

Dear Launch & Grind Clinic Parent,

Welcome to the inaugural Launch & Grind Summer Clinic. We are all looking forward to having a great summer. Everyone is eager and excited to get going! Here is the Launch & Grind Summer Clinic Parent Information Guide and other important information and forms. The following forms and information are available on our Launch & Grind Clinic Web Page on our website:

Parent Information Guide: Prior to the start of the clinic, review this guide to familiarize yourself with important clinic information. Especially review with your child the clinic and bus rules at the end of the Guide and any other items that would help familiarize them with the clinic. Hopefully, all the answers to the questions that you may have about the clinic are contained in this Guide. Keep this Guide on hand to refer to first whenever you have any questions about the clinic. If you have any questions that are not answered here, then feel free to give one of us a call.

Medication Authorization Form: If, and only if, your child is to be medicated at the clinic, then this form must be completed and turned in to the Y Office or the clinic coordinator prior to your child needing the medication. This is required by the NJ Department of Health.

Walk Home Waiver: If, and only if, your child is allowed to walk home unsupervised from the clinic, then you can request a Walk Home Waiver form from with the office or your clinic coordinator. The form needs to be filled out completely and either faxed to the office (973) 762-2064 – or given directly returned to the clinic coordinator.

Camp Phone Numbers: Please put this phone number in your cell phone directory NOW so in case you have an urgent need to contact us (ex. “My train broke down and I’m going to be ½ hour late picking my Billy Smith up”). **YMCA phone number - 973-762-4145**

You can do another thing to help your child have a great summer. That is to spread the word to your child's friends to have them come to the clinic with them. We can send them a camp brochure and registration form.

Sincerely,

Dave Berry
Senior Program Director
& **Kurt Stratechuk**,
Launch & Grind Clinic Coordinator

**SOUTH MOUNTAIN YMCA
LAUNCH & GRIND CLINIC
PARENT INFORMATION GUIDE**

Please read this Guide and keep it where you will be able to readily refer to it. If you have any questions call the YMCA Office at 973-762-4145.

YMCA YOUTH PROGRAM OBJECTIVES:

The purpose of YMCA youth programming is to help participants, in this case school age children, to grow spiritually, mentally, and physically. This experience is grounded in a set of seven objectives that characterize all YMCA programs:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun

SITE:

The site for Launch & Grind clinic is the skate park at Maplecrest Park, located at the intersection of Springfield Avenue and Tuscan Road and Oakland Road in Maplewood. This skate park is in the Maplewood Township park system.

PROGRAM GOALS:

The clinic will help to:

- Develop children's skills in skate boarding.
- Stimulate the development of the assets they will need to grow up to be a well rounded and mature adult.
- Promote world-mindedness through recognition that world peace, brotherhood, and goodwill start with small groups of people working and playing together and to help children meet, appreciate, and accept people of different racial, religious, and cultural backgrounds.
- Encourage creative expression through imagination and the desire for adventure.

This program promotes the YMCA of the USA's four character development values of caring, honesty, respect, and responsibility. Programs are designed so that the activities are fun, challenging, and interesting for each child.

SAFETY

While we will make every effort to maintain a safe, clean skate park environment, there is inherent risk in skating and skate boarding. When parents/guardians register your child for this clinic and sign the registration form, you have acknowledged and accept this risk for your child. We recommend skaters wear full safety equipment of the best quality at all times. Wearing helmets are required at all times while in the Skate Park. Additional protection such as, kneepads, elbow pads, wrist guards, are all a good idea.

ACTIVITIES:

This program is a half-day week long program that provides a safe place for boys and girls entering grades 1-8 to enjoy a week of their summer doing one of their favorite activities. Our program helps both new and experienced skaters develop skills, have fun with old and new friends, and get some great exercise. As always, we believe in personal growth and positive reinforcement in a non-competitive atmosphere. Skaters are grouped according to ability and receive personal and group instruction. Throughout the week, children will also participate in organized activities, games, and contests.

