



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER!

Family Branch Sites

Summer Day Camp Parent Handbook 2019

YMCA OF PIERCE AND KITSAP COUNTIES

WELCOME TO SUMMER CAMP AT THE Y

This summer the YMCA is offering youth an enriching camp experience to help get more out of summer break; more friendships, more accomplishments, and more confidence.

WHAT TO BRING TO CAMP

- Lunch and Extra snacks. *Please check with your branch to see if they are a part of the Summer Meal Program Service Program. Branches that are Summer Meal Sites provide free lunches.*
- Filled water bottle
- Swimsuit and towel on swim days
- Plastic bag for wet items
- Closed-toe shoes (please leave flip flops and sandals at home)
- Small backpack (to hold belongings)
- Sunscreen

PERSONAL BELONGINGS: Please only allow your child to bring items that are necessary for day camp. Money, toys, sports equipment, gum, and makeup are not permitted. [Please label all belongings with child's name](#)

SNACKS: Please only send peanut-free snacks with your child, and discuss with them the importance of not sharing snacks because other children may have food allergies. Snacks should not require refrigeration or microwaving.

SUNSCREEN: Please apply sunscreen to your child every day before camp begins. If additional applications are necessary, send sunscreen with your child to reapply later in the day. Remember to label the lotion with your child's full name. Medical authorization forms will need to be completed by parents of children attending school-based locations.

DRESS CODE: Dress your child in athletic apparel that allows them to fully participate in camp activities, games and the Specialty Camp they are signed up for. Leave sandals, flip flops (unless participating in the Aquatics specialty camp) and clothes that you don't want dirty at home.

PICKING UP AND DROPPING OFF

SIGNING CAMPERS IN AND OUT: Photo ID is required. Parents or guardians are responsible for checking campers in and out by signing the roster. Be sure to indicate the time of pick-up and drop off. Additional adults must be on the authorized list and also have their photo ID. Campers will not leave camp with an unauthorized adult.

CAMPER RELEASE: A release form is required for all campers. Please complete and sign all required information prior to first day of camp. Include at least three people authorized to pick your child up. (Included in registration paperwork for children attending school-based locations.)

Separated parents: If the parents are separated but not legally divorced, the staff may not deny access to a child by either parent. Appropriate court issued documents are required in order for staff to deny parental access.

Divorced parents: Either parent may pick up the child unless a court order indicates limited or no visitation. Custody agreements must be kept on file with the YMCA.

Guardianship: Copies of appropriate legal documents must be on file with the YMCA.

CHANGE OF CAMPER INFORMATION: Changes to authorized adults or their contact information must be made in-person and in writing. Please see a camp director to update.

LATE PICK-UP FEES: There is a \$1 per minute charge after camp closes. Late fees must be paid or added to draft before the camper returns to camp. If a camper is not picked up and the Y has not been notified by parent or authorized adults within one hour of camp closure, the Y will call the local child protective services and local sheriff's department.

PAYMENT AND FINANCIAL ASSISTANCE

FEES: In order to accurately staff each week of camp, we require the balance of all camp fees be paid the Tuesday a week before each week of camp begins. To reserve multiple weeks of camp, see your camp registrar to arrange to have fees drafted on a weekly basis. Fees are drafted the Friday (Wednesday for school-based locations) a week before the week of camp your child attends.

REFUNDS: Refunds for camp fees are available if canceling prior to the draft date of each camp week. If cancelling between the draft date and up to the Thursday before camp begins a \$25 cancellation fee will be applicable. Cancellations requested on the Friday before camp begins and after are not eligible for a refund.

In the case of homesickness, dismissal, or voluntary withdrawal there is no refund of fees. If a child misses camp because of illness or injury, a physician-authorized written medical verification is required to be considered for a refund after the Friday one week prior to the start of camp.

THIRD PARTY AUTHORIZATIONS: Must be paid in full before registering for camp.

FINANCIAL ASSISTANCE: Families unable to pay the full registration fee may be eligible for financial assistance. Visit your Y to learn more and apply.

CAMP POLICIES

STAFF: Our staff are trained in working with children, day camp operations, CPR, and first aid. All YMCA staff and volunteers are mandated child abuse reporters and are required to report any suspected child abuse to the proper authorities.

Camp staff are great with children, however they are not permitted to babysit, transport in personal vehicles, or have contact with campers outside of the YMCA.

RATIOS: Camps adhere to the following staff to camper ratios:

- Ages 3-4 1 staff : 7 campers
- Ages 5-6 1 staff : 8 campers
- Ages 7-9 1 staff : 10 campers
- Ages 10-12 1 staff : 12 campers

GROUP ASSIGNMENTS: Day camp is divided into groups based on grade and age; grouping campers who are within one year of age and one grade level in school. Staff are trained in team-building and in helping campers learn to make new friends within their group.

SWIMMING: Not all camps offer swimming. Check your weekly camp calendar to see what days your camper may be swimming. Swimsuit and towel are required to participate.

Campers will participate in a swim test each week to participate in recreational swim time. If a camper forgets their swimsuit or does not want to participate, there will be supervised alternative activities on the pool deck.

