



Dear Summer Day Camp Family,

Thank you for choosing to be a part of the YMCA of Coastal Georgia's Summer Day Camp Program. We look forward to providing your family with an exciting summer filled with lots of memorable moments.

This Day Camp Manual has been created as a reference guide for both parents and children. It contains vital information and policies about our summer program. Your child's safety is our top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please visit the Welcome Center or ask to speak with your Summer Day Camp Director.

Here's to the Best Summer Ever!

Summer Day Camp Staff
YMCA OF COASTAL GEORGIA



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

PAYMENT PROCEDURES

Day Camp fees per camper are as follows: Specialty Day Camp fee per camper are as follows:
\$100.00/week for YMCA Members \$120.00/week for YMCA Members
\$150.00/week for Future Members \$175.00/week for Future Members
***20% discount off weekly fee for additional siblings**

For information about Specialty Camp please contact your local Summer Day Camp YMCA.

There will be a one-time activity fee of \$40.00 per camper to be paid during the registration process. This non-refundable fee is for members and non-members alike. For your child's place to be reserved, registration forms must be completely filled out. Incomplete registration forms will not hold a campers place. **Financial assistance does not cover camp registration fee.**

PAYMENT DUE DATE:

In order to have a handle on camper to counselor ratios, **all camp fees are due by Friday before the week of camp attendance.** Anyone going out of town or not attending camp on the day that payments are due will still be charged a late fee. It will be your responsibility to make the necessary arrangements to avoid a late fee. This will allow YMCA leaders to staff appropriately for the upcoming week of camp. **Any fees being paid after Friday will be charged a \$20.00 late fee per camper.** Full payment must be made or your camper will not be allowed to come to camp. This will be strictly enforced. If payment has not been made, you will not be allowed to drop your child off at camp.

A camp week runs Monday through Friday of the same week. Your camper cannot come 2 days one week and 3 days another week and only pay for one week.

The full rate will be charged for 3 or more day of camp. Half week payment options vary by Summer Day Camp location; please contact your local Y for more information. If you paid for a full week and your camper only attends 1 or 2 days of that week, you will not receive a credit or a refund.

Summer Day Camp will be CLOSED on Memorial Day and the Fourth of July. The full rate will still be charged for those weeks.

If you pay for camp and your camper does not attend, a credit may be requested. **It will be the responsibility of the parent to request the credit within two weeks of the missed camp week. If not requested within two weeks, payment is forfeited. If it is approved by the Camp Director, a credit will be applied to your child's account.** If the credit is not used within 60 days of the date it was applied, the credit will become void and the parent loses all rights to the credit.

When making your payments, please make checks payable to the YMCA. Also, it is essential that you put your camper's first and last name and the camp dates for which the payment is being made on the check. For your convenience, you can drop off your check or money order with the Camp Sign In/Out Staff and a receipt will be given to you the following day. It will be your responsibility to collect all receipts. Cash and credit card payments must be made at the Welcome Center of the YMCA.

FINANCIAL ASSISTANCE:

Financial assistance applications must be completed and submitted three weeks prior to activation. Forms can be found at the Welcome Center desk.



DROP OFF / PICK UP EXPECTATIONS AND FEES

The YMCA of Coastal Georgia operates Summer Day Camp at 9 Branches. The start times vary by location. Below is a list of each branch as well as their respective Summer Day Camp Open and Close times:

Tybee Island	7:30am-6pm	Effingham	6:30am-6:30pm
Habersham	7am-6pm	Islands Family	7am-6pm
West Chatham	6:30am-6pm	Golden Isles	7:15am-6pm
Richmond Hill	6am-6pm	Liberty County	6am-6pm
McIntosh County	6:30am-6pm		

DROP OFF

Campers need to be signed in at the YMCA. You may stay in your car and YMCA staff will escort your child inside. Summer Day Camp starts promptly at 9:00am. **If you need to drop off after 9:00am, you need to take your camper to the front desk for sign in and it will be your responsibility to escort your child to their appropriate group.** Children are not allowed to be dropped off without being signed in by an adult. Please note, you will not be allowed to leave your child unless a payment has been made for that week.

PICK UP

Parents are expected to pick up campers any time during or before the close of camp. Should you be late to pick up a camper, there will be a late charge of \$1.00 per minute per camper, beginning at 6:01 pm (6:31pm Effingham). If you need to pick up a camper during normal camp hours, please notify the Camp Director as soon as possible as camp activities occur in many different locations and retrieving a camper for pick up can take up to 15 minutes.

Each camper must be signed out each day by his/her parents, guardian, or by an authorized person (aged 18 or older) whose name is listed on the Registration Form. Please note that no camper will be released in the care of a child under the age of 18. A picture I.D. will be required for verification before the camper can be released.

