



THE Find Your *Best Friend* **PLACE**



Summer Day Camp Handbook

Welcome to YMCA Summer Day Camp

Thank you for choosing the YMCA Summer Camp Program. Please read over these important policies and procedures.

Summer Camp activities and programs are designed for children going into grades 1st through 6th grade.

Our Staff Cares for Children

Staff for all programs are hired for their care and concern for children. All staff receive training through the YMCA and are certified in CPR, First Aid, and Child Abuse Prevention. Summer Camp is run by Youth Staff who are experienced in working with children.

Important Dates

First day of Camp – June 1

Last Day of Camp – July 31

Early Pickup Day – June 25th MUST PICK UP BY 5:30PM

Early Pickup Day – July 16th MUST PICK UP BY 5:30PM

Field Trip dates: CAMP SHIRTS MUST
BE WORN ON FIELD TRIPS

June 12, June 19, June 26

July 10, July 17 , July 24

Communication

All communication will be done through the Heja app . You can download the app on your phone. You can then search for our class code KL-894434. Our class name is Summer Camp 2026. If you have questions or need to make changes, please send them through the Heja app first. If you need help setting it up, please email Emily at eclinton@dcymca.org! Please make sure all personal information is up to date on our website, especially email and phone numbers.

Emily Clinton
Youth Coordinator
eclinton@dcymca.org

812-254-4481
www.dcymca.org

405 NE 3rd Street
Washington, IN. 47501

2026 YMCA SUMMER CAMP

PAYMENT POLICY

- Register online at www.dcmca.org/programs using your existing account or create an account if you are new to the program. We ask that you set up online payments to be automatically withdrawn from your banking account.
- The one-time registration fee of \$50 and at least the first week of attendance MUST be paid. You must register your child for each week that you want them to attend at least one week in advance, but you can register for the full summer at registration. If a child is not paid for one week in advance, they cannot attend those weeks.
- If you do not want your child to attend a specific week (such as a family vacation week) then do not register them for that week. If you already have registered them, please let us know two weeks in advance and we can remove them from that week.

Weekly payments for 5-Day Camp are members \$140 and \$175 for non-members.

A 25% sibling discount is available, for up to 3 children.

THERE ARE NO REFUNDS FOR MISSED DAYS.

FINANCIAL ASSISTANCE

Financial assistance is available subject to qualification of personal need, enrollment limitations, and financial resources of the YMCA, for more details please contact Emily Clinton at eclinton@dcmca.org.

All Campers Should Bring

Swimsuits, sunscreen, and towels should be brought every day. They may bring goggles and flotation devices, **NO INFLATABLES**.

Appropriate shoes every day for walking, outdoor time, and gym time.

Water bottle with name on it.

Please put your child's name on each item they bring to camp.

Social Media

During Summer Camp we will be taking pictures during numerous activities. We will be using these pictures for our website and various social media accounts. If you do not wish for your child's picture to be used on social media, please indicate that during registration.

Dress Code

Field trips will be on Fridays; **YOUR CHILD NEEDS TO WEAR THEIR CAMP SHIRT**. If the camp shirt is dirty, wear a similar color to the shirt or a previous camp shirt.

- If your child wears a dress or skirt, shorts need to be worn underneath.
- No midriff baring shirts and tops must cover shoulders. (tank tops are fine, but no spaghetti straps)
- Shorts must be fingertip length.
- No excessive holes.
 - No Heely shoes please

If your child's attire is deemed inappropriate you will be called to bring a change of clothes. Your child will sit out from activities until your child can change.

