



Hafaday

A Swim Lesson Program

Parent Handbook 2015

**Westport Weston Family YMCA
14 Allen Raymond Ln., Westport, CT 06880**





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Program Overview

Our Hafaday Summer Swim Lesson Program is entering its 37th year, and we are excited to have you and your child be a part of this great Family YMCA tradition. Hafaday is designed for children between the ages of 4 and 9 and takes place each weekday from 8:30 am to 12:30 pm.

Swimming is the main emphasis of Hafaday; your child will have an instructional swim lesson and a recreational swim each day. This repeated exposure to the water over the one-week session is the best way to learn. Other daily activities include gym time, arts & crafts and snack time.

The children are divided into four groups, placed primarily by age. The groups rotate to each activity station every 35 to 40 minutes. After participating in two activity stations the children enjoy a snack, followed by two more stations before dismissal. We hope you will appreciate our "valet" drop-off and pick-up procedure in front of the Family YMCA.

Our staff is professionally trained and certified. A feeling of camaraderie, team spirit and enjoyment among our staff is evident in the relationships they build with the children. We do our best to make wonderful memories for your child as they have fun learning to swim.

Character values are a key part of the Family YMCA, and we incorporate this aspect of youth development in everything we do. Check with your kids as the session progresses to find out how learning the core values of caring, honesty, respect and responsibility is part of our daily curriculum.

By following...

Caring

Honesty

Respect

Responsibility

...we can achieve anything!

Health/Medication Policy

Please remember ... The most important factor about your child attending Hafaday each day is whether he or she is able to participate in all daily activities. Your child may need to be excluded from the daily program (in some cases for 24 hours or longer) for any of the following reasons:

- Runny nose that produces a thick, persistent discharge;
- Congestion in the chest; labored breathing (i.e., wheezing not alleviated by medication);
- Frequent loose bowels or bowel movements that cannot be held in;
- A temperature of 100 degrees or greater, taken 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;
- Rash of an undetermined nature;
- Vomiting;
- Head lice, pinworms, ringworm, etc.

The Westport Weston Family YMCA 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 allow him/her to rest quietly, away from the other children. 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 listed emergency contacts will be called. Children diagnosed as having a contagious disease must remain at home until all danger of contagion has passed. The Family YMCA will not administer medications (Tylenol, Benadryl or prescription). The parent/guardian must administer all medication.

Before we can use an inhaler or Epi-pen, an "Authorization to give Medicine" form must be completed and signed by a physician and parent. **If your child has a severe allergy and needs the use of an inhaler or Epi-pen, it is very important that it is in his or her backpack. We need to have the Rx on the medication as well.** In case of an emergency, the Program Director will administer the medication.

Emergency Policy

After determining the nature of the child's 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 our staff are trained and certified by the American Red Cross. All lifeguards are certified.
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 and/or 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

Hours of operation:

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

Dates for 2015 Hafaday sessions:

To make scheduling for the summer convenient, each Hafaday session is one week long. This schedule allows us to offer parents' observation every Friday during swim lessons. However, we recommend that you sign up your child in two-week blocks. You will be amazed by how fast they learn!

Session 1	June 15 – June 19
Session 2	June 22 – June 26
Session 3	June 29 – July 3
Session 4	July 6 – July 10
Session 5	July 13– July 17
Session 6	July 20 – July 24
Session 7	July 27 – July 31
Session 8	August 3 – August 7
Session 9	August 10 – August 14
Session 10	August 17 – August 21

Tuition/Fees:

The Hafaday tuition is \$270 per child per one-week session for Family Y members and \$310 for non-members.

General Information

Staff Training:

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

Dress/Personal Belongings:

Your child must be dressed accordingly and be able to dress and undress without help. Please have your child arrive at the start of each day in a bathing suit (see page 11 for what to bring). **Please have your child wear sneakers -- not sandals or flip-flops.**

Your child will bring his or her belongings home every single day. The Westport Weston Family YMCA is not responsible for any items left behind. Toys, electronic games or other devices, trading cards, etc., are not permitted. **Please make sure all belongings are marked with your child's name.**

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 or drink vending machines. For the safety of all children, the Family Y Hafaday program is a nut-free environment. This means that no type of nut should be brought from home. 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.