TRIPS:

At the end of each program week there will be a full day bus trip to an off-site area skate park. On those days the program will go from regular start time of 9:00am and extend until 4:00pm. It will be necessary to pack a lunch and water for those days. Be sure to have your child at the skate park at 9:00am sharp so they don't miss the bus. Here is the information that you will need for the trips:

Week 1: Trip to Shields Skate Park- 19 Royal Rd., Flemington, NJ 08822 on Friday July 3rd. **Parents must complete a notarized waiver before your child will be allowed to use this park.** Go to our Launch and Grind website, print out the Waiver from Shields Skate Park, complete it, **but don't sign it until you take it to a notary to have them witness your signature. Your child will not be allowed to use this park without this notarized waiver.** If your child does not have the notarized waiver they will either have to sit and watch the other skaters or they will have to stay home. There will be no program fees refunded if this happens.

Week 2: Small Empire Skate Park- 178 Rt. 206 North , Flanders, NJ 07836 on Friday July 10th. This facility does not require a waiver to be signed to use this park.

CHILD DROP OFF AND PICK UP AT MAPLECREST PARK

- **Morning drop-off-** Drop off your child at Maplecrest Park in the morning by parking in the public parking lot next to the Betty White Dance Center and walking your child to the skate park and signing them in with the Launch and Grind coordinator, Kurt Stratechuk. They may not be dropped off there prior to 9:00AM. A parent/guardian must sign in their child in person with the coordinator. Children may not sign themselves in.
- **Afternoon pick up-** Parents/Guardians should walk to the skate park by 12 noon to get your child and sign them out from the Launch and Grind coordinator, Kurt Stratechuk. If you are late picking up your child we will care for them however, there will be a charge if your child is picked up after 12:15pm. The charge is \$15 if picked up after 12:15PM and \$30 if picked up after 12:30PM. After 1:00PM we are required to notify DYFS. They will decide how to proceed. If you see that you will be late picking up your child, please call the YMCA office at 973-762-4145 and they will notify the program coordinator. Put this phone number in your cell phone directory now so that you'll have it ready just in case.
 - **On Friday trip days** follow the same pick up procedure as above except the time to pick up is 4:00pm. If you are late picking up your child we will care for them however, there will be a charge if your child is picked up after 4:15pm. The charge is \$15 if picked up after 4:15PM and \$30 if picked up after 4:30PM. After 5:00PM we are required to notify DYFS. They will decide how to proceed. If the trip bus has not returned by 4:00pm call the YMCA office to see if a delay has been reported.

- **Walk Home Waiver:** If a parent/guardian feels their child is mature enough to walk home unsupervised from their bus stop, then written permission (a Walk Home Waiver) is required and must be turned in to the program coordinator or YMCA office prior to the first time the child is to walk home alone. If the parent feels that the child is not old enough to walk home alone, then the parent must pick up their child or have a designated adult at the skate park to pick up the child at the proper time at the end of the day. If there is no walk home waiver on file for a child, they will not be allowed to walk home alone if no one is there to pick them up. Please contact the YMCA office or see the program coordinator to get a Walk Home Waiver form.
- **Pick up and Drop off Safety:** When picking up or dropping off your child, please exercise caution at public parking lot. Walk with your child to and from your car. Exercise caution and drive slowly when entering or leaving the parking area as other children may be present. Caution your children not to engage in active play when in the parking lot.

RAINY DAY:

Should a rain out be called, the clinic will be cancelled for that day and will be made up the first Monday of the following week. If the rainout occurs the first week and a child is also registered for the second week, then the make up will occur on the following Monday. If multiple rainouts occur then make ups will be held on successive days the following week until all days are made up. Since all rained out days will be made up there will be no refunds for days rained out. Should a rainout be called you will get an email sent to you by 8:15AM to the email address that you have given us. Should it start raining after the clinic has started the children will be taken by bus to the SOMapY clinic rainy day site at South Mountain elementary school, 444 W. South Orange Ave., South Orange. Parents will be called from there to come there and pick up their children. If the morning's session is cancelled before 10:30am then the class will be made up, if after 10:30am, then it will not be made up. Trip days will go on as planned as both trips planned are at indoor facilities.

