



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ACHIEVEMENT RELATIONSHIPS BELONGING

## YMCA Essential School Camp Care Parent Guide 2020 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-yescc.html](http://www.ymcafoothills.org/camp-yescc.html)

## 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

YMCA Essential School Camp Care allows your child to have fun in a healthy and responsible environment while incorporating activities such as study time, STEM, and more. Additionally, Each week will include an on-site adventure, swim, physical education, LA Kings ball hockey, crafts and more.

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## CONTACT INFORMATION

### General Questions

YMCA Office

818 790 0123

[www.ymcafoothills.org/camp-yesc](http://www.ymcafoothills.org/camp-yesc)

### Payments/Registration

Debbie Pile

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### Program Director

Natalie Lyons

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### Interim Director of Operations

Adam Franko

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### Camp Site Phone

**818-426-0556**

# 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

At this time, our primary method of communication will be email.

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

## WEBSITE

- General information about camp
- Payment information
- Schedules

## CAMP EMAILS

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

## SOCIAL MEDIA

- Facebook: pictures and highlights of each week  
@ymcaofthefoothills
- Instagram: Y stories  
@ymcaofthefoothills



# 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:

- The Thursday before the week of camp:  
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 program. 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 FRIDAY 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. 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 the payment due date your child will be dropped from camp session. This helps us prepare our pods and proper camper to staff ratios.**

**There will be NO day of registration to ensure the safety of our campers.**

# 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
- Offering up to 25% of financial assistance.

# 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 SCHEDULES

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: August 17 – August 21
- Session 2: August 24 – August 28
- Session 3: August 31 – September 4
- Session 4: September 8\* – September 11
- Session 5: September 14 – September 18
- Session 6: September 21 – September 25
- Session 7: September 28 – October 2nd
- Session 8: October 5 – October 9
- Session 9: October 12 – October 16
- Session 10: October 19 – October 23
- Session 11: October 26 – October 30

\*Session 4: Monday, September 7<sup>th</sup> is an observed Holiday

\*\*More Sessions will be added as needed.



## TRANSPORTATION INFORMATION

We are assessing the needs of transportation. More information will be provided soon.

## IN CASE OF EMERGENCY

If you need to get in touch with your child for a family emergency, call the camp site phone number at **818-426-0556**



## CAMP STAFF

Because of their energy and enthusiasm, many times our camp staff are labeled as “youthful”. All our camp staff are at least 18 years of age and drivers are at least 21 years of age and above, 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 staff attend mandatory training before the start of camp.

## 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 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 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.



# UPDATED CAMP INFORMATION

## PODS

We will be introducing Camp Pods; your child will be placed in a pod of twelve, and those twelve campers will be together all week. We will split pods based on age groups. Each pod will have a home base for the week. Each day will include rotations such as the gym, pool, outside, and other camp programming.

What is a pod you ask? A pod is a camp group you're with for the week, once you sign up we will create the pods based on age groups.

## KEEPING OUR CAMPERS HEALTHY

We will be taking preventive measures to follow all social distancing guidelines, lots of hand washing and extra hand washing stations, extra cleaning efforts in our home bases and rotation areas, keeping campers in a small group for the whole week, and much more. Masks are required to enter camp and must be worn throughout the day.

## BRINGING THE TRIPS TO YOU

We will bring the adventure to camp; all the trips will be at our front door. Our campers will get to experience different fun activities from bubble mania to archery, we promise the fun won't stop.

## C.O.R.E

We will be bringing in an instructor each day to lead activities for our campers.

- STEM – try new things with science experiments
- Sports – work on your skills with our sports coaches
- Fine Arts – show off your creativity with art projects
- Swimming – Enjoy some fun in the sun at our outdoor pool
- Ball Hockey – dive into our partnership with the LA Kings and learn ball hockey.

## SAFETY FIRST

Since March, we have had hundreds of children in our care. As we look to the school year, we will keep these practices in place and continue to adapt.



### **Contactless Check In and Health Screens**

Parents stay in cars while students are dropped off and picked up. Children have temps taken and parents answer health screen questions



### **Stay Home Policy**

We require all students and staff to stay home if they are not feeling well.



### **Enhanced Cleaning**

We have more than quadrupled our housekeeping staff with full and part time staff and have scheduled their cleaning around.



### **Podding Up**

Children stay in their groups, with the same counselor, all day. Groups do not interact with each other

# 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 (includes new clothes, handheld games, toys, cards, etc.) For 3-5 year old campers, please send an extra set of clothes in a large Zip-Lock type bag labeled with your camper’s name.

## CAMP T-SHIRT

YMCA camp t-shirts will be available for purchase (\$10 each). We encourage children to wear their camp T-shirts as often as possible. 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.**

## 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.

## 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, handheld 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.

## Virtual/Distance Learning

The YMCA will provide time during the day for your camper to login to their virtual classrooms. We will work with each camper’s online schedule to ensuring they receive the proper credit for attendance. Counselors will also be available to assist campers with their class work along with additional homework assistance after school.

# 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.

- Sign-in and out will take place in the parking lot, before the camper(s) can exit the car they must have their temperature and wellness check by a staff member and the parent must have signed in with a staff member (whole check-in process will take place in the car)
  - Camper can NOT stay at camp if they have a fever or other cold/flu symptoms including: Fever, Cough, Chills, Shortness of breath, Fatigue, Muscle or body aches, Headache, Loss of taste or smell, Sore throat, Congestion, Runny nose, Nausea, Vomiting, Diarrhea
  - No touch sign in/out. Staff will sign campers in while parent present
- Staff will be wearing masks and face shields

## 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.**

## LATE PICK-UP

Picking your child up on time from the YMCA is very important. We understand that many parents commute and are at the mercy of the Southern California Freeway System. Please consider someone else who can pick-up your child from the program if you will be unable to arrive on time.

After 6:00 pm, if your child has not been picked up, we will:

- Require a late pick-up fee of \$1 per minute.
- After 7:00 pm, if we have not heard from you, we will call the Glendale Police Department and arrange for their onsite direction.
- Discontinue enrollment if repetitive late pick-ups occur. This will be at the YMCA's discretion.

# 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 day 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 pickup. 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.