



GREAT SUMMERS START at the Y!

Parent Handbook

YMCA OF THE CAPITAL AREA





WELCOME TO SUMMER DAY CAMP

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YMCA MISSION

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

PURPOSE

At the Y, our goal is to provide a safe, wholesome Christian environment for children to experience outdoor adventures that encourages growth physically, mentally and spiritually so that they may achieve their greatest potential. Our focus at day camp is to encourage campers to demonstrate four key character traits: Caring, Honesty, Respect, and Responsibility, that promote belonging, achievement, and positive relationships.

OUR WEEKLY ADVENTURES

It is important to us that your child has a wonderful experience whether it's their first, second, or seventh time. Therefore, our goal is to create a fun, friendly, and exciting atmosphere so that each camper will feel happy and confident at camp.

At the YMCA campers participate in a fun adventure. Specific weekly themes are listed below and takes place at each YMCA branch location. Camp offerings are as follows:

ADVENTURE CAMP

Campers will participate in a variety of activities each day. Each week features exciting themed experiences designed to keep things fun engaging. Children are grouped by age, and all activities are tailored to fit each group's abilities.

Week	Date	Weekly Theme	Weekly Value
1	May 26-May 29*	Welcome to the Y—Survival Week	Responsibility
2	June 1-June 5	Fairy Tales Week	Patience
3	June 8-June 12	Y Color Wars Week	Family
4	June 15-June 19	Careers Week	Community
5	June 22-June 26	YMCA Spirit / Decades Week	Respect
6	June 29-July 3	Around the World	Diversity / Nutrition
7	July 6-July 10	Space Explorers	Growth
8	July 13-July 17	Y Heroes in Training	Honesty
9	July 20-July 24	Animal Planet Week	Caring
10	July 27-July 31	Wet & Wild Wacky Water Week/End of Summer Celebration	Bravery

ALL CHILDREN ARE WELCOME

No child will be excluded from our programs because of race, religion, sex, or national origin. Our programs are designed for children from ages 4 through 12 in traditional camp. All 4-year-olds must be going into Pre-K in fall the of 2026 and must be 4 years of age as of January 1, 2026. All children must be potty trained.

Special Needs

Children with disabilities are welcome in YMCA programs, however; individual disabilities may limit participation in some activities. While the YMCA strives to provide adequate care for every child, it is not able to provide specialized one-on-one attention for any participant. Based on the current funding levels, The YMCA of the Capital Area is not able to provide one-to-one staffing. This does not mean that children who require such care are excluded from the program, but only that the YMCA of the Capital Area cannot provide additional staff to meet that need. Where providing one-to-one care would allow the child to reasonably participate in the program, parents have the option of providing one-to-one care at their own expense. Children who need one-to-one attention due to special needs, circumstances, or behavioral issues may not be able to remain in the program. Staff will make efforts to provide reasonable accommodation provided it does not affect general operations, oversight, ratios, or program/activity implementation and does not require expertise that exceeds the normal YMCA staff training. All children participating in the program must be potty trained, as our program is a school-age program, not an early childhood program.

WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and making new friends. The following information will familiarize you with camp procedures and minimize "first-day" anxiety. The YMCA Day Camp has a well-trained staff that is focused on meeting the needs of individual campers and is committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your child wear "play clothes" that can become dirty.
- Your child will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with your child's name including swimsuits, towels, water bottles, and backpacks.
- Please do not send valuable clothing or valuable items to camp including jewelry.
- Make sure all your forms and payments are completed the week prior to attending camp.

WHAT TO BRING TO CAMP

Healthy Food Choices

Our Y is committed to Healthy Eating and Physical Activity (HEPA) standards. We do not recommend fried foods, foods high in sugar and saturated fats, or sugar-sweetened beverages at our sites. Please keep this in mind when packing lunch for your camper; we ask all parents to try and limit packing foods that do not meet HEPA standards such as chips, cookies, cake, candy, and soda. Parents may bring in food items for birthday celebrations that are healthy and nutritious. Ideas for appropriate items can be provided upon request.