CLOTHING & POSSESSIONS:

- **CLOTHES:** wear comfortable summer clothes appropriate for the weather.
- **HELMETS AND SAFETY GEAR:** **We recommend all skaters wear full safety equipment of the best quality at all times. Wearing helmets are required at all times while in the Skate Park. Additional protection such as, kneepads, elbow pads, wrist guards, are all a good idea.**
- **FOOTWEAR- SNEAKERS** are a must. Bare feet, Sandals, and Crocs are not allowed in the skate park.
- **CLOTHING & POSSESSIONS:** **Clearly label with your child's full name ALL clothing and possessions that your child brings to.**
- **LOST AND FOUND:** Lost items that are found and that have their name on them will be returned to the owner. Found items without a name will be put in Lost and Found. The Lost and Found box will be available to look through when the clinic is in session.
- **WHAT TO BRING:** Children need to bring daily:
 - Tote bag or backpack
 - Lunch- only on trip days (see below for what to pack)
 - Sunscreen lotion

- Water bottle – separate from their lunch drink. There are also water fountains at the program site.
- **VALUABLES:** DO NOT send your child with valuables like: Pokemon or similar cards, cell phones, Game Boys/DSS, ipods, toys, etc. Children may have these items confiscated and the parent would need to pick them up. Normally, do not send money to clinic. The exception would be on trip days when a small amount of money would be acceptable.

LUNCH:

Since the program ends at 12:00pm on Monday through Thursday, it is not necessary to send lunch. On the Friday trip days a lunch should be packed and sent with your child. Pack only **non-spoilable** food and drink. There is no refrigeration available. Do not send gum or candy. We are trying to teach responsible environmental behavior to the children. We will recycle at clinic so please try to use lunch items that can come home or be re-cycled.

ABSENCES / HEALTH:

- **ABSENCE:** If you are keeping your child at home for any reason, be sure to notify the YMCA office at 973-762-4145 before 8:00AM (leave a message on the voice mail for extension 110 if no one answers). If the child has not been called in absent by their parent, the parent will be contacted to see if the child is supposed to be in clinic or not.
- **ILLNESS:** If your child is not feeling well, please keep him/her at home for the welfare of all concerned. **In case of a contagious disease, please notify us immediately as this is required by the NJ Department of Health.**
- **PARENT NOTIFICATION-**
 - Parents will be called if your child has any of the following medical conditions:
 - Any illness or injury where the program coordinator is unsure of extent or type of care to be given.
 - Any illness or injury requiring a child's daily program visit to be terminated.
 - Any illness or injury requiring professional medical treatment.
 - The parent/guardian will be contacted at one of the phone numbers provided by you to get your decision on the desired course of action (for this reason be sure to update your phone numbers with the YMCA should they change during the program season). If no parent or guardian can be reached in a timely manner, then the program coordinator will proceed with treatment or action according to the terms of the "Parent/Guardian and YMCA Agreement."
 - When there is a less serious medical condition or injury at the program beyond minor cuts, scrapes and bumps, the program coordinator will send home in the child's backpack at the end of the day an "Ouch Report" detailing the illness or injury. The "Ouch Report" contains a phone number of the person that completed the report so that the parent/guardian may call for further information.
- **MEDICATION: All of the following procedures are required by the NJ Department of Health.** The adult bringing the child to clinic must turn over all medication (prescriptions and over the counter medications) directly to the clinic coordinator at the skate park. **Children are not allowed to carry medications on their person or store medications in their backpacks.** Medication will be administered at clinic only with **written and signed** parent or doctor authorization and instructions. You may use the ***Authorization to Medicate*** form available on our website or from the Y Office or from

the program coordinator or you may write one out. If you write one out, the note must include: child's name, statement to authorize clinic staff to medicate, name of medication, condition for which medication is being used, cautionary information specific to the medication, dosing instructions (when and how much), parent signature and date.

- **INFORMATION & HEALTH HISTORY FORM:** This form must be completely filled out and returned to the YMCA before the start of clinic. Emergency phone numbers, doctor's phone numbers and other requested health information must be correct. Please be sure to inform us if there are any changes in this important information during the clinic season. Required immunizations must be current and recorded on this form. This is a NJ Department of Health requirement. If for religious reasons you do not have your child immunized, contact the YMCA for a waiver form. Please be sure to provide emergency phone numbers of persons other than a parent/guardian in case we are unable to contact either parent/guardian.
- **SUNSCREEN LOTION AND INSECT REPELLENT:** (insect repellent is probably not needed at the park) these should be applied at home prior to clinic. Many sunscreens now have multi-hour potency.

