



MDI YMCA, 21 Park Street, Bar Harbor, ME 04609 207-288-3511 www.mdiymca.org www.facebook.com/mdi.ymca

We consider it our privilege to serve you as a member of the Mount Desert Island YMCA. We are committed to building a strong community by providing programs based on youth development, healthy living and social responsibility. For more than 100 years, the MDI YMCA has contributed to the lives of many boys and girls, and men and women of all ages, races, religions, and economic backgrounds. We are a non-profit organization with the unique opportunity of touching lives from infants through seniors.

Thank you for choosing the MDI YMCA!

FINANCIAL ASSISTANCE

We believe in community, and that everyone, regardless of income deserves the opportunity to experience all that life has to offer. That's why participation in our programs isn't based on the ability to pay full price. Scholarships are available through a simple process. The Y's charitable work is supported through contributions. These gifts provide financial assistance for individuals and families who want and need Y programs but cannot afford them. The Y provides needed opportunities in programs such as day camp, childcare, preschool, youth sports and memberships. **If you or someone you know would benefit from financial assistance, information is available at the member services desk.**

MEMBER BENEFITS – YOU BELONG!

The MDI Y is a membership organization. Belonging to the Y means sharing the values and mission that we have been offering our members for well over 100 years. Today the MDI YMCA provides the following member benefits:

- New England Reciprocity*
- Kid's Stop Babysitting Service
- Free yoga, aquatics, Zumba and other classes
- Free open gym and open swim times
- Free guest passes for your friends and family
- Lower program class rates for members
- Priority registration for all programs
- AWAY privileges (Always Welcome at YMCA's)*
- Financial Assistance
- Fitness Orientation

AWAY PROGRAM*

The AWAY (Always Welcome at YMCA) program allows MDI YMCA members to have access to other participating YMCA's while you travel. A small fee may or may not apply.

NEW ENGLAND RECIPROCITY*

New England Reciprocity is a new program that enhances and expands your membership throughout New England. You now have access to over 70 Y's in Maine, New Hampshire, Vermont, Massachusetts, Rhode

Island and Connecticut at no charge. Be sure to check with the Y you plan to visit for any restrictions or information about class participation. Now you can travel and keep the Y with you!

FITNESS ORIENTATION

Each new member (ages 16+) is encouraged to schedule an orientation with our fitness room staff. The orientation program is designed to offer you a quality introduction into the Wellness Center. Simply ask a member services staff member to schedule an appointment that is convenient for you.

MEMBERSHIP OPTIONS

Family or Couple: 2 adults married to each other (or in a significant partner relationship), with or without children, living in the same household. Children must be full-time students and be living in the household. College students are covered until the age of 23. Adult children over the age of 23 are not covered under the family membership option.

Single Parent Family: (ONE adult family). 1 adult in a single adult household and children living in the household. College students are covered until the age of 23.

Adult: An individual 24 years or older.

Senior: An individual 60 years or older.

Senior Couple: Two seniors living in the same household sharing expenses.

Young Adult/College: An individual age 18 – 23.

Youth: An individual age 17 and under.

GUEST PRIVILEGES

The MDI Y facility is for the use of MDI YMCA members. Non members must purchase a day pass. Annual members get a set amount of guest passes annually that do not roll over. Please check at the member services desk for current policies regarding guest passes associated with your membership.

FACILITY ACCESS FOR YOUTH

For safety's sake, parents must accompany children 8 years and younger. If a child 8 years or younger is attending a program, they may be dropped off up to 15 minutes prior to class and picked up within 15 minutes following the class. If you are dropping off a child for a program who is age 8 or younger, please make sure the instructor or front desk staff has a way to contact you. Children 8-13 are not allowed to be here by themselves after 5:30pm without being accompanied by an adult guardian.

MEMBERSHIP CARD

Your Y membership card is a passport. Cards are non-transferable and remain the property of the MDI YMCA. You'll be expected to have your membership card each time you enter the facility. Lost cards must be replaced for a nominal fee. Persons who abuse membership privileges, or assist others to abuse membership privileges, may have their membership privileges revoked or suspended.

MEMBERSHIP STATUS CHANGE

Changes to your membership – including additions or deletions of individuals from your membership; or name and address changes can only be made by the primary member and must be processed by the member services director or by member services staff.

REFUND AND CREDIT POLICIES FOR MEMBERSHIP

Membership dues are non-refundable and non-transferable. In the event that a member does not use his/her membership to the extent that he/she anticipated no refunds or credits will be issued.

