

Revised 2/15/24



Enrollment Packet



HARRISBURG AREA YMCA
SUMMER DAY CAMP

2024 Camp Season



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HOW TO FILL OUT THIS PACKET

The enclosed registration packet will need to be fully completed prior to your child's enrollment in our program. These forms are necessary to meet the Department of Human Services regulations and to better provide a safe and secure program for your child. Below is a page-by-page guide to help you in completing this process.

Pages 4-7: **YMCA Information for Contact and YMCA Procedure Overview**

Page 8: **Application for Services** – Please complete the information regarding the location you desire, your child's name, date of birth, and gender, as well as the additional information. If your child has or will be receiving an IEP, we ask that you include a copy so our staff can provide a better experience for your child. A separate packet is needed for each child you will be registering.

Page 9: **Emergency Contact/Parental Consent Form** – All emergency contact information must be filled out completely: name, complete address, parent work info, and phone. Please include email addresses as most of our communications are paperless. **Ditto marks (" ") or SAME AS CHILD cannot be used.** Doctor's name, complete address, and phone must be listed. Any allergies, disabilities, or dietary information should be listed. It is permitted to write N/A if these categories do not apply to your child. Health information and policy number must be listed.

Separate signatures are required for:

- Obtaining emergency medical care – call 911 if needed.
- Walks and trips – this includes walking to the outdoor play area.
- Emergency transportation – in the event an ambulance is needed.
- Minor first aid procedures – band aid, ice pack, etc.
- Swimming
- Wading
- Routine transportation by the facility

Pages 11 & 12: **Child Health Report & Medication Log** – According to OCDEL licensing regulations, every child enrolled must have a complete health form on file. Forms are included in the registration, or you can request a form from the onsite staff. The form must include a physician's signature AND an updated immunization record. **A printout of the immunization record alone is not acceptable.** This must be returned to the YMCA within the first 60 days of your child's participation in the program.

Page 13: **Fee Agreement** – The information in the box labeled **PERSONS DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED** must be identical to the names listed on the Emergency Contact/Parental Consent Form. Both boxes must be checked at the bottom of the form. Signature and date are required for person who will be **responsible for payment**.

Pages 14-16: **Behavior and Bullying Policies** – Please read these pages very carefully and sign where indicated. If there is a behavioral issue with your child, the YMCA will abide by this policy closely.

Page 17: **Getting to Know Your Child** – We want to know your child better! Please take a moment to fill out these questions. If you have any concerns, please contact your Childcare Director.

Pages 18-21: **The Parent Statement of Understanding, Nondiscrimination in Services, and Electronics/Photo Policies, Minor Participation Waiver** – Requires you to sign or initial where indicated.

Child Safe Brochure: The YMCA is committed to the safety of the children in our care. This brochure contains important resources that will help you and your family feel confident about your YMCA child care provider.

Membership Information & Application: The best way for you to experience the YMCA is with a YMCA Membership! Enjoy classes, sports, free play, and so much more. Membership provides you priority access to program registration as well as special pricing on all we have to offer! We hope you join our Y family.

REGISTRATION PROCESS

For All Registrants: When registration opens, use the supplementary packet titled “Enrollment Instructions” to log in to the system and enroll your child. You will be able to purchase your desired membership and set up your payments for the summer. If you qualify for the sibling discount, you may register online. Once you have completed your online registration, please email the Childcare Director at your location, and the YMCA will review your information to apply your discount.

If you are eligible for subsidy, please contact the YMCA to register. The staff will confirm your co-pay and set you up in the system. Subsidy participants will have a weekly payment schedule.



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HARRISBURG AREA YMCA FRIENDSHIP BRANCH

Welcome to our Summer Day Camp Program!

The Friendship YMCA would like to thank you for enrolling your child(ren) in our Summer Day Camp program! The following information is important for all parents to know. Please read carefully and contact our child care office with additional questions.

SITES:

Friendship YMCA

5000 Commons Drive, Harrisburg, PA 17112

Hershey Elementary School

450 Homestead Road, Hershey, PA 17033

Mountain View Elementary School

400 Gibbel Road, Harrisburg, PA 17112

CAMP DIRECTOR:

Jessica Mattern

(717) 329-7491

SUMMER CAMP HOURS:

Camp opens at 7:00 AM and closes at 6:00 PM. Any child still at camp after 6:00 PM (according to the site clock) will be charged a \$1.00 per minute late fee per staff person.

AGE REQUIREMENTS:

All campers must have completed kindergarten and may not be 13 years old by the first day of camp.

DROP OFF AND PICK UP:

All campers must be signed in and out each day by a parent/guardian. Failure to do so can result in dismissal from the program. We ask that you notify the staff if ANYONE other than a parent or legal guardian is picking your child up after camp. These individuals MUST be listed under the "Persons To Whom Child May Be Released" portion of the Emergency Contact Form. We must ask for ID, so please let friends or relatives know that they must bring their ID into the building when they sign your child out.

CAMP FEES:

YMCA Members: \$240/week

Sibling Discount: \$10/week

Community Guests: \$300/week

Your \$30/week deposit reserves your enrollment in our summer camp program. This fee is non-transferable and non-refundable. The balance for each week (weekly fee minus \$30 deposit) is paid on a monthly schedule (See Fee Agreement). There is a \$50 registration fee per child.

PAYMENT OPTIONS:

1. Call in a debit/credit card payment to (717) 935-9622.
2. Authorize the YMCA to schedule tuition payments to deduct automatically from a credit/debit card or bank account you wish to keep saved to your account.
3. Register for online payments at ymcaharrisburg.org/online-account-access.
4. Cash or check payments may ONLY be made at the Friendship YMCA: 5000 Commons Drive, Harrisburg, PA 17112

TUITION ASSISTANCE:

The YMCA accepts participants who qualify for subsidy. If you qualify for any kind of assistance, or need additional information, please contact the Camp Director to learn more about your child's care.

