



2019
HARRIS YMCA

SUMMER
DAY CAMP
PARENT
HANDBOOK

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IMPORTANT REGISTRATION INFORMATION

***Traditional Day Camp (Full-day), Teen Camp (Full-day) & a Preschool (AM) option (TBD):**

Close Online: Saturday at Midnight (Camps may be visible online Sunday, but not available to purchase)

Close-in Branch: Sunday at 7pm

***All other Camps:**

Close Online: Friday at Midnight (Camps may be visible online Saturday, but not available to purchase)

Close-in Branch: Saturday at 7pm

CHECK US OUT ON THE WEB!

Check out our online Camp Central page for camp information like the Camp Guide, Registration Form, Parent Packet, weekly Camp Newsletters and a link to Register Online.

ymcacharlotte.org/harris

Harris YMCA > For Youth Development > Camp > Summer Day Camp

FOR REAL TIME UPDATES:

'Like' us on Facebook Harris YMCA

If you are posting photos from Harris YMCA Day Camp, use #HDC2019

OUR MISSION

The YMCA is a Christian based organization that strives to fulfill our mission in all programs.

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

STAFFING

A YMCA professional supervises all of our camps. We recruit our Day Camp staff through local churches, leadership organizations and from area colleges and high schools. All staff members are required to attend 30 hours of training prior to the beginning of the camp season. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.

Camp staff is available to answer questions every camp day from 7:30am – 6:00pm. General information is also available on our Camp Central website.

DAY CAMP HOTLINE: 704 716 6858
This number will be active May – August.

CAMP CENTRAL WEBSITE:
YMCACHARLOTTE.ORG/HARRIS
Harris YMCA > Camps > Camp Central

FINANCIAL INFORMATION

PAYMENT OF FEES

All payments for camp registration must be made in-person at the Sales & Service Center at the Harris YMCA or online. **Day Camp staff cannot take payments.**

Payment Policies

Member/Non Member rates are determined by the camper's YMCA membership status. All balances to date must be paid in full in order for a camper to attend a session. No exceptions. The appropriate deposits per child per session are required in order to register. If your membership status changes or financial assistance status changes before the week your child attends camp, the payment will be adjusted accordingly.

PROGRAM RATE ADJUSTMENT

As part of our My Y Pricing rate structure, an adjusted program rate is available to all who qualify. Both Members and Non Members must provide income verification at the Sales and Service Center in order to receive an adjusted program rate. Note: All program rate adjustments are subject to branch-specific, program-specific caps. Standard rates are set by each individual branch.

Deposits

- Deposits collected are deducted from the total balance due for camp.
- All registrations require a \$10 deposit for each session of camp.

Payment Options

- Pay in full at time of registration.
- Credit Card Draft. Pay deposit at time of registration and your credit card will be drafted as scheduled below.

Payment Schedule:

Camp Week	Balance Due In Full
Weeks 1 – 2	May 15, 2019
Weeks 3 – 4	June 1, 2019
Weeks 5 – 6	June 15, 2019
Weeks 7 – 8	July 1, 2019
Weeks 9 – 10	July 15, 2019
Weeks 11 – 12	August 1, 2019

Your camper will not be allowed to attend camp unless your balance is paid in full.

Credit Card Draft Policy/Late Payment

- A \$25 returned draft fee will be charged to accounts for all funds that are unable to be drafted on the scheduled payment due dates and subject to a \$25 **late payment fee.**

Cancellation/Transfer Policy

- Cancellations and requests to transfer programs must be made in person in writing at the Sales & Service Center.
- Cancellations or requests for transfers must be received at least 8 days prior to the start of the requested camp week to qualify for a refund or transfer of money.
- Cancellations not received by the designated day will result in a forfeiture of all deposits and fees paid towards that camp week. Payments that have not been made will still be collected.

Camp weeks that have not been paid in full will be cancelled 8 days prior to the start of the requested camp week and will not receive a refund or transfer of funds paid.

FAMILY INVOLVEMENT

We welcome parents to come and be a part of special events at our camp program.



See our weekly camp newsletter for more information about specific times and events.

COME VISIT

You are always welcome to visit us at camp. We also encourage you to talk with our leaders or the Camp Directors about the program and any needs or special successes your child is experiencing. Feel free to call or email to set up a time to speak with a staff member or you may stop in during camp hours and we will do our best to accommodate you. We ask that you not have these conversations in the Ride In/Out lines as it does back up our parking lot and slows down the process of drop off/pick up. Please park your car and walk to the appropriate camp to find a Camp Leader to help you. For the safety of our campers, all visitors are asked to check in with the camp office which is located in the Cato Education Center.

