



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA OF COASTAL GEORGIA SUMMER CAMP

HANDBOOK 2024



BEST 
SUMMER
EVER®

[YMCAOFCOASTALGA.ORG/SUMMERDAYCAMP](https://ymcaofcoastalga.org/summerdaycamp)



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 Handbook has been created as a reference guide for both families 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. Great Summers Start Here!

Summer Day Camp Staff

YMCA of Coastal Georgia



Keeping Campers Safe

We know our YMCA day campers and families are eager to get outside and enjoy their best summer ever. The following structures ensure a safe and fun experience for every child:

Here's what you can expect:

- **Curbside drop-off and pick-up of campers only--parents and family members must remain in their vehicles for everyone's safety.**
- **Each camper will have their own designated basket or hook for their personal items in their "home base" area.**
- **To the extent possible, campers will remain with the same counselor/group for the duration of the camp session.**
- **Campers will have multiple hand washing opportunities throughout the day.**
- **Campers will eat with their groups during lunch.**
- **Campers should bring their own reusable water bottle.**
- **Camp staff are not allowed to apply sunscreen. Campers must be wearing sunscreen upon arrival, and come with hats for outdoors, and be prepared to apply their own sunscreen.**
- **Campers are not permitted to share sunscreen for their own safety. .**
- **All surfaces will be sanitized and a thorough cleaning of all floors and surfaces will occur at the end of each day.**
- **Camp will have engaging weekly themes and engaging academic activities to help curb summer learning loss and encourage summer learning.**

Payment Procedures

Day Camp fees per camper are as follows:

- Traditional Camp: \$170/week for YMCA members, \$230/week for future YMCA members
- Specialty Camp: \$225/week for YMCA members, \$285/week for future YMCA members
- Leader-in-Training (LIT) Camp: \$60/week for YMCA members, \$85/week for future YMCA members

This tuition includes any field trips that are scheduled during that week, plus fees for any additional treats or items that may be scheduled during the week of camp.

There is a one-time activity fee of \$45 per camper that is to be paid during the registration process. This non-refundable fee is for both members and non-members. For your child's spot to be reserved, registration forms must be filled out completely; incomplete registration forms will not hold a camper's place. **Income-based assistance does not cover this camp registration fee.**

PAYMENT DUE DATES

In an effort to simplify our billing procedures and secure your child's spot in our coveted programs, **we require all camp payments to be scheduled for automatic draft. An electronic draft will be placed on your bank account or card on the Monday prior to the week of camp services in order to calculate and schedule camper-to-counselor ratios.** Refunds will not be issued for unplanned absences. It will be your responsibility to make the necessary arrangements to avoid incurring a late fee. Full payment must be made or your child will not be allowed to attend camp, and you will not be allowed to drop your camper off. This policy will be strictly enforced.

A camp week runs Monday through Friday of the same week. Your camp fee covers consecutive camp days--your camper will not be allowed to come two days of one week and three of another without paying for both weeks of camp.

The full rate will be charged for three (3) or more days of camp operation. No refunds will be available for campers who only attend one (1) or two (2) days of a camp week.

DUE TO THE LIMITED NUMBER OF SPOTS AVAILABLE, REFUNDS OR CREDITS WILL NOT BE AVAILABLE AFTER PAYMENT HAS BEEN MADE.

Cash payments will not be accepted.

INCOME-BASED ASSISTANCE

Income-based assistance applications must be completed and submitted three weeks prior to activation to allow time for processing. Forms can be found at the Welcome Center desk and on our website at YMCAofCoastalGA.org. CAPS recipients must provide certification from the State, and may need to pay up front until CAPS approves the subsidy to be applied to your profile.

Camp Procedures

DROP-OFF AND PICK-UP PROCEDURES

The YMCA of Coastal Georgia operates summer day camp at ten (10) branches.

Camp operates daily from 7 a.m.–6 p.m. (You may NOT drop off before 7 a.m. in the lobby/out front without staff being present)

DROP-OFF

Campers need to be signed in at the YMCA by a guardian. You must stay in your car and YMCA staff will escort your child inside. You may not drop off campers or leave without an official check-in. If you need to drop off after 9 a.m., you need to take your camper to the front desk for sign in. A camp staff member will need to be called to come and meet your child to escort them to their “home base” area. 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 payment has been made for that week. If an unregistered/unpaid child is left, necessary services (DFCA, Police involvement) may be contacted to report abandonment.

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 p.m. 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. Additionally, for the safety of our campers and staff, no additional staff or visitors will be allowed in the building where camp is being housed. You will need to follow the procedure to curbside pick-up and remain in your vehicle until your camper is brought out to you.

Each camper must be signed out each day 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.

CONTACT INFORMATION

It is 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.

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**:



Appropriate closed-toed shoes



Lunch (with drinks and snacks in a lunchbox or cooler)



Water Bottle



Sunscreen



Swimsuit/Swim Trunks and a towel



Book Bag



Extra Change of Clothes



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 if brought from home.
- 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.
- 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 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 Camp Cabinet. 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 (games, reading, academic activities)



Lunch (with drinks and snacks in a lunchbox or cooler)



Small Group Activities (art, STEM, math)



Swimming



Post-Camp (movie, organized games, snack, parent pick-up)

WEEKLY THEMES

A list of the weekly themes and their dates are included in the Camp Packet you receive 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, etc.

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.

A Day at Camp

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. Certified YMCA lifeguards and camp counselors supervise children at the pool at all times.

RED BAND:

Campers under 48 inches tall, under 7 years old, or those who fail to complete swim test:

Splash Pad/Kiddie Pool Only

YELLOW BAND

Campers who only partially complete swim :

Shallow pool or life-jacketed

GREEN BAND

Campers who complete the swim test proficiently:

Open Swim

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.

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: COVID-19, 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.

MEDICATION/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.

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.

Discipline Policies

All campers are expected to respect, listen to and follow the camp staff's instructions. 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.