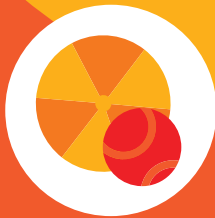




FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEST SUMMER EVER™



TRI-CITIES FAMILY YMCA
2018 SUMMER DAY CAMP

FAMILY HANDBOOK



WELCOME

Welcome to the **BEST SUMMER EVER** 2018 camp season at the [Tri-Cities Family YMCA](#)! We are glad your child is joining us for a fun adventure in our Summer Day Camp Programs. We offer many opportunities for positive growth and development in an environment that is safe, fun and educational. We are here to make your children feel welcome and help them quickly realize this is a place they can be themselves. We want them to try new things, make new friends, and be part of something great!

This handbook is designed to better prepare you and your child for a safe and fun Summer Day Camp experience at the [Tri-Cities Family YMCA](#). We hope you will gain a better understanding of how our program operates. If you have further questions or concerns, please feel free to contact us.

We look forward to introducing your child to new friends and making memories that last a lifetime.



BELONGING

Summer camp provides a safe place for youth to feel welcome and accepted, while being a part of a positive experience.



ACHIEVEMENT

Summer camp provides an opportunity for youth to gain new knowledge, skills, and self-confidence.



FRIENDSHIPS

Summer camp provides a unique setting for youth to build and foster new relationships that can last a lifetime.



GROW PERSONALLY
 DEVELOP SPECIFIC SKILLS
LEARN CORE VALUES
 IMPROVE RELATIONSHIPS
DEVELOP
LEADERSHIP
ABILITIES
 APPRECIATE DIVERSITY
HAVE FUN! MAKE MEMORIES



THE Y WAY

MISSION, GOALS, VALUES, LEADERSHIP, AND BEHAVIOR MANAGEMENT

The YMCA mission is to put Christian principles into practice through programs that **build healthy spirit, mind, and body for all.**

CORE VALUES

The YMCA works to accomplish its mission by living and sharing the following core values:

Caring: putting others before yourself; building more responsive communities.

Honesty: telling the truth; keeping promises to self and others; trustworthiness; maintaining wholeness of spirit, mind and body.

Respect: treating others as you would have them treat you; acknowledging and accepting others regardless of differences.

Responsibility: to do what you should; accepting accountability to long term relationships; pursuing excellence; following through with personal commitments.

STAFF LEADERSHIP

All **FULL DAY** YMCA Camp Directors are at least 21 years old, all **FULL DAY** YMCA Camp Counselors are at least 18 years old. They have been carefully selected for their maturity, character, experience with children, special talents and creativity. All YMCA camp staff have been screened with a complete criminal background history and central registry clearance check. All YMCA camp staff receive extensive training in camp programming, child development, age appropriate activities, behavior management and emergency procedures. All YMCA camp staff are certified in CPR, Basic First Aid, Child Abuse Prevention and Aquatic Observation, Rescue, and Safety.





POLICIES & PROCEDURES

REGISTRATION, PAYMENT AND FEE INFORMATION, GENERAL YMCA CAMP POLICIES

PAYMENT INFORMATION

A \$30 **NON-REFUNDABLE/TRANSFERABLE** deposit is due at the time of camp and field trip registration. The remaining balance must be paid in full the **Wednesday** prior to camp start date. Payments may be scheduled for **AUTOMATIC DEDUCTION** upon request. Please stop by the [WELCOME CENTER](#) to make arrangements for your automatic deduction.

LATE FEES/REGISTRATIONS

Late registration may be processed up to 5:00 PM the Friday before the camp start date. An additional fee of \$30 will be charged.

PAST DUE ACCOUNTS

Any parent/guardian owing a past due balance may not continue to register their camper/campers for additional weeks of Day Camp, or other YMCA programs, until their account balance has been paid in full. The YMCA reserves the right to remove a camper from camp if balances are not paid.

CANCELLATIONS/REFUNDS/RETURNED CHECKS

Cancellations must be made 7 days before the camp start date. **ABSENCES** will not be deducted from your fee - unless in the event of a serious illness and/or family emergency - where refunds or credits for fees (excluding deposits) may be issued. **DEPOSITS ARE NON-REFUNDABLE/TRANSFERABLE.** There will be a \$25 fee for a returned check.

FIELD TRIP FEES

Camps that offer a field trip may also require an additional registration and an additional fee to cover the field trip costs. Fees must be paid in full the Wednesday prior to camp start date. Refer to the [PROGRAM GUIDE](#) for fees.

FINANCIAL ASSISTANCE - COMMUNITY PRICING

Thanks to generous donations from individuals and our community partners, funds are available for families who may not be able to afford a day camp experience for their child. Applications are due at least **two weeks** in advance of the camp you would like your child to attend. [COMMUNITY PRICING](#) is **only available for Full Day Camp.**

PAYMENT SCHEDULE

WEEK ATTENDING	DUE BY
June 11 - 15	June 6
June 18 - 22	June 13
June 25 - 29	June 20
July 2 - 6	June 27
July 9 - 13	July 5
July 16 - 20	July 11
July 23 - 27	July 18
July 30 - Aug 3	July 25
Aug 6 - 10	Aug 1
Aug 13 - 17	Aug 8
Aug 20 - 24	Aug 15



FAMILY CONTACTS DROP-OFF, PICK-UP, PARKING, TRANSPORTATION



VISITING

It is disruptive to your camper, other campers, and the camp program when well-meaning parents “drop by” during the day to visit their child. In addition, our camp program is designed to be active and your camper’s group will be on the move throughout the day.