Lunch

Lunch is will not be provided. You must provide your own lunch. We recommend sending food that is already prepared such as sandwiches and Lunchables. Camp does not have refrigeration or microwaves for campers' lunches. Please do not send perishable items such as milk or any other items that require heating. A small cooler with the camper's name works best for packing lunches and drinks. A (frozen) water bottle is recommended. We do not recommend sending carbonated drinks such as soda as these products do not work well in hydrating your child. Please try to avoid colorful drinks to prevent stains from spills. Campers have access to water at all times during the day, so we are requesting that your child brings a labeled water bottle with their name on it to refill.

Snack

Campers will need to bring two snacks, one for the morning and one for the afternoon. We recommend sending fruits and vegetables as primary snacks with water being the primary beverage. Please do not bring anything with peanuts, including but not limited to peanut butter. Please make sure your child eats a good breakfast before arriving at camp each morning.

Clothing

Please dress your child appropriately. You should take into consideration the weather forecast and camp activities. Campers must wear clothes suitable for outdoor play and TENNIS SHOES. Open toed Shoes/heels, crocs or sandals of any kind are not permitted. Campers should also bring a modest swimsuit and towel on swim days. Please clearly label swim items with the camper's name.

Bathing Suits

On swim or water days please send a modest bathing suit and towel that is clearly labeled with your child's name. You will be informed through the weekly newsletter about the week's activities. All swimwear should be lined and identifiable as swimwear. Gym shorts, cut-offs, and street clothes are not allowed in the pool. Please clearly label swim items with the camper's full name.

WHAT TO BRING TO CAMP

Sunscreen

We are committed to keeping your child safe from the sun. To help prevent sunburn, it is recommended that parents apply sunscreen prior to arriving at camp. Campers are outdoors for some of the day. Please apply 8-hour sunscreen that will last all day before arriving at camp. Parents should provide campers with labeled spray sunscreen to keep with them throughout the day. Staff members are not allowed to apply "rub-on" sunscreen to children. There will be no sharing of sunscreen.

Lost and Found

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing, please check the lost and found. Items left will be donated to a local charity after 30 days. The YMCA is not responsible for lost, stolen, or damaged clothing or items.

Leave It at Home

The Y is not responsible for any valuables. Please make sure your child leave money, toys, trading cards, cell phones, candy, and all electronics at home. If a child attends camp with any of these items, the items will be confiscated and returned to the parent at sign-out.





SWIMMING AT CAMP

Swimming and splashing around are a great part of summer camp. Swim schedules are camp specific. Please keep the scheduled swim time in mind when making your daily pick-up arrangements. If you do not want your child to swim, please contact your branch's camp director via e-mail prior to their swim time. Please note that it takes each group approximately fifteen minutes for change time. Each camper must complete a swim test prior to their first time in the pool.

Swim Testing

Safety is our top priority at the pool. Prior to entry into the pool all swimmers will have their swimming ability tested and will be placed into one of three band options. This test will be done on their first day of swimming at camp. Day Camp Swim Lessons are available to camp participants at a discounted rate.

- **Swim Test Procedure:** Swimmer enters the pool, swims half the pool's distance face down, stops, treads water for 60 seconds, flips onto their back, and continues for the remaining distance. All swim tests are administered by a certified lifeguard.
- **Green Bands:** Swimmers who receive a green band have successfully completed the swim test. These swimmers do not require a flotation device and may access the deeper areas of the pool.
- **Yellow Bands:** Swimmers who do not pass the full swim test or have limited endurance during, will be given a yellow band. Swimmers who cannot stand in the shallow area will be given a flotation device and limited to the shallow areas of the pool.
- **Red Bands:** Swimmers did not complete any portion of the swim test and will be given a lifejacket. These swimmers will remain in the shallow area and accompanied by a counselor at all times.

HEALTH & WELLNESS AT CAMP

It is our sincere desire to provide quality care for your child while they are participants at day camp. Any child that has symptoms of being sick will be isolated and sent home. If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. If the parent/guardian cannot be reached, persons on the emergency contact list and authorized pick-up list will be contacted.

