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PARENT HANDBOOK

Summer Camp



Upper Main
Line **YMCA**

REGIONAL BRANCH OF THE YMCA OF THE UPPER MAIN LINE

Upper Main Line **YMCA** • 1416 Berwyn-Paoli Road • Berwyn 610-647-YMCA

We Build Strong Kids, Strong Families, Strong Communities.

Welcome to YMCA Summer Camp!	2
Our Mission:	2
UMLY Day Camps.....	3
Creative Explorations	3
Teen Camps.....	3
Environmental Education.....	4
Sports	4
Tennis.....	4
General Information.....	5
Session Dates	5
Camp Hours	5
Camp Absenteeism	6
Financial Matters	6
Financial Assistance.....	6
Drop off/Pick Up	7
Lunch Bunch Noon - 1:00 PM	8
Extended Hours.....	8
Special Needs Campers.....	8
Behavioral Expectations	8
Sick Child Policy	8
Medication Policies.....	9
Personal Items.....	9
Web Site.....	9



Welcome to YMCA Summer Camp!

Our camps present opportunities for children to develop friendships and memories that will last a lifetime.

We offer a wide range of programs that promote YMCA core values of caring, honesty, respect and responsibility.

Our Mission:

To enrich our community by building a healthy Spirit, Mind and Body for all.

UMLY Day Camps

Totally Two's

Counselor shirt color: Royal blue

Drop-off location: Second floor Mansion

Pick-up location: Small playground

Rainy day drop-off & pick-up location: Second floor Mansion

What to bring: Back pack with the following items: Snack, drink, diapers (if necessary), change of clothes. (*Please label items with a name and phone number*).

Special instructions: Wear old clothes

Contact: Laura Conroy (610) 647-9622, x2124, laura.conroy@umly.org.

Kindercamp

Counselor shirt color: Royal Blue

Drop-off & Pick-up location: Benches in Camp Corral

Rainy day drop-off & Pick-up location: Second floor Mansion

What to bring: Wear bathing suit, back pack with the following items: Swimmy diaper (if necessary), towel, small water bottle, snack, lunch with ice pack for full day campers and children attending lunch bunch. (*Please label items with a name and phone number*). *All group requests must be made by contacting Karen or emailing summer@umly.org.*

Contact: Karen Murphy 610-647-9622, x2500, karen.murphy@umly.org.

Day Camp

Counselor shirt color: Green

Drop-off & pick-up location: Camp Corral

Rainy day drop-off & pick-up location: Carriage House

What to bring: Bathing suit & towel, sneakers (able to get dirty), sunscreen, lunch & drink (non perishable, in a cooler/lunch box with an ice block), refillable water bottle and a snack. (*Please label items with a name and phone number*).

Contact: Karen Murphy 610-647-9622, x2500, karen.murphy@umly.org.

Arts, Science Cooking Camps

Creative Explorations

Lil' Creative Explorations(half day) ***Creative Explorations (full day)***

Counselor shirt color: Purple

Drop-off & Pick up location: Camp Corral

Rainy day drop-off & Pick-up location: Carriage House

What to bring: Bathing suit, towel, snack and drink (*Please label items with a name and phone number*)

Special instructions: Wear old clothes

Contact: Karen Murphy (610) 647-9622, x2500, karen.murphy@umly.org.

Teen Camps

Teen Extreme Camp

Counselor Shirt color: Neon Yellow

Drop-off & Pick-up location: Camp Corral

Rainy day drop-off & Pick-up location: Carriage House

What to bring: Bathing suit, towel, sneakers (able to get dirty), sunscreen, lunch & drink (non perishable, in a cooler/lunch box with an ice block), refillable water bottle and a snack. (*Please label items with a name and phone number*).

Special instructions: Campers 12 years of age and older must have the proper form on file and appropriate self-sign out card issued by camp office to sign themselves out of camp each day. Parents must sign their camper in each day, regardless of age.