DROP-OFF, PICK-UP, PARKING

Please park your vehicle in a designated parking space when dropping off and picking up your camper. All parents/guardians must exit their vehicle with their camper(s) and sign them into camp. Due to the number of campers arriving and departing at the same time, please be cautious and courteous when driving in the parking lot. **Please be aware that parking in the fire lane is prohibited.** Parent vehicles are not allowed to use the service drive to the rear parking lot for camper drop-off or pick-up. **Identification is mandatory for all individuals picking up campers.**

TRANSPORTATION POLICIES

Transportation for camp-sponsored field trips is provided by YMCA-approved bus companies. Transportation of campers by staff is prohibited.

For all field trips, parents will be provided written notice of departure and arrival times from camp to the destination and from the destination back to camp. All counselor to camper ratios will be maintained when transporting campers to field trip destinations. All campers will be instructed of safety rules and procedures prior to being transported.

Additionally, the following procedures will be followed when transporting campers:

- At no time will children be left unattended in a vehicle used for transportation.
- All children will enter and exit the vehicle curbside or from a protected parking area. Camp staff will exit the vehicle before children to ensure safety and eliminate any potential hazards.
- Each passenger will have his or her own seat.
- All passengers must remain seated while the vehicle is in operation.
- When multiple vehicles are used to transport campers, vehicles will leave at the same time and travel together via the same route.
- All camper health forms and emergency contacts will accompany campers on field trips.
- First aid kits will be taken on every field trip.

YMCA CAMP STAFF CONTACT INFORMATION

GET IN TOUCH WITH US!

EMERGENCY CONTACTS

If an emergency arises at home, campers can receive a message by calling the YMCA [WELCOME CENTER](#). If there is an emergency during non-camp hours, please leave a message at for the YMCA [CAMP DIRECTORS](#). Campers are not allowed to bring cell phones or other electronic devices to camp. **Note all emergency contacts in [CampDoc.com](#).**

SEPARATED PARENT

The YMCA cannot deny access to a child by either parent, unless legal documentation is provided. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should be taken through the court system. Without legal documentation, the YMCA camp staff will not prevent access to the child by either parent.

DIVORCED PARENT

In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is in the care of the YMCA, every attempt should be made to keep YMCA camp staff updated on issues affecting a child’s custody or emotional well-being. Custody agreements must be kept on file at the YMCA.

GUARDIANSHIP

If a legal guardian, rather than a parent, enrolls a child, a copy of all appropriate legal paperwork must be on file at the YMCA. This is especially critical if natural parents have no custodial or visitation rights.



HEALTH CARE & PERMISSION FORMS/WAIVERS

After registering for camp, you will receive an email invitation from CampDoc.com with instructions on how to complete your camper's on-line profile and health information. Please complete all on-line forms for your child's camp no later than the Wednesday prior to your child's first week of Summer Day Camp. Forms will vary according to which camp your child will be attending. **For their safety your child(ren) will not be allowed to attend camp without this important documentation.**

HEALTH POLICY

The YMCA Day Camp programs are equipped to care only for children who are in good health. Children may NOT attend the program if they exhibit any of the following symptoms:

- Fever of 100 degrees or more
- Vomiting or diarrhea
- Severe nasal or eye discharge
- An unidentified rash or open sore
- A contagious disease (chicken pox, measles, lice, strep throat, etc.)

If a child is prescribed antibiotics, the child must be on the medication for at least 24 hours before returning to the camp program. If your child has a communicable disease, please notify the YMCA camp director as soon as possible. If a camper becomes ill while at camp and/or displays the above symptoms, parents will be contacted to make necessary arrangements to pick up the child. All incidents of camper illness while in attendance at camp will be documented by camp staff.

Your child can return to camp when:

- A temperature is steadily below 100 degrees for 24 hours without medication.
- An infection has been diagnosed and child has been on antibiotics for 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow or green.
- A rash has subsided, or a physician has determined that it is not contagious.
- Head lice/nits have been treated and there is no sign of nits.

FIRST AID

All YMCA camp staff are certified in CPR and First Aid, annually. The YMCA camp staff may only use soap, water, rubbing alcohol, ice, and bandages to treat routine scrapes and cuts. All camper injuries will be assessed to determine if additional or emergency treatment is required. If deemed necessary, emergency treatment will be secured for the injured camper. In all cases of serious illness, accident, or injury the parent and/or guardian will be contacted and documented. The on-line signature on your child's CampDoc.com health form will allow the YMCA to secure prompt treatment. Injuries requiring ambulance service and medical attention are the financial responsibility of the parent and/or guardian.