The Harrisburg Area YMCA Annual Campaign raises funds to provide scholarships for participants in need of assistance with membership and childcare. This scholarship program can provide relief if your family does not qualify for other types of assistance. If you're interested in participating, please request a financial aid form from Jessica Mattern.

CANCELLATIONS: Cancellation of any registered week must be done in writing by 5:00 PM on May 3, 2024, or full payment is due. NO EXCEPTIONS. Cancellations must be submitted, in writing, to Nicole Trianosky, Childcare Enrollment Coordinator at Nicole.Trianosky@ymcaharrisburg.org.

You will receive a written confirmation of your cancellation. If you do not receive confirmation within five business days, please call the YMCA. You are NOT officially canceled unless you receive written confirmation.

WEEKLY ACTIVITIES:

You will be emailed a final list of field trips and the site's weekly schedule prior to the start of camp. Swimming is programmed at regularly scheduled days and times and a field trip is scheduled once per week, weather permitting. We recommend that children come to camp with their swimsuit under their clothes on swim days so that they only need to "change" after swimming. Please pack underclothing in your child's backpack.

Field trips and swimming may change without advance notice if weather is inclement. The cost of each field trip is a part of your weekly fee. The YMCA asks that campers not bring spending money for field trips. Campers should wear their camp shirt on field trip days.

CAMP STAFF:

All YMCA camp staff must have a high school diploma and experience working with children. All Summer Day Camp Counselors attend extensive training, including orientation, child abuse prevention, first aid, water safety, and CPR. All staff are required to complete and pass all background checks.

WHAT TO BRING:

The following is a list of items that children should bring to camp every day. Please be sure to label all bags, lunchboxes, towels, etc.

- Swim suit, towel, comb, and a change of underwear in a backpack for swim days
- Sunscreen
- Lunch and a drink. No refrigeration or heating of food is available.
- Reusable/refillable water bottle. There are water-filling stations on site to refill throughout the day.
- Children MUST wear full-enclosed sneakers (no open toes or backs) with socks.
- We recommend that a change of clothes be packed in your child's backpack (especially for younger campers).

- NO electronic devices of any kind of permitted (cellular device, tablets, gaming devices, etc).

LOST AND FOUND:

The YMCA is not responsible for any items that are lost, stolen, or misplaced. We respectfully request that you minimize the number of toys as well as the dollar value of toys brought to camp. We will keep a lost and found box for items we find; please check the lost and found box weekly to see if anything belonging to your child is there.

CONDUCT:

The YMCA reserves the right to suspend or terminate the enrollment of any child who is consistently unable to participate as part of the group. Please review the Harrisburg Area YMCA Behavior/Discipline Policy for more information. Any child who has been terminated from a YMCA child care or camp program will not be eligible to re-enroll at any time in the future.

If you have any questions or concerns regarding the program at any point in the summer, please feel free to contact:

Jessica Mattern

Childcare Director

(717) 329-7491

Jessica.Mattern@ymcaharrisburg.org

Jessica Landis

Assistant Childcare Director

(717) 514-6044

Jessica.Landis@ymcaharrisburg.org

Christa Clouser

School Age Coordinator

(717) 908-6389

Christa.Clouser@ymcaharrisburg.org

For all questions concerning your account balance and/or registration, please contact:

Nicole Trianosky

Childcare Enrollment Coordinator

(717) 935-9622

Nicole.Trianosky@ymcaharrisburg.org

I have read the YMCA Summer Camp Policies & Procedures listed below and I give permission for my child to participate in all swim and field trip activities. I understand that:

- The \$30 deposit for each week is non-transferable and non-refundable. It is a “deposit” and is credited to your weekly fee.
- Written cancellation of any registered week must be done in writing by 5:00 PM on May 3, 2024, or full payment is due for the week.
- All camp forms must be completed and returned no later than May 10, 2024, in order to start the first week of camp. All campers must submit completed registrations no later than one week prior to their start date.

In the event that the YMCA is required to take your account to a collections agent, you will be fully responsible for all collections costs, court costs, and attorney fees.

PARENT SIGNATURE

DATE

CHILD'S NAME

CAMP LOCATION

PLEASE SELECT CHILD'S T-SHIRT SIZE

____ **YS**
(6-8)

____ **YM**
(10-12)

____ **YL**
(14-16)

____ **S**
ADULT

____ **M**
ADULT

____ **L**
ADULT

____ **XL**
ADULT



APPLICATION FOR SERVICES: SUMMER DAY CAMP

A separate packet must be completed for each child attending care.

NAME OF CHILD

GRADE (in 2024/25)

BIRTHDATE

Are you a current YMCA Member? Yes No

If you checked "No," you will register as a Community Guest.

YMCA BARCODE

ADDRESS

MAIN TELEPHONE #

LEGAL GUARDIAN 1

BIRTHDATE

LEGAL GUARDIAN 1 ADDRESS

MAIN TELEPHONE #

EMAIL ADDRESS

WORK TELEPHONE #

LEGAL GUARDIAN 2

BIRTHDATE

LEGAL GUARDIAN 2 ADDRESS

MAIN TELEPHONE #

EMAIL ADDRESS

WORK TELEPHONE #

Please select the weeks your child will be attending Summer Day Camp:

1. ____ June 10-14

5. ____ July 8-12

8. ____ July 29-August 2

2. ____ June 17-21

6. ____ July 15-19

9. ____ August 5-9

3. ____ June 24-28

7. ____ July 22-26

10. ____ August 12-16

4. ____ July 1-5

- A **\$30 non-refundable, non-transferable deposit for each week** must accompany this application as well as a **\$50 registration fee per child.**
- **CCIS PARTICIPANTS:** In addition to your copay, you will be required to pay the difference between the CCIS subsidy and the YMCA weekly charge. Contact Jessica Mattern to see if you qualify for YMCA Financial Aid.

