \$25 NSF charge. After two NSF charges, other payment arrangements will be required. Updated bank account or credit card authorization forms should be faxed to 317-283-3840. Please email notification to billing@ayskids.org to change to check/money order payments.

LATE PAYMENTS

Camp AYS tuition is due no later than Friday for the following week and is due regardless of your child's attendance. There are no credits for absences. Late payments will result in a \$10 late fee. Each week that an account is not current will result in an additional \$10 late fee. Repeated late payments will result in the suspension of your child's participation in Camp AYS. If your family has an emergency that may affect prompt payment, please contact 317-283-3817 or billing@ayskids.org. Financial assistance or special payment arrangements may be available.

LATE PICK-UP FEE

Camp AYS closes at 6:00pm. Anyone arriving after 6:00pm, per the AYS clock, will be charged a late pick-up fee. Within the first five minutes, an automatic flat \$10 late fee is charged. After five minutes, an additional \$1 per minute fee is charged.

Example 1: If a child is picked up two minutes late, it is a flat \$10 late fee.

Example 2: If a parent/guardian arrives at 6:12pm, the charge is \$10 for the first five minutes, and \$7 for the additional seven minutes. The total late fee charge would be \$17 (only one charge per family of multiple children).

Late pick-up fees will be added to parents' billing statements and are due with the next regularly scheduled payment. Repeated failure to pick up children in a timely manner will result in forfeiture of your child's participation in AYS. If you have an emergency and will be late to pick up your child from AYS, call your camp director as soon as possible.

DISCOUNTS

Limit one discount per family. If you qualify for more than one, the best offer will apply. Discounts apply to camp tuition only. Not valid for registration, weekly deposits, late fees, NSF charges, or other charges.

Multi-Child Discount

Families with three or more children enrolled in Camp AYS will receive an automatic 5% discount per child.

Full Summer Payment

AYS offers a 7% discount to parents who pay tuition in full for the entire camp semester. Payment must be received prior to the start of camp. Please contact 317-283-3817 or billing@ayskids.org for more information.

Military Personnel

AYS offers a 10% discount for direct dependents* of current military service members. To receive this discount, please include a copy of your current military ID with Camp registration. *AYS defines a direct dependent as a child living in the household of the service member or a child for whom a military service member is listed as the primary or secondary payer on the AYS account.

Partner School Personnel

AYS offers a 20% discount for direct dependents* of current partner school personnel. To receive this discount, please include a copy of your school ID with Camp registration. *AYS defines a direct dependent as a child living in the household of the partner school personnel or a child for whom partner school personnel is listed as the primary or secondary payer on the AYS account.

FINANCIAL ASSISTANCE

AYS accepts CCDF vouchers and recommends that families who meet the CCDF guidelines apply. Information about CCDF eligibility and the application process can be found at childrensbureau.org/ccdf-eligibility-guidelines. Please note, regular tuition payments are due until CCDF approval is received. Families with CCDF vouchers are required to swipe their Hoosier Works child care card every day at their AYS program site to record their child's daily attendance. If parents fail to swipe each day, they will be responsible for payment for the full tuition cost.

AYS Summer Financial Assistance

AYS offers limited financial assistance through the Ellen Clippinger Financial Assistance Fund. Please contact our financial assistance coordinator for more information at finaid@ayskids.org or 317-283-3817. Please note, regular tuition payments are due until a financial assistance award decision is made.

Health & Safety

COMMUNICATION

AYS requires that parents inform Camp AYS staff about their child's participation in Camp AYS. Please make sure to inform staff of any vacations, appointments, or other events that may affect your child's camp schedule. This ensures that everyone is aware of your child's schedule and participation in Camp AYS. Contact registration@ayskids.org to make changes to your child's camp schedule.

