



Summer Day Camp 2022

Parent Handbook Family Community Centers YMCA OF PIERCE AND KITSAP COUNTIES

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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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 Groups, Times, Rates and Schedule

The Day Camp program is comprised of various offerings (please see page 5 for complete details):

Day Camp Program	Ages	Days/Time	Members	Non Members
Itty Bitty Day Camp	3 & 4	M - F/9am-12pm	\$110	\$160
		<i>Week of July 5-8</i>	<i>\$88</i>	<i>\$128</i>
Mini Day Camp	5 & 6	M - F/9am - 4:15pm	\$180	\$230
Junior Camp	7 & 8	M - F/9am - 4:15pm	\$180	\$230
Senior Camp	9 &10	M - F/9am - 4:15pm	\$180	\$230
All Star Camp	11&12	M - F/9am - 4:15pm	\$180	\$230
		<i>Week of July 5-8</i>	<i>\$144</i>	<i>\$184</i>
Extended Program	5 - 12	M - F/7-8:30am/4:30-6pm	No Fee	No Fee
Specialty Camp	7 - 12	M - F/1:40-4pm	\$50	\$80
Arts Specialty Camps				
Visual Arts	7 - 12	M-F/1:40-4pm	\$60	\$90
Culinary Arts	7 - 12	M-F/1:40-4pm	\$75	\$105

Counselor In Training 13 - 17 M - F/8:30am-4:30pm No Fee No Fee
CIT Registration required by Wednesday June 1

Summer Sessions

Week 1	June 20-24
Week 2	June 27-July 1
Week 3	July 5-8 (4 days)
Week 4	July 11-15
Week 5	July 18-22
Week 6	July 25-29
Week 7	August 1-5
Week 8	August 8-12
Week 9	August 15-19
Week 10	August 22-26
Week 11	August 28 -September 2

Community Center Schedule

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

Bremerton Family YMCA
 Gordon Family YMCA
 Haselwood Family YMCA
 Lakewood Family YMCA
 Mel Korum Family YMCA
 Morgan Family YMCA
 Tom Taylor Family YMCA

BFY Weeks 1-10
 GFY Weeks 1-11
 HFY Weeks 1-10
 LFY Weeks 1-10
 MKFY Weeks 1-10
 MFY Weeks 2-11
 TTFY Weeks 2-11

How to Register

Go to the website at <http://www.ymcapkc.org> and register online or visit any of our centers to register in person.

A My Community account needs to be established before registering for any YMCAPKC registered programs. Follow the following steps to create an account or have our Welcome Center staff help set the account up when you visit.

- Go the <http://www.ymcapkc.org>
- Click on the Log In tab at the upper right side of the screen. Instructions will be outlined here: "How Do I Sign Into My Community for the First time?"
 - Click on "Activate Online Account" at bottom of page.
 - Follow steps 2-8
- Please note that the email addressed used for a My Community account must match the email used for a membership account.

To register, go the <http://www.ymcapkc.org/Camps> (For the Counselor In Training program to [http://www.ymcapkc.org/Counselor in Training](http://www.ymcapkc.org/Counselor%20in%20Training))

Register by location/Program/Week/Age Group/Specialty Camp/Summer Day Camp

Example: Morgan/Summer Day Camp/Week 2/5 & 6 yrs/Splash Camp

Please note the how the sessions are numbered by weeks. Depending on when your center is starting, based on the local school district schedule. Week 1 is only applicable to those starting on June 20-24. Week 2 is the starting date for those centers starting on the week of June 27-July 1.

Once registered, an email will be provided which will include the **Camper Information Form** that is required 2 weeks prior to the first registered week or before the first day of camp if registering less than 2 weeks prior. A link to the Parent Handbook will also be provided. The Parent Information Form will identify authorized persons for Drop Off and Pick Up, and provide signatures for various waivers and permissions. Emails will continue to be sent until the Camper Information Form is completed. Counselor in Training participants need to have the Camper Information Form completed and additional information for training will be emailed/mailed after registration.

The **Camper Information Form** does not need to be completed if the form was completed for Spring Break Camp in 2022. However, please update any the information as needed in My Community.

