



# Parent Handbook

## Day Camp 2021

Family Community Centers  
YMCA OF PIERCE AND KITSAP COUNTIES

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### Welcome to DAY CAMP at the YMCA of Pierce and Kitsap Counties

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. Please use this information as a reference to prepare you and your camper for camp before you get there. Enjoy the summer.

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## Program Information

Day Camp is half day or a full day (based on age) program created to get your kids out of the house and in an active, safe and fun environment.

Adjusted day camp activities will be provided that will allow for social distancing from other groups. Program will vary with arts and crafts, games, physical activity and team building. Activities will be outside as much as possible with permanent or temporary shelters spaced throughout the camp.

**Masks for staff and campers are required according to Washington Department of Health (DOH) most recent guidelines.**

Counselors will be assigned to one group for the week with no staff rotations limiting exposure of campers and staff. Staff to Camper ratio will be between 1:7 and 1:10. YMCA day camp is not staffed to provide one-on-one supervision. Confer with the Camp Director about solutions if additional care is required by your child.

### HAVE THE BEST CAMP EXPERIENCE AT THE YMCA!

At the Y, we believe the values and skills learned early in life are vital building blocks for future success. YMCA Camps provide quality camp experiences, which help children learn skills, develop lifelong friendships, and discover how to be their best while having fun, all while in a safe and supportive environment. **Financial assistance is available for YMCA members.**

### WHAT IS SPECIAL ABOUT CAMP AT THE Y?

**ACHIEVEMENT:** Surrounding campers with chances to try new experiences.  
**RELATIONSHIPS:** Inspiring campers to work and play together, creating friendships that last.  
**BELONGING:** Making campers feel safe, welcomed, and able to express themselves.

YMCA Day Camps are special for so many reasons. From learning our YMCA core values of Caring, Honesty, Respect and Responsibility; to gaining lifelong friendships with other campers, the Y provides smiles and laughter in a safe and happy environment.

Age Group		Days	Time
Itty Bitty Campers	3 & 4	Monday – Friday	8:45am-11:45pm
Mini Campers	5 & 6	Monday – Friday	8:45am – 3:45pm
Junior Campers	7 & 8	Monday – Friday	9am – 4pm
Senior Campers	9 & 10/11 & 12	Monday – Friday	9am – 4pm

### Day Camp Rates

Age Group		Members	Non member
Itty Bitty	3 & 4	\$85	\$110
Mini	5 & 6	\$140	\$190
Junior	7 & 8	\$140	\$190
Senior	9 & 10/11 & 12	\$140	\$190

## **Community Center Day Camp Locations**

### **Bremerton Family YMCA (BFY)**

2261 Homer Jones Dr, Bremerton WA 98310  
Denise Kilkenny, Senior Youth Director  
dkinkelly@ymcapkc.org  
360-307-4074

### **Gordon Family YMCA (GFY)**

16101 64<sup>th</sup> ST E, Sumner WA 98390  
Matt McDonnell  
mamcdonnell@ymcapkc.org  
253-460-8952

### **Haselwood Family YMCA (HFY)**

3909 NW Randall Way, Silverdale, WA 98383  
Dori Dvllевич, Senior Youth Director  
ddvllевич@ymcapkc.org  
360-307-4074

### **Lakewood Family YMCA (LFY)**

9715 Lakewood Dr SW, Lakewood WA 98499  
Kory Eggenberger, Senior Youth Director  
koeggenberger@ymcapkc.org  
253-460-8919

### **Mel Korum Family YMCA (MKFY)**

302 43<sup>rd</sup> Ave SE, Puyallup, WA 98374  
Jake Irish, Senior Youth Director  
jakeirish@ymcapkc.org  
253-534-7891

### **Morgan Family YMCA (MFY)**

1002 So Pearl, Tacoma WA 98465  
Michael Guill, Senior Youth Director  
mguill@ymcapkc.org  
253-460-8802

### **Tom Taylor Family YMCA (TTFY)**

10550 Harbor Hill Drive, Gig Harbor WA 98332  
Zack Brown, Youth Director  
zbrown@ymcapkc.org  
253-534-7891

**Summer Session**

June 21-25  
 June 28-July 2  
 July 5-9  
 July 12-16  
 July 19-23  
 July 26-30  
 August 2-6  
 August 9-13  
 August 16-20  
 August 23-27  
 August 29 -September 3

