



Summer Day Camp 2023^(3.30.23)

Parent Handbook

YMCA OF PIERCE AND KITSAP COUNTIES

Family Y Facilities

Registration Begins April 5!

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.

New this summer:

Camper's Choice Activities

Camper's will be able to choose their week long activity on Monday morning. More details on page 5.

Camp Group Activities

Special emphasis this summer will be on Camp Group activities. The focus will be on keeping the groups small to provide a camp setting where friendships can be fostered easily and activities can be more enjoyable and interactive with a smaller amount of campers.

Lunches

For Centers that provided lunches in the previous summers, lunch meals will no longer be provided through the USDA/OSPI Meals Program, except at the Bremerton Family YMCA. We will, however, offer snacks for the day at Bremerton, Gordon, Lakewood, and Morgan YMCA's. Please equip your camper with a lunch in a cooler style bag.

Refunds and Payments

The refund process has changed for this summer. Final payments for the Camp week are now due three (3) Wednesdays prior to the Camp Week. Please read page 4 for complete details.

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. **Scholarships are 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.

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Age Groups, Times, Rates and Schedule

Day Camp Program	Ages	Days/Time	Members	Non Members
Itty Bitty Day Camp	3-4	M – F/9am-12pm	\$125	\$175
		<i>Week of July 3,5-7</i>	<i>\$100</i>	<i>\$140</i>
Mini Day Camp	5-6	M – F/9am – 4:15pm	\$200	\$250
Junior Camp	7-8	M – F/9am – 4:15pm	\$200	\$250
Senior Camp	9-10	M – F/9am – 4:15pm	\$200	\$250
All Star Camp	11-12	M – F/9am – 4:15pm	\$200	\$250
		<i>Week of July 3, 5-7</i>	<i>\$160</i>	<i>\$200</i>
Extended Program	5-12	M – F/7-8:30am/4:30-6pm	No Fee	No Fee
Counselor in Training	13-17	M – F/8:30am-4:30pm	No Fee	No Fee

CIT Registration required by Wednesday June 1

Center Summer Sessions

Center	Wk1	W2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11
	June	June	July	July	July	July	JuAug	Aug	Aug	Aug	A/Sep
	19-23	26-30	3,5-7	10-14	17-21	24-28	31-4	7-11	14-18	21-25	28-1
Bremerton	X	X	X	X	X	X	X	X	X	X	X
Gordon		X	X	X	X	X	X	X	X	X	X
Haselwood		X	X	X	X	X	X	X	X	X	X
Lakewood	X	X	X	X	X	X	X	X	X	X	
MKorum		X	X	X	X	X	X	X	X	X	X
Morgan		X	X	X	X	X	X	X	X	X	X
TTaylor		X	X	X	X	X	X	X	X	X	X

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

Please note the Week # and date of the camp week. Depending on when your center is starting which is based on the local school district schedule, Week 1 is only applicable to those starting on June 19-23. Week 2 is the starting date for those centers starting on the week of June 26-30.

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 Camper 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 2023. 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, Refunds and Scholarships

Payment Options

Option 1: Pay in Full prior to each session.

Option 2: Schedule payments at registration to be drafted on Wednesdays with the final payment due 3 weeks prior to the sessions (Specific dates listed in the Payment Draft Schedule section)

Scholarships are available for YMCAPKC members only – please inquire with center membership staff. Scholarships are not able to be applied when registering online and must be processed in person at the center.

To obtain the Membership Rate for Day Camp, the camper’s YMCA Memberships must be retained from registration through the camp session.

Accounts with outstanding balances from prior summers or other YMCA programs must pay outstanding balances.

