



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ACHIEVEMENT RELATIONSHIPS BELONGING

Camp Parent Guide 2024 YMCA OF THE FOOTHILLS



YMCA of the Foothills

East Site: La Canada Elementary

West Site: Girls Scouts House

Specialty Camp: Verdugo Hills YMCA

Camp VHY: Verdugo Hills YMCA

Kinder Camp: La Canada Elementary

Preschool Camp: Verdugo Hills YMCA

Phone: 818 790 0123

Website:

www.ymcafoothills.org/camp



OUR CAUSE

We focus our work in three key areas Youth Development, Healthy Living, and Social Responsibility because nurturing the potential of kids, helping people live healthier, and supporting our neighbors are fundamental to a better community for everyone.

OUR CAMP

At camp, kids develop skills, explore new activities, learn independence, make friends, and form assets that help them thrive!

TABLE OF CONTENTS

- Our Cause / Contact Information
- Welcome to Summer Camp
- Parent Communication
- Camp Payment Policies
- Y-Credit Guidelines
- Billing Information
- Camp Schedule Information
- In Case of Emergency
- Staff Information
- Behavior Guidelines
- New Camp Information
- General Information
- Drop Off & Pick Up Information
- Camp Doc Health Form Information
- Illness / Injury / Medical Information
- Camp Rally Nights

CONTACT INFORMATION

General Questions

YMCA Office 818

790 0123

www.ymcafoothills.org/camp

Payments/Registration Debbie Pile

818 273 8849

dpile@ymcafoothills.org

Branch Director

Annie Azizian

aazizian@ymcafoothills.org

Camp Phones Numbers

East Site

818 426 0564

West Site

818 426 0556

VHY & Specialty Camp

818 357 1032

Preschool Camp

818 273 8830

Kinder Camp

818 974 6649

WELCOME TO THE YMCA OF THE FOOTHILLS



WHERE KIDS GO TO

ADVENTURE

We're here to inspire kids to play together, build friendship and memories that will create a lifetime of laughable moments.

EXPLORE

We're here so that every kid is able to experience something brand new. Showing them that if they believe in themselves, anything is possible.

DISCOVER

We're here to make your kid feel welcome, feel comfortable being themselves and know they're a part of something great.

BE CHALLENGED

We're here to help your camper reach their full potential as they are challenged through an energetic and high paced program.

WHAT MAKES THE Y CAMPS SPECIAL?

1. Y Camp activities create a foundation for building emotional intelligence and problem-solving skills in your camper
2. Y Camps are led by caring and trained youth developers who are dedicated to bringing out what is special and unique about your camper
3. At Y Camp you feel the welcoming and inclusive environment of Y camp in everything that we do
4. At Y Camp, integrating activity with nature is a priority that allows your camper to experience how great it feels to disconnect from electronics and connect with the great outdoors
5. At Y Camp, your camper will gain independence, confidence, and develop a sense of responsibility for themselves

CAMP COMMUNICATION

Our first and preferable method for communicating is face to face. When we see parents at pick up and drop off, we want to be able to talk about your child's day rather than logistics.

For the logistics part of camp communication, we rely on the important tools below:

WEBSITE

- General information about camp
- Payment information
- Schedules
- <https://www.ymcafoothills.org/summercamp>

CAMP RALLY NIGHT

- Get a snapshot of the new changes for camp and procedures
- Answers to all your questions:
- Day Camp Rally: May 29th @ 6:30pm via Zoom

CAMP BULLETINS

- Welcome to summer camp letter
- Important information
- Logistics for the camp week

SOCIAL MEDIA

- **YMCA of the Foothills Instagram:** @ymcaofthefoothills
- **Remind app for East & West Site:** Code will be provided



PAYMENT POLICIES

You may reserve a space in any Y Camp for your child with a **Nonrefundable** deposit.



CAMP CREDIT GUIDELINES

We understand that a situation may arise that requires you to change your summer plans. Here are our credit guidelines:

- The Thursday before the week of camp:
You may request a credit up to 100% of the fee
- Before the first day of the camp session:
You may request a credit up to 50% of the fee
- After the first day of camp:
We are unable to accept any requests for credits
- Y-credits may be used by any member of your family for any YMCA of the Foothills program. All requests must be submitted in writing
- **No refunds will be issued, only Y credit**

BILLING

The balance for each camp is due two weeks before the session begins. If your payment balance is not received by FRIDAY, the deposit will be forfeited, and the camper's registration will be cancelled. This allows us proper time to prepare ratios and create our family groups for the week. All registrations received less than one week before camp starts must pay in full at the time of registration.

We require your camp fees be ***automatically*** drafted from your checking account, MasterCard, Visa, Discover, or American Express credit cards.