YMCA BASICS

- The YMCA of Greater Charlotte will not discriminate by race, color, sex, national origin, creed or special needs.
- A registration form must be completed for each camper – a 'file' is not kept on record from previous summers/programs.
- Payments must be made as stated in the Registration Packet.

EVALUATIONS

We need your comments, input and ideas on how to make our Day Camp programs better serve you and your child. During the summer months you may be contacted via email to complete a survey on your experience with our summer day camp program. Please take the time to give us your feedback. This allows us to make necessary changes in the program and to recognize staff who are providing outstanding service to you and your family. If for some reason you are not contacted and have feedback that you would like

to provide, please contact the Camp Director. You may receive a periodic phone call from the director to get your input on a more specific area of concern. Please feel free to share any suggestions you might have.

WHAT'S GOING ON AT HOME?

Children's actions in camp often reflect situations they are experiencing at home (e.g. pet's death, recent divorce, fight with sibling). If any such disruptive or traumatic experience should occur, please inform the Director or camp counselor. This will enable us to better meet the needs of your child.

DAY CAMP STAFF AS BABYSITTERS

We strongly encourage staff to refrain from babysitting for campers. Staff work diligently with children throughout the day and need time to renew their energy in the evenings and on weekends.

PARENT UNDERSTANDINGS

- I understand that YMCA staff and volunteers are not allowed to transport children at any time outside of the YMCA program.
- I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.
- I understand that state law mandates the YMCA report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

LOST ARTICLES

Label everything! This will minimize the opportunity for your child to lose an item at camp. We have a "Lost and Found" in each camp program and we make special efforts to return lost and found items to campers. All labeled items found will be returned to campers. Any unlabeled items will be kept until the upcoming Lost & Found day, and then all unclaimed items will be donated to charity. Y staff are not responsible for misplaced items. All unclaimed items will be donated at the conclusion of the summer.

RELEASING CAMPERS

DESIGNATION OF INDIVIDUALS AUTHORIZED TO PICK-UP

For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the camper's registration form. Every adult must present a photo ID during rides out. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and a photo ID must be shown during rides out. Thank you for helping to expedite this process by having your ID ready.

DAILY CAMP LOCATION AND HOURS

All camps will be held at the Harris YMCA unless otherwise stated in the camp information. Some camps will be going on field trips throughout the week—campers and parents will be notified of any field trips planned at the beginning of each session.

HOURS FOR FULL DAY CAMPS

7:30 AM – 9:00 AM	Rides In
9:00 AM – 4:00 PM	Camp Program
4:00 PM – 6:00 PM	Rides Out

HOURS FOR AM HALF-DAY CAMPS

7:30 AM – 8:30 AM	Rides In
8:30 AM – 12:30 PM	Camp Program
12:30 PM – 1:00 PM	Rides Out

HOURS FOR PM HALF-DAY CAMPS

1:00 PM – 1:30 PM	Rides In
1:30 PM – 5:30 PM	Camp Program
5:30 PM – 6:00 PM	Rides Out

EARLY PICK-UP AND LATE ARRIVALS

We encourage you to leave your child at camp until the camp day ends so they will not miss any activities. We understand that there will be exceptions and ask that when these occur, please send an email to your child's camp director. If you choose to pick up your child early without advance notice, it may take up to 30 minutes to get your child. If you bring your child to any of our camps after their full-day or half-day morning camp begins or after 1:30 PM for half-day afternoon camps you must sign in the child with the Camp Director or the Office staff.

ARRIVING EARLY

Rides-in begins with supervision of children at 7:30 AM for full day camp and half day morning camps. Campers **MAY NOT** be dropped off at camp prior to 7:30 AM. Camp staff will be ready to greet your camper promptly at 7:30 AM. Please do not let your camper arrive until a YMCA Day Camp staff member can greet you.

LATE PICK-UP

In fairness to our staff, it is important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00 PM (full day) and 1:00 PM (half day). The fee will be assessed at a rate of \$1.00 per minute after 6:00 PM/1:00PM. **This fee must be paid before your child returns to camp.**

ATTENDANCE

If your child is not feeling well, please do not send him or her to camp. If he or she will be missing more than one day of camp please let the Director know. Please note that if your child misses one or more days of camp, the days cannot be made up or refunded.

CUSTODY ISSUES

In cases of separated or divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program or from picking up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA/camp property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted.

DISCIPLINE

Under no circumstances will physical attacks be allowed at camp. Campers who are physically harmful to STAFF OR other campers will be dismissed from camp immediately. This includes any type of foul language, sexual touching or conversation, or any other behavior deemed inappropriate by our staff.

Fighting is not tolerated. If your child is involved in a fight in any way they will be dismissed from camp for the day and will be suspended for the following day. If they are dismissed twice in the summer for fighting they will not be allowed to return.