Payment Draft Schedule

2023 Sessions	Final Payment Wednesdays	Last Day Full Refund Thursdays	Withdrawal/Non Payment Fridays
Wk. 1 6/19–23	May 31	June 8	June 9
Wk. 2 6/26–30	June 7	June 15	June 16
Wk. 3 7/3, 5-7	June 14	June 22	June 23
Wk. 4 7/10–14	June 21	June 29	June 30
Wk. 5 7/17–21	June 28	July 6	July 7
Wk. 6 7/24–28	July 5	July 13	July 14
Wk. 7 7/31-8/4	July 12	July 20	July 21
Wk. 8 8/7-11	July 19	July 27	July 28
Wk. 9 8/14-18	July 26	August 3	August 4
Wk. 10 8/21-25	August 2	August 10	August 11
Wk. 11 8/28–9/1	August 9	August 17	August 18

Draft Days

In order to accurately staff each week of camp, we require the balance of all camp fees to be paid on Wednesdays three weeks prior to start of the camp. To reserve multiple weeks of camp, contact your center’s Membership staff to arrange to have fees drafted on a weekly basis.

Deposits are not required upon registration. Adding payment information will be required to draft on Wednesdays with a final payment on the Wednesday three weeks prior to the start of camp.

Insufficient Funds

If payment is not able to be collected on the scheduled weekly draft, a \$30 non-sufficient funds/processing fee will automatically be added to the account. Additionally, full payment not processed 2 Fridays prior to the camp week will result in a withdrawal.

Refunds

- Refunds must be provided in writing, email to the Camp Director is acceptable.
- Full refunds for camp fees are available if canceling by Thursday two (2) weeks prior to the camp week.
- Refunds are not available if requested on and after the Friday two (2) weeks prior to the camp week.
- In the case of homesickness, dismissal, or voluntary withdrawal during camp 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 on or after the Thursday 2 weeks before the camp week starts.

Third Party Authorization

Must be paid in full before registering for camp.

Scholarship

Families unable to pay the full registration fee may be eligible for a scholarship. Scholarships are only available to those with a YMCA Membership. Visit your Y to learn more and apply. Please inquire with center membership staff. Scholarships are not able to be applied when registering online and must be processed in person at the center.

Foster Kids

Foster kids are eligible for a YMCA Membership at no cost as well as the Member rate for Day Camp. Scholarships are available to Foster kids and may be obtained by application at the Welcome Center.

Program Descriptions

The Day Camp programs at the Family Centers focus on Fitness, Movement and Play. The goal is to keep your child active through all the activities offered throughout the week.

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, Junior, Senior and All Star Camp is a full day of fun activities for kids ages 5-12: arts and crafts, small and large group games, team builders and the week long Camper's Choice Activities. Campers grouped according. The staff to camper ratios are:

Mini Campers	Ages 5&6	1 staff: 8 campers
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 campers

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 starting at 8:20am. In the afternoon the campers will be guided to the Extended Program staff at 4:30pm. All campers must be picked up by 6pm.

Camp Groups. Campers will participate in most of the activities with their Camp Group (assigned by age) and led by their counselor and Counselor In Training. Arts and Crafts, games, group and group challenges will fill the days.

Camper's Choice. Each camp week a new list of activities are planned for the week's afternoon activity, 1:45-3:15pm, which the campers will choose for themselves.

On Monday morning, Camper's Choice activities are presented to the campers, the campers pick their first and second choices, and staff will assign the camper one of their choices in which they will participate all week in the activity.

Camper's Choice Activities will change every week, with some of the activities being repeated over the course of the summer. Activities are planned prior to the summer, however, depending on the staff being hired, new activities will be added to the schedule based on the various talents of the staff.

Counselor in Training (CIT) is part of the Teen Leadership Development programs

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 Thursday June 1, 2023.

CIT training schedules for each center will be provided in the Welcome Letter sent soon after registration.

Ages 13-17. June 19 through September 1. See the schedule on page 2 for each Center.
Monday through Friday. CIT's will be working 8:15am – 4:30pm.

Rally Time. This occurs a few times a day. The time is used for sharing morning greetings, announcements, songs, skits and for breaking into Camper's Choice activities and after Camper's Choice is completed.