PARENT/GUARDIAN SIGNATURE

DATE

How much will you owe at registration?

of Weeks Registered x \$30 deposit = TOTAL CAMP DEPOSIT \$ _____

REGISTRATION FEE + \$50

TOTAL DUE \$ _____

EMERGENCY CONTACT/PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270 124(a)(b). 3270 181 & 182. 3280124(a)(b) 3280 181 & 182 3290 124(a)(b). 3290 181 & 182

COMPLETE INFORMATION IS REQUIRED. FOR INFORMATION THAT DOES NOT APPLY, USE N/A. DO NOT LEAVE BLANK.

CHILD'S NAME		DATE OF BIRTH
ADDRESS (Complete street number & name, city, state, zip)		
MOTHER'S NAME/LEGAL GUARDIAN	DATE OF BIRTH	MAIN PHONE NUMBER
ADDRESS (Complete street number & name, city, state, zip)		EMAIL ADDRESS
EMPLOYER		WORK PHONE NUMBER
ADDRESS (Complete street number & name, city, state, zip)		
FATHER'S NAME/LEGAL GUARDIAN	DATE OF BIRTH	MAIN PHONE NUMBER
ADDRESS (Complete street number & name, city, state, zip)		EMAIL ADDRESS
EMPLOYER		WORK PHONE NUMBER
ADDRESS (Complete street number & name, city, state, zip)		
EMERGENCY CONTACT PERSONS/PERSONS TO WHOM CHILD MAY BE RELEASED (If a Parent/Guardian is unavailable)		
NAME (Full Name)	ADDRESS (Street number & name, city, state, zip)	PHONE NUMBER (When child is in care)
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		PHONE NUMBER
ADDRESS (Complete street number & name, city, state, zip)		
SPECIAL DISABILITIES (IF ANY)	MEDICAL OR DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	
MEDICATION, SPECIAL CONDITIONS	ALLERGIES (Including medication reactions)	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD OR MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S FULL SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST AID PROCEDURES	WALKS AND TRIPS
TRANSPORTATION BY THE FACILITY	SWIMMING	WADING

**COMPLETE INFORMATION IS REQUIRED. FOR INFORMATION THAT DOES NOT APPLY, USE N/A. DO NOT LEAVE BLANK.
INCOMPLETE PAPERWORK WILL BE RETURNED, DELAYING YOUR ABILITY TO REGISTER AND BEGIN CARE.**

PARENT/GUARDIAN SIGNATURE

DATE

SIX MONTH PERIODIC REVIEW – DO NOT COMPLETE AT INITIAL REGISTRATION

FOR PERIODIC REVIEW ONLY

FOR PERIODIC REVIEW ONLY

PARENT/GUARDIAN SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE



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HARRISBURG AREA YMCA CHILDCARE HEALTH FORMS

According to OCDEL licensing regulations, every child enrolled must have a complete health form on file. Forms are included in the registration packet or you can request a form from the onsite staff. The form must include a physician's signature AND an updated immunization record. **A printout of the immunization record alone is not acceptable.**

Yearly inspections of PA state licensed child care programs are now unannounced. Meaning, our licensing representative may show up at the school any day and request to see any/all documentation on both the staff and children.

If you are contacted about missing paperwork for your child's file, please submit it as soon as possible so as to prevent your child from being suspended from the program.

If you have any questions, please contact the childcare office.

CHILD HEALTH REPORT

55 PA CODE CHAPTERS 3270.131, 3280.131 & 3290.131

THIS FORM IS REQUIRED FOR ALL NEW ENROLLMENTS.

Parents/Providers fill in this part.

CHILD'S NAME (LAST)	(FIRST)	PARENT/GUARDIAN
DATE OF BIRTH	HOME PHONE	ADDRESS
CHILDCARE FACILITY NAME		
FACILITY PHONE	COUNTY	WORK PHONE
<input type="checkbox"/> I authorize the childcare staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT/GUARDIAN SIGNATURE: _____		

Parents may write immunization dates; health professional should verify and complete all data.

DO NOT OMIT ANY INFORMATION						
This form may be updated by a health professional. Initial and date any new data. The childcare facility needs a copy of the form.						
HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY): <input type="checkbox"/> NONE						
DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY. <input type="checkbox"/> NONE						
CHILD'S ALLERGIES (DESCRIBE, IF ANY): <input type="checkbox"/> NONE						
LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT, & PROVISION FOR EMERGENCIES. <input type="checkbox"/> NONE						
IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PLEASE EXPLAIN YOUR ANSWER:						
HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTATIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO				NOTE BELOW IF THE RESULTS OF VISION, HEARING, OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS, OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.		
				VISION (Subjective until age 3)		
				HEARING (Subjective until age 4)		
				LEAD		
RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD						
IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
MMR						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						
MEDICAL CARE PROVIDER				SIGNATURE OF PHYSICIAN, CRNP, OR PHYSICIAN'S ASSISTANT		
ADDRESS						
PHONE		LICENSE NUMBER		TITLE		
				DATE FORM SIGNED		

THIS FORM IS REQUIRED FOR ALL NEW ENROLLMENTS.