Any day of registration will be charged an additional \$25.

**** If you do not pay by the payment due date your child will be dropped from camp session. This helps us prepare proper camper to staff ratios.**

PRORATING CAMPS

We believe that a true camp experience is a weeklong experience. Additionally, we pay our service partners, purchase supplies, materials, and schedule staff in advance of each session. For this reason, we are not able to prorate camps.

CAMP FOR ALL

At the Y, we want to ensure that all youth are able to participate in camp regardless of their financial situation. We offer program assistance by appointment only.

Assistance Program Facts/Standards

- The Y uses program assistance as a tool to support families in need who are drawn to its mission
- The Y provides program assistance on a need basis
- Any parent applying for assistance must attend a brief meeting
- The Y determines need through a process that is equitable for all applicants.
- Any family may apply
- One application per family (not per student)
- Assistance program forms must be completed and submitted each summer
- The Y offers up to 25% of financial assistance.
- For inquiries on Financial Assistance, contact Annie Azizian at aazizian@ymcafoothills.org

CAMP SCHEDULES

Camp schedules for all day camps are available online at www.ymcafoothills.org/camp. Camp schedules highlight the daily events and activities. Occasionally, we may need to make unscheduled changes due to fun! We will communicate these changes through emailed summer camp bulletins.

Session Dates

Session 1: June 10 - June 14

Session 2: June 17 - June 21 (No Camp June 19th)

Session 3: June 24 - June 28

Session 4: July 1 - July 5 (No Camp July 4th) ***East Site Only**

Session 5: July 8 - July 12

Session 6: July 15 - July 19

Session 7: July 22 - July 26

Session 8: July 29 - Aug 2

Session 9: Aug 5 - Aug 9

Session B: Aug 12-16 (West Site Only)



TRANSPORTATION INFORMATION

Transportation will be provided for off-site field trips as well as swimming days (For East & West Site camp only) Camp buses are contracted with a third party vendor.

IN CASE OF EMERGENCY

If you need to get in touch with your child for a family emergency, call the camp site phone number.

DAY CAMP STAFF

Because of their energy and enthusiasm, many times our camp staff are labeled as “youthful”. All our camp staff have graduated high school or are at least 18 years of age, many are either college graduates and/or students working on undergraduate or graduate degrees in child development, education, or recreation fields. All staff are CPR, FirstAid, and AED certified.

Our staff undergoes a thorough interview process and background check. All camp staff attend 24-hour mandatory training before the start of camp.

LEADERS IN TRAINING (LIT)

Our Leaders in Training (LIT) program is designed to give our past campers a place where they can grow. Transitioning from camper to LIT will provide them with the opportunity to work as a team, gain confidence, and learn key communication skills to develop into leaders.

GRATUITIES

Although our staff works long, challenging hours, it is our policy that employees are not to accept gratuities. If you wish, we suggest a donation to help ensure that all children get a chance to attend camp.

BABYSITTING

Although Y-camp staff work well with children, our policy is that staff get supervisor approval to babysit for families involved in our Y programs.



BEHAVIOR POLICY

All our camp staff are trained and expected to resolve behavior problems in a positive manner. Staff are trained to speak with the camper, allow him/her to take time to reflect about the problem, discuss the problem/solution and then let the camper return to the activity.

In more severe cases, the camper will be kept out of an activity and the parent may be asked to pick up their camper. If a parent is called, we expect the camper to be picked up within 30 minutes of the phone call. Together, parents and Y staff will work out a custom-designed behavior modification plan.



In the event the problems persist, the camper may be suspended or expelled from camp. Some acts (i.e., fighting, intentionally harming others, theft, possession of weapons, drugs, etc.) may result in immediate suspension or expulsion. We cannot grant credits for missed program days due to behavior problems.

GENERAL CAMP INFORMATION

CLOTHING

Campers are required to wear close-toe and heeled shoes. We strongly recommend that campers dress in “play clothes” or clothes that you won’t mind if they get dirty. Belongings are the responsibility of the child, not the staff. A backpack is helpful in keeping your child’s belongings in a safe place. Please clearly mark all your camper’s belongings with his/ her name, *ESPECIALLY THE CAMP SHIRT*. We encourage all campers to leave expensive items at home (including new clothes, handheld games, toys, cards, etc.)

SUNSCREEN

Please apply sunscreen (SPF 30 or higher) to your child daily BEFORE bringing him/her to camp. We ask that each camper brings additional sunscreen to camp. On designated swim days, provide your child with a swimsuit, towel, hat, and a long-sleeved shirt for sun protection. All campers must have some form of sunscreen to apply multiple times per day.

