



Parent Handbook

Summer 2010

**WESTPORT
WESTON
FAMILY** 

We build strong kids,
strong families,
strong communities.



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Program Overview

Hafaday is entering its 33rd year and we are excited to have you be a part of this tradition. Come join us for a HAFADAY of swimming, arts & crafts and gym. Children between the ages of 4 and 8 are included in this program that meets daily from 8:45 to 12:30.

The children are divided into different groups, placed primarily by age. The groups rotate to each station every 35 to 40 minutes. After 2 stations the children enjoy a snack, followed by 2 more stations; dismissal immediately follows. You will enjoy our "valet" drop off and pick up procedure in front of the Westport Weston Family Y on Church Lane.

Swimming is the main emphasis of Hafaday; your child will have an instructional swim lesson and a recreational swim each and every day. This constant exposure to the water over the one-week session is the best way to learn. This is more time in the water than any full-day program in the area.

Our staff is professionally trained and certified. A feeling of camaraderie, team spirit and happiness amongst our staff is evident in the relationships they build with the children. We do our best to make wonderful memories for your child.

To make scheduling for the summer easier, Hafaday sessions are one week long. We do recommend that you sign up in two-week blocks. With this design we will be having **parents' observation every Thursday for swim lessons.** It is amazing how fast they learn.

Character values are a key part of the Family Y and we are implementing this in everything we do. Check with your kids as the session progresses to find out how character is in everything we do.

By following...

Caring **Honesty** **Respect** **Responsibility**

...we can achieve anything!



Health Policy/ Medication Policy

Please remember... The most important factor is whether your child is able to participate in all daily activities. For the following reasons, your child may need to be excluded from the program (in some cases for 24 hours or longer):

- Runny nose that produces a thick, persistent discharge
- Deep congestion in the chest; labored breathing (i.e.: wheezing not alleviated by medication)
- Frequent loose bowels or bowel movements that cannot be held in
- Your child will be sent home with a temperature of 100 degrees or greater, under the arm, with accompanying symptoms. A child must be fever free without antipyretics (Tylenol®/ aspirin) for 24 hours prior to returning to the program.
- Eyes that are pink, sore and crusty with a discharge.
- Rashes of an undetermined nature
- Vomiting
- Head lice, pinworms, ringworm, etc.

The Westport Weston Family Y reserves the right to temporarily deny any child admittance to the program for reasons of obvious illness or to request early departure should symptoms become apparent during the course of the day. When a child becomes ill during the day, we will isolate the child where he/she may rest quietly. Families will be contacted immediately to arrange for the child to go home. If families cannot be reached or are unable to pick up their child, the emergency contacts will be called. Children diagnosed as having a contagious disease must remain at home until all danger of contagion has passed.

The Westport Weston Family Y will not administer medications (Tylenol®, Benadryl® or prescription). The parent/guardian must administer all medication.

An “Authorization to give Medicine” form must be completed and signed by a physician and parent before we can use an inhaler or Epi-pen. ***If the child has a severe allergy and needs the use of an inhaler or Epi-pen it is very important that it is in the backpack of each child. We need to have the Rx on the medication as well.*** In case of an emergency, the director of the program will administer the medication.



Emergency Policy

After determining the nature of the illness or injury, the following steps will be followed:

1. First aid will be given and appropriate first aid measures will be followed based on the nature of the emergency and will be administered by staff or the Program Director. The majority of the staff are trained and certified by the American Red Cross.
2. Family will be contacted and advised.
3. If family cannot be reached, we are authorized by your signature on the health form to secure appropriate medical attention from your child's physician or our consulting pediatrician. Treatment may also be provided by Westport EMS. Should your child's condition warrant further action, we will utilize 911; an ambulance will transport your child to the nearest hospital (Norwalk Hospital).
4. Children with life threatening allergies to insect bites or medication are identified and their names are highlighted to all staff. Families must supply the Westport Weston Family Y with necessary forms and medications (inhaler & Epi-pen). The medication will be kept with the program director in the Aquatics office for the duration of the child's enrollment.



General Information

Personal Belongings:

Please take your child's belongings home every single day. The Westport Weston Family Y is not responsible for any items left behind. Toys, radios, videos, games, trading cards, etc., are not permitted.

Food:

The children are responsible to bring their own snack in a disposable paper bag with their name and group written on it. No money should be given for the snack machine or drink machines. The Westport Weston Family Y Hafaday program is a nut free environment. This means that no type of nut should be brought into Hafaday. If you use soy butter or another substitute, please indicate *clearly* on the snack that it is nut-free. If a child brings a snack suspected of containing nuts, we will either substitute the snack or have the child eat with a counselor away from the main group.