SAFETY AND INSURANCE

The YMCA takes every precaution to ensure a safe and fun experience for all campers. If an accident should occur while your child is in the YMCA camp program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

MEDICATION POLICY

All prescribed oral or topical medication for the camper, which must be administered during the program hours, requires permission and written instructions from the family. All medications will be stored in a locked container except when in the controlled possession of the person responsible for administering them. All medications must be checked in with the camper at the start of the camp day. Only trained YMCA camp staff will administer medication to campers. All medications and instructions to administer medication must be included on your child's CampDoc.com profile. A permission form to administer medication(s) must also be filled out. The medication must be in its original container, include prescribed instructions for administration (dates, amount and frequency of dosage) and labeled with camper's name. Under NO circumstances are campers allowed to administer their own medication, unless a written order from physician to self-administer is provided.

ALLERGIES

We are not a peanut free or allergy free facility. We will do our best to accommodate any allergies that your child may have. Please make sure you fill out the health forms in CampDoc.com with complete allergy information. For specific instructions regarding your child's allergies please contact the a YMCA [CAMP DIRECTORS](#).



BEHAVIORAL OUTCOMES

POSITIVE VALUES

1. Caring: Camp staff help campers grow in empathy, understanding, and helping others.
2. Equality: Camp staff encourage campers to be concerned with fairness.
3. Integrity: Camp staff help campers develop a sense of right and wrong.
4. Honesty: Camp staff help campers develop the ability to recognize and be truthful.
5. Responsibility: Camp staff encourage campers to accept and take responsibility for their actions.
6. Self-regulation: Camp staff encourage campers' growth in regulating their own emotions and behaviors and in understanding healthy habits and choices.

SOCIAL COMPETENCIES

1. Planning and Decision Making: Camp staff help campers think through choices and plan activities.
2. Interpersonal Competence: Campers seek to build friendships.
3. Cultural Competence: Campers continue to learn about their own identity and are encouraged to interact positively with campers of different races, ethnicities, and backgrounds.
4. Resistance Skills: Campers recognize unsafe behaviors and choices and seek support from trusted adults.
5. Conflict Resolution: Campers learn to resolve conflicts peacefully without physical aggression.

SUPPORT

1. Positive Adult Relationships: Campers receive support from adult role models and form trusting relationships with adults.

EMPOWERMENT

1. Service to Others: Campers have opportunities to serve in the community with adult support and approval.
2. Independence: Campers develop increasing independence with the supervision of trusting adults committed to their safety and well-being.

BOUNDARIES & EXPECTATIONS

1. Adult Role Models: Camp staff model positive, responsible behavior and encourage campers to follow these examples.
2. Positive Peer Influence: Camp staff monitor camper/peer relationships and encourage healthy camper/peer relationships.
3. High Expectations: Camp staff encourage campers to do their best in all tasks and celebrate campers' successes.

POSITIVE IDENTITY

1. Personal Power: Campers have a sense of influence over their own lives.
2. Self-Esteem: Campers like themselves and feel valued by others.
3. Sense of Purpose: Campers welcome new experiences and have insight and input regarding what they would like to do.
4. Positive View: Campers have growing curiosity about the world and their place in it.

BELONGING.ACHIEVEMENT. FRIENDSHIPS.



YMCA CAMP RULES



BE IN CONTROL

Show respect for yourself and others
Speak for yourself, not for anyone else

BE KIND

Use put-ups, not put-downs
Listen and others will listen to you

BE SAFE

Play safely and fairly
Follow all facility, pool, and playground rules

BEHAVIOR EXPECTATIONS & GUIDELINES

The YMCA teaches the core values of caring, honesty, respect and responsibility to promote a healthy, safe and secure environment for all camp participants. The YMCA will not tolerate campers who are fighting, using obscenities, and/or intimidating or bullying other campers. Stealing is a violation of Michigan law. A camper who becomes involved in a theft of camp property, another camper's belongings, or a staff member's belongings is subject to disciplinary action and possible police involvement.

Campers and YMCA camp staff are not allowed to have communication outside of the YMCA. The campers and YMCA camp staff may not exchange emails, phone numbers, or be affiliated with each other on any social-networking sites.

The YMCA does not allow the use of corporal or physical punishment. The YMCA recognizes that positive discipline teaches and encourages the healthy development of a child's self-esteem. YMCA camp staff employ positive discipline techniques; which include encouragement, acknowledgment of appropriate behavior and positive role models to influence and reinforce positive behavior. YMCA camp staff sets limits that are developmentally appropriate and are consistently enforced. YCMA camp staff will encourage and assist all children in following the camp rules. All campers will be given an orientation of camp rules on the first day of camp. All questions will be answered and the rules will be explained during this orientation.

REMOVAL FROM THE PROGRAM

The YMCA camp staff will work cooperatively with families of campers to develop the best plan of care for your camper. A collaborative approach is the only way to correct repeated inappropriate behavior. Family patience, support and follow through are not only appreciated, but also necessary. Expulsion from the program will be considered in extreme situations.

The YMCA reserves the right to remove a child from our program for any of the following reasons:

- Failure of parent/guardian to pay weekly fees as outlined in the handbook.
- The child's needs are not being met in our small or large group camp setting.
- The child is a safety threat to him/herself, other children, or YMCA staff, members, or volunteers. This includes behavior such as fighting, striking others, biting and wandering away from the program.
- Frequently using profanity, vulgarity, obscenity, and/or acting in a lewd manner.
- Possession of and/or use of tobacco, alcohol, illegal drugs, firecrackers, firearms, or explosives.
- Inappropriate touching of self or others.
- Any additional behavior deemed by the YMCA which disrupts the day-to-day operations of camp.