Sign IN/OUT Procedures

Summer 5-Day Camp is Monday-Friday at the YMCA from 7:00 am to 6:00 pm

- Children must be brought to the YMCA by 9am. If you are going to be later than 9am please send a Heja message to Emily.
- Field trip days: Children need to be dropped off no later than 30 minutes prior to leaving for the field trip, e.g. leaving for field trip at 9am – children need to be here by 8:30am.
- Please sign in with the staff in the designated drop off location for your child upon arrival and sign out at pick up. Usually downstairs in the Day Camp room.
- No children will be accepted prior to 7:00 am.
- An authorized pick-up adult must accompany the child when dropping off.
- Special accommodations can be made for those that are dropping off and cannot get down the stairs; it must be approved by the coordinator or director first!
- Children must be signed in and out of camp by a parent or authorized pick-up adult over 18. Only those on your child's authorized pick-up list will be permitted to sign them out of camp unless permission is provided by a phone call for another person to pick up your child. A picture ID must be presented by another adult at the time of pick-up. This is for the safety and security of your child and your peace of mind.
- YMCA staff reserves the right to deny pick-up for anyone that seems to be impaired, unsafe, and/or shows violent tendencies towards staff and/or children. The next parent, guardian, or other adult on the pick-up list will be called and the police will be notified.

Late Pick-Ups will be charged \$1.00 for every minute past 6:00 p.m. This charge must be paid in full at the time the child is picked up. If you know you will be late, send us a Heja message or call. 10 mins late will result in emergency contacts being contacted. 30 mins late will result in the police being notified.

WITHDRAWING FROM THE PROGRAM

Parents/Guardians need to notify the YMCA Youth Coordinator at least 2 weeks in advance when withdrawing from the program. If not, you will be charged until a formal conversation is had with the coordinator.

CHANGE IN SCHEDULE

Parents/Guardians need to notify the YMCA Youth Coordinator at least 1 week in advance of a change in their child's schedule. ALWAYS call the YMCA and send a Heja message to let us know if your child will be absent on a day we are expecting them!

Sickness/Illness Policies and Procedures

A sick child is to be kept at home. The child cannot attend when:

- He/she has an oral temperature of 99 degrees or higher.
- Vomiting within the past 24 hours
- Diarrhea within the past 24 hours
- Appearance of acute illness or complaint of severe pain

Parents/Guardians will be contacted by phone if their child shows any of the above symptoms while at camp and the child will need to be picked up as soon as possible. Until the parent arrives, the child will be excluded from activities with other children, the child will rest in a "quiet area" away from the main program area. If your child is going to be absent, please send us a message on the Heja app first. It is important for us and for the safety of your child that we know their whereabouts. If you are going on vacation, please let us know ahead of time.

Medication and Sudden Illness Procedures

A Medication Authorization Form must be completed and signed by the parent or guardian for any medication to be administered. Medication which needs to be administered must be brought directly to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. In addition, a Medication Authorization Form must be completed by the parent that includes the time for and/or directions for administration. Over the counter medications, must also be in the original container and labeled with the child's name, dosage, time and/or directions for distribution and accompany a Medication Authorization Form. In situations where medication administration requires specific training, please contact the Youth Coordinator to determine if a plan can be developed that will ensure your child's safety. Children are not allowed to self-administer medication; all medicine must be given to the Youth staff. **Each child must have a doctor's signed immunization record on file by the first day of camp attendance. Your child cannot attend camp until this has been done.**

Accidents & Injuries

If your child is injured during the program, the Youth Coordinator or Lead Youth Staff in charge will take whatever steps may be necessary to obtain emergency medical care. If we cannot contact the parent/guardian, and if the situation warrants, we will call an ambulance. A staff member will accompany your child and make every effort to contact the parent/guardian or emergency contact until someone is notified. Upon notification, a responsible party is expected to come immediately.

Accidents & Injuries Offsite Procedures

During all off-site ventures, the following items are taken with the Youth Coordinator and/or Youth Staff:

- All emergency numbers for parents and Y management.
- Incident/Accident forms.
- Basic First Aid kit.
- Authorized daily medications for those that need it.

Below is the sequence of actions taken should an emergency arise:

1. Incident/accident occurs.
2. Staff become aware and assess the situation, rendering care/first aid if needed.
3. Department Director is notified. Parent/guardian notified if there is a major injury/incident.
4. Incident/accident form completed and signed by staff and witnesses.
5. Incident/accident forms are copied to parent and Y management staff.

Minor injuries/incidents only require First Aid and the parent is notified at child pick-up.

Major injuries/incidents require medical attention and the parent is notified on-site/EMS if needed.