Please be advised that due to general health and safety precautions, staff may remove your child from activities or camp if one or more of the following exists:

1. Illness or signs of illness prevents the camper from participating comfortably in camp activities.
2. The camper has any of the following conditions.
 - Temperature of (100.4F) (this applies to the child and the adult dropping of the camper)
 - Signs of possible severe illness: Examples include lethargy, fever, uncontrolled coughing, irritability, persistent crying, difficulty breathing or shortness of breath, runny nose, sore throat, wheezing or other unusual signs. until.
 - Uncontrolled diarrhea: Examples include one or more watery stools in a 24 hour period.
 - Vomiting
 - Signs of communicable illness (rash, lice, etc.)

If your child is removed from camp because of an above-listed condition or circumstance, they may not return until the condition discontinues for minimum of 24 hours or you have consulted with the camp director and received clearance from a doctor. Covid related items may require a longer period. This is in the best interest of the staff and children in the program. Please assist us in our efforts to maintain a healthy environment for our staff and children.

Medications

The YMCA prefers that all medications be administered at home prior to attending camp. If medication needs to be administered all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication must be stored in the camp office and administered by the camper. Check-in all medications with the camp office on the first day of each session. Please make sure that your child's name is on all items. Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH.** Medication must be given directly to staff at sign-in along with the "Medicine Administration" form. All medications will be taken off-site to our field trip locations as needed.

DISCIPLINE & CAMPER BEHAVIOR

The Y expects all participants to demonstrate the four Y character values of Caring, Honesty, Respect, and Responsibility. Children who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection, time-out and individual coaching. Y staff respect children and do not participate in any forms of physical or corporal punishment including spanking, hitting, using exercise as punishment, etc. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

- First Offense - Parent will be notified. (The YMCA reserves the right to remove a participant from the program at any time due to the seriousness of the offense.)
- Second Offense - Child removed from activity; parent notified in writing.
- Third Offense - Parent conference and/or suspension.
- Fourth Offense - Parent conference and/or removal from the program.

Please note that these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all of our children to enjoy their experiences at the Y and to be physical, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional and physical safety of others might not find this program a good fit and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

Camper Behavior Code of Conduct

- Participants must behave toward others and their environment in a way that demonstrates the Y's four character values: Caring, Honesty, Respect, and Responsibility.
- Participants are responsible for following all behavioral standards and policies and procedures outlined in the YMCA Day Camp Handbook.
- Behavioral standards are expected to be followed at all Y locations and any Y hosted events including field trips.
- The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the day camp office if necessary.
- Campers are expected to follow all directions issued by Y staff and volunteers.

Y Bus Code of Conduct

The Camper Behavior Code of Conduct applies while riding on the bus.

- Eating and drinking are not permitted on the bus.
- Campers must always remain seated and wear seat belts.
- Campers hands, arms, etc. may not extend outside the bus at any time.
- Campers must not tamper with the bus emergency door.
- Campers must obey the driver.
- The driver oversees the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Campers may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

ABOUT OUR CAMP STAFF

- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
- Staff will treat each child with dignity and respect.
- Staff will administer regular review of program expectations, rules, and procedures to campers.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA's four Character Values and the mission of the YMCA of the Capital Area.
- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to confidentiality policies.

CAMP DROP-OFF AND PICK-UP

Pre/Post-Camp Drop-off and pick-up locations will vary by branch. Please refer to your camp's branch specific information.

Pre-Camp/Drop-Off

Day camp arrival is between the hours of 7:00 am and 9:00 am. During the pre-camp period we will begin modified organized activities for all age groups while taking in campers. Normal camp rotations and activities will begin at 9:00 am. Camp begins with morning assembly and jumpstarts. In order to participate in the day's activities, children must be signed into camp by 9:00 am.

Post-Camp/Pick-Up

Post-Camp will take place from 4:00 pm to 6:00 pm. Modified organized activities will be done during the post-camp period for all age groups. The Y recognizes the need to provide a safe and secure site for all children in our day camp programs. As a result, the Y will only release a child to an adult who is listed on the Authorized Pick-up List provided on the registration form. All people listed on the authorized pick-up list must provide an official form of identification when picking-up a child from camp. The Y staff will adhere to the rules below to protect children in their care.

