



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Schuylkill YMCA

## Summer Day Camp 2022 Parent Handbook



# YMCA Day Camp

## Parent/Guardian Handbook

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# Schuylkill YMCA

## Summer Day Camp 2022

### General Information

Hours: 7:00AM – 5:30PM

Location: St. Clair or Frackville

Schuylkill YMCA Phone Number: 570-622-7850

Meals: All camp locations: Lunch will be provided. Campers must bring 1 afternoon snack with drink.

**NO PEANUT PRODUCTS PLEASE**

Questions, comments, or concerns, please contact:

Alicia Ellex, Program Director

[aellex.schuylkillymca@gmail.com](mailto:aellex.schuylkillymca@gmail.com)

570-622-7850 ext. 205



#### **2022 Pricing:**

<b>March 14 - April 30:</b>	<b>Members \$140/week</b>
	<b>Non-Members \$170/week</b>
<b>May 1–Summer:</b>	<b>Members \$150</b>
	<b>Non-Members \$170/week</b>

# Camp Goals & Definitions

## CAMP GOALS

1. To provide memorable, educational, enjoyable, and enriching experiences for youth.
2. To help children grow emotionally, mentally, physically, and socially.
3. To help children develop good character.
4. To help children gain an appreciation of nature.
5. To help our staff develop and refine leadership skills.

## THE DEFINITION OF OUR PROGRAM

1. An exciting period of fun and educational experiences for youth.
2. A weekly camp program consisting of crafts, games, sports, swimming, adventure field trips, and other learning experiences.
3. A program designed to provide a safe, well-supervised environment that encourages personal development and builds community.
4. A camp that emphasizes character development among our campers and staff.
5. A program that challenges spirit, mind, and body for all.
6. A place where new friendships can develop and old ones can be strengthened.
7. A place to have lots of fun.

## CLARIFICATION OF GOALS

Through our daily programs, the YMCA creates a positive experience for each child. We do more for our youth than just provide childcare. At our camps, each child learns to develop good relationships with their counselors, have fun, and make friends. In short, we create enriching experiences that children will remember for a lifetime.

The above listed goals align with the goals of the National YMCA – to help people reach their full potential in spirit, mind, and body. We teach children to learn and to think, to develop and maintain physical fitness, to develop faith for daily living, and to interact with others in a healthy manner. In addition, everyone in our camp exemplifies good character. We define good character as showing care, honesty, respect, and responsibility in everything that we say and do.

As mentioned above, this camp does more than provide childcare. Therefore, children must be able to thrive in a group setting of school-aged children. We cannot provide one on one care. Children should be sufficient in most self-help skills such as toileting, changing, group behavior/interactions, and eating.

## WHAT TO EXPECT

Going off to summer camp is a very exciting time for both campers and parents. It's very natural to be a bit anxious & nervous about a new environment, counselors, and new friends.

The YMCA counselors are very aware of this "first day anxiety" and will help your child adapt to the new surroundings through encouragement, moral support, and friendship. YOU can also help by reassuring your child that we are their friends and we are there to help and HAVE FUN! Allow us to help, and we're sure your child will be feeling comfortable in a short amount of time.

# What to Bring to Camp

Here is a list of things you must bring to camp everyday:



## SNACK

Please, no peanut products or items that must be microwaved or refrigerated.



## SWIM SUIT & TOWEL

These items should be brought every day to avoid confusion.  
*\*\* Girls should wear a 1 piece swimsuit.*



## WATER BOTTLE

Please label with your child's name in permanent marker.



## SUNSCREEN

Please label with your child's name in permanent marker.

**\*\*If a camper brings a peanut product to camp, the camp staff reserves the right to call parents to bring a new lunch/snack. The child may also be asked to eat in an area separate from the other campers.**

**\*The YMCA is NOT responsible for personal items brought to camp by your child that are lost, stolen, or damaged. Please label all personal items in advance.**

### **ARTICLES FROM HOME:**

**\*Electronic games and toys are not permitted at Day Camp. All cell phones must be kept in campers' backpacks during the day as well.**

# What to Wear to Camp

(Below is a list of appropriate clothing that will be permitted at camp.)

## DAILY ATTIRE:

T-shirt, shorts or pants, and sneakers; make sure your child is comfortable. We are a highly active camp and suggest that campers not be sent to camp in their best clothing. Sandals or flip-flops are acceptable during pool time only!