**Community Center Schedule**

BFY - HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 BFY-GFY-HFY-LFY-MKFY-MFY-TTFY  
 - GFY - - - MFY-TTFY

**Sample Daily Schedule**

Time	Activity
8:45am	Drop Off      Itty Bitty and Mini Campers
9:00am	Drop Off      Junior and Senior Campers
	<i>Parents of multiple campers in multiple age groups may Drop Off at the earlier time.</i>
9:30am	Camp Announcements/Morning Exercise
9:50am	Small Group Activity <i>Arts and Crafts, Games, Team Building</i>
10:30am	Cohort Activity <i>Activities with other assigned group – larger group games</i>
11:15am	Challenge of the Week <i>Each week will have a challenge in which groups will practice and/or compete to accomplish the challenge</i>
11:45am	Itty Bitty Pick Up
12pm	Lunch
12:30pm	Small Group Activity
1pm	Cohort Activity
2pm	Swim Rotation Tuesday through Friday/Group and Cohort Time
3pm	Swim Rotation/Tuesday through Friday/Group and Cohort Time <i>Groups will swim once a week. Schedule of swimming day will be announced to Camp Groups on Monday</i>
3:45pm	Pick Up      Mini Campers
4:00pm	Pick Up      Junior and Senior Campers

## Camper Information

### **What to Bring**

- Masks
- Filled water bottle
- Closed-toe shoes (please leave flip flops and sandals at home)
- Small backpack (to hold belongings)
- Sunscreen
- Crayons or Markers

### **Personal Belongings**

Only allow your child to bring items that are necessary for day camp. Money, toys, sports equipment, gum, and makeup are not permitted. Any lost or damaged toys or other personal belongings brought to camp are not the responsibility of the YMCA. Please label all belongings with child's name.

### **Lunch and Snacks**

Lunches and snacks are provided at qualifying locations, Bremerton, Gordon, Lakewood, and Morgan Family YMCAs. Food is provided through the United States Department of Agriculture's Summer Food Service Meal (SFSM) program. The program is optional and families are welcome to bring their own lunch and snacks.

For those providing their own lunch and snacks at any of the Day Camp locations please have lunches and snacks in small cooler lunch bags.

### **Sunscreen**

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 (staff are unable to apply sunscreen). Remember to label the lotion with your child's full name.

### **Dress Code**

Dress your child in athletic apparel that allows them to fully participate in camp activities and games and leave sandals, flip flops and clothes that you don't want dirty at home. Additionally, masks are required.

### **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
- Physical violence to one's self
- Destruction of property

- Lewd comments and racial slurs

The YMCA does not provide one-on-one care for campers, but will work with families to provide reasonable accommodations to make my child successful in camp. Campers needing special accommodations must be described by the parent/guardian on the camper information form. A follow up with the camp staff is requested to ensure those accommodations are able to be met.

### **Illness and Injury**

In consideration of other campers and staff, **please** do not bring sick children to camp. In the event of exposure to a communicable disease or virus, 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 100.4 degrees or higher
- Camper is vomiting, has diarrhea, persistent cough, watery or inflamed eyes, acute skin 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 event of injury, the Y's first-aid/CPR-certified staff will provide basic first-aid and/or CPR as the situation requires. Emergency Medical Services will be used to manage injuries requiring care beyond basic first aid which may include transportation for the injuries warranting such action. Parents will be notified immediately and in conjunction with 911 calls.

### **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**

Campers have an opportunity to participate in program activities which may involve a degree of risk. The parent or guardian is responsible for any medical expenses for an injury incurred at camp and to provide accident and health insurance while participating in all YMCA activities. The Y does not provide any health or accident coverage for its participants.

### **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.

## **Media**

Photographs/videos may be captured for YMCA records, program projects, marketing, and public relations and be used in media releases benefiting the YMCA. Parent/guardian must provide written notice to the Director if the camper's image is not to be taken and used.

## **Drop Off and Pick Up (DP)**

For 2021, all locations will have a drive up DP process, this will enable the staff to limit the amount of non-participants into the program area and reduce potential to exposure. PLEASE MAKE SURE ALL FORMS ARE FILLED OUT PRIOR TO THE FIRST DAY OF CAMP.

- Camper Release Form
- Acknowledgement/Authorization Form
- Authorized Pick Up information

## **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. This form will be emailed prior to the session and we strongly recommend to complete this form BEFORE you arrive on Monday morning to decrease the drop off time for you and the parents in cars behind you.

## **Camper Covid19 Screening**

Every camper will be screened for COVID-19 symptoms campers' temperature will be taken upon check-in. Campers recording a temperature over 100.4 will not be allowed to participate in camp.

On a daily basis, camper parents or adults dropping off the campers will be asked if the answer is yes to any of the following questions

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

Campers answering yes to any of the above questions will be unable to participate in camp and also be subject to the following guidelines established by Department of Health.

### **Covid19 Diagnosis**

In the case of a camper who was diagnosed with COVID 19, the individual may return to the YMCA when all three of the following criteria are met:

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
- and at least 10 days have passed since symptoms first appeared; or

### **Possible Covid19 symptoms**

In the case of a camper who has symptoms that could be COVID-19 and does not get evaluated

by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the YMCA until the individual has completed the same three-step criteria listed above; or

If the camper has symptoms that could be COVID-19 and wants to return to the YMCA before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis

### **Signing Campers In and Out**

- Photo ID is required.
- Staff will sign in and out campers, verifying identification and recording time and name of person picking up child.
- Additional adults must be on the authorized list and also have their photo ID.
- Campers will not leave camp with an unauthorized adult.
- Only primary parent/guardian will be allowed to change or edit the list of authorized pick-ups and/or emergency contacts and these changes must be made in person and in writing with the Registrar, Coordinator and/or Director. Should an emergency occur and the primary parent/guardian cannot be reached, it will be at the discretion of the Coordinator and/or Director to allow pick-up of Camper(s) by those not listed on the Camper Information Form.
- Washington State Department of Health recommends limiting the number of individuals picking up the campers to limit the amount of exposure. We encourage families to limit the DP to one or two adults.