FULL DAY CAMPS

The Tri-Cities Family YMCA's fully licensed and accredited Day Camp is much more than running around outdoors and going home tired - it is a chance for your child to discover new adventures, grow personally, and make new friends and memories. Each week of camp has its own "theme" and is packed with activities, crafts, games, music, water fun, sports, field trips and so much more! We utilize our wonderful local parks such as Mulligan's Hollow, Duncan Woods, the splash pad and of course, the beach! Water Safety is an important component of our Day Camp and lessons are included with the cost of camp. Indoor swim lessons along with free swim time is scheduled daily. Join us for one week or the whole summer!

WHAT FAMILIES NEED TO KNOW

FULL DAY CAMP HOURS

Monday - Friday 9:00 AM - 4:00 PM

FREE EXTENDED CARE FOR FULL DAY CAMPERS

Pre-camp: 7:00 - 9:00 AM

Post-camp: 4:00 - 6:00 PM

COST

Members: \$145/week

Non-Members: \$175/week

AGE GROUPS

All campers must meet the designated age requirements of the camp for which they wish to register, as the program is designed for age appropriate activities.

Discovery Camp: Ages 4-5

Adventure Camp: Ages 6-7

Explorer Camp: Ages 8-10

Trailblazer Camp: Ages 11-13

Leaders-in-Training Camp: Ages 14-15

*All participants must be toilet trained. Campers are not permitted to wear pull-ups or swim diapers.

HEALTH FORMS

When you register for camp, you will receive an email from CampDoc.com with information about how to complete your camper's health information. Health forms must be submitted or updated in order for your child's camp enrollment to be complete. Health forms must be submitted the Wednesday prior to the camp start date.

CAMP SAFETY & STAFF TRAINING

Camper safety is our #1 priority. Our staff are selected based on their expertise, background and their strong desire to work with children. They are motivated to provide your child a safe and fun camp experience. All YMCA camp staff undergo extensive summer camp training. We cover topics such as team building, character development, conflict resolution, emergency procedures, child abuse awareness and prevention, CPR, first aid and age appropriate activity planning. **The Tri-Cities Family YMCA Day Camp is accredited by the [AMERICAN CAMP ASSOCIATION](http://AmericanCampAssociation.org) (ACA).**



SAMPLE SCHEDULE

7 - 9:00 AM	FREE EXTENDED CARE - PRE CAMP ACTIVITIES
9:00 AM	OFFICIAL START TIME
9 - 11:30 AM	THEMED ACTIVITIES
10:30 AM	MORNING SNACK - PROVIDED BY CAMPER
11:30 - 11:45 AM	WATER/BATHROOM BREAK
11:45 - 12:30 PM	LUNCH
12:30 - 12:45 PM	CLEAN UP/BATHROOM BREAK
12:45	SWIMMING/THEMED ACTIVITIES
2:00 PM	AFTERNOON SNACK - PROVIDED BY YMCA
4:00 PM	OFFICIAL END TIME
4 - 6:00 PM	FREE EXTENDED CARE - POST CAMP ACTIVITIES



WHAT TO BRING TO CAMP



WHAT TO BRING FROM HOME



- Appropriate Clothing: Be sure to dress for the weather and label all belongings. Campers should dress to be active.
 - Extra clothes (T-shirt, shorts, and shoes) highly recommended for children 6 and younger.
 - Closed-toe shoes are mandatory. No open toe shoes or sandals are permitted for safety reasons.
 - Sweatshirt or jacket, it can be chilly in the mornings.
 - A raincoat or poncho will be needed on rainy days.
- A sturdy backpack for belongings is recommended.
- Nonperishable lunch, with a non-carbonated beverage, and **one healthy morning snack from home. The Tri-Cities Family YMCA will provide one healthy afternoon snack to Day Campers.** No glass containers are allowed and campers do not have access to a microwave or refrigerator. Children will not be allowed to visit our vending area during camp time.
- Leak proof, non-breakable water bottle labeled with camper's first and last name.
- Swim suit and bath or beach towel, labeled with camper's first and last name. One piece swimsuits only (no bikinis). Goggles are optional, please write name with permanent marker on any goggles brought to camp. A plastic bag, labeled with their name, for their wet swimsuit is very helpful.
- Sunscreen, insect repellent, and lip balm, labeled with camper's first and last name. Please provide permission for use of sunscreen, insect repellent, and lip balm in CampDoc.com.

WHAT TO LEAVE AT HOME

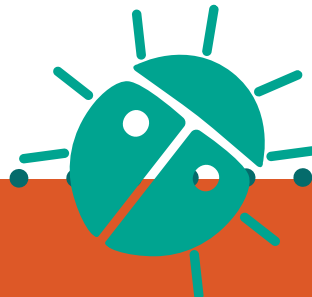


- Gum, candy, soda pop and all toys!
- All electronic devices and MP3 Players
- Any type of cards: magic, trading, Pokémon, etc.
- Personal Sporting Equipment
- Pocket knives/weapons
- Expensive items; cell phones, MP3 players, tablets, jewelry, personal video games
- Alcohol, drugs, tobacco products
- Money (unless it is specifically allowed for field trips or special events)
- Pets

Please help us maintain a safe environment by not allowing your child to bring any of these items to our programs. The Tri-Cities Family YMCA is not responsible for lost, stolen or broken items that are brought to camp.