**\*Please note – The following clothing items are NOT permitted at camp: clothing with inappropriate words, gestures, or sayings; clothing with tobacco, drug, or alcohol symbols or words; clothing that is obviously too small, too short, or showing the camper's mid-drift.**

## FIELD TRIP ATTIRE:

Summer Day Camp T-shirts must be worn on field trip days, so that each child can be identified as part of the group.

# YMCA Camp Policies

## Sick Camper:

If your child is sick and has a fever or any other illness which may be contagious, we ask that you keep your child at home until he/she is healthy again. This helps to prevent illness from spreading to other children and staff in our camp. In addition, if your child gets sick during camp, we will call you immediately to pick him/her up. Again, this will allow us to protect all the children and staff from getting sick. This includes, but is not limited to, fever, head lice, vomiting, cold/cough, headaches, etc.

\*Note: The YMCA does not have a nurse on staff; it is the parent's responsibility to keep track of their child's condition. For the safety of other children, if the YMCA staff feels that a child is not fit to return to the program, the YMCA reserves the right to refuse service until fit.

If a child becomes ill during the day, the parents will be reached and asked to make arrangements to pick up the child as soon as possible. In case of an emergency, we will notify the parent or other persons specified on the emergency form.

## HEALTH APPRAISAL FORMS

1. Each child attending the program must have an annual health appraisal. These forms must be on file within 1 week of enrollment.
2. We must have at least two emergency numbers in your child's records.

## MEDICATION

If your child is ill, please explain to your physician that your child attends a daily summer camp and ask him/her to schedule the medication so that it can be administered by you at home. If this is not possible, please ask the physician/pharmacist to dispense a second, labeled bottle to keep at the YMCA site. The label must include the child's name, doctor's name, dosage and date.

Prescription medicine will only be given if the parent writes down complete instructions in a medical log and signs the form. The medication must be in its original container with a child-proof cap and labeled with the child's name. The medication will not be administered if the medical log is not filled out correctly/accurately or the medical log and bottle information label do not agree.

## INJURIES

If a child is injured during the daily activities and it's a minor injury, the YMCA Staff will administer first aid. If the injury requires outside medical attention, the child will be taken to the Emergency room at the hospital by ambulance. The parent will be called and should meet the child at the Emergency Room. If possible, we will wait at the child's program for the parents. An accident report will be filled out for all minor or major injuries and must be signed by the parent. NOTE: It is required that we have a telephone number on file where parents can be reached during the day, an emergency number, or an alternate person who can be reached if parent is unavailable. (We emphasize the importance of keeping the records up to date, especially telephone numbers.)

NOTE: Parents waive all claims against the YMCA staff for any or all injuries sustained by their child in Y camp. Participants are encouraged to carry medical and accident insurance. The Y insurance program does not provide this type of coverage. Therefore, parents are responsible for all medical and ambulance fees.

### **RECORDS & CONFIDENTIALITY**

All information contained in our records shall be kept confidential and will not be distributed or released to anyone who is not directly related to implementing the program plan without written consent of the parent(s). Parents have access to their child's records.

### **COMMUNICATION**

Throughout the summer, if there is anything unusual going on at home, please let us know. This might include severe illness, a relative in the hospital, someone coming to visit or moving away, a house for sale, the death of a pet or relative, a fire in the neighborhood, an accident, etc. Even though your child may not seem to have been affected, we may see he/she is upset through his/her behavior. If we know what the cause may be, we are better able to understand the situation.

### **ABUSE/NEGLECT**

Program personnel are required by Pennsylvania State Law to report any suspected case of abuse or neglect.

### **WEATHER PROCEDURES:**

Program cancellations - If the YMCA needs to cancel or relocate a program, you will be notified in advance. If cancellation is necessary, please have an alternate arrangement in place for the care of your child. Please accept our apologies for any inconvenience on these days.

QUESTIONS: Call the YMCA office at 570-622-7850.

### **FIELD TRIPS**

All children must attend the field trip. The YMCA will not provide service for those not wanting to attend the trip. No refund will be given for not attending a trip. If weekly payment is not received by Thursday of the week before, your child may not be allowed to attend the field trip. We are required to report our attendance ahead of time.

\*Parents, please remember to pack extra bottles of water on hot days.