If emails have not been showing up in your inbox please check your spam file and/or contact your Camp Director

Payment and Financial Assistance

Payment Options

- Option 1 Set up weekly, monthly, or bimonthly payments between Wednesday June 1 and Friday July 15. 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 center membership staff. Accounts with outstanding balances from prior summers or other YMCA programs must pay outstanding balances.

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.
- Refund not available if canceling on and after the Friday prior to the session start.

Payment Draft Schedule

2022 Sessions	Draft Day (Wednesday)	Last Day to Cancel and Receive Refund (Thursdays)
June 20 – 24	June 8	June 16
June 27 – July 1	June 15	June 23
July 5 – 8	June 22	June 30
July 11 – 15	June 29	July 7
July 18 – 22	July 6	July 14
July 25 – 29	July 13	July 21
August 1 – 5	July 20	July 28
August 8 -12	July 27	August 4
August 15 – 19	August 4	August 11
August 22 – 26	August 10	August 18
August 29 – September 2	August 17	August 25

Fees

Deposits are not required upon registration. Adding payment information will be required to enable drafting an account on Wednesday, two weeks prior to the start of camp. Financial Aid is available for YMCA members. Please see more information in the Financial Aid 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, contact your center's Day Camp Director or Membership Director 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.

Program Descriptions

Itty Bitty Day Camp is a four hour program for 3 and 4 year olds. Activities are scaled to the camper's younger abilities. Staff to camper ratios are 1:7. Campers must be potty trained. Program Hours are 9am to 12pm. Extended program not available to this age group.

Mini Day Camp is a full day program for 5 and 6 year olds. Activities will be a scaled down version of what the older campers experience, matching this age group's development abilities. Mini Campers will not participate in Specialty Camps but will experience much of the same activities that are offered to the older groups during Specialty Camps in a sampling form, allowing the campers to have their interest piqued and prepare them for future summers at Day Camp. Staff to camper ratios are 1:8.

Junior, Senior and All Star Camp is a full day of fun activities for kids ages 7-12: arts and crafts, small and large group games, team builders and daily Specialty Camps. Campers register and are grouped according to age and the Specialty Camp of choice for the week. The staff to camper ratios are:

Junior Campers	Ages 7&8	1 staff: 10 campers
Senior Campers	Ages 9&10	1 staff: 12 campers
All Star Campers	Ages 11&12	1 staff: 12 camper

Extended Program is provided 7 – 8:30am and 4:30 – 6pm for campers ages 5-12. These time frames are available at no additional charge with no registration required. Campers needing to be dropped off or picked up during these time frames will participate in independent activities or small group activities, but not within their assigned Camp Groups. This time frame has a higher staff to camper ratio and activities will consist of board games, arts and crafts, and informal small group games often initiated, but counselor supervised, by the campers. In the morning, Extended Program campers will be accompanied to their assigned Camp Group between 8:30 and 9am. In the afternoon the campers will be guided to the Extended Program staff at 4:30pm. All campers

must be picked up by 6pm.

Daily Activity. Campers are placed in Camp Groups according to the registered Specialty Camp from 9am – 4:15pm and will participate in activities with a counselor assigned to the group for the week.

Specialty Camp is designed to bring additional fun to Day Camp and to provide new skills or expose campers to new experiences. The camps occur from 2-3:45pm every day. Campers in Day Camp will identify the Specialty Camp of choice upon registration. The Specialty Camp schedule changes varies on a week to week basis. Please see your Center's summer schedule.

Those that want an opportunity to sign up just for the Specialty Camps do not have to be registered for the Day Camp session - registration will be available just for the Specialty Camp of interest. Specialty Campers will arrive at 1:40pm and will be escorted by an assigned camp staff who will place them in the correct Specialty Camp and be responsible to prepare the Specialty Campers for pick up at 4pm.

Counselor in Training (CIT) is part of the Teen Leadership Development programs and previously titled Summer Teen Volunteer Program. The CIT program provides leadership camp experiences for teens 13 to 17. Participants will be assigned to Day Camp Groups for a week, working alongside college age Counselors with kids' ages 3 to 12. Participants will work and create friendships with teens from other schools; learn from college age counselors; gain community service hours for school and/or college applications; gain invaluable skills working with kids and learn how to be successful in a workplace. A two week (does not have to be consecutive) commitment is required in addition to the training requirements. Participant must be able to commit to Monday through Friday for each registered week.