Potty Training/ Accidents:

All participants must be completely potty trained prior to entering the program. We understand that accidents can happen during Hafaday. However, any repeating accidents may compromise the participant's enrolment in the program. Parents will be notified of any accidents as they happen and be kept apprised of the situation as it progresses.

Dress:

Your child must be dressed accordingly and be able to dress & undress without help. Please make sure all clothes are marked with your child's name. Please see page 10 on what to bring. **Please do not forget to have your child wear sneakers and not sandals.**



General Information

Swimming Program:

Your child will swim two times a day. Please have your child arrive at the start of each day in a bathing suit. Please see page 10 on what to bring. During the children's swim lessons in the Brophy Pool they are broken up into groups based on ability. Each group has a qualified swimming instructor. A lifeguard and the counselors supervise on deck.

Parents Observation for Swim Lessons every Thursday!

During free swim in the Stauffer Shallows, the children all wear flotation devices unless the children have received permission from the Hafaday Program Director or Hafaday Aquatic Director to swim without flotation. One counselor is in the water with the children while the other counselor and a lifeguard supervise from the pool deck.

Release of children:

Children may only be released to persons authorized on the health form. Westport Weston Family Y name tags need to be displayed in the front windshield of the car that is picking up your child. Do not get out of the car during valet parking drop-off & pick-up. Please submit additional emergency contacts to help cover the days when unforeseen circumstances arise. Please see page 13 & 14 for drop off & pick up procedures.

In order for us to allow an unauthorized person to pick up your child, we will need written permission. A fax (203) 454-4840 will be permitted; **phone calls will not!**

Special Needs:

If your child has any special needs or learning disabilities, please make the Hafaday Program Director aware of this as soon as possible. Our knowledge of your child's individual needs will allow us to make his/her experience at Hafaday a great one! If your child uses an aid in school at any time then you are required to supply one for the Hafaday program.



General Information

Hours of operation:

The Hafaday Program is a 5-day a week program that runs 8:45 am – 12:30 pm. Drop-off will begin @ 8:25 am and pick-up will begin @ 12:30 pm. A \$5 fee will be charged if picked up later than 12:55 pm. After the first 5 minutes (1:00 pm) a \$1 a minute will be charged. Payment is due at the time of pick-up. Reoccurring tardiness for pick-up and drop-off may compromise your space in the program.

Our program will run on a weekly session basis. This will allow you to have a more flexible schedule. However we suggest you sign up for Hafaday in two-week blocks for the best swimming experience.

Tuition/ Fees:

The Hafaday tuition is \$260 per child per one-week session for members and \$285 for non members.

Staff Training:

All staff is trained extensively in many different topics. Some of the topics include Child Abuse, Neglect, General Program Safety, First Aid/CPR, Games, Team Building and Being a Role Model.

Where do the children change?

The children will change in the Boys' and Girls' Locker Rooms. Staff supervise each locker room during changing; there will be no less than 2 staff in the locker room at a time. Each child should be able to fully undress and dress without help. We are able to help them tie their shoes as needed.

The Hafaday staff is not permitted to put lotion on any child in the program. This is for the safety of the staff & children.



General Information

What is the staffing for each group at each station?

Hafaday is a program for children ages 4-8. Children are broken up into groups of twenty by age. Two to four experienced counselors supervise each group. During the children's swim lessons in the Brophy Pool, they are broken up into groups of five, by ability. Each group of five has a qualified swimming instructor. A lifeguard and the counselors supervise on deck. During free swim in the Stauffer Shallows, the children all wear flotation devices unless the children have received permission from the Hafaday Program Director or Hafaday Aquatic Director to swim without flotation. One counselor is in the water with the children, while the other counselor and a lifeguard supervise from the pool deck. During Arts & Crafts and Gym, their counselors supervise the children and each station has a specialist who leads the group in the daily activities. In addition to our staff we have a number of volunteers for each station.

What are the dates and times of the sessions?

The Hafaday program runs in nine one-week sessions.