****Please remember only those individuals listed on your pick up list are eligible to pick up your child. We do not accept verification over the phone for acceptable pick up. The Registration form may only be changed by the guardian who enrolled the child. Additional individuals eligible for pick up will require proper documentation.**

WHAT TO BRING TO CAMP

The following items are needed to ensure your camper will have a fun-filled day. Please label your child(ren)'s belongings with a permanent marker:



Athletic Shoes & Socks - no sandals, flip flops, crocs or Heely's



Lunch (w/ drinks and snacks in a lunch box or cooler)



Water Bottle



Sunglasses/ Cap or Hat



Sunscreen



Swimsuit/Swimshirt or Rash Guard/ Trunks/ Towel



Duffel bag or book bag



Extra change of clothes (Pioneers)



Plastic Bag (for wet items after swimming)

LUNCH

- Children must bring their lunch and drink (no soda) everyday unless specified.
- Lunches will not be refrigerated or heated in the microwave.
- Lunches must include a drink and eating utensils (plastic ware).
- Due to an active schedule, please make lunches healthy and nutritious and do not spoil easily.
- Drinking fountains are available throughout the day. Children are encouraged to drink plenty of water and to carry a water bottle with them.
- Please label the outside of the lunch box/container, as many look alike. The Y is not responsible for lost or stolen lunches.
- Refer to www.choosemyplate.gov for examples of a healthy lunch.



A DAY AT CAMP

All activities that take place during Summer Day Camp have been programmed according to pre-established weekly themes that were chosen by the YMCA of Coastal Georgia's Day Camp Planning Committee. It is the goal of the Day Camp Planning Committee to expose the campers to a variety of age-appropriate activities and experiences daily. In doing so, the activities will provide a level of supervision and structure that will offer many different challenges during the week.



Pre Camp (parent drop off/organized games/snack)



Campfire (Opening Ceremony/Announcements/Songs/Skits)



Small Group Activities (LowRopes/GaGa Pit/Playground/Fields)



Lunch



Small Group Activities (Art/STEM/Reading)



Swimming



Post Camp (Snack/organized games/movie/parent pick up)

WEEKLY THEMES

A list of the weekly themes and their dates are included in the Camp Packet you received at registration. For each week, camp will be focused around the theme idea of that week. Please encourage your camper to participate in these themed activities such as "Dress Up Like...." days, Talent Shows and more.

* Please note that we will be outside every day, weather permitting. Exposure to outdoor elements will occur, so please take this into consideration when preparing for camp activities. All campers will be required to stay with their group and go outside.



SPECIAL ACTIVITIES AND OPTIONAL FIELD TRIPS

Special activities and optional field trips are scheduled throughout the summer. You will be notified about all upcoming events by camp staff. In your Camp Packet, there are handouts regarding Optional Field Trips, Specialty Camps, and Summer Swim Lessons. Campers are urged to participate. You must pay for these at the Welcome Center of the YMCA. Please pay by the deadline to ensure your camper's spot. No late registrations for the Field Trips will be allowed.

We also ask that if you pay for Specialty Camps or Swim Lessons that you let the Camp Director know ahead of time so we can make sure your camper participates in those special activities.

When returning from a field trip, we do our best to arrive back to camp on time, but inclement weather or traffic problems may delay our arrival time. We appreciate your patience when this occurs. If you need to pick up your child early, please inform Camp Staff ahead of time.

A field trip permission statement is included in the Additional Waivers and Acknowledgements section of your Camp Registration Packet. Campers will not be allowed to leave the campsite or the YMCA without this statement being signed by a parent or legal guardian.

The YMCA reserves the right to suspend any child's field trip privileges for disciplinary or safety reasons. All payments for the field trips are non-refundable and non-transferable.

SWIMMING

Lifeguards will swim test the campers during the first pool day of each week. The swim test includes: swimming above water 25 yards, treading water for 1 minute, and jumping into the deep end and properly exiting the pool. Swimmers will receive either a green, yellow or red band.

Campers with a red band under 48 inches and/ or 5 and 6 years old must swim in the splash pad area. Campers with a green band can go to the deep end of the pool. Certified YMCA lifeguards and camp counselors supervise children at the pool at all times.





VALUABLES/LOST AND FOUND

The YMCA will not be responsible for the loss of valuables or personal property items. It will be your camper's responsibility to keep up with his/her belongings, not the YMCA's, or the camp staff.

Do not bring ANY items of value such as, but not limited to, cell phones, iPods, CD players, CDs, DVDs, Handheld games, Trading Cards, toys, movies, etc. If your camper brings any valuable to camp, it will be taken up and returned to you at the time of pick up that same day.

There will be a designated area for Lost and Found. Please check this daily. Unclaimed items will be donated on a bi-weekly basis.

MEDICATION AND MEDICAL CONCERNS

The YMCA staff will not dispense any over the counter medications to the campers such as, but not limited to, Tylenol or Benadryl, even if it is provided by the parent.

The YMCA will assist those campers who have prescription medications. In order to do this, the parent or guardian must complete and sign the YMCA Medical Authorization Form and turn it in to the Camp Director. Any medication must be in the original container with the prescription label and directions on the container. Please note that the YMCA staff will follow the directions on the label in all cases, even if it conflicts with the parent's directions. Please notify the Camp Director of any medical problems or if the camper is on any medication. This information is vital to providing your camper with the appropriate care. If your camper has any known allergies that requires the use of an Epi-Pen or prescribed Benadryl a letter of administration is required to be on file from the child's physician.

