



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ACHIEVEMENT RELATIONSHIPS BELONGING

Camp Parent Guide 2019
YMCA OF THE FOOTHILLS



YMCA of the Foothills

Crescenta Cañada Family YMCA

Crescenta Valley Family YMCA

Verdugo Hills Family YMCA

Phone: 818 790 0123

Website:

www.ymcafoothills.org/camp

OUR CAUSE

We focus our work in three key areas 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!

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CONTACT INFORMATION

General Questions

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WELCOME TO THE YMCA OF THE FOOTHILLS



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 & BROCHURE

- General information about camp
- Payment information
- Schedules and trips

CAMP RALLY NIGHT

- Meet our summer camp staff
- Get a snap shot of what camp is all about
- Answers to all your questions

CAMP BULLETINS

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

SOCIAL MEDIA

- Facebook: pictures and highlights of each week
- Instagram: Y stories
- Twitter: Live updates for day to day activities

Social media for Day Camp



Facebook Day Camp at YMCA of the Foothills



Instagram Yfoothillscamp



Twitter @Yfoothills camp

Y PAYMENT POLICIES

You may reserve a space in any Y Camp for your child with a **nonrefundable, non-transferable** deposit



CAMP CREDIT GUIDELINES

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

- Before the start date of each camp session:
You may request a credit up to 100% of the fee
- After the first day of the camp session:
You may request a credit up to 50% of the fee
- After the second 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 programs. All requests must be submitted in writing
- No refunds will be issued, only Y credit

BILLING

The balance for each camp is due on the **MONDAY** before the session begins. If your payment balance is not received by **MONDAY**, the deposit will be forfeited and the camper's registration will be cancelled. All registrations received less than one week before a camp starts must pay in full at the time of registration.

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

**** If you do not pay by payment due date your child will be dropped from camp session.**



MEMBERSHIP FOR ALL

YMCA of the Foothills is a non-profit organization that welcomes everyone, regardless of gender, age, race, faith and income. You may qualify to receive assistance for you and your family to participate in membership and programs at a reduced rate. To get started, simply complete a Membership for All form. You can find this online or at any of our three branches.

Once awarded, assistance will be offered to any future camp registrations or balances. Past payments due will not be credited.

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 year

PRORATING CAMPS

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

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.

If you need to know where your child is at any time throughout the day, check our Twitter page.



TRANSPORTATION INFORMATION

We use school buses provided by First Student Transportation, which provides experienced, state-licensed drivers. At no time are YMCA staff members permitted to transport children in personal vehicles. Camp staff are prohibited from using personal vehicles for work purposes.

IN CASE OF EMERGENCY

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

STAFF RATIOS

Each camp operates under the following ratios:

Discoverers	Ratio 1/10
Explorers	Ratio 1/10
Adventurers	Ratio:1/10
Challengers	Ratio:1/12
VHY Specialty	Ratio:1/10



DAY CAMP STAFF

Because of their energy and enthusiasm, many times our camp staff are labeled as “youthful.” All our camp leaders and drivers are at least 21 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 and First Aid certified.

Our staff undergoes a thorough interview process and background check. All camp leaders attend 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 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 attend camp.

BABYSITTING

Although Y-camp staff work well with children, our policy is that staff may not babysit for camp families.

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 out to think 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 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 CAMP SHIRT*. We encourage all campers to leave expensive items at home (includes new clothes, hand held games, toys, cards, etc.)

For Discoverer campers, please send an extra set of clothes in a large Zip-Lock type bag labeled with your camper’s name.

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 and beach 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 applied multiple times per day.

CAMP T-SHIRT

YMCA camp t-shirts will be available for purchase (\$10 each). T-shirts are available at all YMCA facilities and available at the camp sites. We encourage children to wear their camp T-shirts as often as possible. **Campers must wear a camp t-shirt on field trip days.** 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 possible. 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.**

SWIMMING

Swim time activities will be based on age and skill level 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 swim suit under their clothes and include a large Zip-Lock type bag to hold their wet items.

LOST & FOUND

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, hand held video games personal stereos/radios/IPODS/ IPADs, expensive watches, cell phones, money, toys, card games, and other items at home. 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.

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

All campers must be signed (with a full signature) in to 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.

SIGN IN & OUT FOR CHALLENGERS

Challengers campers will be allowed to sign themselves in and out. To take advantage of this option, parents need to complete a Challengers release form.

AUTHORIZATION TO PICK UP A CAMPER

Only adults authorized in writing by you, the parent, 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.

DROP OFF TIME

Campers are to be dropped off by 9:00am. Some camps may start earlier. Please refer to the camp schedule for specific start times. If you drop off your camper after the camp bus leaves, you are responsible for transporting him/her to the camp location. The Y will not send a vehicle back to pick up late campers.

MEDICAL RECORD INFORMATION

To ensure the safety of all campers, we require that the Camp Doc Authorization and Health Information form be completed in full. Campers without this form completed, will not be admitted to camp until the form is completed.

Once camp registration is complete, Camp Doc will email you all the forms within 7-10 days.

Please complete this form prior to your camper's first week at camp.

ILLNESS OR INJURY

Our policy for illness is the same as most schools, please keep your camper at home if they have a contagious illness. If your camper becomes ill while at camp, our staff will contact you for a pick up. Camp is not designed to handle ill campers, so it is important to pick up your camper within 30 minutes of when you are called. If your camper is injured, our staff will take whatever steps are necessary to obtain medical care. If we are unable to reach you and your camper needs medical attention, he/she will be transported to a hospital by an ambulance or Y vehicle. All expenses for emergency medical care are the responsibility of the parent or guardian.



ADMINISTRATION OF MEDICATION

Should your camper need to take any medication during the program. Please complete a Camp Doc Medication Authorization form if you would like our staff to administer medication to your camper. Camp leaders will administer medication as directed. Medication may not be kept at the Y camp sites overnight.

The following items are essential for us to administer any medication:

- Medication needs to be prescribed by a doctor.
- Medication must be in its original container with your child's name printed on the label.
- Medication needs to be checked in by a camp leader.
- Seal medication in a Zip-Lock type bag with the child's name and camp written directly on the bag.

No medication can be administered without a completed Camp Doc Authorization and Health form. Please do not leave medication in your child's lunch or backpack. We cannot administer any medication without a doctor's prescription.