CANCELLATION FEE

Membership fees are non-refundable. For new, annual memberships that are payed by monthly automatic bank or credit card draft, the monthly draft must be maintained for at least 12 months in order to avoid a \$100 cancellation fee. Auto draft memberships are perpetual and will automatically renew unless the MDI YMCA is notified in writing of intent to cancel. Notice must be received prior to the 15th of the month to cancel the next month's draft.

RETURNED PAYMENTS

The MDI YMCA will charge a fee of \$10 for all returned payments.

FACILITY SCHEDULES AND PROGRAM BROCHURES

Brochures, pool schedules and class information may be obtained at the member services desk or by visiting our website www.mdiymca.org

BUILDING RENTALS

Certain sections of the Y may be reserved for special occasions (birthday parties, meetings, etc). Rental information is available at the member services desk.

ACCIDENTS/INCIDENTS

Contact a Y staff member immediately if there is an accident, injury, or unusual incident. We are here to assist you. However, please be advised that you are participating in all activities at your own risk and are fully responsible for yourself, your children, and your guests.

SMOKING POLICY

YMCA facilities and grounds are smoke-free environments.

CELL PHONE, CAMERA, AND PDA POLICY

The use of cell and PDA cell phones and cameras will not be permitted in the YMCA locker rooms, bathrooms, changing areas and Wellness Center. We ask that you put these items away while in these areas. This policy follows current trends and recommendations from YMCA USA.

SPECIAL NEEDS

The YMCA provides opportunities for people with physical and mental disabilities to participate in our programs. Please contact the member services director about any accommodations needed for participation.

KIDS STOP BABYSITTING

Kids Stop babysitting service is available to family memberships free of charge and for a nominal fee for others. Please note that we do not provide a babysitting service in the front lobby by our front desk staff.

When children are placed in Kid's Stop, parents MUST remain in the facility at all times. A child may be in Kids Stop for a max. of 1.5 hours per day. Only spill proof cups (w/covers) containing water or juice are allowed. Sorry, NO FOOD is allowed in this program. If your child is too sick to go to school, they are

too sick to come to Kids Stop for any amount of time. This is to protect the children in Kids Stop as well as staff.

FACILITY ATTIRE

Appropriate shirts, shorts, and footwear is required during exercise in the workout rooms, gymnasium, and track. Street shoes are not permitted in these areas. In the swimming pool, proper swim suits are required. T-shirts may be worn in the shallow end of the pool only. Cut-offs are not permitted in the pool.

PARKING LOT

Our parking lot is available for use while you are working out in the MDI YMCA facility. No overnight parking is allowed. For safety purposes, no skateboarding, scootering or bicycle riding is allowed in the MDI YMCA parking lot.

TOWELS

Members should bring their own towels. A towel service is provided at the member services desk for a nominal fee. Ask at the member services desk for more details.

LOCKERS

Lockers are available for daily use during your visit to the Y. We advise the use of locks, which we provide, to protect your personal items. If you provide your own lock, it may be cut off and discarded at our discretion if left on the locker at the end of the day. Please inquire at the member services desk about locker rental fees, available for members only. Please see Locker Room policies later in this document.

FOOD AND BEVERAGES

Snacks and bottled water is often available for purchase by the member services desk. **Please do not bring food or drinks past the member services desk with the exception of water. Absolutely no food or drinks (with the exception of water) in the pool, locker room, gymnasium, fitness center and childcare center.**

CLOSINGS AND CANCELLATIONS DUE TO INCLEMENT WEATHER

- If school is closed during the day, all after school youth programs are cancelled.
- If school is closed in the morning, program directors may determine if classes will still run in the afternoon or evening if weather improves during the day.
- If the Town Office closes during the day, evening classes are cancelled.
- If the Town Office doesn't open, AM classes are cancelled.
- Kids Stop is closed if school closes.
- If the weather gets progressively worse throughout a storm day, childcare staff may call parents and request an early pick up.
- Every attempt will be made to open the facility at 5:30am (or 7am on weekends) and to stay open until regular closing time. If the executive director closes the Y early or doesn't open as scheduled, notice will be posted on our homepage, in the 'announcements' section; on our Facebook page and the message will be changed on the answering machine.

After the Winter Program Session, there is a week off before the Early Spring Program Session to provide time for make-ups for class cancellations.

Please check our website, our Facebook page or call for information regarding weather cancellations.

www.mdiymca.org; www.facebook.com/mdi.ymca; www.twitter.com/MDIYMCA; 288-3511.