\*Children may bring a small amount of money to purchase items on certain field trips. Children are responsible for money and purchases.

### **SWIMMING**

Children will not be permitted to buy food or drink at the pool. There is no reason for your child to have money on pool days.

Parents who pick their children up at the pool are not permitted to stay at the pool under the responsibility of the YMCA. Parents and children must exit the pool and return as paying customers. The YMCA Pass does not allow your child to re-enter the pool area at no cost (pass is for YMCA use only).

## **ARRIVAL/DEPARTURE**

All children must be signed in and out of camp by a parent or guardian at all times, as mandated by PA State Law. Only parents and those authorized in writing by parents will be allowed to pick up children from camp. Parents must notify Y camp staff or program director in writing if someone not previously authorized will be picking the child up. He or she must be at least 16 years of age and will be asked to provide proper photo identification, such as a driver's license.

Pick-up times will be designated at registration and adhered to as closely as possible. Early or late pick-ups on a certain day can be arranged with the program director or Y staff. Children picked up after the regular departure time of 5:30 p.m. will be assessed a late fee of \$5 for every 15 minutes past closing. (All late pick-up fees must be paid by the following week to continue service.) Camp services will be terminated if late pick-ups become consistent. Y staff will begin contacting parents or emergency contacts for children remaining in the care of the Y for 15 minutes after camp closes. Y staff is not permitted to provide individual transportation. If special circumstances require you to be late for pick-up, please call the Y at 570-622-7850.

**Parents should also note:** Leaving your child 15 minutes after program closing time can be detrimental to your child when he/she is tired and hungry at the end of the summer camp day and should be home. Children can also become afraid that something has happened to their parents or think that their parents don't care about them. If you are going to be late, please call to avoid further complications. (570-622-7850)

## **SIGN-IN NOTES**

We ask you to keep in mind that children in our program will have an opportunity to enjoy a variety of activities, including possible time at the gym and playground areas (if facilities permit). When you arrive, there may be a note indicating the location of the group. You will be responsible for taking your child to this location and signing in once you arrive. This will require a few extra minutes on your part, so please try to allow appropriate time. Remember our program is designed to meet as many of the camper's needs as possible. Children will be very active, so please expect our groups to be out of their rooms at times.

## **ATTENDANCE:**

If your child is enrolled in summer camp, the YMCA will expect your child to be in attendance every day of the week(s) your child is enrolled. If you know in advance that your child will not be attending, please notify the staff the day before the absence. If you are unable to provide advance notice, please call the YMCA at 570-622-7850 and leave a message with your child's name and the camp they attend.

**The YMCA is not responsible for any child who is not currently enrolled in the program and will not accept them. If not registered or service has been suspended or terminated, the staff will notify the proper authorities if the child is dropped off for camp when services are not available.**

## **WITHDRAWAL**

If you are registered for a week you are not attending, please give one week written notice for withdrawal for any reason or parent(s) will be expected to pay the full rate for that period. Deposits are non-refundable or non-transferable.

## **Risk Management:**

The Schuylkill YMCA takes the welfare of each child very seriously. Nothing is more important to us than your child. In order to share that responsibility with you, we have several policies, procedures, and expectations of which you must be aware.

The YMCA has an extensive risk management program that has been developed and monitored by a committee of volunteers who are experts in this field. Our day camp staff is expected to read, sign, and follow our Staff Code of Conduct; failure to follow this Code of Conduct may result in termination of employment. All staff receive extensive training in the area of child abuse and are able to recognize the signs of abuse. Please note, the YMCA is a mandated reporter of suspected abuse of a child and is required by state law to report any suspicion to Children and Youth Services.

In addition, video cell phones are not permitted at camp. If brought to camp, a supervisor will secure video cell until the end of the camp day.

Our staff is not permitted to make contact with a child or children via the internet. Please notify the Day Camp Director immediately if this occurs. If there is an unusual circumstance in which e-mail is the only means of communication, then the staff is required to have permission from their supervisor and the supervisor must be copied on the e-mail sent.

## **Progressive Discipline Policy:**

The YMCA wants every child to succeed and enjoy their time at Y Camp. Unfortunately, there are times when discipline becomes necessary, in which case, the following discipline plan will be enforced. The YMCA staff cannot provide one-on-one care for any child. If your child requires special attention due to behavior issues, a behavior plan will be developed with our staff, your child, and a parent or guardian. If the agreed upon plan cannot be maintained, as a last resort, suspension or termination from camp will result.