Contact: Dottie Carotenuto (610) 647-9622 x2522, dottie.carotenuto@umly.org

Environmental Education

Preschool Nature Safari | Tracks & Trails

Counselor shirt color: Gray

Drop-off & pick-up location: Behind Nature Center

Rainy day drop-off & pick-up location: Environmental Ed Center

What to bring/wear:

Old clothes and sneakers that can get wet and dirty! (No flip-flops or sandals-except for wearing to the pool). Bathing suit, towel, raincoat *when needed*, sunscreen applied before the arrival at camp, water bottle, lunch (Tracks & Trails), snack and drink. Bug spray, a hat and sunglasses are also recommended. (*Please label items with a name and phone number*).

Contact: Karen Murphy (610) 647-9622, x2500, karen.murphy@umly.org.

Sports

All Sports

Counselor shirt color: Red

Drop-off & pickup location: Camp Corral

Rainy day drop-off & pick up location: Carriage House

What to bring:

Bathing suit, towel, sneakers (able to get dirty), sunscreen, lunch & drink (non perishable, in a cooler/lunch box with an ice block), refillable water bottle and a snack. (*Please label items with a name and phone number*).

Special Instructions:

Soccer Camp: Shin guards, cleats/ sneakers and soccer ball

Baseball: Glove

Contact: Karen Murphy (610) 647-9622, x2500, karen.murphy@umly.org.

Tennis/Golf

Tiny Tennis Tennis Camp

Counselor shirt color: White

Drop-off & pick-up location: Camp Corral, except Tiny Tennis, meets East side porch of carriage house.

Rainy day pick-up & drop-off location: Carriage House

What to bring:

Tennis racquet, bathing suit, towel, sneakers (able to get dirty), sunscreen, lunch & drink (non perishable, in a cooler/lunch box with an ice block), refillable water bottle and a snack. (*Please label items with a name and phone number*).

Contact: Karen Murphy (610) 647-9622, x2500, karen.murphy@umly.org.

Tiny Tennis/Golf

Counselor Shirt Color: White

Drop-off & Pick-up location: Camp Corral except, Tiny Golf meet east side porch of Carriage House.

Rainy day drop-off & Pick-up location: Carriage House

What to bring:

Tennis racquet (for tiny tennis/golf), bathing suit, towel, sneakers (able to get dirty), sunscreen, lunch & drink (non perishable, in a cooler/lunch box with an ice block), refillable water bottle and a snack. (*Please label items with a name and phone number*).

Contact: Karen Murphy (610) 647-9622, x2500, karen.murphy@umly.org.

General Information

Session Dates

- Precamp 1 June 1-4 (No Camp Memorial Day)
- Precamp 2 June 7-11
- Precamp 3 June 14-18
- Session 1
 - Week 1: June 21-25
 - Week 2: June 28-July 2
- Session 2
 - Week 3: July 5-9
 - Week 4: July 12-16
- Session 3
 - Week 5: July 19-23
 - Week 6: July 26-30
- Session 4
 - Week 7: Aug. 2-6
 - Week 8: Aug. 9-13

Camp Hours

Morning Extended Hours	7 AM to 9 AM
Full Day Camps	9 AM to 4:15 PM
Morning Camps	9 AM to Noon
Lunch Bunch	Noon to 1 PM
Afternoon Camps	1 PM to 4:15 PM
Afternoon Extended Hours	4:15 PM to 6 PM

Camp Absenteeism

Please contact your appropriate camp office each time your child will not be attending camp.

Upper Main Line YMCA 610-647-9622, x2521

Financial Matters

Membership Information

A YMCA membership is not required to participate in camp; however, tuitions are lower for full privilege members. YMCA members have year-round access to the Y facilities including the pool and outdoor tennis courts. There is no joiner fee for a youth membership. To receive the benefits of membership pricing your full privilege membership must be effective at the time of registration through the duration of your child's enrollment at camp.

Camp Registration Fee

A \$25 non-refundable, non-transferable deposit is due at the time of registration per family.

Camp Deposit

A \$75 non-refundable, non-transferable deposit is due at the time of registration for each camp and session for which your child is registered. Deposits are applied to camp balance for each session.

Family Discounts

Families with more than one child in camp will receive a 5% discount for each child enrolled in the same week of camp. This discount does not apply to AM extended, PM extended, or Lunch Bunch. If you registered on-line, please contact summer@umly.org to have your discount applied.

