



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA DAY CAMP HANDBOOK 2026





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WELCOME TO DAY CAMP AT THE Y!

Dear Parents and Campers,

We're so glad you're here!! Day camp at the Y is 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 and 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 the 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 training, and operations. It is our job to give youth



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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

Day camp at the Huntington YMCA is offered from 6:30 am-6:00 pm.

Before Care is offered from 6:30 am-8:30 am. During this time, campers arrive, drop off their personal belongings into a cubby and can watch a movie on the tv, play on a personal electronic device, play games with friends and if they have packed breakfast, can eat it at this time.

Main camp events are scheduled from 8:30 am-4:00 pm. We begin each day with the Pledge of Allegiance and our Character Creed. Following that, we have a full day of activities planned including crafts, gross motor games, swimming, and at times, popcorn and a movie.

After Care is offered from 4:00 pm-6:00 pm. At this time, campers clean up and tidy our area, make sure their personal belongings are gathered up and placed in their bags and personal electronics, games, socializing and a movie is played on the tv. This is low key and a time to hang out with friends prior to parents picking them up.



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 pickup fee will be charged to the YMCA account that is to be paid off ASAP. The late pickup fee is \$5 per child/ per minute starting at 6:05 pm).

All campers must be signed out by an adult aged 18 years of age or older, whom is also on their approved pickup list. Please be prepared to present your state issued identification at pick up, to verify your identity before a child is released to you.

Electronics Policy

Electronics may be used during Before and After Care (6:30 am-8:30 am & 4:00 pm-6:00 pm). We expect campers to be using/playing YMCA appropriate games/apps. We will take electronics away if



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policies aren't followed and will be returned when picked up for the day. **THIS INCLUDES PHONES.** Please note, camp is offered to children ranging in age from 5-12. With this large range of ages, there are very strict rules and expectations of what games and apps are allowed.

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



Please send daily: water bottle, swimsuit, towel and goggles, lunch, gym shoes and comfortable play clothing. **Be sure to label these items with your child's name!** These items are necessary for a day at camp, we enjoy lots of activities including, running, painting, cutting and gluing and ensuring your child is prepared with these items will make for an enjoyable day at camp.

Food

Please send in a packed lunch each day. A microwave is available to warm food if needed. All popcorn needs to be popped at home and sent in a zip lock bag. Any foods needing a container to prepare them should be sent in as well (for example, ramen needs a dish to be cooked in). Please send a water bottle! We have water fountains available to refill them through the day. An afternoon snack is provided each day, however if your camper would like to pack any additional snacks, they may.

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 the program with your families, transport children in their private vehicles, or contact families by 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

Registration: When you register your child for day camp, you are holding a spot for childcare for that day. We plan staffing, activities, and gather materials for the number of campers we have



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registered each day. As a result, parents are responsible to pay for each day their child is registered. Even if your child is absent for a day. Should your schedule change and you know that your child will not be attending, **a two week written notice to Michelle** is required for the fees of the day to be removed.

Absences: 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 9:00 am the day of the absence. **You are still responsible for paying that day's fees.** If you need to drop your child off after 9:00 am, prior notice needs to be given so your child isn't counted absent. Please review the child health policies outlined at the end of this handbook for information pertaining to illness and medication dispersal.

NO CALL NO SHOW POLICY: If your child misses 2 days of camp at any time without notice, they will forfeit their spot in all other weeks registered. Parents are responsible for missed days of camp.

Cancellations: If your child needs to be unregistered for a day(s) or week(s) of camp, it is the responsibility of the parent to notify the Camp Director in writing no later than two weeks prior to the days needing to be removed. Failure to notify of a cancellation will result in the parent being charged for those days and/or that week and will risk dismissal from the program.

Failure to pay: If you fall behind on one week of camp, payment notices will be sent home with your child and follow up communication will be made to collect payment. If you fall behind on two weeks of camp, you will forfeit your child's spot in remaining weeks 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 registrations 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. Payments for daily registrations must be paid no later than the day a camper is registered to attend camp. Failure to meet payment deadlines could result in the loss of a camp reservation.

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 resources needed to file for financial assistance.



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****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!!

CHILD HEALTH POLICIES

Illness: Should the child show signs or symptoms requiring exclusion from camp, he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up the child. There can be no exceptions since illness spreads quickly among children.

Parents must make other arrangements if the child is sick and must respect our decision if we feel the child is too sick to be in camp. We are sympathetic to the difficulties of taking time off, so our best discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to, any of the following:

- The illness prevents the child from participating comfortably in the camp environment.
- The illness results in a greater care need than we can provide without compromising the health and safety of the other children in our care, OR
- The child has any of the following conditions:
- Fever: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; must be fever free without fever reducing medication for a full 24 hours before returning to camp
- Symptoms and signs of possible severe illness—such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs.
- Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated
- Covid or Flu, standard contagious timelines will apply

NEED A DOCTOR'S NOTE TO RETURN:

Uncontrolled diarrhea, uncontrolled vomiting, mouth sores (hand-foot-mouth), rash with fever or behavior change, Pink Eye, Impetigo, Strep throat, or other streptococcal infection, Chicken Pox, RSV, Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.



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Any of the following communicable diseases NEED A DOCTORS NOTE TO RETURN **AND** MUST BE REPORTED TO THE HEALTH DEPARTMENT

RESPIRATORY	GASTRO-INTESTINAL
Diphtheria German Measles Haemophilus Influenzae Disease Measles (rubeola) Bacterial (spinal) Meningitis Mumps Pertussis (whooping cough) Rubella Tuberculosis	Giardiasis Hepatitis A Salmonellosis Shigellosis

Medication Dispersal:

A “camper medication form” **must** be completed for any child requiring medication while in camp. This includes Over-The-Counter as well as prescription medications. These must be sent in their original packaging. If prescription, it must have the campers name on the label (we can not give prescription medications to campers with another individuals name listed).