Consequences for Inappropriate Behavior are as follows:

**Consequence #1:** Verbal warning.

**Consequence #2:** Written warning & action plan.

**Consequence #3:** After three written warnings, child will be suspended for three days.

**Consequence #4:** Upon returning to camp (after first suspension) if another write up occurs, child will be suspended for one week.

**Consequence #5:** Upon returning to camp (after second suspension) if another write up occurs, child will be suspended for the rest of the program.

Please Note: All disciplinary issues are at the discretion of the CEO, Program Director, Camp Director, and Camp Staff.

## **CONDUCT POLICY**

The Schuylkill YMCA wants every camper to enjoy camp activities by understanding that he/she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline, and that the YMCA is here to help campers to succeed. The following behaviors are not allowed and repeated use may result in child being unable to continue as a participant in the 'Y' Day Camp Program:

1. Repeated use of foul language, arguing, or being rude and discourteous to staff and/or peers.
2. Destruction and defacing of the 'Y', facility, staff or other campers' belongings and property will not be tolerated.
3. Bringing or using illegal substances: alcohol, drugs, weapons (as deemed by 'Y' staff) or unsafe personal sports equipment.
4. Engaging in any type of stealing, fighting or any behavior that jeopardizes the safety of other campers will not be tolerated.
5. Intentionally and repeatedly leaving his/her group activity.
6. Inappropriate physical contact such as hitting, biting, or other physical altercations.
7. Intentionally or repeatedly going to unauthorized areas of the facility or leaving the premises without permission. In such cases the staff will: conduct a search of the premises; the police and parent/guardian will be notified if the camper is not found within 15 minutes. The child will not be allowed to return to camp. No refund will be given.
8. During 'Y' transportation to/from field trips the following actions are specifically prohibited: fighting, defacing/destroying property, profane/abusive language, yelling, discourteous behavior, standing or changing seats while the vehicle is in motion, putting objects or body parts outside of vehicle, disobeying drivers' rules.

## **BEHAVIOR MANAGEMENT PROCEDURES**

In the event that a camper has proven that he/she is unwilling to follow these policies, the parent/guardian will be notified and must meet with the director to discuss the situation. The director will consider a possible suspension or termination. NO REFUNDS will be given. It is our daily desire that every camper enjoys his/her day camp experience. It is for this reason that we have initiated policies we feel are fair, easily complied with and are of benefit to everyone involved.

## SUMMER CAMP PAYMENT POLICY

Registration is accepted when all forms are completed in their entirety and a \$10 deposit for each week you are enrolling is received by Schuylkill YMCA. Financial Assistance is available and all completed forms and required documents should be submitted at least two weeks prior to attendance.

### FEE SCHEDULE

Early Bird Registration: March 14 – April 30	Member \$140/week	Non-member \$170/week
Registration: May 1 - Camp	Member \$150/week	Non-Member \$170/week

Registrations will only be accepted if all highlighted areas on the registration forms are completed and the appropriate deposits are submitted. Any registration submitted without completed forms and deposits will be returned. See attached payment schedule.

1. All fees are to be received at the YMCA office by Monday before the camp week. Payments can be made by cash, check or credit card. As a convenience, weekly fees can be made as an automatic withdrawal from a checking account or major credit card. Make checks payable to: Schuylkill YMCA, 520 N. Centre St., Pottsville, PA 17901.
2. Deposits are non-refundable and non-transferable. Under no circumstances will deposits be applied to fees for an alternate week of camp.
3. **Payments not received by the Monday before the camp week will be charged a \$10 late fee. To encourage timely payments, bi-weekly automatic withdrawals are encouraged. Forms are included on the Day Camp entry form or can be obtained at the Schuylkill YMCA office.**
4. The appropriate form for automatic withdrawals must be submitted before drafts can be scheduled. Automatic withdrawals from a checking account or credit card will be drafted bi-weekly. Debit cards presented for drafting must be accompanied by a voided check as an alternate form of payment. Drafts that are returned will be resubmitted within 5 days. After the second failed attempt, an alternate form of payment will be required.
5. Late fees will be assessed on Tuesday before the service week. Accounts remaining unpaid (including late fees) at the end of the business day Thursday will result in the camper's name being removed from the camp roster for the upcoming week. If a child's name does not appear on the camp roster, a valid paid-in-full receipt must be submitted to the camp counselor before the child can be admitted to camp. A receipt will be issued at the Schuylkill YMCA office when all appropriate fees have been paid in full. Appropriate fees include late fees, past due weekly amounts, and payments for the upcoming week. If you are receiving financial assistance through a Schuylkill YMCA financial assistance program, assistance will be revoked for that week.
6. Camp fees for weeks added after initial registration will be at the current weekly fee. Child must register one week prior to first day at camp.
7. Payments will be applied in the following manner: outstanding balances including late fees,

