



Parent Handbook

Spring Break Camp

2023

Family Community Centers

YMCA OF PIERCE AND KITSAP COUNTIES

Welcome to Spring Break Camp at the YMCA of Pierce and Kitsap Counties

The YMCA is offering Spring Break Camp to provide youth an enriching camp experience to help get more out of school breaks; 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. We hope you enjoy the break from school with the YMCA!

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 Spring Break Camp is 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.

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Age Groups, Times, Rates and Schedule

<u>Spring Break Camp</u>	<u>Ages</u>	<u>Days/Time</u>	<u>Members Daily/Wkly</u>	<u>Non Members Daily/Wkly</u>
Day Camp	5 – 12	M – F 8:30am-4:30pm	\$55/\$160	\$100/\$210
CIT	13 – 17	M – F/8:15am-4:30pm	No Fee	No Fee

<u>Spring Sessions</u>	<u>Dates</u>	<u>Community Center Schedule</u>
Week 1	April 3-7	Bremerton Family YMCA Gordon Family YMCA Haselwood Family YMCA Lakewood Family YMCA Morgan Family YMCA
Week 2	April 10-14	Mel Korum Family YMCA Tom Taylor Family YMCA

How to Register

Go to website <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 in the black navigation bar at the top of your 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.

Register by location/Program/Session Date/Start Time

Example: Morgan/Spring Camp/April 3/8:30am

Once registered, an email will be provided which will include the **Camper Information Form** that will be required on the first day of camp and a link to the Parent Handbook. 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.

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

Day Campers will be assigned camp groups based age groups of 5 & 6, 7 & 8, 9 & 10 and 11 & 12. However, depending on the demographics of registration, camp groups might consist of a wider age range. However, the younger campers will not be combined with the oldest campers.

Payment and Financial Assistance

Payment and Fees

Payment must be made prior to the first day of Spring Break Camp for the full session or each morning for the daily rate. Member and Non-Member rates available. Non Members can consider obtaining membership now which would provide a savings for Summer Day Camp.

Option 1 Weekly Session Fee

Option 2 Daily Fee

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.

Refunds

Refunds for camp fees are available if canceling prior to the Friday before the start of camp. 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, please go to your local Y to start this process.

Program Information

Spring Break Camp is full day program created to get your kids out of the house and in an active, safe and fun environment. 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.

Spring Break Campers will experience arts and crafts, games, gymnastics, and team builders appropriate for each age group's developmental stages.

YMCA Spring Break 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.

Counselor In Training

Only teens, ages 13-18, who have previously completed trainings and volunteered for the Summer Teen Volunteer Program may participate during Winter or Spring Break Camps. Please register for the week and the Camp Director will confirm placement prior to the session.

Sample Daily Schedule

Time	Activity
8:30am	Drop Off
8:45am	Camp Announcements/Morning Exercise
9:00am	Camp Group Activity <i>Arts and Crafts, Games, Team Building</i>
	Unit Activity <i>Activities with other assigned group – larger group games</i>
12pm	Lunch
12:30pm	Camp Group Activity
	Unit Activity
4:30pm	Pick Up

Swimming will be schedule according to the availability of the pool and campers and parents will receive notice on Monday if and when the camp group will need swim wear.

Camper Information

What to Bring

- Filled water bottle
- Closed-toe shoes (please leave flip flops and sandals at home)
- Small backpack
- Swimsuit, towel and goggles
- Jackets or Coats
- Lunch and snacks in a cooler type lunch bag.

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

Campers must provide their own lunch and snacks in a cooler style lunch bag.

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. Please send a warm layer such as a coat, jacket, and/or sweater.

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

Camper Release

Please make sure to complete the CAMPER REGISTRATION 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. 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.

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.

Spring Break 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. 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.*

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
Addison Rittenhouse
arittenhouse@ymcapkc.org
253-534-4755

Haselwood Family YMCA (HFY)

3909 NW Randall Way, Silverdale, WA 98383
Joey Jewett, Senior Youth Director
jjewett@ymcapkc.org
360-307-4005

Lakewood Family YMCA (LFY)

9715 Lakewood Dr SW, Lakewood WA 98499
Gerry Pina, Senior Youth Director
gpina@ymcapkc.org
253-460-8947

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
Shane Arcadia, Youth Director
sarcadia@ymcapkc.org
(360) 307-4053