FEE AGREEMENT

55 PA CODE CHAPTERS 3270.123 & .181(c); 3280.123 & .181(c); 3290.123 & .181(c)

NAME OF CHILD	FEE AMOUNT
	\$ _____ per week

CHILDCARE SERVICE INFORMATION (payment dates, fees):

Summer Camp Services provided by the Friendship YMCA include structured child care, supervision, daily activities both inside and outside (when space and weather permit), and a safe and fun environment for children to learn and make friends.

YMCA Members	\$240/week	Minus deposit: \$210/week
Community Guests	\$300/week	Minus deposit: \$270/week

There is a non-refundable \$50 registration fee per child and \$30/week camp deposit. The balance for each week (weekly fee minus \$30 deposit) will be drafted on a monthly payment schedule. Participants can make payments by check, credit card, or cash. Cancellation of any registered week must be done in writing by 5:00 PM on May 3, 2024, or full payment is due. Please view the policies and procedures for more information. Payment for service in the 2024 camp season is due on the following dates:

Weeks 1-3 – due May 31 **Weeks 4-7** – due June 28 **Weeks 8-10** – due July 26

Please ensure we have the correct credit/debit card or bank draft on file at registration. If, for any reason, your card is declined or EFT is rejected, a \$20 service charge will be applied to your account. This fee and the current amount due on your account will be due immediately. Failure to pay will result in suspension of your child(ren) and your account will be turned over to collections.

If we are required to take your account to a collection agency, you will be fully responsible for all collection costs, court costs, and attorney fees. PROPER IDENTIFICATION (photo ID) is required of any person picking up your child who is not known to our staff and **no one under the age of 18** can be considered an authorized release person.

CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED – MUST INCLUDE PARENT/GUARDIAN
LATE FEE: \$1.00 per minute		SEE EMERGENCY CONTACT FORM

Extra services to be provided at an additional fee (if applicable):

- A \$20 service charge will be applied for all payments not received on time.
- There is a \$30 service charge for all returned checks.
- A late fee of \$1.00 per minute is charged for every minute after 6:00 PM that you are late picking up your child.

I, the parent/guardian;

- Received complete written program information at the time of enrollment (3270.121, 3280.121, 3290.121).
- Agree to update the emergency contact/parental consent form information whenever changes occur or every six months at a minimum (3270.124, 3280.124, 3290.124).

PARENT/GUARDIAN SIGNATURE **DATE** **OPERATOR SIGNATURE** **DATE**

PERIODIC REVIEW – DO NOT COMPLETE AT INITIAL REGISTRATION

DATE OF ADMISSION	DATE OF WITHDRAWAL
_____ PARENT/GUARDIAN SIGNATURE DATE	_____ PARENT/GUARDIAN SIGNATURE DATE



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HARRISBURG AREA YMCA BEHAVIOR/DISCIPLINE POLICY

The Harrisburg Area YMCA child care programs are designed to furnish an atmosphere that provides structure, yet gives children a certain amount of choices. It is important that we value each child in our programs as an individual and respect the fact that each child is facing conflicting feelings about his or her self-image. As such, we realize that no child is perfect and that some children do and say things that they should not. However, we cannot allow a free-for-all environment where all behaviors are tolerated while disregarding the safety of every child enrolled in the program. Therefore, we are letting you know more about our policies and procedures regarding discipline. Enrollment in YMCA programs is a privilege, and failure to adhere to the policies will result in termination from the program.

1. Any incident that a child is involved in which results in another's child's physical injury will be documented with a CONDUCT REPORT. The child who receives an injury, regardless of how minor, will get a documented ACCIDENT REPORT. Please be advised that it is possible for a child involved in an incident to receive both a CONDUCT and an ACCIDENT REPORT.
2. A parent or guardian must sign all CONDUCT and ACCIDENT REPORTS.
3. The YMCA encourages all children enrolled in any of our programs to understand the importance of values. The Harrisburg Area YMCA particularly stresses the values of caring, honesty, respect, and responsibility. The children in our **CHILD CARE** and **DAY CAMP** programs talk about these values on a regular basis and they are rewarded for adhering to them. Conversely, behaviors that are contrary to these values are not accepted. Examples of this include, but are not limited to teasing, taunting, name-calling, and encouraging others to exclude a child from the group. These behaviors will also result in a CONDUCT REPORT.
4. The YMCA will document on a CONDUCT REPORT any threat a child makes to bodily harm another child or staff person. The Y takes all threats seriously.
5. DHS Regulations require the staff be able to see and hear the children at all times. Whether off premises or at the Y facility, for the safety of all children in YMCA care, each child must remain with their assigned group at all times. The Y encourages children to work through their frustrations in an appropriate manner using words rather than aggressive actions. Leaving the group is never an acceptable response to a stressful situation. Failure of your child to follow this policy may result in suspension or dismissal of the program.
6. Should a child cause damage to any YMCA owned or leased property as a result of inappropriate activity or behavior, the Harrisburg Area YMCA reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

(Continues on next page)

A CONDUCT REPORT is intended to inform you, the parent or legal guardian, about a behavior that has occurred. We encourage you to review the report with your child and to discuss better ways to deal with the situation that transpired. Should you have any questions or concerns about the report, the staff at your child's site would be happy to discuss them with you. As with any disagreement, the viewpoint of the persons involved may vary greatly. If you cannot reach a resolution in your discussion with the staff, please call the School Age Child Care Director in charge of your child's site. Please remember that at no time is it acceptable for a parent or legal guardian to engage in an argument or threaten the staff who work with the children. Examples of such behavior include but are not limited to: loud voices in front of the children, foul language, or threatening physical harm. This type of behavior could result in your child's dismissal from the program.