CAMP DROP-OFF AND PICK-UP CONTINUED

If your child arrives after sign-in or you have to pick them up before 4:00 pm. please check in at the Member Services Desk (may vary by location). We cannot and will not permit children to leave camp on their own. 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.

Sign-Out

Adults picking up campers must sign the child out each day and will be asked to provide official photo identification.

Late pick-up/Failure to pick-up

The staff are scheduled until 6:00 pm. At 6:05 pm, a late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. In the event that you fail to pick up your child, the following will happen:

- All phone numbers we have on file for your child will be called including emergency and authorized pick-up persons.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone with only one YMCA staff person in attendance.
- We will notify the Program Director and call the Branch Executive to determine the appropriate next steps, which may include calling the police and/or social services and/or having your child dismissed from the program.

Custody Issues

In cases of separated and 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 signed by a judge is in our file. This document must expressly forbid a parent from picking up the child from our program, or from picking up at times not allowed by the court decree. If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must contact local law enforcement or social services as necessary.

Other Special Circumstances

Children's actions in camp often reflect situations they are experiencing at home (i.e. pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the camp director.

Changes to The Pick-up List

Changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

Impairment

Your child's safety is our priority. At times we are called to make judgments concerning a child's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is impaired when he or she arrives to pick-up the child, the YMCA will keep the child at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

CAMP FEES

For the YMCA to properly staff each week of camp, we must know how many children will be in attendance. We do this by collecting payments prior to providing service. All payments for each week of attendance must be paid every Friday for the upcoming week of camp.

PAYING FOR CAMP

Camp Payments, Deposits, and Due Dates

REGISTRATION FEE

To register for summer camp at the Y, there is a one-time registration fee of \$25 per child.

DEPOSITS

When registering for camp, you have a choice of paying the weekly camp fees in full or paying a \$15.00 non-transferable and non-refundable deposit per week, per child for all the weeks your child(ren) will attend. Weekly payments are due on the Friday before the week of attendance. The YMCA does not pro-rate fees due to non-attendance. The last day to change or cancel for the upcoming week is Thursday before 5pm.

*Camp is closed on Monday, May 25 (Memorial Day) and the week is prorated.

Weekly Payments

Camp fees will be paid automatically through credit card or debit card. The charge will appear on your monthly statement on the due date.

2026 Camp Sessions	Last day to change/cancel for the weeks listed below.
*(Week 1) May 26-29 (No Camp on Memorial Day)	Thursday, May 21
(Week 2) June 1-5	Thursday, May 28
(Week 3) June 8-12	Thursday, June 4
(Week 4) June 15-19	Thursday, June 11
(Week 5) June 22-26	Thursday, June 18
(Week 6) June 29 - July 3	Thursday, June 25
(Week 7) July 6-10	Thursday, July 2
(Week 8) July 13-17	Thursday, July 9
(Week 9) July 20-24	Thursday, July 16
(Week 10) July 27-31	Thursday, July 23

Online Account Management

Register, make payments online, view balances paid and due. Visit www.ymcabr.org for detailed information.

Refund Policy

Refund requests must be made prior to the week of attendance through the "Program Change Form". This form can be found on the YMCA Website (www.ymcabr.org/program-changes). If a child does not attend a week of camp and written notice is not given, via the "Program Change form", by 5pm the Thursday before the week of the scheduled attendance, a refund will not be issued. Documented medical reasons are the only exceptions to the above-stated policy. A \$15.00 administrative fee will be charged on all qualifying refunds.

Financial Assistance

Financial assistance is available through private donations from the Y's annual campaign to those who qualify for a reduced rate. To apply for this program please visit www.ymcabr.org/scholarships and complete the application process. We require completed application and verification of income as stated on application. Once your application is processed you will receive an email with the results of your application, or with a request for any information still needed to process your application. A YMCA membership is required to receive financial assistance for the YMCA Summer Day Camp program.

To have your application reviewed and processed prior to summer camp beginning, please submit your application by May 1st.