BEHAVIOR: Campers who are unable to abide by camp rules or are disrupting other campers' ability to enjoy camp may be dismissed without refund. The following behavior will result in immediate removal from the day camp program:

- Theft
- Verbal abuse or bullying
- Physical aggression, verbal threats of harm
- Disruptive, defiant, or blatant disrespect for staff or participants
- Inappropriate touching
- Leaving designated camp area without authorized adult
- Parents who disrespect children, other parents, or staff

ILLNESS: Please do not bring sick children to camp. In the event of exposure to a communicable condition, parents will be notified as quickly as possible. Make sure we have current contact information on file. We will contact you to pick up your camper immediately if:

- Camper is feeling ill for 30 minutes or longer
- Camper has a fever of 100.1 degrees or higher
- Camper is vomiting, has diarrhea, persistent cough, watery or inflamed eyes, acute skin rash, or sore throat

Children absent because of contagious disease may return with a statement from a physician indicating the child is no longer contagious. Children absent because of lice may return when there is no sign of lice.

In the case of an injury, staff will make every effort to ensure proper care. Care may include treatment by staff for minor injuries, contacting a parent or guardian, or calling local emergency care providers. Staff will attempt to contact the parent or guardian prior to providing treatment.

SUPERVISION: YMCA day camp is not staffed to provide one-on-one supervision. Talk with our camp directors about solutions if additional care is required by your camper.

MEDICATION: All medication must be brought to a camp director in its original container labeled with the camper's name, date, directions, and physician's name. A medical authorization form is also required, the only exception is inhalers. If your camper requires an EpiPen®, see a camp director at the start of the camp session (please note, staff are unable to administer EpiPen®). Medical authorization forms will need to be completed by parents of children attending school-based locations.

If medication needs to go home with the camper at the end of each day, the parent must pick it up from the camp director. Unused medications will be returned at the end of the camp session.

INSURANCE: The parent or guardian is responsible for any medical expenses for an injury incurred at camp.

EMERGENCIES: YMCA staff are prepared and trained to activate emergency procedures in the event of severe weather, fire, building evacuation, or other immediate safety measures. Each YMCA branch has a specific disaster plan and a YMCA Emergency Management Guide.

CAMP HOURS

- **FULL DAY AND CAMP 56**

- Morning ACTIVITY CAMP: 9am-12pm
- Afternoon SPECIALTY CAMP: 1pm-4pm
- Full Day: 9am-4pm

- **ITTY BITTY** 9am-12pm
- **EXTENDED CARE:** 7-9am, 4-6pm

SAMPLE SCHEDULES

ITTY BITTY CAMP

9-9:15am - Early arrival
9:15am - Activity 1 10:15am
- Activity 2 11am - All camp
activity 11:30am - Closing
circle 12pm - Parent pick-up

MORNING ACTIVITY CAMP

9-9:30am - Opening circle
9:30am - Activity 1 10:15am -
Activity 2 11am - All camp
activity 11:30am - Closing
circles 12pm - Parent pick-up

AFTERNOON SPECIALTY CAMP

1pm - Opening circle 1:15pm -
Specialty groups 1:30pm -
Specialty activities 3:30pm -
Closing circles 4pm - Parent pick-
up

Day Camp & Camp 56

9-9:30am - Opening circle
9:30am - Activity 1 10:15am -
Activity 2 11am - All camp
activity 11:30am - Closing
circles
12-1pm - Lunch and activity 1pm -
Opening circle 1:15pm - Specialty
groups 1:30pm - Specialty
activities 3:30pm - Closing circles
4pm - Parent pick-up

*Extended care requires additional
fee and registration

SCHOOL-BASED LOCATIONS

6/6:30-8am - Arrival activity
8:30am - Opening ceremony
8:45am - Huddle group 1 9am -
Activity period 1 10am - Activity
period 2 11am - All camp activity 1
12-1pm - Lunch and activity 1pm -
Activity period 3 2:15pm - All
camp activity 2 3:30pm - Huddle
group 2 3:50pm - Closing
ceremony

4-6/6:30pm - End of day activity

CONTACT INFORMATION - ACTIVITY AND SPECIALTY CAMPS

BREMERTON FAMILY YMCA: Matt Wurzer: 360-307-4073 | mwurzer@ymcapkc.org

GORDON FAMILY YMCA: Caitlin White: 253-534-4754 | cwhite@ymcapkc.org

HASELWOOD FAMILY YMCA: Jennifer Bekeny: 360-307-4009 | jbekeny@ymcapkc.org

LAKEWOOD FAMILY YMCA: Eric Miller: 253-460-8918 | emiller@ymcapkc.org

MEL KORUM FAMILY YMCA: Erika Napalan: 253-460-8973 | enapalan@ymcapkc.org

MORGAN FAMILY YMCA: Jared Johnson: 253-460-8819 | jaredjohnson@ymcapkc.org

TOM TAYLOR FAMILY YMCA: Sean Leonard: 253-534-7891 | sleonard@ymcapkc.org