past due camp fees, and current day camp fees.

8. The policy of the Schuylkill YMCA regarding program participation is that all outstanding fees are paid prior to enrollment in another program. It is the responsibility of the participant/parent to ensure that all prior fees are paid before registering for 2022 Day Camp program.

9. Payments returned by the bank because of non-sufficient funds will be charged a \$35 service charge. An alternate form of payment will be required immediately.

10. Under no circumstances are Day Camp Staff permitted to accept payments of any kind. Payments can only be accepted through the Schuylkill YMCA office.

11. The YMCA is unable to provide credit for absence due to illness, vacation, or other reasons. It is unfortunate when a child becomes ill or is absent. However, the Day Camp program is designed & staffed to meet on-going child care needs, and thus, fees are required on a weekly basis as contracted in the Agreement Form.

12. Refunds/credits (less deposit) will not be issued for cancellation of camp weeks after the Monday before the service week.

13. The YMCA reserves the right to adjust the existing fee structure. Participants will be given a one-week notice of all rate changes.

14. The YMCA will not provide end of the year tax statements for childcare. When payments are made please be sure to ask for a receipt and keep for tax purposes.

15. **Children properly registered for the current week of camp will be listed on the sign-in roster. The YMCA Day Camp Staff is not responsible for any child that is not listed on the current roster. If your child is not on the sign-in roster, you will be instructed to contact the Schuylkill YMCA office before your child can be accepted at camp.**

**POLICIES ARE SUBJECT TO CHANGE**

**PLEASE RETAIN THIS COPY OF THE HANDBOOK FOR YOUR DAILY REFERENCE**



## Summer Camp Payment Schedule

**FOR YOUTH DEVELOPMENT  
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Payments not received by the Monday before the camp week will be charged a \$10 late fee. Bi-weekly automatic withdrawals will not be assessed a \$10 late fee, unless payment is returned. Payments returned by the bank because of non-sufficient funds will be charged a \$35.00 service charge and the \$10 late fee charge. An alternate form of payment will be required immediately.

Camp Week	Payment Due	Bi-Weekly Auto Draft Payment Submitted	Late Fees Assessed	Unpaid Camper Name Removed From The Roster**
Week 1 (June 6 – June 10)	May 31	May 31	June 1	June 2
Week 2 (June 13 – June 17)	June 6	May 31	June 7	June 9
Week 3 (June 20 – June 24)	June 13	June 13	June 14	June 16
Week 4 (June 27 – July 1)	June 20	June 13	June 21	June 23
Week 5 (July 5 – July 8)	June 27	June 27	June 28	June 30
Week 6 (July 11 – July 15)	July 5	June 27	July 6	July 7
Week 7 (July 18 – July 22)	July 11	July 11	July 12	July 14
Week 8 (July 25 – July 29)	July 18	July 11	July 19	July 21
Week 9 (August 1 – August 5)	July 25	July 25	July 26	July 28
Week 10 (August 8 - August 12)	August 1	July 25	August 2	August 4

\*Note: Payment sent through the mail must be received by Monday. Payment will be considered late if not postmarked by Saturday's date.

\*\*Removal from the roster will require a receipt to be presented to the camp counselor before the child can be admitted to camp.

**PLEASE RETURN THIS PORTION TO THE YMCA WITH  
REGISTRATION FORMS:**

I acknowledge that I have received and read the YMCA Parent Handbook. I also agree to accept the policies & guidelines as stated within and will abide by them as written. In addition, I have asked for and received clarification on any portion that may have been unclear to me.

Parents Name (print):

Parent Signature:  Date