Financial Assistance

Upper Main Line YMCA memberships and programs are available to all regardless of race, creed, disability or ability to pay. If you are interested in sending your child to camp, but are experiencing a financial situation that makes payment difficult, you may apply for our financial assistance program, Y Cares. Designed to fit each individual's financial situation, our Y Cares program has a sliding fee scale. Eligibility and level of assistance is determined once a completed application and supporting information are submitted. For more information about financial assistance or to get an application, call 610-854-1618. All requests are confidential.

All applications are due by

May 1st for all camps in June, July and August

June 1st for all camps in July and August

July 1st for all camps in August

All financial assistance aid is awarded on an availability basis.

Any additional camp requests or changes for Y cares recipients must go to the Y Cares Coordinator. No changes or additions will be handled by the Camp or Welcome Center staff.

Payment due dates

All camp fees are due by May 15th.

Partial camp payments can be made at the Welcome Center at any time prior to that date.

Bill reminder notices are sent to the billing address on file before the payment due date. Please notify the camp office of any address changes.

Tuition is due on the above date regardless of whether a bill is received.

A \$25.00 late fee will be assessed for payments received after May 15th.

If payment in full is not made by June 1st, the camper will be withdrawn from camp and will lose his/her spot and camp deposit.

Credit Policy

Credits and refunds are not issued for vacations or sick days. When you enroll your child, you are reserving space, time and staffing.

Registration Changes

Any changes to your original camp registration must be made in writing on a Camp Change form.

Forms are available in the Welcome Center. Changes will not be accepted over the phone.

Camp changes, excluding additions, made 14 days prior to the start of camp there will not incur a processing fee.

Camp changes, excluding additions, made less than 14 days prior to the start of the requested camp session will incur a \$50 processing fee.

Drop off/Pick Up

Drop Off for All Camps

Parents or guardians of campers are required to sign their child in daily.

On rainy days at the Upper Main Line Y, look for the **yellow flag** and sign, and drop your camper off at their rainy day location.

Pick Up for All Camps

Parents or guardians of campers are required to sign their child out daily and show a photo ID.

All adults authorized to pick up your camper must be listed on consent form AND be ready to show **picture I.D.** and **authorized pick up card**.

All campers requiring early pick-up must provide a written note stating time date of departure and who will be picking up your child. This note must be given to the camp office at morning drop off. Allow an extra 15 minutes for your child to be brought up to the camp office. Please limit pick ups after 3:00pm due to camp special events.

Self Sign Out/In Procedure for All Camps

YMCA members age 12 or older must have written permission from their parents or guardian to sign them out of camp. In order to self-sign out the camper must show his/her sign out card issued by the camp office. Once a camper has signed themselves out of camp they are required to leave the camp program area. Please request the proper form from the camp office at the arrival of the first day of camp. This authorization is for sign out only. No camper may sign themselves into camp. AM extended hours are available for any teen who arrives before 9:00.

Late Pick Up for All Camps

Parents who do not pick up their child by their designated pick up time will be charged a late fee of \$10 for every 15 minutes for the first offense. For all subsequent offences a \$25 late fee per 15 minutes will be assessed.

DROP OFF

Camp Loop Drop Off Hours are 8:30 to 8:50 AM

As you drive up to camp on your first day of camp we will be ready to welcome you as follows:

1. There will be camp staff and signs directing you through the process.
2. All campers must have a name tag with first and last name and the camp name.
3. You will enter the camp loop between the environmental education center and the maintenance garage.
4. You will be greeted by someone asking you to sign your child into camp.
5. At the same time another camp counselor will be assisting your campers out of the car.
6. As the camper exits the car they will be escorted to the camp corral.
7. You will be free to go...drop off is complete.

PICK UP

Camp Loop Pick Up Hours are 4:15 PM to 4:30 PM

When you return at the end of the camp day we will be ready to guide you through pick-up as follows:

1. There will be camp staff and signs to direct you through the process.
2. As you approach the loop you will be asked your camper's name and which camp they attend. ***Please have an 8 ½ X 11 piece of paper or card stock in the front window with camper name and camp clearly visible.***
3. Please have photo ID and authorized pick up card ready as you will be asked to show it **everyday**.
4. When all of your campers are seatbelt secure you are ready to go.