Camp Policies and Procedures Regarding the H1N1 Flu Virus

At the South Mountain YMCA, the safety and well-being of our members, program participants and staff is a top priority. We are closely monitoring information about the H1N1 (swine) flu from the U.S. Centers for Disease Control and Prevention (CDC) and our local health and human services agencies. We take this matter very seriously. We have put in place the following safeguards designed and recommended by the CDC to protect our campers and staff:

1. All camp staff will promote cough and sneeze hygiene among our staff and campers, i.e. sneezing into your elbow or a tissue.
2. All camp staff will promote and encourage frequent hand washing to prevent the spread of germs. Campers will be asked to wash their hands after bathroom use, prior to eating and after sneezing or coughing. Alcohol based hand sanitizer dispensers will be strategically placed throughout the camp site for use when soap and water is not immediately available.
3. Camp staff and campers will be screened for flu like symptoms upon entering camp and monitored for symptoms throughout the day. We have modified our Opening Day screening process. Everyone will be asked: "In the past week, have you had a fever over 100°F and a cough or sore throat?" People who respond with "yes" will be further assessed. Those who are discovered with flu like symptoms will be isolated and will be sent home from camp. We will follow the recommendations of the CDC and NJ Department of Health and require that any camp staff person or camper having flu like symptoms to remain at home and away from camp for a period of 7 days. Camp staff will be trained to recognize the following flu like symptoms: The symptoms of influenza usually include fever plus at least either cough or sore throat. These symptoms are often referred to as an influenza-like illness (ILI). Influenza infection can also lead to additional symptoms like headache, tiredness, runny or stuffy nose, body aches, chills, diarrhea, and vomiting.
4. Parents are required to keep their children at home and away from camp if their child develops these symptoms at home. In this case the children are required to be kept at home for 7 days before returning to camp. To help in determining whether your camper has flu like symptoms and what action to take the following checklist may be helpful to parents:

ASSESSING THE HEALTH STATUS OF YOUR CAMPER.

Does your child have:

1. Fever of 100°F or Greater?	Yes	No
2. Sore throat?	Yes	No
3. Cough?	Yes	No

If you checked "yes" for fever AND one or two of the other symptoms, keep your child at home because of an influenza-like illness. Call our office to discuss program participation options. Current recommendation is that children remain home for seven days after symptoms start, even if the child is no longer ill. If your child is still sick after seven days, keep your child at home until well for 24 hours. If you have questions about your child's health or symptoms, call your child's healthcare provider.

If your child has been diagnosed by a healthcare provider with a different disease – such as strep – follow your healthcare provider's recommendation. This questionnaire is based on information from CDC, WHO, and several State Departments of Health as of 26 May 2009.

We will continue to monitor new developments from the CDC and the NJ Department of Health and we will remain very proactive by following the aforementioned policies and procedures. We hope that parents can partner with us to help prevent and reduce the incidence of flu at camp by making sure their child practices effective hand-washing and cough/sneeze behaviors at home. Should you have any further questions don't hesitate to contact your camp director.

BUSING:

This clinic uses buses for transportation of children to take them to and from the day trip destination. We will be hiring buses with professional drivers from a local, reputable bus company. At times, due to traffic delays and other unforeseen reasons, buses are sometimes late. If a bus is late, wait a few minutes past the scheduled drop off time. After that, if a bus is very late, call the YMCA office (973-762-4145- suggestion: put this number in your cell phone directory now so that you'll have it ready in case you need it) to see if a delay has been reported. Your understanding in this regard is appreciated.

- **Missed Bus:** If your child misses the day trip bus in the morning, you may bring him/her directly to the field trip location. See previous section on Day Trips for trip locations. Otherwise your child will have to miss that day of the program with no refund.
- **Bus Safety:** It is the parent's responsibility to make sure their child has been read the bus rules and has agreed to follow them. Clinic staff will ride the bus and be responsible for supervision of the children while on the bus. All children must be seated when the bus is in motion. The buses are equipped with seat belts and children will be required to wear them.