The hours each day are 8:45 am to 12:30 pm.

| | |
|-----------|-----------------------|
| Session 1 | June 21 – June 25 |
| Session 2 | June 28 – July 2 |
| Session 3 | July 5 – July 9 |
| Session 4 | July 12 – July 16 |
| Session 5 | July 19 – July 23 |
| Session 6 | July 26 – July 30 |
| Session 7 | August 2 – August 6 |
| Session 8 | August 10 – August 13 |
| Session 9 | August 16 – August 20 |



General Information

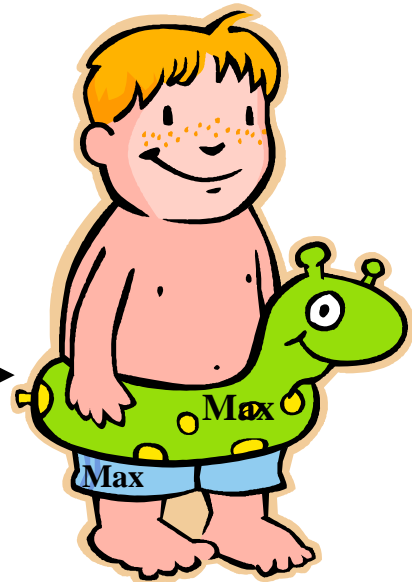
What do I need to bring to Hafaday?

Each day your child should wear his/her bathing suit to Hafaday! Each child should pack the following everyday:

- Y Extra bathing suit – one should be on under their clothes when they arrive
- Y 2 towels
- Y Snack – something to eat or drink (Please No nuts)
- Y Underwear & change of clothes (placed into a large Ziploc bag)
- Y Earplugs or Goggles (if necessary)

Place a few extra large zip lock bags in the backpack.
This will allow dry items to stay dry.

Please be sure to label everything! We will not be responsible for keeping track of your child's clothing.





2010 Hafaday Daily Activity Schedule

*This is an estimate as the groups will differ depending on the ages of children registered.
We will notify you on Monday (the first day of camp for the week) of the exact pick-up and drop-off time.*

| Time | Green | Blue | Yellow | Red |
|---------------|--------------|-------------|---------------|------------|
| 8:25 - 8:45 | Drop Off | Drop Off | Drop Off | Drop Off |
| 8:50 - 9:35 | Lesson | A & C | Free Swim | Gym |
| 9:40 - 10:25 | Gym | Lesson | A & C | Free Swim |
| 10:30 - 10:50 | Snack | Snack | Snack | Snack |
| 10:55 - 11:40 | Free Swim | Gym | Lesson | A & C |
| 11:45 - 12:30 | A & C | Free Swim | Gym | Lesson |
| 12:30 - 12:55 | Pick Up | Pick Up | Pick Up | Pick Up |

Parent Observation Every Thursday!

Breakdown of Age Groups!

| Group | Age |
|--------------|------------|
| Green | 4 |
| Blue | 5 |
| Yellow | 5-6 |
| Red | 6, 7 & 8 |



Where do I drop off?

The procedure for dropping off and picking up your children is very important to understand for your convenience as well as the safety of your child, the Hafaday staff, and you!

We ask that you follow our valet procedure. If, for any reason, you do not feel comfortable with this procedure, we ask that you park in the municipal parking lot and walk your child down to the Weeks Pavilion Entrance to meet up with his/her group; *do not* enter Church Lane.

Drop Off

Children will be dropped off by car at the Weeks Pavilion Entrance of the Westport Weston Family Y on Church Lane. Children attending HAFADAY should have their bag on the floor in front of them or on their lap. Children should be on the **passenger side of the car.** If the child is not on the passenger side of the car and not easily accessible from the passenger side of the car, you will be asked to park in one of the parking lots behind the WWFY and walk your child over. **Hafaday Staff will not unload children from the driver's side of the car.** Please be sure to watch all Hafaday staff as they direct you where to stop. A Hafaday Director, Specialist or Swimming Instructor will unbuckle your child from his/her car seat, help them out of the car, close your car door and walk your child safely over to his/her group each day. **PLEASE DO NOT GET OUT OF YOUR CAR DURING DROP OFF!** If you feel that you will need to, you will be asked to park in one of the parking lots behind the Family Y and walk over to meet up with the group.



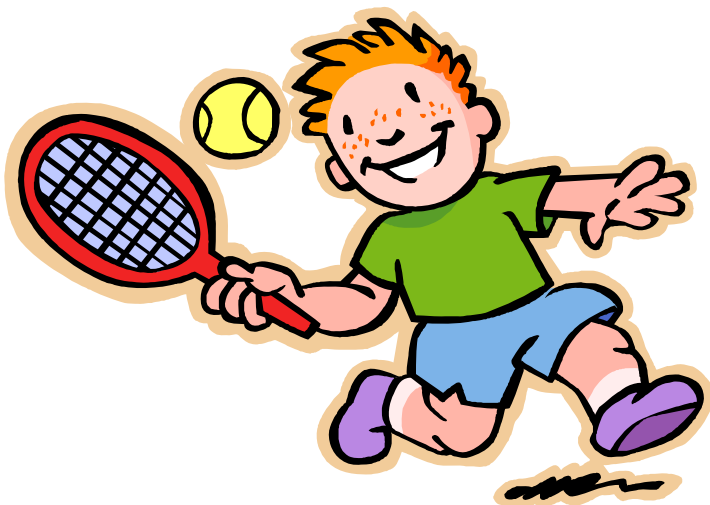
Where do I pick-up?