CAMP T-SHIRT

Additional YMCA camp t-shirts will be available for purchase (\$10 each). **Camp shirts are required to be worn on all field trip days.** A camper cannot go on a trip without a camp shirt. Please mark your camper’s shirt with his/her name.

LUNCH & SNACKS

All campers **must** bring their own sack lunch and beverage daily (except when noted in the camp schedule). Please send nonperishable food items only, as refrigeration is not available. We recommend packing a snack to eat mid-morning and afternoon. **Camp is a “nut free” environment. Do not send any nut products to camp with your camper.**

If your camper forgets their lunch, we will provide them with one and charge \$10 to your account.

Camp staff will encourage campers to eat their lunch. However, they will not force campers to eat.

SWIMMING

Swim time activities will be based on age on designated swim days.

Please note your camper’s swim time on the camp schedule. All campers must pass a swim test to swim in the deep end of the pool. On swim days, have your camper dressed in their swimsuit under their clothes and include a large Zip-Lock type bag to hold their wet items.

Personal Property

The Y is not responsible for camper possessions or money that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home. Please keep new jackets, expensive clothing, handheld video games personal stereos/radios/IPODS/ IPADs, expensive watches, cell phones, money, toys, card games, expensive water bottles and other items at home. **Do not bring any pets, drugs, alcohol, knives, weapons, cigarettes, E-cigs, or**

any dangerous substances to camp. Additionally, the YMCA is not responsible for any damage done to vehicles. We strongly encourage parents to label all clothing and possessions. Every Friday afternoon, we will display all the lost and found articles so you can claim them. All unclaimed items will be held for a week and then donated to a local charity.

Cell Phones

We encourage campers to keep their cell phones at home. However, if your camper has a cell phone the YMCA will not be responsible for lost, damaged or stolen phones. Additionally, counselors cannot monitor the amount of cell phone usage by your camper.

Field Trips

- Please check the weekly camp bulletin for the most up to date field trip information.
- All Campers must wear their camp shirt. An Additional shirt can be purchased for \$10.
- Unfortunately, buses will not wait for late campers on trip days.
- To ensure we leave on time and can enjoy the trip as long as possible, please be on time.
- Return times may vary. If possible updates will be sent to parents.
- All field trips are **cashless** (unless otherwise noted). Please send your camper with an **activated** Visa/Mastercard reusable gift card. Counselors are not responsible for funds spent by your camper.

DROP OFF / PICK UP INFORMATION

CAMP FORMS

Camp Doc Health forms will be emailed to parents after registration. All forms must be completed before camper's first day.

SIGNING IN & OUT PROCEDURES

All campers must be signed (with a full signature) into camp and out of camp daily. No one under the age of 18 years old may sign in or out a camper, even with permission from the parent.

AUTHORIZATION TO PICK UP A CAMPER

Only adults authorized in writing by you, the parent/guardian, will be allowed to pick up your camper. All adults picking up are required to identify themselves with a photo ID. PLEASE inform camp staff if someone else is picking up your child who is not listed on your authorization and health form, please notify us in writing, as this will help eliminate delays.

If a camper's natural parent is listed as unauthorized to pick up, we must have a court order on file.

Campers who are not picked up by 6pm will be charged \$1 per minute, per child. After 6:15 you will be charged \$5 per minute, per child.

If we have not been contacted by you by 6:30, and we have not been able to get ahold of your listed emergency contacts, we will contact the local police station for further instructions. Continued late pickup will result in camp termination.

If a site leader calls you to pick up your camper for any reason (i.e., sick, injured, behavior), they need to be picked up immediately. Failure to pick up your camper will result in cancellation of future weeks.

Health and Wellness

SICK POLICY

If your child is experiencing any flu or cold symptoms, please keep your child home. Parents will be called to pick up if your child appears to be sick. Campers need to be picked up within 30 minutes of being notified.

COVID-19

The YMCA of the Foothills follows Los Angeles County Department of Public Health Requirements.

LICE

If a counselor discovers lice, including nits, in a camper's hair, the camper will be sent home. The camper cannot return until treatment is given and is lice and nit free.

MEDICATIONS

If a camper needs to take medication while they are in our care, please do the following:

- Please give the medication directly to the counselor at check in
- Prescribed medication must be in the original container with the label attached.
- Complete a medicine slip with directions for administering the medication, including the dosage and time(s) to be given. Please sign the slip.
- Over the counter medication, such as Tylenol, Advil, etc, must be checked in with a counselor and have instructions from the parent.
- Any medication not checked in will be confiscated and given back to the parent.

This handbook is meant a guide to inform parents about some of the most important and frequently asked questions. Not all policies are included in this handbook. YMCA staff reserves the right to enforce and change policies as needed.