

**CHOOSE YOUR OWN
ADVENTURE**



Day Camp Parent Handbook 2024

CHOOSE YOUR OWN ADVENTURE



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Overview

	Theme	Month	Date	Bremerton	Gordon	Haselwood	Lakewood	MKorum	Morgan	TTaylor
Wk1	Summer Sun	June	17-21	x	x		x		x	
Wk2	Game Shows	June	24-28	x	x	x	x	x	x	x
Wk3	Color Blast	July	1-3,5	x	x	x	x	x	x	x
Wk4	Whacky World of Cartoons	July	8-12	x	x	x	x	x	x	x
Wk5	Superhero Academy	July	15-19	x	x	x	x	x	x	x
Wk6	Animal Kingdom	July	22-26	x	x	x	x	x	x	x
Wk7	Gold Medal Quest	July/ Aug	29-2	x	x	x	x	x	x	x
Wk8	Sail the Seas	Aug	5-9	x	x	x	x	x	x	x
Wk9	Outer Space	Aug	12-16	x	x	x	x	x	x	x
Wk10	Mythical Magic	Aug	19-23	x	x	x	x	x	x	x
Wk11	Wild West	Aug	26-30	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 address 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 17th -21st. Week 2 is the starting date for those centers starting on the week of June 24th -28th.

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

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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 2024. 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.

3 and 4 year olds

Program is 9 am to 12:15 pm with drop off starting at 8:30am. Activities are scaled to the camper's younger abilities. Campers must be potty trained. Extended program not available to this age group.

Staff to camper ratios:
1:7

5-12 year olds.

Program is 9am-4:15pm. Weekly Themes, Activity Time, swimming (once a week), small camp groups and lots of play. Campers will participate in all activities with their Camp Group (Except for Camptivity) and led by their counselor(s) and Counselor(s) In Training.

Staff Ratios are as follows:

Ages 5-6	1:8
Ages 7-8	1:10
Ages 9-12	1:12

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

Ages 13 - 17

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 Friday May 31, 2024.

CIT training schedules for each center will be provided upon registration

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Payment and Scholarships

Ages	Days/Time	Members Rate	Community Rate
3-4	M – F/9am-12pm	\$140	\$215
	<i>Week of July 1-3 & 5</i>	<i>\$112</i>	<i>\$172</i>
5-12	M – F/9am – 4:15pm	\$225	\$325
	<i>Week of July 1-3 & 5</i>	<i>\$180</i>	<i>\$260</i>

Third Party Authorization

Day Camp programs offered at YMCA Family Center locations do not accept Developmental Disabilities Administration (DDA) and Department of Social and Health Services (DSHS) funding. Families seeking funding through DDA will need to work directly with their case manager regarding DDA’s reimbursement process as we require full payment upon registration. Day Camp programs at the YMCA’s Child Care locations accept payment from DSHS. YMCA members may apply for a financial scholarship. For questions on scholarships or DDA and DSHS funding please consult our website or email us at membership@ymcapkc.org

Extended Program

Ages 5-12	M – F/ 7:00– 8:30 am /4:30-6:00 pm	No Fee	No Fee
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Counselor in Training

Ages 13-17	M – F/8:30am-4:30pm	No Fee	No Fee
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CIT Registration required by Friday, May 31st

Payment Options

Option 1: Pay in Full prior to each session.

Option 2: Schedule payments at registration to be drafted on Wednesday 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.

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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

2024 Sessions	Draft Day/Full Payment Wednesdays	Last Day for Refund Tuesdays	Session Withdrawal Friday
Wk. 1 6/17-21	May 29	May 28	June 7
Wk. 2 6/24-28	June 5	June 4	June 14
Wk. 3 7/1-3, 5	June 12	June 11	June 21
Wk. 4 7/8-12	June 19	June 18	June 28
Wk. 5 7/15-19	June 26	June 25	July 5
Wk. 6 7/22-26	July 3	July 2	July 12
Wk. 7 7/29-8/2	July 10	July 9	July 19
Wk. 8 8/5-8	July 17	July 16	July 26
Wk. 9 8/12-16	July 24	July 23	August 2
Wk. 10 8/19-23	July 31	July 30	August 9
Wk. 11 8/26-30	August 7	August 6	August 16

Full Payment Due and 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 enable drafting an account on Wednesdays, three weeks prior to the start of camp.