The philosophy of our program is based on character development and the principles of caring, honesty, respect, responsibility and faith. It is expected that our staff show respect and courtesy to each participant and we expect each participant to show courtesy and respect to each staff. The staff will make every effort to relate to campers on an individual basis.

3. Should problem behavior continue, the parent/guardian will be notified and documentation of the behavior, past and present, will begin.
4. If these steps do not correct the problem, the parent/guardian, child, counselor and director will meet to discuss corrective procedures.
5. Should this process prove unsuccessful and behavior problems are not corrected, the child may be dismissed from the program.

In addition the YMCA reserves the right to request the withdrawal of a camper if one or more of the following conditions exist:

- The camper is not participating in or benefiting from the program.
- The staff cannot provide adequate or safe care for the camper.
- The staff cannot provide adequate or safe care to the enrolled campers due to the care needs or behavior of one camper.

1. The child will be spoken to in hopes that discussion and redirecting the child to another activity is all that is required to correct the problem. A warning will also be given.
2. If the discussion and redirection do not seem to help, the child will be put in "time-out" for a short period.

INFORMATION FOR PARENTS PRIOR TO CAMP

HUDDLE ASSIGNMENTS

A huddle is the group of children and counselors your child is assigned to for the week. A huddle participates in activities together through-out the day. Huddle assignments are made on a weekly basis, and are based on the rising grade level of the campers. Unfortunately, we cannot always honor requests for campers to be paired in a huddle with another camper. Based on the assignment process, campers close in age are grouped together.

COUNSELOR TO CAMPER RATIO

We follow the YMCA of Greater Charlotte guidelines for counselor-to-child ratio. We maintain a counselor-to-child ratio of 1:6 for Preschool campers, 1:8 for Rising K campers, 1:10 for Rising 1st – 5th Grade campers and 1:12 for Rising 6th – 10th grade campers.

WELCOME EMAILS

The Parent who is the primary account holder will receive an email the week prior to the session. If you do not receive a welcome email for your child's upcoming session of camp and need more information, please visit our website www.ymcacharlotte.org/harris or contact the day camp hotline to receive information for the week. Please note that if you choose to unsubscribe you will not receive any emails from the YMCA of Greater Charlotte, including these welcome emails.

EMERGENCIES

Routine scrapes and cuts will be treated by our staff. In the case of serious accident or illness, camp staff will contact you directly. In the event that you cannot be reached, the authorization signed on your health form allows the staff to provide prompt treatment. Please note that in the event of serious injury, 911 will be called first. Should there be any changes in the emergency contact phone numbers, please notify us immediately.

MEDICATION POLICY

If medication must be administered, you should allow for extra time to complete the following:

1. Please administer all medications at home before arriving at camp.
2. Bring medication directly to the Camp Office or the Camp Director on the Monday morning of that session.
3. Complete a "Medication Authorization Form" provided by the Y with written instructions as to quantity, time to be administered and your name and phone number. **The original container and directions from the pharmacy must be given.**
4. If your child is transitioning from a morning camp to an afternoon camp, please be sure to communicate medication directions with both Camp Directors.

These guidelines are for your child's safety. Please call (704) 716-6858 with any questions.

If your child has special circumstances that require additional attention (diabetes, etc.) please contact the director prior to the start of camp.

SUNSCREEN

The sun at camp is always a concern for us. We want you to know that we are committed to making sure your child is safe from the sun.

We strongly encourage you to pack your camper with SPRAY ON SUNSCREEN to help us stay in compliance with our Quality Standards. In addition we ask that you provide a sunscreen with at least an SPF of 30 that is labeled "All Day" and "Waterproof". Campers should arrive to camp with sunscreen on – they will be reminded throughout the day to reapply. The Harris YMCA does not provide sunscreen.

We will assist our youngest campers in applying sunscreen during each sunscreen break. However, campers 8 years old and up will be responsible for applying their own sunscreen during the day (with plenty of reminders from their counselors).

Please notify our camp staff immediately if sun exposure becomes a problem so that extra precautions and applications can be made.

WHAT TO BRING TO CAMP

- Lunch (no mayonnaise or milk based products please- there is no access to a refrigerator)
- 3-4 drinks (we encourage water)
- 2 snacks (for all day campers)
- **Please pack lunch, drinks and snacks in a LABELED cooler or lunch bag.**
- Water bottle (please label.)
- Spray on sunscreen (please label.)
- Swim bag packed with a clearly labeled swimsuit (for camps that swim.)

Please note that we will provide a clean, dry towel each swim/water day for your child. Please refer to the Camp Central or the Camp Newsletter to determine if your child's camp(s) swim.