SUNSCREEN, LIP BALM & INSECT REPELLENT

Please apply sunscreen prior to sending your child to camp. The YMCA camp staff will supervise application of camper's sunscreen, per instructions on label, multiple times a day. If sunscreen is not sent with your camper, YMCA camp staff will apply sunscreen provided by the YMCA. Camper's personal insect repellent and lip balm will be applied with supervision, as needed.





FULL DAY CAMP POLICIES

DROP-OFF, PICK-UP, ATTENDANCE, WEATHER, EMERGENCIES, SAFETY, & FIELD TRIPS

DROP-OFF

Every morning during summer camp, you will drop them off at the Summer Day Camp tent. Please have your child dropped off by 8:50 am in order for camp activities to begin promptly at 9:00 am.

PICK-UP

Sign-out for campers will begin at 4:00 pm, either under the Summer Day Camp tent in front of the YMCA building. We ask that you refrain from getting your camper until that time. Once you have **provided your ID** and signed your camper out, you will receive a token to then take to the field and collect your camper at that time. Campers will only be released to those people that are listed in CampDoc.com. While we understand that this may be an inconvenience at times, it is done to protect your child. Campers are welcome to use after care from 4-6 pm. If using aftercare, a charge of \$2 per minute will be applied for children being picked-up after 6 pm. Multiple offenders will be unable to use after care.

CAMP SIGN-IN

Whether it's a first time camper or returning veteran, arrival at camp can be a time of apprehension, excitement, and wonder. Upon arrival proceed to the camp tent at the front of the YMCA building for the check in area. Please do not leave your child until they have been signed in to camp. Please make sure you have your child(ren)'s health forms submitted on-line to CampDoc.com on the Wednesday prior to the week your camper starts camp.

CAMPER ABSENCE

If your camper is unable to attend camp due to illness or other obligations, please notify the day camp prior to 9:00 am of the day of absence by calling the WELCOME CENTER or YMCA CAMP DIRECTORS. Please give the name and age of your camper and the expected return date to camp. If a camper that is registered to participate does not arrive at camp by 9:00 am, parents/guardians of the camper will be contacted to confirm that the camper will not be in attendance.

LATE ARRIVALS

Special arrangements must be made, if your child will arrive at camp after 9:00 am. Please inform a staff member the day before or leave a message for YMCA CAMP DIRECTORS. Due to our camps being highly mobile, if arriving after 9:00 am, it will be your responsibility to make sure your child gets to their age appropriate camp.

EARLY DISMISSAL

Special arrangements must be made, if your child needs to be dismissed from camp prior to 3:30 pm. There will be no early dismissals between 3:30 pm and 4:00 pm. Please provide a written note to a staff member, detailing the time of pick up and who will be picking up your child. Early dismissals need to be arranged prior to or at drop-off. Please do not "show-up" at the Y for an early dismissal if it has not been pre-arranged. You may contact the YMCA CAMP DIRECTORS for an emergency early dismissal.

LOST AND FOUND

The lost and found area will be located in the Day Camp Office. All items left throughout the week will be available at check out Wednesday - Friday. Unclaimed items will be periodically donated to local agencies.

SWIM & LOCKER ROOM INFORMATION

Campers will be swimming at the YMCA as part of our daily programming. The campers will be supervised in the locker rooms. Campers may be exposed to YMCA members in various stages of undress while in the locker rooms. The staff will take all necessary precautions to ensure the campers' privacy. Swim time will consist of swim lessons with a trained staff member and free time in the pool. Swim tests are required for ALL Summer Day Camps on the Monday of each week. This test will determine which area of the pool each camper will be allowed to use, as well as what type of flotation device they will need. A certified YMCA lifeguard will accompany campers on beach days.



RAIN OR SHINE! FIRE SAFETY!

A GREAT ATTITUDE

Campers need to be prepared to have an active day outdoors. A good night's sleep and breakfast are essential for a healthy camper.

RAINY DAYS

Camp will be held as normal through sprinkles and light rain. Hard rain and severe weather will cause camp to adjust plans and take place indoors. Depending on your camp location different spaces and activity areas will be used.

During inclement weather, drop off and pick-up will take place inside the West Gym of the YMCA. Please plan accordingly on these days.

HOT WEATHER

YMCA day campers spend a substantial amount of time outdoors. Camp schedules may be modified when necessary for extremely hot days. Activities that are normally held in sunny areas may be moved indoors and other activities will be modified to be less vigorous to limit physical activity. Campers can refill their own personal water bottle throughout the day.