CIT Registration Required by Wednesday June 1, 2022
CIT training schedule available than Monday March 28, 2022.

Ages 13-17. June 20 through September 2 (dates vary by start and end dates vary by Center)
Monday through Friday 8:15am – 4:30pm or 8:15am-12pm

Day Camp Sample Daily Schedule

Time	Activity
7am*	Extended Program: Optional for all Camp Groups except Itty Bitty Campers
8:30am	Drop Off: All Camp Groups/Extended Program joins groups
9:00am	Day Activities Begin! Camp Announcements/Morning Exercise
9:20am	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>
12:15pm	Lunch: Mini and Day Campers/Itty Bitty Camper Pick Up: Other Camp Groups
12:30pm	Small Group Activity
1pm	Cohort Activity
1:40pm	Specialty Campers Drop Off/Day Camper Gathering for Camp Groups to be placed in Specialty Camps
2pm	Specialty Camp/Mini Campers Activities
3:45pm	Mini and Day Camper Gathering-Convene back to Camp Groups
4pm	Specialty Camper Pick Up/ All Camp Groups ready for Pick Up
4:15pm	Mini Camper and Day Campers Pick Up
4:30pm	Pick Up: Campers not picked up will transition to Extended Program
6pm	All Campers gone

Camper Information

What to Bring

- Masks are optional
- Filled water bottle
- Closed-toe shoes (please leave flip flops and sandals at home)
- Small backpack (to hold belongings)
- Sunscreen
- Crayons or Markers
- Lunches and snacks in a cooler lunch bags
- Coats and jackets to accommodate weather.

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.

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, 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.

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.

Drop Off and Pick Up

Drop Off:

7am-8:30am	Extended Program/Mini Campers and Day Campers
8:30-9:00am	Itty Bitty Campers and all other campers not arriving during Extended Program
1:40m	Specialty Campers. Camper only enrolled for a afternoon Specialty Camp session.

Pick Up:

12-12:15pm	Itty Bitty Campers
4:00pm	Specialty Campers
4:15pm	Mini Campers and Day Campers

Please provide prior notice for early pickups. If notice is not provided, retrieving the camper may take longer than expected due to wide area of programming.

Camper Release

Please make sure to complete the CAMPER INFORMATION FORM prior to the first day of camp for camper release, acknowledgement/authorizations and authorized pick up information. The form is required for all campers and needs to be submitted 2 weeks prior to the first registered week or before the first day of camp if registering less than 2 weeks prior. Include at least three people authorized to pick your child up. This form will be emailed prior to the session and will continue to be sent until the form is completed.

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.

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 proper authorities.

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 our 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.

YMCA Day Camp Directors and Locations

Bremerton Family YMCA (BFY)

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

Gordon Family YMCA (GFY)

16101 64th ST E, Sumner WA 98390
Matt McDonnell
mamcdonnell@ymcapkc.org
253-534-4749

Haselwood Family YMCA (HFY)

3909 NW Randall Way, Silverdale, WA 98383
O'Shea McLaughlin, Youth Director
Omclaughlin@ymcapkc.org
360-307-4010

Lakewood Family YMCA (LFY)

9715 Lakewood Dr SW, Lakewood WA 98499
Chris Wells, Senior Youth Director
cwells@ymcapkc.org
253-460-8919

Mel Korum Family YMCA (MKFY)

302 43rd Ave SE, Puyallup, WA 98374
Jake Irish, Senior Youth Director
jakeirish@ymcapkc.org
253-460-8994

Morgan Family YMCA (MFY)

1002 So Pearl, Tacoma WA 98465
Hannah Irish, Senior Youth Director
hirish@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

Covid-19 Protocols

YMCAPKC Day Camps will follow the latest guidelines provided by the Washington State Department of Health (WSDOH). The WSDOH updates guidelines for youth programming in the Guidance for Child Care, Youth Development, and Day Camp During Covid-19 document.

Campers and staff will adhere to guidelines outlining screening questions, cases of symptoms and/or positive tests.

The YMCAPKC will work and communicate with the Pierce County Health Department or the Kitsap Health District to ensure proper communication with families is conducted in the event of exposures, both possible and confirmed.

Staff, campers, and 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?

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

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.