DROP-OFF & PICK-UP

To ensure the safety of all children, AYS requires that every child is signed in and signed out by a parent or another authorized adult each day. Children cannot be dropped off on school grounds and may not sign themselves into the program. Only persons authorized on the enrollment form may pick up a child from Camp AYS. In the event of a custody situation, you must provide court documents showing proof of legal restrictions. Only individuals 18 years or older may be listed as authorized pick-ups. Photo ID is required until staff become familiar with faces. ID will be required if there is someone picking up that staff or substitute staff do not recognize.

In the case of an emergency where no previously authorized individuals are available to pick up the child, the parent/guardian may contact the camp director in advance by telephone to make special arrangements. A verification will also need to be faxed or emailed. The new authorized individual must show picture ID to sign the child out.

ACCIDENTS & INJURIES

Accidents, injuries, and other significant occurrences may occur while your child is under AYS supervision. AYS strives to prevent these situations, but even with substantial preventative efforts taken, these events may still occur. AYS staff will notify parents if such situations occur.

MEDICAL EMERGENCIES

In the event of a medical emergency, AYS staff will contact emergency medical services and the parent(s) of the child. If a parent or designated substitute cannot be immediately reached, AYS will reach out to each emergency contact(s) listed until someone has been notified.

BEHAVIOR MANAGEMENT

AYS strives to enhance the social development of each child we serve. All AYS staff and volunteers endeavor to develop positive relationships with children based on mutual trust, honesty, and respect. AYS staff and volunteers appreciate and support the uniqueness of each child and will interact with children in a positive manner including: helping them feel welcome, comfortable, and supported; engaging them; recognizing their positive accomplishments; listening to what they say; responding to them with interest, acceptance, and appreciation; sharing skills and resources to help children solve problems; involving children in programming decisions; using positive language; and encouraging children to take on leadership roles.

AYS program policy prohibits negative approaches to child engagement, such as: corporal punishment; aversive stimuli; withholding nutrition or hydration; inflicting physical or psychological pain; demeaning, shaming, or degrading language or activities; unnecessarily punitive restrictions; forced physical exercise to eliminate behaviors; punitive work assignments; punishment by peers; and group punishment for individual behavior.

If a child's behavior requires discipline, AYS staff will handle the inappropriate behavior by redirecting the child to another activity, guiding them through conflict resolution, allowing space and time, and communicating with them in a way that allows them to identify feelings and develop an understanding and respect for the feelings of others. AYS staff will discuss the behavior problem with the parent(s) and complete a report as needed. If the behavior continues, the camp director will schedule a meeting to discuss strategies for improvement. If the behavior persists, the parent(s) will be notified of a suspension or permanent removal from Camp AYS. If at any time AYS determines that the safety of any person or property is in question, AYS has the right to dismiss the child from Camp AYS immediately. If a child deliberately damages any property or equipment that AYS is responsible for, the child/parent will be responsible for the cost of replacement.

VISITS FROM GUESTS & NON-PARENTS

AYS believes that our programs are strengthened by greater parental involvement, and parents are encouraged to visit and participate in the program at any time during regular hours. AYS requires a parent to be present with any guests who visit their child and that their interactions are limited to only their child. While it may be tempting to correct or engage other children, AYS asks parents to notify AYS staff and allow them to address any concerns. AYS does not allow parents to discipline or question children who are not their own. This applies to Camp AYS programs or activities on or off site. Failure to adhere to this policy could result in parental suspension or expulsion from Camp AYS.

TRANSPORTATION

Transportation for field trips is arranged through local agencies from the school districts AYS serves. AYS will ensure that drivers are at least 18 years of age and hold a valid driver's license, and that the vehicle has the proper safety features and all other items as required by Indiana law. AYS staff will be responsible for the supervision of all children while they are being transported. Permission slips are required for all field trips and must be signed by an authorized parent/guardian prior to the child being transported. Parents may not drop off or pick up their child(ren) while AYS is on a field trip. Any exception to this policy must be requested and approved in writing 48 hours prior to the scheduled field trip. In the event of an emergency requiring a child to be transported to another location, transportation will be arranged through the school district if possible or a transportation service. Any fees incurred in this service will be the responsibility of the parent/guardian.