BUS SAFETY RULES:

Please review the following bus safety rules with your child and reinforce the importance of following the bus supervisor's directions when they are riding the bus:

1. Remain seated when the bus is in motion.
2. Your seat belt must be on and buckled.
3. Head and hands must remain inside the bus.
4. Food may not be eaten on the bus.
5. No drinks on the bus.
6. Keep your hands to yourself and don't bother others.
7. Be respectful to the other sitting around you.
8. Remember to take all of your belongings when leaving the bus.
9. Clean up any litter left on the bus.
10. In the event of an emergency, follow your bus supervisor's instructions.

UNAUTHORIZED or ALTERNATE PICK-UP:

Children will not be allowed to be taken from the program area if the person picking them up has not been authorized. We require a signed note or ALTERNATE PICK-UP form from a parent/guardian before we will release your child to anyone other than the parent(s)/guardian(s) or person(s) that have been authorized on the child's Information and Health History form. Please be sure to give us the note/form for that person ahead of time. We will require proof of identity of that person if we do not recognize the person who is picking up your child, your child cannot and will not be released. Download an Alternate Pick-up form at the Launch & Grind website or get one from the Launch and Grind coordinator.

EARLY DAY RELEASE

If your child needs to be excused early from the program day, then it is necessary to inform the coordinator no later than in the morning of that day. Be sure you find out where the program and your child are to be at the time you want to pick them up.

DISCIPLINING CHILDREN:

Our staff is instructed that under NO circumstances may a child be:

1. Deprived of food
2. Isolated
3. Subjected to corporal punishment or abusive physical exercise, or abusive language as a means of punishment either by staff or by another child.

If a child's behavior is unacceptable, positive behavior modification and re-direction will be used first. If the misbehavior persists, the child will be removed from that particular situation. If the misbehavior continues to persist, the counselors will then notify the director, who will if necessary, notify the child's parent. Physical violence or abusive language will not be tolerated at any time by a child or staff person. This includes putting down them self or others. Children whose misbehavior continues or who pose a threat to the safety and well-being of themselves, the rest of the children, and staff may be suspended or expelled from clinic with no refund.

Please review our program rules with your child prior to the start of the program:

CLINIC RULES:

PLEASE REVIEW THESE RULES WITH YOUR CHILD PRIOR TO CLINIC

1. Safety equipment must be worn at all times. (Please let the clinic coordinator know if you require your child to wear more than the mandatory helmet)
2. Follow all skate clinic and skate park safety procedure and rules. Obey any safety directions or warnings that may be given to you by any staff person.
3. All children must demonstrate respect, caring and honesty to other children and staff and treat them as they would want to be treated. Treating other people with respect will go a long way in helping everyone get along and have a good time. If children are having trouble with another child and are unable to resolve the problem between them, then they should seek help from the clinic coordinator.
4. All children must inform the clinic coordinator of their whereabouts at all times. This includes bathroom trips.
5. The "Buddy System" will be in effect. This applies to going to the bathroom, being in the pool, during emergency drills, and field trips. The "Buddy System" means you will

- be assigned another child in your group and you are to either be with that buddy at all times or, you are to know where your buddy is when not with you.
6. All children must participate in clean up activities. This includes on the bus, at lunch sites, public areas used by the group and other related locations.
 7. Valuables like toys and personal items (i.e. Pokemon or similar cards, cell phones, radios, Game Boys/DSS, ipods, toys, etc.) are not allowed to be brought to clinic and will be taken from you and may only be picked up by their parent. On special days, when personal items may be allowed to be brought to clinic, be sure to have your name clearly marked on it.
 8. No cigarettes, alcohol, drugs, weapons (or anything looking like a weapon) are allowed at clinic.