Directors, Specialists and Swimming Instructors will safely walk your child over to the appropriate car, buckle them into their car seats, place all of their belongings in the car and safely close the door. Again, it is very important for everyone's safety.

PLEASE DO NOT GET OUT OF YOUR CAR DURING PICK UP! If you feel more comfortable fastening your child's seatbelt yourself, you are again, more than welcome to pull ahead in front the Family Y and re-buckle them there.

Pick Up

Children will be picked up at the Weeks Pavilion entrance to the Westport Weston Family Y at the conclusion of the day. At the request of the Westport Police Department, you will not be allowed to park in the No Parking Zone to wait for your child to leave the building. You will need to continue to circle the block until your child's group comes out. If you have more than one child attending Hafaday in two different groups, you may be asked to circle the block after you have picked up one child if your other child's/children's groups are not outside. Please be sure your child's name is clearly displayed on the passenger side of your windshield. The children will bring home the appropriate name tag the first day of each session.





Abuse and Neglect Policy

Definitions

Wherever appearing in this policy statement, the terms “Abuse” and “Neglect” shall have the meaning given those terms by the State of Connecticut for application to activity regulating by the DCF in Public Act No. 97-319 as quoted below:

Abuse: Means that a child (A) has had physical injury or injuries inflicted upon him other than by accidental means, or (B) has injuries which are at variance with the history given of them, or (C) is in condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglect: Means a child who (A) has been abandoned, or (B) is being denied proper care and attention, physically, educationally, emotionally or morally, or (C) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (D) has been abused.

General Guideline:

Hafaday Counselors are responsible for the behavioral management of all children. Standards of safety and behavioral expectations must be followed consistently. Techniques such as positive guidelines and setting clear limits will be employed.

No staff person shall strike a child; use abusive or foul language or neglectful, corporal, humiliating, or frightening punishment under any circumstance. Staff shall not display obvious or unfair favoritism or be injurious or neglectful of a child’s emotional needs.



Discipline Policy

Once the Counselor has identified the problem:

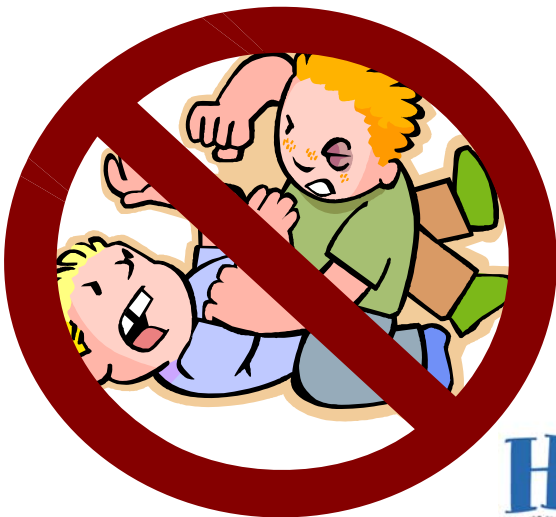
Step 1: The Counselor listens to both sides of the story and determines any possible solutions that have the least amount of camper intrusion for the rest of the group.

Step 2: If the problem continues the Counselor may take away time from another activity. The time out system goes as follows: No child may sit out for more than their age. Example: a five-year-old may not sit out for more than 5 minutes.

Step 3: If the problem still progresses, the Counselor will bring the actions to the attention of the Program Director. The director will have the child involved write or assist in writing a letter to their parent/guardian about what they have done and a solution to the problem. A copy of this letter will be given to the parent and put in their Hafaday file at the Westport Weston Family Y.

Step 4: If at that time the situation is not resolved the Program Director and the Parent will have a meeting to determine the next step. Suspension, expulsion of some other form of discipline may be rendered.

The Hafaday Program has a no hitting, fighting or biting policy and any person involved in a fight will be suspended for at least three (3) program days or more without a refund.



Information to contact the Director about...

- I have some questions about the Hafaday program!
- Want an opportunity to talk to the Program Director?
- My child is not a swimmer, Is Hafaday right for him/her?

If you would like to take a tour of the Family Y with your child please call to set up an appointment.





Contact Information:

James Gray
Hafaday Director
jgray@westport.org

Jacque Tumminia
Senior Director, Aquatics
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