### **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.

### **Late Pick Up Fees:**

The YMCA may charge a \$1 per minute after camp closes if the camper is picked up late. Please communicate ahead of time with the Camp Director if the pickup time may be an issue. 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 may call the local child protective services and local sheriff's department.



## Day Camp Staff

The YMCA aims to obtain staff who are energetic, love working with kids and understand the responsibility that comes with working with our families children. Staff are provided a week of training that encompasses working with children, all aspects of day camp programming and COVID19 safety protocols and procedures. Additionally, the YMCA provides Child Abuse Prevention and trainings that prepare young staff to be successful in a work environment. Many staff are CPR and first aid certified. Staff trained for first aid emergency response are always on hand. 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. All the staff are screened nationally. Providing a fun and safe experience for the campers are the main priorities for the YMCA.

*YMCA staff and volunteers are mandated child abuse reporters and are required to report any suspected child abuse to the proper authorities.*

### **Staff Covid19 Screening and Training**

Staffs' temperature will be taken upon check-in before camper arrive. Staff recording a temperature over 100.4 will not be allowed to work camp. Every staff will be screened for COVID-19 symptoms by asking the following questions:

- Have you been in close contact with a confirmed case of COVID-19?
- Are you experiencing a cough, shortness of breath or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

#### Covid19 Diagnosis

In the case of a staff person who was diagnosed with COVID 19, the individual may return to the YMCA when all three of the following criteria are met:

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath);
- and at least 10 days have passed since symptoms first appeared; or

#### Possible Covid 19 Symptoms

In the case of a staff person who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the YMCA until the individual has completed the same three-step criteria listed above; or

**If the staff person has symptoms that could be COVID-19 and wants to return to the YMCA before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis**

## Payment and Financial Assistance

- 2021 Day Camp Rates
- Payment Options
- Cancel Policy
- Draft Schedule

### 2021 Day Camp Rates Ages 5 -12

Age Group	Members	Non member
Itty Bitty 3 & 4	\$85	\$110
Mini 5 & 6	\$140	\$190
Junior 7 & 8	\$140	\$190
Senior 9 & 10/11 & 12	\$140	\$190

### Payment Options

- Option 1                      Set up weekly, monthly, or bimonthly payments between June 1 and July 16. Arranging payments may be conducted over the phone with the Community Center or in person at the Community Center's Welcome Center.
- Option 2                      Schedule payments at registration to be drafted on the drafted dates listed below.

*Financial Assistance available for YMCAPKC members only – please inquire with branch membership staff.*

### Cancel Policy

- \$25 Cancel Fee applicable after session draft date and up to the Thursday prior to session start.
- Cancel Fee not applied if canceling prior to session draft date for session.
- Refund not available if canceling on and after the Friday prior to the session start.

### Draft Schedule

2021 Session                      Draft Day (Wednesday) Last Day to Cancel and Receive Refund (Thursdays)

June 21 – 25	June 9	June 17
June 28 – July 2	June 16	June 24
July 5 – 9	June 23	July 1
July 12 – 16	June 30	July 8
July 19 – 23	July 7	July 15
July 28 – 30	July 14	July 22
August 2 – 6	July 21	July 29
August 9 – 13	July 28	August 5
August 16 – 20	August 4	August 12
August 23 – 27	August 11	August 19
August 30 – September 3	August 18	August 26

**Fees**

Deposits are not required upon registration. You will be required to add payment information so we can draft your account on Wednesday, two weeks prior to the start of camp. Scholarships are available for YMCA members. Please see more information in the scholarships section below.

In order to accurately staff each week of camp, we require the balance of all camp fees to be paid 5 days prior (Wednesdays) to the start of the camp session. To reserve multiple weeks of camp, see your camp registrar to arrange to have fees drafted on a weekly basis. Fees are drafted 12 days (two Wednesdays) before the week of camp your child attends.

**Refunds**

Fees are drafted 12 days prior to the week of camp your child attends. 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.

If payment is not able to be collected on scheduled weekly draft, a \$30 non-sufficient funds/processing fee will automatically be added to the account. Written notice of cancellation, change, or update to a campers' enrollment must be provided prior to appropriate payment date or cancellation date to discontinue the credit card/bank draft.

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 Authorization**

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. Financial Assistance only available to those with a YMCA Membership. Visit your Y to learn more and apply.