COMMUNICATION:

- If you should need to contact the program site during program time then call the YMCA Office who will in turn contact the program coordinator.
- **Website:** Clinic forms, schedules, trip information, directions to the skate park at Maplecrest Park, and the Parent Information Guide are available online at www.smountainymca.org.
- Your questions and concerns are very important to us and we'd like you to feel free to contact us at the YMCA Office between 8:30AM-5:00PM. The Senior Program Director is David Berry. His email address is dberry@metroymcas.org or by phone at 973-762-4145 X117. We welcome your questions, comments and concerns.
- At some point during the summer you will be requested to do an online program evaluation. Your prompt and thoughtful response to the evaluation is appreciated. In the past many of your suggestions contained in the evaluation have been implemented.

FAMILY INVOLVEMENT:

The family is a very important consideration in the design of YMCA. Parents are always welcome at the program site during the day (call ahead to the YMCA Office before you come to make sure that program is at the program site and is not away on a trip). An important part of the program is providing an environment where your child can emotionally thrive and grow. We teach and promote in the clinic the values of caring, honesty, respect and responsibility.

TIPPING:

Tipping of program staff is not permitted (but letting them know they did a good job would be appreciated).

STAFF CODE OF CONDUCT:

At the conclusion of staff training orientation we feel that our staff will have the knowledge and commitment to do well at their job and to take the utmost care of your child. As such they pledge our YMCA Code of Conduct, which can be found on the following page.

Code of Conduct for All Staff and Volunteers

1. In order to protect staff, volunteers, and program participants, at no time during a program is a Staff/volunteer person to be alone with a single child where they cannot be observed by others. Staff and/or volunteers supervising children should space themselves in a way that other staff/volunteers can see them.
2. Staff and/or volunteers should never leave a child unsupervised.
3. Restroom supervision: Staff and/or volunteers will ensure that suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff and/or volunteers will stand in the doorway while children are using the restroom and remain there until all children come out of the restroom. This policy allows privacy for the children and protection for the staff in terms of not being alone with a child. If staff are assisting younger children, doors to the restroom and stalls must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes (known as the rule of three), and whenever possible, with staff and/or volunteers.
4. Staff and/or volunteers should conduct or supervise private activities in pairs, e.g., diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and/or volunteers should be positioned so that they are visible to others.
5. Staff and/or volunteers shall not abuse children in any way including: Physical abuse: striking, spanking, shaking, slapping, etc. Verbal abuse: humiliating, degrading, threatening, etc. Sexual abuse: touching or speaking inappropriately mental abuse: shaming, withholding kindness, being cruel, etc. Neglect: withholding food, water, basic care, etc. Any form of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff and/or volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and/or volunteers will have age-appropriate expectations and setup guidelines and environments that minimize the need for discipline. Physical restraining is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff and/or volunteers will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses will be documented.
8. Staff and/or volunteers will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability or economic level of the family.
9. Staff and/or volunteers will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say "No." Other than diapering or as required by safe instructional methods, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff and/or volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. Staff and/or volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff and/or volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. YMCA staff and/or volunteers will not initiate contact with or accept supervisory responsibility for participating children outside approved YMCA activities. Staff and/or volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior approval from the Executive Director.
19. Staff and/or volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff and/or volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
21. Staff and/or volunteers should not give excessive gifts (e.g., video games, TV, jewelry) to youth nor be exclusive. Gifts around celebrations and holidays are to be shared with all participants.
22. Staff and/or volunteers may not date program participants who are under the age of 18.
23. Under no circumstances should staff and/or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Employees who, in the course of their work, have access to confidential information have an obligation not to disclose that information to other employees, members or other persons within or outside the Association.
25. Staff and/or volunteers are required to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
26. Staff and/or volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject as instructed by a supervisor and listed in the Metro YMCAs of the Oranges Personnel Guidelines and Child Abuse Prevention Policy and Procedures.
27. Staff and/or volunteers will display and uphold the Character Development values of Caring, Honesty, Respect and Responsibility, as consistent with the Mission of the YMCA, by leading by example and incorporating the values in their programs and positions.

I, the undersigned employee, hereby acknowledge receipt of the Metro YMCAs of the Oranges' Code of Conduct and Child Abuse Prevention Policy and Procedures. I further acknowledge that I have read and understand that any violation of this Code of Conduct may result in termination.