Stewie's Splash! Hour:

The Family Y has partnered with Stew Leonard III Children's Charities to promote water safety throughout the community. During each week of Hafaday, Wednesday's from 12:30 to 1:15 pm, there will be a special opportunity to participate in water safety activities outside of the water. Also, practice rescues and swimming with a life vest. Be sure to sign up early to get your first choice of weeks.

General Information

Swimming Program:

Your child will swim two times a day. For the swim lessons in the shallow, warm-water pool, children are divided into groups based on ability. Each group is supervised by a qualified swimming instructor. A certified lifeguard and Hafaday counselors supervise on deck. The kids who are able to swim well, will have their lessons in the lap lanes.

During free swim one-two counselors (or volunteer) is in the water with the children while another counselor and a lifeguard supervise from the pool deck.

Staffing for each activity station:

Children are divided into groups of about 20, by age. Two to four counselors supervise each group. During the children's swim lessons in the, they are divided into groups of about five, by ability. Each group of about five has a qualified swimming instructor. A lifeguard and the counselors supervise on 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.

Special Needs:

If your child has any special needs or learning disabilities, we ask that you 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 we ask that you make arrangements to provide an aid for your child at Hafaday program.

General Information

Children's Changing Rooms:

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 and children.

Toilet Training/Accidents:

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

Release of children:

Children may only be released to persons authorized on the health form. Westport Weston Family YMCA 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 pages 12 and 13 for drop-off & pick-up procedures.**

In order for us to allow a person other than those authorized on the health form to pick up your child, we will need written permission. An e-mail to nturechek@westportymca.org will be permitted; **phone calls will not!**



2015 Hafaday Daily Activity Schedule

The daily activity schedule provided below is an estimate as the groups will differ depending on the ages of children registered for each session. We will notify you on Monday afternoon (the first day of camp for the week) of the exact pick-up and drop-off time for your child.

Time	Green	Blue	Yellow	Red
8:20 - 8:45	Drop Off 8:25	Drop Off 8:40	Drop Off 8:20	Drop Off 8:35
8:55 - 9:35	Lesson	A & C	Free Swim	Gym
9:40 - 10:15	Gym	Lesson	A & C	Free Swim
10:25 - 10:50	Snack	Snack	Snack	Snack
11:00 - 11:35	Free Swim	Gym	Lesson	A & C
11:40 - 12:15	A & C	Free Swim	Gym	Lesson
12:25 - 12:55	Pick Up 12:35	Pick Up 12:45	Pick Up 12:30	Pick Up 12:40

Parent Observation Every Friday!

Breakdown of Age Groups

Group	Age Estimate
Green	4
Blue	5
Yellow	5-6
Red	7-9

What does my child need to bring to Hafaday?

Each day your child should wear his or her bathing suit to Hafaday. Each child should also pack the following every day:

- ✓ Extra bathing suit – one should be on under their clothes when they arrive;
- ✓ 2 towels;
- ✓ Snack – something healthful to eat or drink (please, no nuts);
- ✓ Underwear & change of clothes (placed in a large Ziploc bag);
- ✓ Earplugs or Goggles (if necessary)

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

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



Where do I drop off my child before Hafaday?

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

Children will be dropped off by car in the circle drive at the entrance of the Westport Weston Family YMCA. Children attending Hafaday should be sitting on the **passenger side of the car** and have their bag on their lap or on the floor in front of them.

Please be sure to watch Hafaday staff as they direct you where to stop. A Hafaday Director, Counselor or Swimming Instructor will unbuckle your child from his or 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 need to assist your child in getting out of the car, you will be asked to park in the parking lot and walk over to meet up with your child's group.

We respectfully ask that you follow our safe and convenient "valet" procedure. If, for any reason, you do not feel comfortable with this procedure, we ask that you park in the parking lot and walk your child to their group in front of the Y to meet up with his/her group.



Where do I pick up my child after Hafaday?

At the conclusion of the day, children will be picked up in front of the Y, same as drop-off. Directors, Counselors and Swimming Instructors will 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, please pull ahead in front the Family Y's pick-up area to park your car and re-buckle them there.

If you have more than one child attending Hafaday in two different groups, you may be asked to circle the parking lot 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 Guidelines:

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 minutes than their age. Example: a five-year-old may not sit out for more than 5 minutes.

Step 3: If the problem continues, 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 or 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.



**If you have other questions or would like to take a tour
of the Family Y with your child, please call us.
We'd be happy to answer your questions or schedule a visit.
Thank You!**

Contact Information:

Nicole Turechek
Aquatic Director
nturechek@westporty.org

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