The Harrisburg Area YMCA reserves the right to suspend or terminate the enrollment of any child who has been deemed to have an excessive number of CONDUCT REPORTS. Termination or suspension will also be considered if the severity of a specific incident is such that we feel that the safety of the other children or staff may be in jeopardy. Such decisions are not entered into lightly. When a decision of this nature is made by the Program Director and subject to the approval of the Executive Director, the circumstances surrounding the event(s) have already been discussed with all child care staff involved and with the parent or guardian of the child in question. Any incident which occurs in a Harrisburg Area YMCA program must be kept confidential; therefore, the outcome cannot be discussed with the parents of other children involved in the program.

If behavior becomes an issue, the YMCA will follow these steps:

- A CONDUCT REPORT will be filled out if a child has been warned once and unacceptable behavior continues. The parents must sign a copy, and the Childcare Office receives a copy.
- TWO CONDUCT REPORTS may result in a parent conference with the Childcare Director. Child may be suspended until a conference is scheduled.
- A THIRD CONDUCT REPORT will result in termination (credit will not be given).
- Physically fighting, kicking, hitting, continual use of inappropriate language to teachers and other children, or intentional damage of property will result in an IMMEDIATE CONDUCT REPORT and possible suspension or removal from the program with the parent financially reimbursing the YMCA for any damaged property.

If the YMCA must call the parent to pick up their child due to conduct reports, the parent will have one hour from the time of the call before late pick-up fees are assessed. Parents, staff, and children are expected to show respect and appropriate behavior to children, other parents, and staff. Abusive language, gestures, and/or actions will not be tolerated; termination of your childcare contracts will occur.

Revised 2/12/2024

I have read and understand the Harrisburg Area YMCA Behavior/Discipline Policy.

PARENT SIGNATURE

DATE

CHILD'S NAME

PROGRAM ATTENDING



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HARRISBURG AREA YMCA BULLYING POLICY

The YMCA encourages all children enrolled in any of our programs to understand the importance of values. The Harrisburg Area YMCA particularly stresses the values of Caring, Honesty, Respect, and Responsibility.

The children in our youth programs learn about these values on a regular basis and they're rewarded for adhering to them. Conversely, behaviors that are contrary to these values are not acceptable. This includes bullying. Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself (aggressive behavior that is done on purpose). Forms of bullying can be direct or indirect. Examples of this include, but are not limited to, teasing, taunting, name-calling, and encouraging others to exclude a child from the group or rumor spreading. These behaviors will result in a CONDUCT REPORT and a parent being informed in person. Continuing behavior will result in suspension/termination.

It is important to us as an organization to recognize when a child is being bullied. We also want to recognize that both the child who bullies and the child being bullied will get help with any issues that might be causing this behavior.

Our rules against bullying:

- We will not bully others.
- We will try to help those who are being bullied.
- We will include others who are left out.

If we know that someone is being bullied, we will tell an adult at the program and an adult at home.

Revised 4/2/21

I have read and understand the Harrisburg Area YMCA Bullying Policy.

PARENT SIGNATURE

DATE

CHILD'S NAME

PROGRAM ATTENDING



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YMCA SUMMER CAMP BACKGROUND INFORMATION

Child's Name: _____ Date of Birth: _____

Is this your child's first year at camp?

Has your child attended other summer camp programs?

Does your child have siblings?

What are your child's favorite activities?

Can your child swim?

Is there anything specific that we should know about your child to help him/her be successful at camp?

Does your child receive behavioral services from an outside organization?



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FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the YMCA. A copy will be filed with your child's records. **Please initial each statement and sign the bottom of this page.**

_____ I understand that YMCA staff and volunteers are not allowed to babysit or transport children at any time outside the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

_____ I understand that I am not to leave my young child or children at the program site unless a YMCA staff or volunteer is there to receive and supervise my child.

_____ I understand that I or an authorized person is required to sign my child or children in and out every day. Children may not be dropped off and are not able to leave care by themselves.

_____ I understand that children should not receive excessive gifts (e.g. TV, video games, jewelry) from YMCA staff or volunteers, and that I should report this to the Child Care Director if they do.

_____ I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including older siblings and other relatives, must be listed with the YMCA and must be at least 18 years of age. Any other arrangements must be made by calling the YMCA Child Care Office to inform them of a change. All persons picking up a child or children will be asked to show a valid photo ID with their home address, for verification.

_____ I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

_____ I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

_____ I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

PARENT SIGNATURE

DATE

CHILD'S NAME

PROGRAM ATTENDING



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HARRISBURG AREA YMCA FRIENDSHIP BRANCH

SUBJECT: Nondiscrimination In Services
TO: Parents
FROM: Friendship YMCA Childcare Director

Admissions, the provision of services and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age, or sex.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any resident/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Child Care Director
Friendship YMCA
5000 Commons Drive
Harrisburg, PA 17112

Department of Human Services
Bureau of Equal Opportunity
Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

Pennsylvania H.R.C.
Harrisburg Regional Office
333 Market Street, 8th Floor
Harrisburg, PA 17101

U.S. Department of Health & Human Services
Office for Civil Rights
Suite 372, Public Ledger Building
150 S Independence Mall West
Philadelphia, PA 19106

PARENT SIGNATURE

DATE



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HARRISBURG AREA YMCA ELECTRONIC DEVICE & PICTURE/PHOTO RELEASE FORM

ELECTRONIC DEVICES:

The YMCA is not responsible for loss, theft, or damage to electronic devices during daycare. Families are advised to keep electronic devices at home. Students must put away electronic devices when asked, or they may be held until dismissal.

PICTURE/PHOTO:

There are times when the YMCA takes pictures or videos of program participants. These pictures may be used in a promotional display, a YMCA brochure, or for other marketing purposes. Because you have enrolled your child in a Harrisburg Area YMCA program, we would like to have permission from you before we take any pictures of your child to use for public purposes. Therefore, please complete the form below.