The camp loop will not be in operation for mid day drop offs and pick ups.

Rainy Days will be denoted by yellow flag and sign.

Camp loop will NOT be in operation on Rainy days.

Lunch Bunch *Noon - 1:00 PM*

Required for campers 12 and under going from a morning half-day camp to an afternoon half-day camp. Available to campers who need an extra hour after morning camp or before afternoon camp. Campers are escorted to their afternoon camp. Campers must provide their own lunch.

Extended Hours

AM EXTENDED 7:00-9:00 AM

PM EXTENDED 4:15-6:00 PM

Vending machines and The Hut are not available during camp or extended hours.

Pick up/Drop off Locations

- 6-12 year olds sign in/out with the coordinator between the Carriage House and the mansion. Rainy day location is the Johnson Room in the Carriage House.
- 3-5 year olds sign in/out with the coordinator between the Carriage House and the mansion. Rainy day location is the Johnson Room in the Carriage House.

Special Needs Campers

Children with special needs are welcome at the YMCA. We do our best to mainstream these children into our existing camp programs. If your child has a full time aide or a one-on-one companion, arrangements must be made prior to the start of camp to accommodate these special circumstances. Contact the director of your selected camp for further information.

Behavioral Expectations

Caring, Honesty, Respect and Responsibility are the core values upon which the expectations are based. Children are expected to practice these values in their interactions with each other and with staff.

To ensure that these expectations are met, the YMCA has developed a code of conduct governing appropriate behaviors

Discipline Code: a four-step approach

- First offense: verbal warning and phone call to parents
- Second offense: parent conference (in person)
- Third offense: Probationary period
- Fourth offense: possible expulsion

Possible Offenses:

- Bullying: physical or verbal
- Harming: self or others
- Damaging and/or stealing property
- Using Profanity
- Showing disrespect to staff or other children
- Extreme acts of insubordination

Most behaviors are handled by staff immediately and require no further discussion. The positive partnership forged between staff, parents and child will be the tool used to monitor behavior. Parents will, therefore, be aware of any ongoing problems.

Sick Child Policy

1. The health of all children attending camp at the Upper Main Line YMCA is very important to us. By monitoring each child's health status, counselors are able to maintain a healthy environment for the entire group. Any child who is unable to participate in the daily activities due to illness should not be in camp.
2. Cooperation in keeping a child home who is showing signs of illness will be greatly appreciated.
3. If a child becomes ill during the day, an authorized adult will be contacted immediately and required to pick up the child within **one** hour. Make certain there is an alternate adult available for pick up. Late fees will be assessed if child is not picked up within the hour .
4. Children who are sent home due to illness, will not be re-admitted to camp until he/she has been symptom free for a 24-hour period or cleared by a doctor's note.
5. Parents must notify the Camp Office within 24 hours if a camper has developed a known or suspected communicable disease.
6. All parents will be notified that a communicable disease has been reported.

Medication Policies

Administration of medication poses an additional responsibility, families should check with the child's physician to determine if a dose schedule can be arranged that does not involve the hours the camper is enrolled in camp programs. The first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians may administer medication to their own child during the camp day in the privacy of the camp office.

We will administer medication only if the parent or legal guardian has provided written consent and the medication is available in an appropriately labeled and stored original container. All medication must be handed directly to a camp administrator-NOT THE CAMP COUNSELOR. If a camper requires medication we require ALL of the listed guidelines be met by the parent or guardian.

- **Medication Log located in the camp office must be completely filled out for your child to receive medication. Please allow time for this.**
- Prescription Medicine will only be accepted in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage and disposal instructions.
- **Over the Counter Medication** will only be accepted in a child-resistant original container. The medication will be labeled with the child's first and last names; specific, legible instruction for administration and storage.

Personal Items

Please label all items; suits, towels, lunch bags, etc.

Cellular phone use is not permitted during camp.

All personal items of value are prohibited at camp (game cards, jewelry, personal electronics or money).

Vending machines are not available during camp or extended hours. Please pack extra snacks.

Web Site

To learn more about our YMCA, check out our Web site www.UMLY.org. The site lists the facility hours, pool schedules, program information and more for each Branch!

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YMCA

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strong families, strong communities.**