Day Camp Sample Daily Schedule

Time	Activity
7am	Extended Program: Optional for all age groups except Itty Bitty Campers (3&4 yrs)
8:30am	Drop Off: All Camp Groups/Extended Program joins groups
9:00am	Day Activities Begin!
9:20am	Rally Time Camp Announcements/Morning Exercise
9:20am	Camp Group Activity <i>Arts and Crafts, Games, Team Building</i>
10:30am	Unit Activity <i>Activities with other assigned group – larger group games</i>
11:15am	Camp Group Activity
12:15pm	Itty Bitty Camper Pick Up/Lunch for other groups
12:30pm	Camp Group Activity
1pm	Unit Activity
1:30pm	Rally Time/Camper's Choice Activities
3:15pm	Rally Time/Reconvene to Camp Groups Camp Groups/Snack Time
4pm	Ready for Pick UP
4:15pm	Pick Up
4:30pm	Campers not picked up will transition to Extended Program
6pm	All Campers gone

Camper Information

The YMCA is not able to provide one-on-one care for campers, but will work with families to provide reasonable accommodations to make a child successful in camp. Campers needing special accommodations should consult with the Camp Director prior to registration in addition to providing information on the camper information form. A follow up with the camp staff is requested to ensure those accommodations are able to be met.

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. 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.

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.

Inclement Weather

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.

Lightning

Campers will be moved indoors for no less than 30 minutes after the last strike of lightning visible or within hearing of the area.

Smoke

Using the Air Quality Index (AQI), all activities will move indoors when the AQI is at 100 or above. Campers with asthma or respiratory conditions will be under advisory when the Index Value is 51-100.

Heat

When temperatures are Ninety (90) degrees or higher. Outside activities will be closely monitored with time constraints. Activities will be moved indoors if necessary. Please provide your camper with head covers, sun tan lotion and clothing that will keep them cool.

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.

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.

Lost and Found

Lost and Found items at the end of the summer will be retained no longer than a month. All items will either be recycled, trashed, donated, or repurposed

Lunch and Snacks

Lunch and snacks should be in a cooler type container.

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.

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.

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.

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.

What to Bring

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

Behavior

The YMCA of Pierce and Kitsap Counties' summer day camp programs take pride in being a part of a community composed of individuals working together to provide the best camp experience for all participants. We view ourselves as a family, providing a platform for our participants to be caring, honest, respectful and responsible.

Our goal is to have our campers exercise these character values in enhancing the camping experience. Therefore, campers are responsible for following YMCA Camp rules which are designed to give the best possible experience for everyone in a safe atmosphere, so that we all may learn and grow from each other. With that being said, we realize that all children, at some time, may make undesirable choices or misbehave. We view these times as opportunities for teachable moments, and a chance to reinforce our character values.

Counselors will outline expectations of behavior on the first day as well as reinforce the expectations on a daily basis. Camper and counselor relationships is an integral key in preventing negative behavior and ensuring one on one communication. Each day, counselors will work with the campers to help them make the best choices for the day, and share with parents, the camper's successes and learnings.

If a pattern of behavior that does not align with our Y values is exhibited by a camper and is negatively impacting the camp experience for others, the camper may be removed from camp.

The process is as outlined, however, severe negative behavior may result in the removal of the camper immediately.

Behavior Management Process

First Infraction:	Discussion with camper and call or face to face contact with Parent/Guardian.
Second Infraction:	Discussion with camper and Parent/Guardian will be provided written notification.
Third Infraction:	Day Camp Director will immediately contact Parent/Guardian for immediate pick up AND 24-hour suspension from camp.
Fourth Infraction:	Day Camp Director will immediately contact Parent/Guardian for immediate pick up AND a week suspension from camp.
Fifth Infraction:	Child will be permanently dismissed from the camp.