SEVERE WEATHER

In the event of severe weather, the following procedures will be followed:

1. The YCMA Camp Director will monitor radio broadcasts for the latest weather bulletins and/or radar concerning the immediate and surrounding area.
2. If a tornado sighting has been reported near camp or is moving toward camp:
 - a. All campers and staff will proceed immediately to the lower level and enter racquetball court #4 and #5.
 - b. Campers will sit along the wall with their heads between their knees and their hands clasped over their heads.
 - c. Camp staff will take attendance of the camp group they are responsible for and account for all campers.
 - d. Missing campers will be reported to the YMCA Camp Director immediately.
 - e. If camp is traveling off-site, camp staff will direct campers to the nearest low lying area.
 - f. All campers and staff will remain together until the weather has passed and/or emergency workers give the clear.
 - g. YMCA Camp Director and YMCA management staff will notify families and make plans for reunification.
 - h. Any reports, updates or statements to the media will be made by the Tri-Cities Family YMCA CEO.

FIRE

In the event of a fire, the following procedures will be followed:

If a fire occurs indoors:

1. Fire will be signaled by smoke or the activation of the fire alarm.
2. Notify emergency personnel by calling 911.
3. Campers will be evacuated from the building.
4. YMCA lead camp counselors/coordinators will lead campers out of the building to Mulligan's Hollow and away from danger.
5. YMCA camp staff will follow the line, accounting for all campers and ensuring no campers are left behind.
6. YMCA Camp Directors will meet all camp groups at Mulligan's Hollow with sign-in sheets for the day.
7. Roll call will take place.
8. If there are any missing or unaccounted for campers, emergency personnel will be notified immediately.
9. First Aid will be secured and provided for any injured campers or staff.
10. YMCA Camp Director and YMCA management staff will notify families and make plans for reunification.
11. Any reports, updates or statements to the media will be made by the Tri-Cities Family YMCA CEO.

If a fire occurs outdoors:

1. Notify emergency personnel by calling 911.
2. Campers and staff will be removed from the area of fire immediately to the east tennis/pickle ball courts by the water tower.
3. YMCA lead counselor/coordinator will lead.
4. Camp staff will follow the line, accounting for all campers and ensuring no campers are left behind.
5. YMCA Camp Director will meet all camp groups at the tennis/pickle ball courts with Sign-in sheets for the day.
6. Roll call will take place.
7. If there are any missing or unaccounted for campers, emergency personnel will be notified immediately.
8. First Aid will be secured and provided for any injured campers or staff.
9. YMCA Camp Director and YMCA management staff will notify families and make plans for reunification.
10. Any reports, updates or statements to the media will be made by the Tri-Cities Family YMCA CEO.





LOST OR MISSING CAMPER

The Tri-Cities Family YMCA has many methods of accounting for campers throughout the day (buddy checks, camper head counts, roll call, etc). These strategies are used regularly throughout the camp day, during transition times, as well as before and after changing location within the camp. If a camper is ever unaccounted for, the following will take place:

1. Notify the YMCA Camp Directors of the missing camper.
2. YMCA camp staff reporting missing camper will provide Camp Directors with name and description of camper.
3. YMCA camp staff will provide previous and current location of the camp group the camper was last seen with.
4. YMCA Camp Directors and all available YMCA camp staff will begin a search of camp grounds and facility for the missing camper (bathrooms, play areas, playground, pool, locker rooms, and indoor facility).
5. After an initial search, if the camper is not located, the YMCA Camp Directors will notify the local police department.
6. The YMCA Camp Directors and/or YMCA management staff will notify the camper's parents.
7. Any time a camper is missing or unaccounted for the incident will be documented and reported to Day Camp Licensing.
8. Any reports, updates or statements to the media will be made by the Tri-Cities Family YMCA CEO.

DAY CAMP T-SHIRTS

Each camper will receive one FREE YMCA camp T-shirt for the 2018 summer camp season. **Your child must wear this YMCA 2018 summer camp shirt on all field trips.**

FIELD TRIPS

Field trips will take place for certain camps during certain weeks. A full list of weekly themes and field trips, with additional fee information, can be found in our current [PROGRAM GUIDE](#). Specific field trip information will be included in the weekly parent newsletters. Please note that due to cancellations or weather conditions, field trips and schedules can change. For all field trips, parents will be provided written notice of departure and arrival times from camp to the destination and from the destination back to camp. There are occasions that campers will return late from field trips. If buses will be unexpectedly arriving late, the head counselor will notify the YMCA camp director and the YMCA as soon as possible. YMCA Day Camp staff trained in safety and accident procedures will accompany children on all field trips and provide supervision.

Training includes:

1. Providing and securing care for the injured.
2. Supervising the uninjured.
3. Notifying day camp director and families.
4. Documenting all accidents and injuries while being transported.
5. Notifying emergency personnel and/or requesting emergency services.

All campers will be instructed of safety rules and procedures prior to being transported on field trips. Transportation for camp-sponsored field trips is provided by YMCA-approved bus companies. Transportation of campers by staff is prohibited.

HALF DAY CAMPS

For preschool aged children and kids who have special interests, we offer a wide variety of half-day camps. Campers can explore their interests with like-minded children and learn new skills in a safe and fun environment. The camps are listed in age appropriate groups and divided into various categories: **Learning Tree Camps, Sports & Specialty Camps, NEW Mini One-Day Camps, and NEW STRONGirls Camp.**

WHAT FAMILIES NEED TO KNOW

It is important to be on time according to the schedule below. Campers leave to go to their activities at the start times. It will be your responsibility, if you are late, to bring your child to the activity area to catch up with the group.

