

# YMCA DAY CAMP HANDBOOK 2025



# WELCOME TO DAY CAMP AT THE Y!

Dear Parents and Campers,

We're so glad you're here!

Come experience day camp at the Y! Where friendship, accomplishment, and belonging are our main focus of personal growth. You will have opportunities to make friends, set goals, learn new things, and much more! Campers are challenged to work on their strengths and weaknesses, whether it be physically, mentally, or emotionally. Here, we believe every child is made for something great and we want to give campers the tools they need to flourish into the young adults of our tomorrow. We're so excited to see you!

Michelle Weatherford, Youth Development Director

**This Parent Handbook contains valuable information about policies and procedures for camp.  
Please read it carefully.**

## **About the Y**

### **Parkview Huntington Family YMCA**

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living, and social responsibility. The YMCA is a non-for-profit agency supported by our membership, program participants, and donor contributions. The Y associates people of all ages, ethnic backgrounds, and religious affiliation into a worldwide fellowship based on Christian principles. We strive to be the leading provider of affordable activities that promote healthy spirits, minds, and bodies for individuals and families in and around Huntington County. The Y is governed by a Board of Managers that is made up of concerned and interested local community leaders and YMCA members. Through regular meetings, the Board monitors ongoing operations, ascertains community needs, ensures the proper functioning of the organization, and provides leadership to the long-range planning process for our YMCA. The Board employs a CEO who, with other staff and volunteers, supervises the ongoing Branch Operations of the Y programs and services.

### **The YMCA Mission Statement**

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **Character Development**

Y's throughout the USA strive to implement our character development program exemplifying our core values of: CARING, HONESTY, RESPECT, and RESPONSIBILITY. These core values provide a foundation that guide all Y programs, staff trainings, and operations. It is our job to give youth and adults experiences that help them develop a set of positive values, morals, and ethics to live by. The Y Staff strives to provide an environment focused on these Y core values. Students/Campers will be taught these core values on a consistent basis. Each child will be taught expectations of conduct while in our Camp Program. Teaching the core values will allow students/campers in our care to form a foundation that will provide a stable, secure base on which to build their lives.



## PROGRAM INFORMATION

### Camp Operating Hours

Camp Activity Time is from 8:30am– 4:00pm unless designated otherwise.

### Before Care

\*Offered at no extra charge

\*Hours: 6:30am–8:30am in the Hangout Room

\*If dropped off after 8:30am, parents/guardians must walk camper to the front desk to check in. They will then radio to our counselors of your child's arrival and someone will come escort your child to the group.

\*If picking up early, check in at the front desk. They will radio the counselors and your child will be escorted to you. DO NOT walk down the hallway to pick up your child. If you know ahead of time that you are picking up early, please inform the counselor at drop off, email Michelle, or call the front desk.

**\*Campers must be signed in on the sign in sheet by an adult 18 years of age or older**

### After Care

\*Offered at no extra charge

\*Hours: 4:00pm–6:00pm

Day Camp ends at 6:00 pm and our counselors are scheduled to leave. If you are running late, please notify the Front Desk and they will relay the message to the camp staff. A Late Pick up fee will be charged to your YMCA account to be paid off ASAP (\$5.00 per child / per minute starting at 6:05pm).

All campers must be signed in and out by an **authorized adult 18 years of age or older, that is on their approved Pick Up list on their registration form.** "Pickup Tags" will be given on the child's first day of camp. If you still have your tag from a previous camp, please use it. IDs will be asked to be shown for the first couple days for regulars who do not have their pick up tag until counselors can easily recognize which parent/guardian goes with each child. Any new person picking up a child will have to show ID before a child is released to them.



### **ELECTRONICS POLICY:**

Electronics may be used during Before and After Care (6:30am-8:30am & 4pm-6pm). We expect campers to be using/playing YMCA appropriate games/apps. We will take electronics away if policies aren't followed and will be returned when picked up for the day. **THIS INCLUDES PHONES.**

**We are not responsible for any of these items should a camper bring them. Due to the nature of our program, damages and theft of personal items is possible.**

**Daily Needs: MARK ALL ITEMS CLEARLY WITH CAMPER'S NAME AND PUT IN A BACKPACK:** Water Bottle, Sack Lunch, Afternoon Snack, Gym Shoes (flip flops are not conducive to active games and sports), Comfortable Play Clothing (Dress for weather and messy crafts)

### **Food**

**Please provide a sack lunch for your child each day they attend camp. Snacks will be provided, however if they would like to bring any additional snacks, they may. All microwave popcorn must be popped at home and placed in a zip lock bag.**

### **GENERAL POLICIES AND PROCEDURES**

For the safety and protection of your child and our staff, Y employees are not allowed to babysit for program participants, spend time outside of program with your families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do NOT put our staff at risk of losing their position with us by asking them to do so.

**Behavior:** We expect all campers to behave appropriately and treat other campers and all YMCA staff with respect. If they fail to do so, the Camp Director or another YMCA Director will contact you and discuss the situation. Problem behavior is dealt with age-appropriately and if we feel the scope of the behavior is beyond our professional ability, you will be asked to come pick up your child immediately from camp and next steps will be addressed.

### **Absences, NO CALL NO SHOW POLICY, Cancellations, Waitlist Information**

**Absent:** If your child will be absent from a registered day of camp, it is the responsibility of the parent/guardian to notify the Camp Director before 9:00am the day of the absence. If the director doesn't receive prior notification of the absence, **you will be charged for that day.** If you need to drop your child off after 9:00am, prior notice needs to be given so your child isn't counted absent.

**NO CALL NO SHOW POLICY:** If your child misses 2 days of camp at any time without notice, they will forfeit their spot for the remaining days/ weeks they are registered for. Parents are expected to pay for any no call no show days.

**Cancellations:** If your child needs unregistered for a day(s) or week(s), it is the responsibility of the parent/guardian to notify the Camp Director/Front Desk by **NOON THE THURSDAY BEFORE** the week being cancelled. This will allow us to try and place kids off of our waitlists. Failure to notify of a cancellation will result in you being charged for that week and will risk dismissal from the program.

**Failure to pay:** If you have an outstanding balance on your unit, payment must be made or a payment arrangement must be set up in order to register for any day(s) or week(s) of camp.-

**Waitlist Information:** If your child is on a waitlist, please understand that they will be automatically slotted in to open spots and you will be called to be advised of the change. You are able to call back within 24 hours to cancel if the waitlisted week no longer works with your schedule.

**IMPORTANT:** Payments for camp are to be scheduled to pull from a bank account/credit card or be paid in person the Friday before attending camp, unless other arrangements have been approved by the Camp Director. Failure to meet payment deadlines could result in the loss of a camp reservation. REFUNDS AND ADJUSTMENTS WILL OCCUR THE MONDAY AFTER THE WEEK ATTENDED and will show up on your Y unit as a credit.

**Financial Assistance:** If at any time payments for camp are becoming difficult to keep up on due to other financial circumstances, please see Pam Santos, Business Operations Director. She will be able to connect you with the resources needed to file for financial assistance.

**\*\*The policies and information included in this handbook are subject to change\*\***

**We thank you for trusting us with your child(ren), we are so excited for them to be here!!**