AYS may coordinate with other local programs to provide off-site enrichment activities. Parents must complete and sign a Field Trip Permission slip before the child can participate. Parents will be notified of field trips in advance through communications from the camp director. AYS may or may not be able to offer alternative activities for those children who are unable to participate in the field trip.

SAFE CONDITIONS

The following steps will be taken to ensure the safety of children in AYS' care:

- Children will be actively supervised by qualified AYS staff at all times in accordance with the following Child/Staff Ratio Chart and other accreditation-based ratios as applicable but not greater than the numbers listed below:

Age of Youngest Child in Group	Maximum Number of Children Supervised by One Caregiver	Maximum Number of Children in One Group
5 Years/Kindergarten	15	30
1st Grade and Above	20	40

- All AYS staff members pass through an exhaustive screening process, including a comprehensive criminal history check, checks against the national sex offender list, and drug screening. In addition, staff participate in New Employee Orientation, receive Child Abuse Prevention training, Safety and Risk Management training, CPR/First Aid, and other ongoing trainings to ensure that they are qualified to work with children.
- AYS will not provide services in areas that are being remodeled and/or repaired. The schools that AYS partners with are responsible for maintaining all interior and exterior surfaces; however, AYS staff will conduct routine and regular inspections of relevant indoor and outdoor spaces to ensure AYS is not exposing any child to an identifiable safety hazard or other unsafe conditions. These inspections include, but are not limited to, visual inspections of the relevant spaces.
- In addition to the interior and exterior surfaces where services are provided, AYS will inspect all equipment and furnishings to ensure safe conditions. This includes making sure that there are no sharp points or jagged edges, protruding nails or wires, loose and/or rusty parts, and/or other unsafe materials. If at any point AYS staff has a concern, AYS will work diligently with school personnel to ensure all children are in a safe environment.
- As part of AYS' routine practices, AYS staff members clean and sanitize the areas in which AYS provides services. This includes, but is not limited to, sweeping/mopping, wiping down surfaces, discarding trash, and other regular sanitary measures. These actions occur daily, weekly, and as needed when items become soiled or contaminated.

- AYS has worked cooperatively with the schools where AYS provides services to ensure that AYS staff members have and follow the school's approved evacuation methods in the event of fire, severe weather emergency, or other threats. AYS conducts regular drills to ensure all children are prepared for such emergencies.
- AYS prohibits the use of toxic substances by either the staff or the children and further prohibits the following items from AYS program sites: alcohol, guns, drugs, smoking, and violence.
- To ensure all children are free from confusing and/or unsafe encounters with strangers, AYS does not allow strangers near children. When necessary, AYS staff will ask for the identification of any unknown individuals who are attempting to contact children. If unable to ascertain an approved purpose, AYS staff will ask them to leave the area or will contact the authorities, whichever is necessary.
- If an AYS staff member suspects the person picking up a child to be intoxicated or impaired, AYS will separate the individual from the child, discourage the individual from leaving with the child, and let the individual know that if they leave with the child AYS must contact the police pursuant to state law.

ABUSE & NEGLECT REPORTING

AYS staff members are considered mandatory reporters for child abuse and/or neglect. AYS staff members will, if they have a reason to suspect a child is a victim of abuse and/or neglect, notify CPS by calling the CPS hotline at 1-800-800-5556. Parents may contact Family and Social Services Administration/Office of Early Childhood and Out of School Learning with any questions or concerns: 402 W. Washington Street, Room W-361, Indianapolis, IN 46204, 317-234-4056 or 1-877-511-1144 or www.childcarefinder.gov.