WHAT NOT TO BRING TO CAMP

Some of our Specialty Camps may ask campers to bring specific toys/props for use in the program. Unless your child is specifically asked to do so, please refrain from bringing any of the following:

- Money, alcohol, drugs, animals or weapons
- Valuable items of any sort
- Skateboards, scooters, Heelys or bicycles
- iPods, cell phones, tablets or other mobile devices
- Electronic games (including Nintendo DS)
- Toys, balls, playing/trading cards, etc.
- Anything you would be sad to lose.
- Peanut Products. We continue to take every precaution to protect all children from unwanted exposure to **Peanut Allergens.**

Because of this, please do not send your child with any peanuts or peanut products to the Harris YMCA.

Parents, please help us with these requests. We do not want something precious to your child to be lost or broken. Thank you very much!

WHAT TO WEAR TO CAMP

- Sunscreen
- Shorts
- Light-weight top
- Comfortable shoes appropriate for camp activities

WHAT NOT TO WEAR TO CAMP

- Revealing clothing or any clothing with an offensive message/logo
- Jeans, dark colored, or heavy clothing that may overheat a camper
- Expensive or sentimental items
- Jewelry
- Flip flops – If your child chooses to wear these please be aware that he or she may be restricted from participating in certain activities for safety reasons.

INCLEMENT WEATHER

For the most updated information, please refer to our Facebook page (Harris Kids & Family) or Twitter Feed (@HarrisYMCA)

Your child's safety and well-being are our top priorities. The Harris YMCA Camp Directors and staff pay close attention to weather each day. Camp programming is modified based on inclement weather (heat index or storm warnings). The YMCA reserves the right to cancel, delay or reschedule programs and field trips requiring the use of YMCA transportation based on inclement weather that could affect your child's safety and program quality.



If lightning is severe, and we feel conditions are unsafe, please understand that we will not risk the safety of our campers or staff no matter how long the traffic line is. As always, we will strive for safety as our number one goal.

Thank you for your cooperation.

POOL RULES

Severe Weather: The YMCA requires immediate closure of all pools – indoor and outdoor – in the event that lightning or thunder is present in or around the area. Pools will remain closed until 30 minutes past the last visible lightning strike or episode of thunder. Thank you for helping us follow both health department and insurance regulations.

Contamination: In the event of water contamination of one of our pools, that pool will be evacuated and the appropriate measures taken. This type of event may cause a pool to remain closed for an extended period of time.

SWIMMING

Safety is our top priority at the pool. Prior to entry into the pool, ALL campers 12 and under or those who show concern of ability will have their swimming ability tested and will then be placed into one of three swimming categories designated by **NO BAND/Non Swimmer**, a **YELLOW BAND**, or a **GREEN BAND**. The color of the band signifies a camper's skill level in the water and the areas and depths of the pools where they will be allowed to swim. Swim band colors and the skill levels they represent are as follows:

No Band/Non Swimmer: The camper is either a weak swimmer or a non-swimmer. Depending upon the camper's age and size, they will be restricted to either shallow water swimming in arm's reach of a counselor or swimming in the Kiddie Pool (two feet deep) pool. **A life vest must be worn at all times.**

Yellow Band Swimmer (Swim 15 ft. and float front/back unassisted): The camper is able to swim, but is not a very strong or comfortable swimmer. These swimmers will be allowed to swim in the big pool, but are restricted from using the slides or the deep water diving area.

Green Band Swimmer (Swim 25 yds. horizontally, tread water for 1 min with full head and ears out of the water and jump into deep water and resurface): The camper is a proficient swimmer and has access to all areas and features of the pool.

If parents feel that their camper was assigned a swim band color that does not match their ability, they may request a second test by a member of the Lifeguard staff. A swim band is not a status symbol nor should it be treated as such. It is a means of insuring the safety of the campers during their pool time. **A child may only test for a swim band twice in one day. Campers will be tested each week.**

DAY CAMP CONTACT

HARRIS DAY CAMP OFFICE

HARRISDAYCAMP@YMCACHARLOTTE.ORG

704-716-6858

HARRIS SALES AND SERVICES

704-716-6800

CAMP DIRECTORS:

DAY CAMP – MEAGHAN HINCKLEY (PRESCHOO),

COLIN ASHLEY (SCHOOL AGE), TIM JORDAN

(MIDDLE SCHOOL)

ADVENTURE CAMP – COLIN ASHLEY (SCHOOL

AGE), TIM JORDAN (MIDDLE SCHOOL)

ARTS & EDUCATION – COLIN ASHLEY

DANCE & GYMNASTICS – MARTA

CLARKSON/JOSH LANGDON (GYMNASTICS &

CHEER), MARGARET RHODES (DANCE)

IMAGINATION & FUN – COLIN ASHLEY

SPORTS & FITNESS – JESSICA HUDSON/ABBY

WALTON/CALEB SMITH

AQUATICS – DAVE WILLIAMSON/MARISSA

CHEEK