RETURN BOTTOM PORTION ONLY

I do ____ / do not ____ give permission for my child, _____, to be photographed or videotaped by or for the Harrisburg Area YMCA or any organization we are in cooperation with for any pictures or videos that may be published or used in promotional displays, brochures, or marketing events.

I have read the YMCA Electronic Device Policy and I agree to have my child(ren) abide by its guidelines.

PARENT NAME

SIGNATURE

CHILD/CHILDREN'S NAME(S)

LOCATION ATTENDING



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MINOR PARTICIPANT WAIVER, RELEASE, INDEMNIFICATION OF ALL CLAIMS & COVENANT NOT TO SUE

PLEASE READ CAREFULLY. THIS DOCUMENT AFFECTS YOUR LEGAL RIGHTS AND IS LEGALLY BINDING. BY SIGNING THIS AGREEMENT YOU ARE RELEASING THE HARRISBURG AREA YMCA FROM ALL LIABILITY AND FOREVER GIVING UP ANY CLAIMS THEREFORE.

ASSUMPTION OF RISK

I, in my legal capacity as parent/guardian of the minor named below ("Minor"), acknowledge and agree that any use of The Harrisburg Area YMCA facilities, services, equipment and premises ("Facilities") and any participation in The Harrisburg Area YMCA programs and activities ("Programs") comes with inherent risks including, but in no way limited to: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and (5) sickness or disease. I voluntarily, for myself and Minor, accept and assume full responsibility for these risks as well as any and all other risks of the use of Facilities and participation in Programs. I agree that I have full knowledge of the nature and extent of all such risks and am not relying on all such risks being described in this document.

WAIVER, RELEASE, INDEMNIFICATION & COVENANT NOT TO SUE

In consideration of Minor's use of Facilities and participation in Programs I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor that The Harrisburg Area YMCA, its officers, directors, agents, employees, volunteers, insurers and representatives ("Releasees") will not be liable for any personal injury, property damage, disability, death, sickness or disease incurred by Minor, however occurring including, but not limited to, the negligence of Releasees. I understand that Minor and I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness or disease sustained from the use of Facilities and participation in Programs.

I further agree, in my legal capacity as the parent/guardian of Minor, on behalf of Minor, myself, and any and all legal successors and proxies, to release and **HEREBY DO RELEASE, WAIVE AND COVENANT NOT TO SUE** Releasees from any causes of action, claims, suits, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which Minor, myself, and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, disease or accident of any kind, arising out of or in any way related to the use of Facilities or participation in Programs, whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to, the negligence of Releasees.

In further consideration of the use of Facilities and participation in Programs, I, in my legal capacity as parent/guardian of Minor, agree on behalf of myself and Minor to **INDEMNIFY AND HOLD HARMLESS** Releasees from any and all causes of action, claims, demands, losses, suits, liabilities or costs of any nature whatsoever, including claims of negligence, arising out of or in any way related to the use of Facilities and participation in Programs.

MINOR NAME (Print clearly)

DATE

PARENT/GUARDIAN SIGNATURE

PARENT/GUARDIAN NAME (Print clearly)



WORKING TOGETHER FOR SAFETY

Talk to your child about his or her experiences in YMCA programs, school, sports, and other activities.

Drop in on your child's programs.

Trust your instincts. Don't wait to tell someone if something seems "strange." Speak up!

Watch for warning signs of abuse:

- Unexplainable bruising or other physical markings
- Disturbed sleeping or eating patterns
- Abrupt changes in behavior/anxiety, clinging, aggressiveness, withdrawal, depression
- Fear of a certain person or place
- Discomfort with physical contact
- A child who abuses other children

Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care, or other activities.

Every once in a while, ask your child these questions:

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

Encourage your child to tell you or another trusted adult if anything happens to him or her.

Read our Code of Conduct. If someone breaks it, let us know immediately.

COMMUNITY RESOURCES

Reporting Suspected Cases of Child Abuse

PA ChildLine

1-800-932-0313

Child Abuse Helplines

PA Coalition Against Rape

1-888-772-7227

Cumberland/Perry Crisis Helpline

1-866-350-4357

Dauphin County Helpline

(717) 652-4400

Pinnacle Health Children's Resource Center

(717) 782-6802

Support Groups and Healing

Pinnacle Health Children & Teen Center

(717) 782-4650

Holy Spirit Women's Resource Center

(717) 763-2228

Join the Movement –
Empower People to Prevent Child Abuse

www.darkness2light.org



KNOW



SEE



RESPOND



FOR YOUTH DEVELOPMENT®
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FOR SOCIAL RESPONSIBILITY

WORKING TOGETHER FOR SAFETY

Creating A Child Safe Environment



YMCA AND YOUTH

Parents trust in the YMCA to help their children thrive. Our core values – **caring, honesty, respect, and responsibility** – are part of everything we do. We place great value on creating the most child-safe environment possible.

The Harrisburg Area YMCA offers childcare or youth programs at all of our branches:

CAMP CURTIN YMCA

2135 N 6th Street · Harrisburg, PA 17110
Tish Burns, Site Director · (717) 238-9622

EAST SHORE YMCA

701 N Front Street · Harrisburg, PA 17101
Chelstan Anderson, Executive Director · (717) 232-9622

FRIENDSHIP YMCA

5000 Commons Drive · Harrisburg, PA 17110
Chad Krebs, Executive Director · (717) 234-9622

NORTHERN DAUPHIN COUNTY YMCA

500 N Church Street · Elizabethville, PA 17023
Sidney Gray, Site Director · (717) 362-9494

WEST SHORE YMCA

410 Fallowfield Road · Camp Hill, PA 17011
Jeff Allen, Executive Director · (717) 737-9622

YMCA CENTER FOR HEALTHY LIVING

805 N Front Street, 2nd Floor · Harrisburg, PA 17102
Amy Jacobs, Assoc Executive Director · (717) 232-2068

Adults and youth may report suspicions (anonymously, if preferred) by calling the Executive Director at your branch.