HOLIDAY CLOSINGS

The MDI YMCA is closed: New Year's Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Also closed for ½ day on Christmas Eve and New Year's Eve.

WOLF'S DEN INDOOR PLAY CENTER

The Wolf's Den Indoor Play Center is for children ages 2-8. Adult guardian must be actively supervising child at all times. Call the member services desk for availability.

INTERNET

MDI YMCA members and visitors may use their own personal notebooks, laptops or other wireless accessible mobile devices. Please note that the MDI YMCA public internet access is unsecured. **Restriction of a child's access to the Internet while at the MDI YMCA is the responsibility of the parent or legal guardian.**

VOLUNTEERS

Many volunteers support the YMCA's overall purpose of helping people reach their potential. Volunteers are needed in:

- Special Events
- Leading and Instructing Programs
- Serving on Special Interest Committees
- Office Work
- Fundraising
- Maintenance
- Sports Coaches and Referees
- Swim Team

Become a vital part of the MDI YMCA – your special talents will really make a difference!

Do you want to become more engaged with your Y?

One way to become more engaged in your YMCA is to find out about our volunteer opportunities to help support our annual special events. Not only will you walk away with a good feeling about helping out a great cause driven organization but you'll have fun and you'll have been part of something positive for the MDI Community. Contact our Member Services Director to find out more about volunteering – membership@mdiyymca.org, 288-3511.

LOST AND FOUND

The Y is not responsible for lost or stolen property. There are lost and found bins throughout the facility. All unclaimed items are donated to a local charity on the second and fourth Fridays of every month.

THE MDI YMCA CODE OF CONDUCT

The MDI Y is committed to providing a safe and welcoming environment for all members and guests to promoted safety and comfort for all, we ask individuals to act appropriately at all times when they are in our facility or participating in programs.

Our Code of Conduct does not permit any language or action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. Unacceptable behavior includes:

- Inappropriate attire. Appropriate attire must be worn at all times
- Angry or vulgar language including swearing, name calling, or shouting.

- Physical contact with another person in any angry or threatening way
- Any demonstration of sexual activity or sexual contact with another person is not acceptable
- Harassment or intimidation by words, gestures, body language, or any other menacing behavior.
- Theft or behavior that results in the destruction of property or carrying or concealing any objects which may be used as weapons
- Using or possessing illegal chemicals, drugs, or alcohol on YMCA property to include drinks such as Red Bull, Monster, etc.
- Any other conduct of an inappropriate, threatening, bullying or offensive nature

If a member or guest feels uncomfortable, they should report the behavior to a staff person immediately.

In order to carry out these policies, we ask that members and guests identify themselves when asked. The Executive Director will investigate all reported incidents. Suspension or termination of YMCA membership privileges may result if, in his or her discretion, a violation of the Code of Conduct has occurred.

PROGRAM POLICIES AND PROGRAM REFUNDS

Programs are filled on a first come, first served basis. Most classes have a minimum & maximum number of participants allowed and can be canceled, combined or added to depending on enrollment and instructor availability.

Our gymnasium is a very busy place with many programs wanting time. In order to be efficient with our planning, all fitness classes must have a minimum of 7 people registered for the entire session for us to continue the class. We will hold the class the first week because sometimes people sign up just before the first class but we will not be able to run classes counting on possible drop-ins.

With the following exceptions, membership is not required to participate in Y programs and activities: Swim Team, Rhythmic Gymnastics Team, Preschool, and After School Program.

Program fees must be paid in full at the time of sign up (exceptions made for swim team, childcare, and rhythmic team). Program fees may be refundable prior to the start of a session. Refund requests made prior to two business days before the beginning of a program will be granted a credit. Requests made after the beginning of a program will not be granted unless they are accompanied by a medical excuse signed by a physician or equivalent. These requests will be granted a prorated credit. To request a refund or credit, please notify the Program Director in charge of the class.

If the Y cancels a class due to insufficient enrollment, the participants will be issued a credit or refund in full. Sessions missed by participants due to personal reasons will not be credited (or refunded except when accompanied by a doctor's note). Missed classes for personal reasons cannot be made up.

Please check our website, our Facebook page or call for information regarding cancellations.
www.mdiymca.org; www.facebook.com/mdi.ymca; www.twitter.com/MDIYMCA; 288-3511.

POOL POLICIES AND INFORMATION

The Pool Schedule is available at the Member Service Desk or by clicking the 'Schedules' link at www.mdiymca.org. Please check it carefully for specific lap, family and recreational swim times. Please check with us daily for last minute pool schedule changes.