LICE POLICY

If a child within our program has lice or nits in their hair, the parents will be called immediately and the child will not be allowed to return to Summer Day Camp for 48 hours while being treated. Upon return to Summer Day Camp, the child must be checked by the Director and cleared to re-enter the program. The Director reserves the right to request a doctor's note verifying that the child has no more nits.

GENERAL POLICIES

ILLNESS/HEALTH

When your camper is ill for any reason, please do not bring him/her to camp that day. It is our policy not to accept campers when any communicable disease is present. This is a preventive measure to protect both campers and staff. If your camper comes to camp ill or becomes ill at camp, you will be notified to pick up your camper. If you cannot get here within 1 hour, you must make other arrangements for his/her pick up.

We ask that you keep your camper at home if there are signs of: Fever, Frequent or Severe Pain, Frequent Coughing, Conjunctivitis (pink-eye), Vomiting, Diarrhea, Lice, etc. Children with Communicable Diseases, such as, but not limited to Strep Throat, Chicken Pox, Flu, Ringworm, etc, must also be kept at home but the YMCA must be notified immediately, so that other parents can be notified of exposure.

If your camper is being treated for any of these conditions, he/she must be kept out of camp until the parent can provide a Doctor's note stating that the camper has been treated and can return without risk to others.

It is also the parent's responsibility to make sure that all provided phone contact numbers are working numbers. If at any time the number is not working, the parent must provide new numbers. If a parent does not provide the proper information and it continually becomes difficult to reach someone due to insufficient information, it can result in dismissal from the program.

MEDICAL TREATMENT STANDARDS AND GUIDELINES

The YMCA OF Coastal Georgia is committed to providing your child with a safe and healthy camp experience. Our staff is CPR and First Aid Certified. We will contact the parent or legal guardian immediately should care be given and/or the services of physicians are required.

HAVE A HEALTHY SUMMER

Camp FUN (Fitness and Understanding Nutrition)

Campers aged 5-13 years participate in a two week camp utilizing the We Can! Program (Ways to Enhance Children's Activity and Nutrition). Campers must meet a height/weight percentile or have a physician recommendation. Contact Darcy Albury, 912.897.1192, for more information.

Camp Adam Fisher (Offered through St. Joseph's/ Candler Hospital)

Camp Adam Fisher is a week long overnight camp for children with diabetes, their brothers, sisters and friends ages 6-17. We also offer a Counselor in training (CIT) program for teenagers ages 16-17. Kids come from all over the southeast to experience this unique opportunity, while learning more about managing their diabetes, making new friends and having a blast. Camp Adam Fisher will be held June 10th-June 17th, 2017, at the R.M. Cooper 4-H leadership Center, located at Lake Marion in Summerton, S.C., only 15 minutes from Interstate 95. **This camp is not affiliated with the YMCA, we share for those interested in a camp for children with diabetes.*

DISCIPLINE POLICY

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All campers are expected to respect, listen to and follow the camp staff's instruction. We also expect our counselors to treat the campers based on the character values of Caring, Respect, Responsibility, Honesty, and Faith. Please refer to your copy of the Day Camp Behavior Contract for the Rules of Conduct and Outcomes. Each camper must have a signed copy of this contract on file before he/she is allowed to attend camp.

All incidents will be handled immediately and individually. For the privacy and security of our staff, participants and their families, this information is kept confidential and is not shared with any parties.

**Refunds or credits will not be given if a camper is suspended from camp for disciplinary actions.

If a camper is suspended from one Summer Camp Program they may not register at another Branch's Summer Day Camp Program.

IMPORTANT: Any act that could be considered dangerous to the campers or staff is grounds for immediate suspension/dismissal. The steps for "OUTCOMES" may be skipped depending upon the severity of the rule violations. Any act which threatens the life of another child or staff will result in immediate suspension or dismissal from the program.

***Just as we expect the Day Camp staff to treat parents with dignity and respect, we expect the parents to treat the staff in the same manner. Any parent or guardian who shows disrespect to our staff will automatically forfeit their child's spot in the program, effective immediately. Also, any authorized pick up person who displays unacceptable behavior will be removed from the pickup list and not be allowed on the program's premises.

BULLYING

Bullying is the nation's growing trend of peer on peer abuse. Camp staff is trained on preventing, recognizing and dealing with this behavior; but, we also need help from the parents to assist us in addressing these situations. Encourage your camper to speak up and tell camp staff if they are being bullied or witness bullying. Some children may wait until they get home and tell the parents. If this happens, please call and let us know immediately so we can resolve the situation promptly. The YMCA wants campers to have a positive experience at camp. This unacceptable behavior will not be tolerated and will be dealt with appropriately.

CHILD ABUSE POLICY

The staff at each YMCA of Coastal Georgia Summer Day Camp locations are mandated reporters of child abuse and neglect. Each staff person is trained to recognize the signs of abuse or neglect and are given explicit instructions to follow if they suspect the maltreatment of a child. Staff are informed of the penalties for false reporting and failure to report. Should anyone in our facility suspect or witness child abuse, the Director will be immediately notified, followed by the Department of Family and Child Services.