Swimming Procedures

All campers are expected to follow pool and camp rules! (YMCA, City Pool, and pool related field trips.) With parent permission, each camper can take a swim test to determine their swimming ability. If a camper chooses not to swim, they will sit with the staff poolside. If a camper gets out of the pool early, they must sit with staff until everyone gets out of the pool before changing clothes. **Please let us know any specific instructions for your children regarding the pool. Examples: stay in the shallow end, needs a floatie, etc.**

Field Trip Procedures

We will have 6 field trips this summer. Most will be local; we will be traveling via school bus on field trips. **Campers are required to wear their provided YMCA camp shirt to attend any field trip.** Bus conduct: Children should remain seated, facing forward, and speak quietly. Keep hands inside the bus and to themselves. No food/drink will be allowed on the bus. Children will always stay with their assigned staff. **Children are not to bring money for field trips, the price for field trips is included in the cost of care for the week. Field trips are a privilege not a right, YMCA Staff reserve the right to take away field trips for unacceptable behaviors.** If your child is going to miss the field trip please let the Youth Coordinator know ASAP.

Miscellaneous: No outside food from fast food for breakfast or lunch; This helps cut down on sharing & food allergies/sensitivities. NO cell phones, electronics, games, toys, books, & misc. items from home are allowed at Summer Camp. The discipline policy will be enforced.

YMCA SUMMER CAMP Discipline Policy

Each camper is regarded as a unique individual, who needs to be understood, guided, encouraged, and appreciated. Our goal is to help campers develop physically, mentally, emotionally, and spiritually. We strive to help campers develop character using our core values; Caring, Honesty, Responsibility & Respect. Youth Staff use role modeling, encouragement, and positive reinforcement.

If necessary, consequences for unacceptable behavior are issued immediately, following the inappropriate behavior. Consequences may include loss of privileges or time-out, up to and including suspension or expulsion from the program.

Parents/guardians will receive verbal notices and/or an "Unacceptable Behavior Notification" to inform them of situations concerning their child's unacceptable behavior. See form below:

Unacceptable Behavior Notification

Child: _____

Date: _____

**This notice is to inform you of a situation that needs your immediate attention.
Your child's behavior was not acceptable for the following reason(s):**

- Swearing, teasing, or other improper language or gesture.
- Provoking, fighting, or bullying others or other inappropriate physical contact.
- Failing to follow safety or discipline procedures.
- Leaving the premises without permission: **AUTOMATIC SUSPENSION**
- Talking back to or failing to pay attention to ANY staff member.
- Possessing a dangerous item/controlled substance: **AUTOMATIC SUSPENSION**
- Disruption of YMCA activities.
- Misusing YMCA or others' equipment.
- Endangering others or self.
- Engaging in improper behavior in a YMCA transport vehicle.
- Theft/tampering with someone else's belongings: **AUTOMATIC SUSPENSION**

The supervising staff has taken the following steps:

- Verbal Warning - Discussed inappropriate behavior & removed the child from current activity with immediate consequences for the child & discussed with parent at pick-up.
- 1st written notification.
- 2nd written notification.
- 24-72 hr suspension.
- 1 week suspension.
- Removal from YMCA program

Parent/guardian: _____

Parents and families have the responsibility to:

- Register online at www.dcymca.org/programs
- Make payments at least 1 week in advance.
- If your child will NOT be attending for the day, please send a Heja message to the Youth Coordinator and call the front desk.
- Help enforce the rules of the Summer Camp Program.
- Listen to the concerns that staff members have about your child's behavior and to work toward an agreeable solution.
- Know the discipline procedure of the camp.
- Know the transportation policy.
- Know the safe conditions policy.
- Pick children up on time.
- Please keep your child's information up to date with changes in phone numbers, addresses and e-mail addresses.

Immunization Record must be on file before the first day of camp

Parents and families have the right to:

- Know their children are in a safe environment where they are free to select from a variety of activities.
- Know what programs and activities are being planned and to be offered feedback on their child's participation.
- Know if their child is misbehaving and spend time talking with staff concerning a solution.
- Voice special concerns and considerations not covered in this manual and to discuss special cases where occasional exceptions may be needed from the rules as set forth in this manual.

I have read and understand the policies and procedures of YMCA Summer Camp 2026.

Signature _____

Date _____