



Summer Y Camp 2025 (4/20/25)

Parent Handbook

YMCA OF PIERCE AND KITSAP COUNTIES

Family Y Facilities

Welcome to Y Camp at the YMCA of Pierce and Kitsap Counties

This summer, the Y is offering youth an enriching camp experience to help them get the most out of summer break with deeper friendships, more confidence, and new accomplishments. Please use this information as a reference to prepare before you and your camper arrive at camp.

Enjoy the Best Camp Experience at the Y!

At the Y, we believe the values and skills learned early in life are vital building blocks for future success. Y Camps provide quality camp experiences that help children learn diverse skill sets, develop lifelong friendships, and discover how to be their best selves, all while having fun in a safe and supportive environment.

Campers will experience each week in their camp group led by a counselor and teen Counselors in Training (CITs). They'll participate in small group and large group games, campfires, singing, specialty camps, swimming, and crafts throughout the session.

What is Special About Y Camp?

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

Our staff and programs for Y Camp focus on:

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.

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Center Summer Sessions

Wk	Date	Bremerton	Gordon	Haselwood	Lakewood	MelKorum	Pearl	TomTaylor
1	6/16-20				✓			
2	6/23-27	✓	✓	✓	✓	✓	✓	✓
3	6/30-7/3	✓	✓	✓	✓	✓	✓	✓
4	7/7-11	✓	✓	✓	✓	✓	✓	✓
5	7/14-18	✓	✓	✓	✓	✓	✓	✓
6	7/21-25	✓	✓	✓	✓	✓	✓	✓
7	7/28-8/1	✓	✓	✓	✓	✓	✓	✓
8	8/4-8	✓	✓	✓	✓	✓	✓	✓
9	8/11-15	✓	✓	✓	✓	✓	✓	✓
10	8/18-22	✓	✓	✓	✓	✓	✓	✓
11	8/25-29	✓	✓	✓		✓	✓	✓
12	9/2-5						✓	

Themes

Wk	Date	Theme
1	6/16-20	MVP Week
2	6/23-27	Wacky Week
3	6/30-7/3	Stars and Stripes
4	7/7-11	Galactic Adventures
5	7/14-18	Into the Jungle
6	7/21-25	Mission Impossible
7	7/28-8/1	Time Travel
8	8/4-8	Movie Magic
9	8/11-15	Amazing Race
10	8/18-22	Planes, Trains and Automobiles
11	8/25-29	County Fair
12	9/2-5	Fairy Tales

Check In and Check Out Information

Extended Program (EP)

(Directors will designate location)

All Week Campers Only Ages 5-12

7- 8:30am

4:30- 6pm

The Extended Program is available at no additional charge for those registered in All Week camp. Campers attending the Extended Program will participate in independent activities or small group activities, but not within their assigned camp groups. EP has a higher staff-to-camper ratio, and activities will consist of board games, arts and crafts, and informal small group games, often initiated by the campers with counselor supervision. In the morning, EP campers will be accompanied to their assigned camp group

between 8:30am and 8:45am. In the afternoon, the campers will be guided to the Extended Program by staff at 4:15pm. All campers must be checked out by 6pm.

Important: Please note that Extended Program will transition to camp groups from 8:30-8:45am and checking in will take more time during this transition. Early check out will also be delayed from 3:45- 4pm to ensure all campers are ready for check out and in the correct locations.

Check In

Y Campers not attending EP may begin checking in as early as 8:45am. Their camper information form must be turned in prior to or on the first day of the week. Families will be delayed during Monday's check in to complete these forms.

Parents will have the option to escort their child to their camp group and meet their counselor and CITs, or have one of the Y Camp Staff or CIT escort them. We do encourage parents to meet our counselors, especially on the first day.

Late Check In

Campers arriving after 9:30am will need to check in at (directors will identify the location of late check in). Please note that late check in may be delayed depending on where the camp group and Y Camp staff are located.

Check Out

At 4pm parents and guardians will pick up their campers at (directors will designate location). Adults checking out the camper will be required to show ID, sign out of the check out notebook, and locate their camper within their camp group.

Early Check Out

Campers needing to be checked out prior to 3:45pm will need to check out at (directors will designate location). Please note, unless prior notice is provided, the location and retrieval of the camper may take some time due to the large program areas. If written prior notice is provided to the coordinator or director, Y Camp staff can arrange to have the camper arrive at the check out location.

Please note: Check out between 3:45-4pm will be delayed to ensure we have all the campers ready and in the correct location for check out. Please do not engage the camp group counselor for an early check out.

Program Descriptions

The Day Camp programs at the YMCA 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 3 hour program for 3- and 4-year-olds. Activities are adapted to the camper's abilities. Staff to camper ratios are 1 to 7. Campers must be potty trained. Program hours are 9am-12pm. Extended Program not available to this age group.

Mid Week and All Week Y Camps are full days of fun activities for kids ages 5-12, including arts and crafts, small and large group games, team builders and week-long specialty camps. Specialty camps are for ages 7-12 enrolled in All Week Y Camp.