YMCA CHILD SAFE POLICY

OUR STAFF

The Harrisburg Area YMCA has more than 1,300 staff members and volunteers working with youth in the many programs we offer.

OUR SCREENING

To keep children in our programs safe, we take the following steps in our intensive screening of employees and volunteers:

- Detailed application forms
- Comprehensive interview process
- Reference checks
- Criminal background checks and fingerprinting

OUR TRAINING

Employees and volunteers complete an extensive child abuse prevention training program to further promote a child-safe environment. All staff members are mandated to report suspected child abuse. Staff and volunteers are required to be trained in the Darkness 2 Light – **Stewards of Children Child Sexual Abuse Prevention and Mandated Reporter** training at time of hire.

OUR POLICIES

Staff is prohibited from working one-on-one with youth outside of the YMCA (i.e. babysitting). Policies exist to ensure staff and volunteers are not alone with a child.

INFORMATION ABOUT ABUSE



The YMCA wants all children to be safe. Unfortunately, child abuse does exist, taking many forms.

EMOTIONAL ABUSE

Threatening a child or using words that can hurt a child's feelings or self-esteem; withholding love and support from a child

PHYSICAL ABUSE

Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones

SEXUAL ABUSE

Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation

NEGLECT

Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision

**IF YOU SUSPECT ABUSE, CALL
PA CHILDLINE 1-800-932-0313**



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HARRISBURG AREA YMCA MEMBERSHIP INFORMATION

ABOUT THE YMCA:

It is our mission to provide services to aid in the spiritual, mental and physical development of each person enabling them to be beneficial and contributing members of our society. We are still fulfilling that mission today by granting over \$500,000 worth of scholarships to families in the Harrisburg area. The Harrisburg Area YMCA offers quality child care, swimming lessons, the Teen Achievers Club, health and fitness classes and wellness areas, summer camps for all ages, along with a wide variety of other activities that appeal to all ages.

With a YMCA membership, you'll save on your YMCA childcare fees, and access advanced registration throughout the year. Programs like swim lessons and sports are also available at special rates and advanced registration, making your YMCA membership a great investment for your family.

ELIGIBLE MEMBERSHIP TYPES & AVAILABLE RATE PLANS:

	Commitment Fee	Annual Rate	Monthly Rate
Youth	\$10	\$164	Not Available
Family	\$50	\$828	\$72

Monthly rates are paid via our convenient bank draft plan through checking, savings, or credit cards. A 30-day written notice is required to stop the membership draft.

A Family Membership is 1 or 2 adults and any dependent children living in the same household.

Please be sure to take full advantage of the benefits you receive as a Y member:

- Child Watch services are included in all Family Memberships.
- Unlimited access to the Camp Curtin, East Shore, Friendship, Northern Dauphin County, and West Shore Branches. No cost to access the Y facilities across the nation through the Nationwide Membership program.
- A wide variety of exercise and water aerobics classes at no additional cost and special programs at a discounted rate with advance registration.
- Complimentary wellness/equipment orientations for adults and youth led by a Personal Trainer.
- Unlimited on-demand and live fitness classes and activities through Y Wellness 24/7 – included at NO COST with your YMCA membership.

With the Y, you're not just a member of the facility; you're part of a cause. With a shared commitment to nurturing the potential of kids, improving health and well-being, and giving back and supporting our neighbors, your membership gives you and your community the opportunity to learn, grow, and thrive. Ready to join? Set up your account online any time by visiting www.ymcaharrisburg.org.



MEMBERSHIP APPLICATION HARRISBURG AREA YMCA

(Staff Use) Membership Type _____ 20/20 FitFriends Join Date _____

PRIMARY MEMBER INFORMATION

First Name _____ Middle Name _____ Last Name _____
Birth Date ____/____/____ Gender: Male Female Unspecified
Race: Asian/Pacific Islander African American/Black Alaskan Native Hispanic Native American Other Unspecified White/Caucasian
Address _____ City _____ State _____ Zip _____
Primary Phone _____ Alternate Phone (Optional) _____
Email Address _____

EMERGENCY CONTACT INFORMATION

Name _____ Primary Phone _____

Referred By _____ Employer _____

FAMILY MEMBERSHIP INFORMATION – Dependents (under the age of 26) must be claimed on tax return for family membership privileges.

2nd adult _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____
Email _____ Employer _____
Race: Asian/Pacific Islander African American/Black Alaskan Native Hispanic Native American Other Unspecified White/Caucasian
Dependant _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____
Dependant _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____
Dependant _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____
Dependant _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____
Dependant _____ MI _____ Last Name _____ Birth Date ____/____/____ Gender _____

HARRISBURG AREA YMCA RELEASE AND WAIVER OF LIABILITY

You have registered yourself/your child to participate in a YMCA service that involves physical activity. Completion of this form is required. This document is a release of claims, and by signing it you do the following:

1. Acknowledge that when participating in YMCA activities you/your child(ren) may suffer serious or fatal injury.
2. Certify to the Harrisburg Area YMCA Staff that you are/your child(ren) is in good health and physical condition, sufficient to engage in such activities and that you/your child(ren)'s participation in such activities may be potentially dangerous or harmful to you/your child(ren).
3. Assume the risk of, and release and hold the Harrisburg Area YMCA harmless from, any liability for physical or other injury that has been suffered by you/your child(ren) during, or as a consequence of, participation in any physical activity and you agree that the Harrisburg Area YMCA shall not have any liability or responsibility for any such injury or harm.
4. I affirm that my information including name, birth date, photo and facility usage will be shared with other YMCA associations to confirm my status as a YMCA member for use in Nationwide Membership. I understand that my information will never be shared or sold to any outside parties, and that I may decline Nationwide Membership participation.
5. By participating in the YMCA Nationwide Membership Program, I agree to release the National Council of Young Men's Christian Associations of the United States of America, and its independent and autonomous member associations in the United States and Puerto Rico, from claims of negligence for bodily injury or death in connection with the use of YMCA facilities, and from any liability for other claims, including loss of property, to the fullest extent of the law.
6. The YMCA conducts regular sex offender screenings on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access.
7. I support the YMCA mission and understand that all YMCA programs are based on participation, fun, physical fitness and personal wellness, skill development, teamwork, fair play, family involvement, volunteerism, and character development.
8. I authorize the YMCA to photograph or video tape myself or my child(ren) and understand that all photos and video footage may be used for furthering the YMCA cause. I further acknowledge that the YMCA uses surveillance cameras for security purposes in all public areas, and may be required to release footage in the event of a police inquiry.

I have read and voluntarily agree to the terms in the release and waiver of liability as stated in this document. I affirm that I am/my child(ren) is in good health and physical condition. I am signing this of my own free will. I agree to all of the foregoing for anyone listed on this membership.

Primary Member OR Parent/Guardian (if Primary Member is under 18) Signature

Date

HARRISBURG AREA YMCA CODE OF CONDUCT

At the Harrisburg Area YMCA, we expect staff, members, volunteers, and guests to behave in accordance with our mission and values at all times, respecting the rights and dignity of others. The YMCA is committed to providing a safe and welcoming environment for all members and guests. The YMCA has the right to suspend/cancel membership at any time for violation of the Member Code of Conduct.

Any person who supports the Harrisburg Area YMCA mission and purpose may become a member of the organization and is expected to conduct themselves in accordance with the Member Code of Conduct as may be established by the board of directors. Any time that a member fails to live up to the standards and commitments of being a Y member, the board of directors or its authorized agent may, in its sole discretion, deny access or membership to that member. We expect persons using the YMCA to act maturely, to behave responsibly, and to respect the rights and dignity of others. Our Code of Conduct outlines prohibited actions, but the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs.

At the YMCA we demonstrate Respect, Responsibility, Caring and Honesty by:

- Speaking in respectful tones; refraining from the use of vulgar or derogatory language; and dressing appropriately. This means:
 - Members must refrain from harassment or intimidation by words, gestures, body language, or any type of menacing behavior.
 - Verbally abusive behavior, including angry or vulgar language, swearing, name-calling, or shouting is not permitted.
 - No sexually explicit, offensive, behavior or conversation, or any sexual contact with another person will be tolerated.
 - Inappropriate, immodest, or sexually revealing attire is not permitted.
- Resolving conflicts in a respectful, honest and caring manner; never resorting to physical contact or threatening gestures. This means:
 - Physical contact with another person in an angry, aggressive, threatening or violent way is not permitted.
- Respecting others by refraining from intimate behavior in public; abstaining from contact of a sexual nature.
- Respecting the property of others; never engaging in theft or destruction.
- Creating a safe, caring environment; never carrying illegal firearms or devices.
- Participating in programs to build a healthy spirit, mind and body; never engaging in the use, sale, dispensing or possession of illegal drugs or narcotics, or the unsanctioned use of alcohol on YMCA premises. This means:
 - Using, possessing or being under the influence of illegal chemicals on YMCA property is not permitted.
 - Tobacco use - the YMCA and its property is a tobacco-free environment.

Adherence to the YMCA Code of Conduct and regulations is essential. Noncompliance may result in suspension or termination of YMCA membership.

In addition, the YMCA reserves the right to deny access or membership to any person who has been charged with or convicted of any crime involving sexual abuse, is or has been a registered sex offender, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, intoxicating beverages or behavior-modifying drugs on YMCA property, in YMCA vehicles, or at YMCA-sponsored programs.

Members and guests are encouraged to take responsibility for their personal comfort and safety by asking any person whose behavior threatens their comfort to refrain from such behavior. Anyone who feels uncomfortable in confronting a person directly should report the behavior to a staff person or the Director on Duty.

YMCA staff members are eager to be of assistance. Members and guests should not hesitate to notify a staff member if assistance is needed. In order to be able to carry out these policies, we ask that members and guests identify themselves upon entering the building by using a key card to swipe in or showing photo identification at the Welcome Desk.

The YMCA will take appropriate steps to investigate all reported incidents. The protection of members and guests who are participating in programs or are using YMCA facilities is of paramount concern to the staff of the Harrisburg Area YMCA.

While using YMCA Facilities, please take note of posted rules as you enter exercise and recreation areas. Staff, members, volunteers, and guests are expected to follow all posted guidelines throughout the facility.

HARRISBURG AREA YMCA GUEST PASS POLICY

- Guests are limited to three visits per calendar year. After their third visit, they must purchase a membership.
- All guests must present photo ID which is to be copied and stapled to their guest pass form.
- All guests are required to adhere to the YMCA Code of Conduct. Noncompliance may result in removal of Guest privileges.

I have read, understand and affirm that I will follow the Code of Conduct and Guest Pass Policy of the Harrisburg Area YMCA. I consent to the above rules, processes & checks and will comply with all rules and regulations the Harrisburg Area YMCA considers appropriate to be a member or participate in a program . If I do not follow the above rules, processes & checks I will be subject to possible suspension and/or revocation of my membership at the discretion the Harrisburg Area YMCA.

Primary Member OR Parent/Guardian (if Primary Member is under 18) Signature

Date