Absolutely no food or beverages (with the exception of water) in the pool area.

Family Swim: An open swim time for families. Swimming here at the MDI Y isn't just about fitness and competition, it's unqualified fun and one of the best family activities going! Look for family swim times, especially on those occasionally rainy/foggy days. Remember, it is ALWAYS summer in the pool!

Recreational Swim: The pool is open for youth, adults and families to practice swimming skills, play and have no holds barred fun! Play water basketball, enjoy plenty of space for games, and the diving board is often available during this time. (Note, the deep end of the pool is restricted to swimmers only, non-swimmers must remain in the shallow end.)

Lap Swimming: Free to members, lanes are available for swimming lengths for numerous hours each day.

Children & Non-Swimmers During Family & Recreational Swims: The pool is a wonderful place to have family fun, but that begins and ends with safety. For your non-swimming child's safety, we ask that he or she wear an appropriately sized, Coast Guard approved, PFD and that a responsible adult be in the water and within arms reach at all times.

Infants and Toddlers in Diapers: Help us prevent Recreational Water Illness (RWI's). The Center for Disease Control has done studies showing how quickly even a small amount of solid waste can get into the water from kids in diapers. To minimize this threat, we ask that infants and toddlers wear a "swim diaper" in addition to a tight fitting covering over that swim diaper. All other policies regarding non-swimmers also apply. **For Your Swimming Child (Preschool - Grade 6):** We ask that a responsible adult be present in the pool area to provide appropriate supervision.

Special Swim Test Requirements for All Children Under the Age of 14: The MDI Y is proud to have adopted a YMCA national best practice to further protect children from drowning. We are using a colored wrist band system to enable lifeguards and other Y staff to visibly see what swimming ability level all kids are at. All children have their names checked at the front desk against a roster of all swim tested children. Children are then issued temporary colored bands to wear on their wrists. Bands must be visible whenever the child enters the pool. Red for non-swimmer, Yellow for beginner (restricted to shallow end), and Green for beginning swimmers and above who are allowed in the deep end of the pool. **If your child hasn't been tested, or wants to challenge a higher level,** please contact the Aquatics Director at aquatics@mdiymca.org, 288-3511, or stop by the Y to arrange for a test which only takes about four minutes to complete.

Who's a Swimmer or Non-Swimmer? Posted pool side are the swimming test categories we use here at the MDI Y. A lifeguard, or member of the Aquatics Management team will be happy to explain and administer the swim tests for you.

Please Take a Shower Before Using the YMCA Pool

Help us maintain the cleanliness of the pool as well as prevent the spread of Recreational Water Illness.

Pool Use Guidelines

- Absolutely no food or beverages (with the exception of water) in the pool area.
- Please shower before entering the pool.
- Please remove street shoes before entering the pool area.
- Please remove band-aids before entering the pool.
- Diving is allowed in the deep end only.
- Please walk, do not run.
- Starting blocks may only be used under direct staff supervision (with permission).
- Rough play, dunking and pushing are not allowed.
- Equipment and supplies may be used with lifeguard's permission and must be returned.
- Non-swimming children (see above) must be accompanied by an adult in the water.
- Children who are not potty trained must wear a tight fitting waterproof garment.
- Proper swim clothing is required; cut-offs are not allowed.
- Please jump or dive from the edge of the pool (deep end) or diving board only.
- Please do not hang or sit on the lane lines.
- During lap swim, please share lanes and keep to the right while swimming in circles when 3 or more swimmers are in a lane.

Diving Board Guidelines

- One person is allowed on the board at a time.
- Please bounce only once.
- Wait for previous diver to clear the diving area before diving.
- Please dive straight off the front of the board.
- Swim to the side of the pool immediately after diving.
- There is no swimming in the diving area while the board is in use.
- Please do not try 'fancy' dives unless under direct staff supervision.

WELLNESS CENTER POLICIES

- Please use appropriate language at all times.
- Wear covered shoes, no flip flops or sandals.
- No street shoes in the wellness center or on the equipment. Please use indoor footwear.
- Please limit cardio machines to 30 minutes when others are waiting.
- No cell phones area allowed in the wellness center.
- Absolutely no food or beverages (with the exception of water) in the wellness center.
- Please refrain from wearing heavy perfumes, colognes, etc.