Mid Week Y Camp is 9am-4pm Tuesday through Thursday

All Week Y Camp 9am-4pm Monday through Friday

Campers are grouped according to age. The staff to camper ratios are:

Ages 3-4	1 staff: 6 campers
Ages 5-6	1 staff: 8 campers
Ages 7-8	1 staff: 10 campers
Ages 9-12	1 staff: 12 campers

Counselor in Training (CIT)

CIT 1s are expected to be present for the following assignments as designated:

1. Assigned to an Itty Bitty group.
M-F|8:15am-12:15pm
2. Assigned to an Itty Bitty group but work a full day as program support.
M-F|8:15am-4:15pm
3. Assigned to a Mid-Week group Tuesday – Thursday but still be required to attend Monday – Friday and be assigned as program support for Monday and Fridays. M-F|8:15am-4:15pm
4. Assigned to an All-Week group.
M-F|8:15am-4:15pm

CIT 2s

Teens are required to be present from 8:15am – 4:15pm Monday through Friday. Partial days or weeks are not permitted.

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

Specialty Camp (SC) SC camp sessions are daily from 1-2:30pm for the All Week Y Campers and were selected by campers at the time of registration. Campers will break into their SC in the afternoon and return to Camp Groups to finish the day.

Camp Fire This occurs a few times a day. The time is used for sharing morning greetings, announcements, songs, skits and for breaking into specialty camps.

Y Camp Sample Daily Schedule

<u>Time</u>	<u>Activity</u>
7am*	Extended Program (All Week Campers only)
9:00am	Check In: All Camp Groups/Extended Program joins Camp Groups
9:15am	Day Activities Begin!
9:30am	Campfire Announcements/Morning Exercise
9:50am	Camp Group Activity <i>Crafts, Games, Team Building</i>
10:30am	Unit Activity <i>Activities with other assigned group – larger group games</i>
11:15am	Get ready for Lunch

11:30pm	Lunch
12pm	Camp Group Activity
12:45pm	Campfire and get ready for Specialty Camp
1:00pm	Specialty Camps
2:30pm	Specialty Camps Reconvene to Camp Groups
Camp Group Time	
3:45pm	Ready for Pick UP
4:00pm	Pick Up
4:30pm	Campers not picked up will transition to Extended Program
6pm	All Campers gone

Camper Information

Y Camp Staff

The Y 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 with a week of training that encompasses working with children and all aspects of day camp programming. Additionally, the Y provides child abuse prevention and trainings that prepares staff to be successful in a work environment. Many staff are CPR and first aid certified. Staff trained in first aid emergency response are always on hand. Camp staff are great with children however, they are not permitted to babysit, transport kids 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 is the main priority 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, a fire, a 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 is 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, sunscreen, 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/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 that 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.

Accommodation

At our YMCA family center Y Camps, we are committed to providing a safe and enjoyable experience for every child. Due to the size of our facilities and the structure of our programming, we are unable to provide 1:1 aide. Campers must be able to function within the group dynamic to maintain safety. To participate successfully, all campers must meet key behavioral and functional expectations.

Campers must be able to:

- Follow basic safety instructions: This includes staying with the group, following rules, and respecting closed areas (pool area, gymnastics rooms, etc.).
- Independently manage personal needs: Campers should be able to dress themselves and use the bathroom without significant assistance.
- Respond to their name and stay with the group: It is essential that campers can stay with the group in our large outdoor environment for safety reasons.

The Y Camp environment and schedule are demanding and fast-paced; if your child requires a 1:1 aide at school, they will likely need similar support at Y Camp.

Accommodations for Aides

While we cannot provide 1:1 aides, we can accommodate personal aides provided by families. If you plan to have an aide accompany your child, please contact us early to complete the required background check and orientation process.

Our goal is to create a safe, structured environment for all campers. If you have questions or need to discuss accommodations, please contact our camp office.

Lost and Found

Lost and found items at the end of the summer will be retained for up to a month. All items will either be

recycled, trashed, donated, or repurposed.

Lunch and Snacks

Lunch and snacks should be provided in a cooler-type of container.

Media

Photographs/videos may be captured for YMCA records, program projects, marketing, and public relations and may be used in media releases benefiting the YMCA. Parents and/or guardians 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, a 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 Y. Please label all belongings with the 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 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 part of a community 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 to everyone in a safe atmosphere so that we all may learn and grow from each other. That said, we realize that children may make undesirable choices or misbehave occasionally. We view these times as opportunities for teachable moments and a chance to reinforce our character values.

Counselors will outline their expectations for behavior on the first day, as well as reinforce their expectations daily. Camper and counselor relationships are 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 for behavior management is outlined; 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 the parent/guardian for immediate pick up and receive a 24-hour suspension from camp.
Fourth Infraction:	Day camp director will immediately contact the parent/guardian for immediate pick up and a week-long suspension from camp.
Fifth Infraction:	Child will be permanently dismissed from the camp.

Reasons for dismissal from Y 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

Payment and Scholarships

Full Payment Due and Draft Days

To accurately staff each week of camp, we require the balance of all camp fees to be paid on Wednesdays three weeks prior to the 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 are available up to the Tuesday prior to Full Payment Due date
- Refund requests after the full payment due date must be requested through the 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, failure to process the full payment two Fridays prior to the camp week will lead to a withdrawal.

Third Party Authorization

Must be paid in full before registering for camp. Center Y Camps do not accept DDA or DSHS, please see our child care locations for acceptance of these agencies.

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.

Kids in Foster Care

Children in foster care are eligible for a YMCA membership at no cost as well as the member rate for day camp. Scholarships are available and may be obtained by application at the Welcome Center.