HALF DAY MORNING

8:50 AM	DROP OFF
9:00 AM	OFFICIAL START TIME
11:30 AM	PICK UP



BEFORE/AFTER CARE FOR HALF DAY CAMPS

There will be no before and after care for the half day camps. If half day is not enough, please sign up for our full day camp for an additional \$85 for MEMBERS (\$95 for NON-MEMBERS). For children ages 3-12, we also offer additional hours of childcare before or after our half day camps through our [LICENSED CHILDCARE PROGRAM](#).

WHAT TO BRING TO HALF DAY CAMPS:

1. **Water Bottle:** A labeled water bottle for those hot summer days.
2. **Healthy Snack:** Please send your child with a healthy snack for all half day camps.
3. **Sunscreen:** Please apply sunscreen prior to sending your child to camp.
4. **Sweatshirt/Jacket:** It can be chilly in the mornings, please dress appropriately.

*Refer to individual camps for a more detailed list.

HEALTH FORMS

When you register for camp, you will receive an email invitation from [CampDoc.com](#) with information about how to complete your camper's health and contact information. These forms must be submitted or updated in order for your child's camp enrollment to be complete. Health forms must be submitted the Wednesday prior to the camp start date.

MINI ONE-DAY CAMPS

DROP-OFF, PICK-UP, DATES, AND TIMES

Drop-off and pick-up for Mini One-Day Camps will change per each camp. These locations will be noted in weekly newsletters. Please refer to the [PROGRAM GUIDE](#) for specific dates and times for ALL Mini One-Day Camps.

ADDITIONAL ITEMS TO BRING TO ONE-DAY CAMPS

Refer to the [PROGRAM GUIDE](#) and weekly newsletters for individual camp information.

STRONGirls CAMP

DROP-OFF AND PICK-UP

Drop-off and pick-up will take place outside at the Summer Day Camp tent. Please have your child dropped off by 8:50 am so camp can begin promptly at 9:00 am.

ADDITIONAL ITEMS TO BRING TO STRONGirls CAMP

STRONGirls campers should wear clothing and shoes that are comfortable to workout in. Additionally, campers should bring a water bottle and backpack. One healthy snack will be provided to campers daily.



LEARNING TREE CAMPS

Learning Tree Camps include circle time, themed activities, outdoor play, and snack times. They are very helpful in preparing your child for the preschool environment.

DROP-OFF AND PICK-UP

Please be prompt and have your child dropped off by 8:50 am in order for camp activities to begin promptly at 9:00 am. Artwork and other projects from camp will be in the cubbies labeled with camper's names. Please be prompt during the pick-up time of 11:30am. **Drop-off and pick-up take place inside the building in the preschool hallway.**

ADDITIONAL ITEMS TO BRING TO LT CAMP:

1. **Backpack** - The campers will be creating multiple crafts throughout the week and will need a backpack to bring everything to and from camp.
2. **Change of Diaper & Wipes** - If your child is attending the 2-3 year old camps and is still in need of diaper changes; please send any diaper items they may need.
3. **Appropriate Clothing** - Tennis shoes and socks must be worn. Some of our camps are messy themed camps and campers should dress appropriately. Dress to get messy every day! Athletic apparel and gym shoes are recommended. There will be no swimming in any half day camps.
4. **Sweatshirt/Jacket** — Our camps are held in the preschool classrooms and can be chilly sometimes. Bringing a light jacket, hoodie, or sweatshirt is highly recommended.
5. **Change of clothes** – This is helpful for spills and occasional accidents.

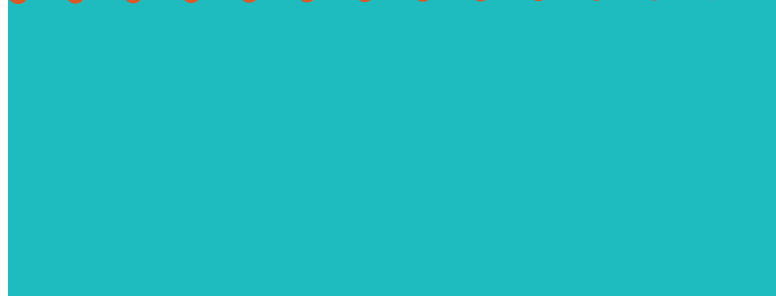
If the half day Learning Tree Camp you are registered for is not listed, there are no extra requirements needed.