Refunds

- Refunds must be provided in writing.
- Full refunds available up to the Tuesday prior to Full Payment Due date

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- Refund requests after the Full Payment due date must be inquired through Camp Registrar or Day Camp Director.
- Refund requests once the session has started may not be provided.
- 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 Friday before the camp week starts.

Insufficient Funds and Withdrawals

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.

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

Drop Off and Pick Up

AM Extended Program 7:00 am-8:20 am. Campers (excluding Half Day Campers) may be dropped off anytime between this timeframe. Campers will be transferred at 8:20 am to their Camp Groups – please get in line for the Day Camp Drop Off that will start at 8:30am.

Day Camp Drop Off At Morgan, please arrive at the upper north parking lot closest to 6th avenue and at Mel Korum, the Sports Park office south of the main building – entrance on the west side of the Sports Park.

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.

Half Day Pick Up 12-12:15pm.

All Campers Pick Up 4:15pm

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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 check in at the welcome center for early pickups.

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.

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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.

Program Descriptions

Extended Program

Monday – Friday

7 – 8:30am

4:30 – 6pm

Ages 5-12.

Extended Program 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.

Camptivity:

Tuesday-Thursday (Times vary with each center)

Class Time: 1.5 hrs

Every session of the summer Day Camp offers special classes during Camptivity. At Monday morning's Campfire, campers will be introduced to the list of Camptivity classes by the counselors. Campers will get to choose and sign up for their Camptivity of choice. Classes vary each week and are categorized by the following (*These are samples of the some of the*

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Camptivity classes were offer...additional classes will be added as staff are hired and bring on their own talents):

Creative Corner: Classes that allow the campers a chance to use their creative side.

- Story time/Creative writing
- Picasso Painters
- Camp Newspaper

Maker's Space: Classes that are more cerebral.

- Mad Science
- Kitchen Chaos
- Camp Craft
- Clay Creations.

Fun and Games: Classes that make you move through sports or games.

- Dance Dance Revolution
- Ninja Warrior
- Sport Skills.

The Great Outdoors: Classes that help you have fun in the outdoors.

- Rock Climbing
- Outdoor Explorers (Citizen Science)
- Survivor Challenges
- Nature

Weekly Themes:

Themes change every session. The week will be filled with special activities built around the theme and culminate on a fun Theme day on Friday. See the schedule above for weekly themes.

Swim Time

Camp groups will swim once a week. Times and Days vary by Center. Notice of swim times will be provided prior to the start of the session.

Camper Information

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

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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.

Accommodations

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.

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:

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- 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

Please send your child to camp with ample snacks and lunch in a cooler container, as we will not be able to store them in a fridge. The kids are very active throughout the day and work up an appetite.

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.

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.

Day Camp staff are unable to inject campers who are in need of insulin.

If medication needs to go home with the camper at the end of each day, the parent must

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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 Management

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.

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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

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YMCA Day Camp Locations and Contact Info

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
Tommy Ngo, Youth Director
tngo@ymcapkc.org/253-534-4754
GFY Welcome Center: 253-534-4796

Haselwood Family YMCA (HFY)

3909 NW Randall Way, Silverdale, WA 98383
HFY Welcome Center: 360-307-4020

Lakewood Family YMCA (LFY)

9715 Lakewood Dr SW, Lakewood WA 98499
Chris Wells, Senior Youth Director
cwells@ymcapkc.org/253-460-8919
LFY Welcome Center: 253-584-9622

Mel Korum Family YMCA (MKFY)

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

Morgan Family YMCA (MFY)

1002 So Pearl, Tacoma WA 98465
Rhalena Seballos, Youth Director
rseballos@ymcapkc.org/253-460-8839
MFY Welcome Center 253-460-8102 and 253-460-8823

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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