Wellness Center Policies Specific to Youth

The Y believes in the value of regular physical activity and its contributions to the physical and mental health and positive lifestyle. We encourage youth to participate in using the fitness center. Cybex

orientations and a signed parental consent form are required for all youth ages 11-14 years old. Please call or check in at member services to schedule appointment times. 11-14 year olds may use the Fitness Center, accompanied by an adult, with the approval of the Fitness Staff. Children, along with their parents must complete an orientation session or have participated in Fit Kids before using the Fitness Center. An Adult must supervise any child 11 through (and including) 14 years of age at all times. Youth are limited to using the Cybex circuit machines and cardio equipment. Free weights and any other equipment will be determined on an individual basis by the fitness staff. Children under the age of 11 are not allowed in the fitness center.

GYMNASIUM POLICIES AND INFORMATION

- Please remove street shoes before entering the gymnasium
- Respect the rights of others to enjoy the gymnasium in a safe, pleasant manner by always using appropriate language and by respecting the building, equipment and each other.
- Treat everyone with honesty, respect and fairness.
- Everyone has the right to participate.
- Follow the current gymnasium schedule
- Please pass through one half of the gymnasium to the other in a quiet manner, respectful of other activities and classes in progress. No bouncing balls or interrupting activities.
- Absolutely no food or beverages (with the exception of water) in the gymnasium
- Please return equipment to the proper storage areas after use.
- Please use mats and equipment only with staff permission.
- Emergency exits should only be used in facility emergencies.
- Report any emergencies immediately to the sports director or to the front desk staff.
- Please refrain from wearing heavy perfumes, colognes, etc.

INDOOR TRACK POLICIES AND INFORMATION

- Please observe signage outside of the Track for guidelines on which direction to use the track. Clockwise: Monday, Wednesday, Friday, and Sunday. Counter-Clockwise on Tuesday, Thursday, Saturday. This is in order to wear the surface of the track evenly.
- No child under the age of 12 can be on the track without being directly supervised by an adult.
- Please be safe and use caution on the track at all times.
- No street shoes are allowed on the track.
- Absolutely no food or beverages (with the exception of water) on the track.
- The track is for walking and light jogging. Absolutely no running or racing on the track.
- Slower users should stay near the railing and allow others to pass along the wall.
- Please be aware of other users and stay in a single line when the track is busy
- Please wear appropriate clothing including indoor shoes and a t-shirt
- Spiked shoes and cleats are not allowed on the track.

LOCKER ROOM POLICIES

- Absolutely no food or beverages (with the exception of water) in the locker rooms.
- Please let water run for a few minutes before taking a shower. Water in the showers can occasionally be very hot or very cold.
- Please do not leave valuables in lockers. The MDI YMCA is not responsible for lost or stolen property.
- Locks are available to borrow for day use at the Member Services Desk.

- Lockers are available for rent (MDI YMCA members only).
- Locks on unregistered lockers will be cut off and removed at the end of each business day.
- Preschool aged children may use the opposite gender locker room with a parent or guardian. Children older than 5 years of age must use the same gender locker rooms. There is a family changing room on the pool deck.
- Please walk. Floors in locker room may be slippery when wet.
- Please keep the locker room clean.
- Cell phones are banned from the locker room.
- No horse play in the locker rooms.

CHILDCARE/CAMP/SUMMER CAMP POLICIES AND INFORMATION

Please see the Childcare/Camp parent handbooks for full policy information.

WHO'S COOL AFTER SCHOOL

Must be at least age nine AND in the fourth grade, and parent must sign child up in advance. Follows the school calendar. If there is no school, there is no Who's Cool. Registration form and information is available at the Member Services Desk. Please note that this is not a state licensed program and is only semi-supervised. Children are free to come and go in and out of the building unless parents state otherwise on the Who's Cool Registration Form.

SUGGESTIONS/COMMENTS

Your suggestions and concerns are always welcome. Please feel free to contact any of our staff to ask questions as well as to make suggestions. There is a suggestion box located in the hallway on the first floor. If you have a specific concern which has not been resolved by staff, please ask to speak to the executive director. Feedback can be given anonymously on our website. Please click the big red button on the bottom center of our homepage entitled "feedback / surveys".

Executive Director	exec@mdiyymca.org
Membership Relations Director	membership@mdiyymca.org
Financial Assistance	finance@mdiyymca.org
Director of Healthy Living	fitness@mdiyymca.org
Childcare/Camp Director	childcare@mdiyymca.org
Sports/Youth/Family	sports@mdiyymca.org
Aquatics Director	aquatics@mdiyymca.org
General Information	info@mdiyymca.org
Facility/Maintenance	building@mdiyymca.org
Development Director	development@mdiyymca.org