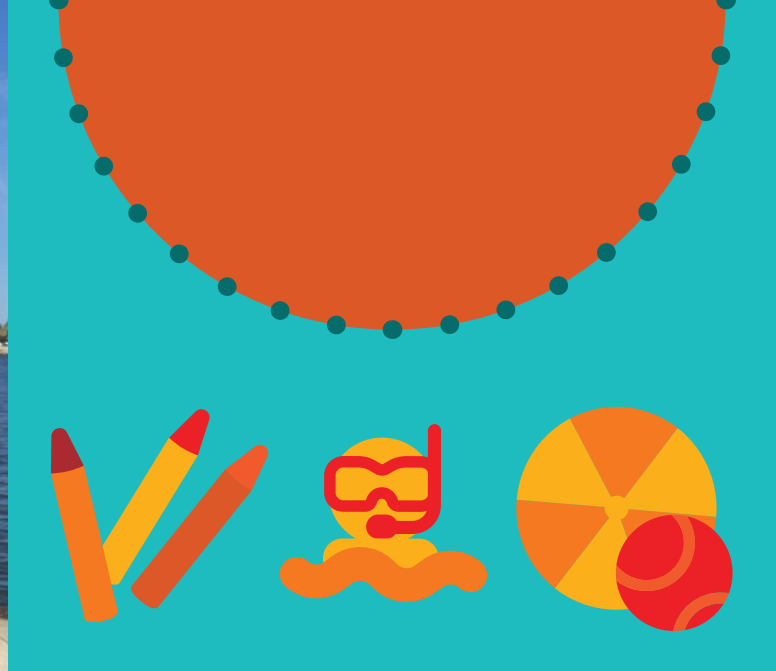
TOP CHEF COOKING CAMP

This camp will take a walking field trip to the Grand Haven Farmer's Market on Wednesday the week of camp. Please send \$1 for fresh produce that we will purchase for our cooking activities that day.

SURF AND TURF

Please have your camper wear a bathing suit and sunscreen to camp each day this week. We will play water games outside each day. Additionally, please send a beach towel with your child each day.





SPORTS/SPECIALTY CAMPS

Whether your child likes to kick, throw, cast, balance, climb, swing, or jump - we've got you covered! Our sports and specialty camps are designed specifically for active kids!

DROP-OFF AND PICK-UP

Please be prompt and have your child dropped off by 8:50am in order for camp activities to begin promptly at 9:00am. Please be prompt during the pick-up time of 11:30am. **Refer to weekly newsletters for drop-off and pick-up locations.**

ADDITIONAL ITEMS TO BRING TO SPORTS/SPECIALTY CAMPS:

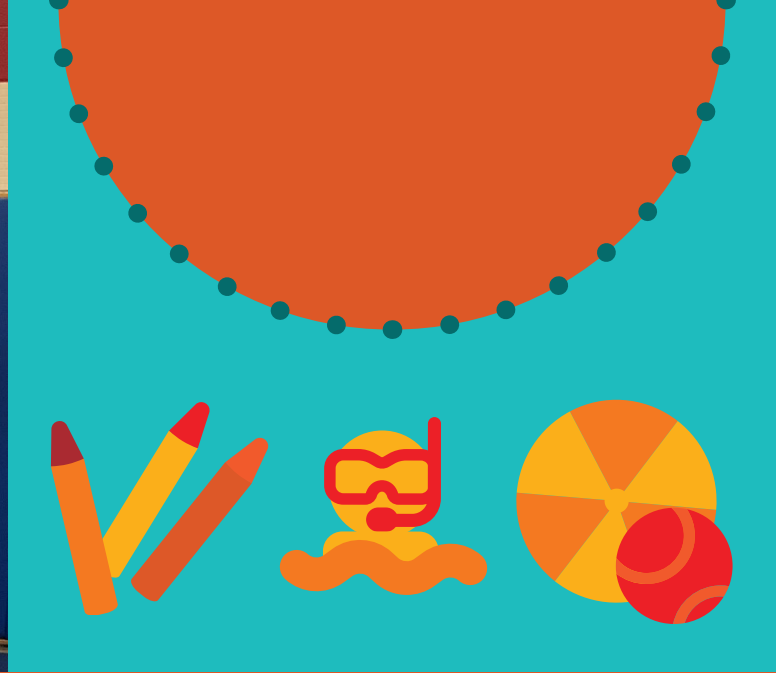
1. **Appropriate Clothing: NO flip-flops or sandals. Shoes and socks must be worn.** Camps are designed to be fun and campers may get messy. Athletic apparel and gym shoes are recommended. **There will be no swimming in any half day camps.**

If the half day Sports Camp you are registered for is not listed, there are no extra requirements needed.

FISHING CAMP

Bring an appropriate fitting life jacket and fishing pole if you have them. (YMCA has extra life jackets, poles and bait). **Most drop offs will occur at the YMCA, however, if the camp is traveling off-site, the parent of the camper is responsible for transportation to and from.**





GYMNASTICS/DANCE

We love camp! Yes, we do! We love camp! How `bout you? Our gymnastics and dance camps offer numerous opportunities to strengthen old skills and learn new skills!

DROP-OFF AND PICK-UP

Please be prompt and have your child dropped off by 8:50am in order for camp activities to begin promptly at 9:00am. Please be prompt during the pick-up time of 11:30am. **Refer to weekly newsletters for drop-off and pick-up locations.**

ADDITIONAL ITEMS TO BRING TO GYMNASTICS/DANCE CAMPS:

1. Please wear comfortable active wear or a leotard. Please do not wear jeans.
2. Since our campers are barefoot in the gymnastics area, flip flops make it easier for the campers when making bathroom trips.
3. No metal zippers on clothing.
4. Long hair should be pulled back.
5. No jewelry please.