ILLNESS & CONTAGIOUS DISEASES

If a child becomes ill while at AYS, a staff member will contact parents/guardians to pick up their child. Children should be picked up promptly. Please make sure your child is picked up within one hour.

Children with a contagious disease (chickenpox, fifth disease, head lice, impetigo, measles, mumps, strep throat, viral infections, etc) must be kept at home. Please inform your program director so that a general notice (names are kept confidential) may be communicated to other families who attend the program.

It is important for a child to be free from all symptoms for 24 hours before returning to our program.

EMERGENCIES

All AYS sites practice emergency drills, and AYS has implemented emergency procedures that include moving children to safe locations, checking attendance, notifying authorities, checking for injuries, and notifying parents. Evacuation procedures for persons with mobility challenges are included in the site's emergency plan. For specific details for each location, please see the camp director. In the event of an emergency, please contact the Camp AYS site at the designated cell phone number located in the front of this handbook. If a parent is unable to contact Camp AYS staff during the emergency, AYS provides a secondary number that should be called. If during an emergency a parent is unable to be reached, AYS will coordinate any necessary care with the authorities until the parent is contacted.

SUN PROTECTION

Campers will participate in outdoor activities throughout the summer, weather permitting. Our Sun-Smart policy has been developed to ensure that all children are protected from skin damage caused by harmful UVB and UVA rays of the sun.

Sun-Smart Recommendations for Parents:

- Provide a suitable hat and lightweight long-sleeved shirt for your child's use when outdoors.
- On water play days, provide an extra shirt for your child to wear over swim suit.
- Encourage your child to wear sunglasses that block 100 percent UVA and UVB rays whenever they are outside.
- Provide broad spectrum SPF 30 or higher sunscreen with your child's name written on it. It is the child's responsibility to apply sunscreen as needed. AYS staff can remind and assist children if needed.

Connect With Us

PARENT SURVEYS & FEEDBACK

AYS wants to hear regularly from all the parents and children it serves. To assist in gathering feedback, AYS conducts a parent satisfaction survey in mid-July. If you ever have any questions or suggestions for Camp AYS programming, please feel free to speak directly with your camp director or contact the administrative office at 317-283-3817.

PARENT CONFERENCES

Parents may request a conference with their camp director or a member of AYS' administration as needed.

E-NEWS & SOCIAL MEDIA

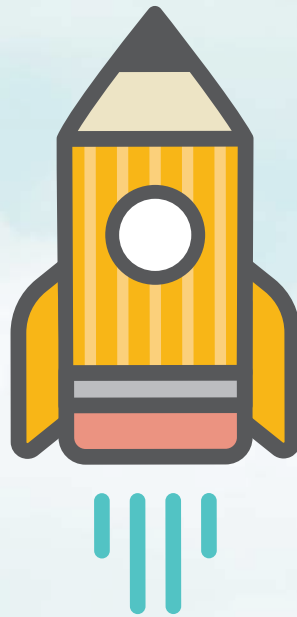
Check www.ayskids.org regularly for updates, news and stories. Please follow us on Facebook, Twitter and Instagram. Our E-News will keep parents informed of program happenings. Email addresses provided on enrollment forms are added to our mailing list. Parents may unsubscribe at any time.

SHARING POLICY CHANGES

AYS strives to keep parents informed about policy changes. We may send emails and/or provide handouts at the program site to communicate any changes. Questions should be directed to your camp director or you may call the AYS administrative office at 317-283-3817.

DONATIONS

AYS, Inc. is a 501(c)3 non-profit, and donations are tax deductible as allowed by law. If you would like to make a donation, visit www.ayskids.org/donate/. Thank you for helping us further our mission to enrich the learning and well-being of children in a safe, caring and fun environment outside of the school day.



Administrative Office:
AYS, Inc.

4701 N. Keystone Ave., Ste. 475
Indianapolis, IN 46205

www.ayskids.org

317-283-3817

317-283-3840 (fax)

info@ayskids.org



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