Reasons for dismissal from YMCA Day Camp

- Verbal abuse to another camper or adult
 - Language with sexual connotations
 - Foul language
 - Foul body language
 - Extreme disrespect
- Camper physically confronting another camper or adult
 - Physically fighting
 - Biting
 - Touching another individual in a threatening manner
 - Inappropriate touching
- Damage to YMCA property
 - Damage to property off YMCA site while on a YMCA function

- Parents will be held financially responsible for all damages ((caveat: if a camper brings item on the "what not to bring list," that camper is responsible for loss or damage)
- Theft
 - Theft from the YMCA of Pierce and Kitsap Counties
 - Theft of another participant's safety
 - Theft of property off YMCA site while on a YMCA function

Drop Off and Pick Up

AM Extended Program 7am-8:20am. Campers (excluding Itty Bitty Campers) may be dropped off anytime between this timeframe. Campers will be transitioned at 8:20am to their Camp Groups – please get in line for the Day Camp Drop Off that will start at 8:30am.

Day Camp Drop Off 8:30-9:00am. Campers will be placed directly into Camp Groups.

Late Drop Offs Please check in at the Welcome Center and the staff will call for the Day Camp Staff to pick up the camper. At Morgan please arrive at the Day Camp Shed in the back parking lot (west of the pool) and at Mel Korum, the Sports Park office south of the main building – entrance on the west side of the Sports Park.

Itty Bitty Pick Up 12-12:15pm.

All Campers Pick Up 4:15pm

PM Extended Program 4:30-6pm

Early Pick Ups: Please provide prior notice for early pickups whenever possible. If notice is provided, camp staff can have camper ready to go at designated time. If no notice has been provided please note that retrieving the camper may take longer depending on the location of the Camp Group. Please let the Welcome Center staff know you are an early pick up.

At Morgan please arrive at the Day Camp Shed in the back parking lot (west of the pool) and at Mel Korum, the Sports Park office south of the main building – entrance on the west side of the Sports Park.

Please avoid early pickups between 3:45-4:15pm. The Camp Groups are in transition and getting ready for pickup during this time, going to the bathroom, grabbing bags, cleaning their area up, etc...it is vital for the counselors to be able to manage these transitions to ensure no camper is misplaced and is accounted for when picked up.

Camper Release and Camper Information Form (CIF)

Please make sure to complete the CIF 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.

If the CIF is not completed prior to the first day of camp, the Monday morning Drop Off process be a little longer than normal.

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 are unable to deny access to a child for 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.

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
BFY Welcome Center: 360-377-3741

Gordon Family YMCA (GFY)

16101 64th ST E, Sumner WA 98390
Addison Rittenhouse, Youth Director
arittenhouse@ymcapkc.org/253-534-4755
GFY Welcome Center: 253-534-4796

Haselwood Family YMCA (HFY)

3909 NW Randall Way, Silverdale, WA 98383
Joey Jewett, Senior Youth Director
jjewett@ymcapkc.org/360-307-4005
HFY Welcome Center: 360-307-4020

Lakewood Family YMCA (LFY)

9715 Lakewood Dr SW, Lakewood WA 98499
Gerry Pina, Youth Director
gpina@ymcapkc.org/253-460-8947
LFY Welcome Center: 253-584-9622

Mel Korum Family YMCA (MKFY)

302 43rd Ave SE, Puyallup, WA 98374
Michael Christiansen, Youth Director
mchristiansen@ymcapkc.org/253-460-8973
MKFY Welcome Center: 253-841-9622

Morgan Family YMCA (MFY)

1002 So Pearl, Tacoma WA 98465
Hannah Irish, Senior Youth Director
hirish@ymcapkc.org/253-460-8802
MFY Welcome Center 253-460-8102 and 253-460-8823

Tom Taylor Family YMCA (TTFY)

10550 Harbor Hill Drive, Gig Harbor WA 98332
Shane Arcadia, Youth Director
sarcadia@ymcapkc.org
(360) 307-4053
TTFY Welcome Center 253-534-7851 and 253-534-7854