



**Legacy YMCA**

**Summer Day Camp  
2018**

## Letter from Camp Leadership

With the Legacy YMCA, you are participating in a camping program you can count on, not just for great supervision and safety, but for the personal growth of your child. We work hard to select leaders who will be positive adult role models for your child and who have demonstrated responsibility, maturity, and reliability. Our attention to safety and the campers' health has resulted in a safety record that any organization would be delighted to match. Beyond safety and good supervision, we believe that special, positive, and growth-filled opportunities await every child who attends the Y Camps. Our motivating theme for camp this year is **Best Summer Ever!** We will provide opportunities for your child to express their individuality, talents, and creativity while learning to respect the uniqueness of others.

We look forward to providing a high quality camp experience for your family.

In service,

2018 Camp Leadership Staff

### Contact Information

Gabby Tyson  
Youth and Family Director  
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[gtyson@legacymca.org](mailto:gtyson@legacymca.org)

Jasmine Richardson  
Camp Coordinator  
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### Camp Location and Hours

Our camp programs are based out of the Legacy YMCA, with many camps traveling off-site for activities.

Drop off for all camps will occur at the Legacy YMCA. Campers may be dropped off from 7:00am-8:45am. Our camp day starts promptly at 9:00am. For safety reasons, please do not drop your child off between 8:45am-9:15am. Failure to arrive on time could result in your child missing out on fun camp activities and possibly missing a bus to an off-site location.

### YMCA Camp at a Glance

#### **Registration / Transfer / Payment Information**

##### **Do you have a registration fee?**

Yes. There is a \$25.00 per child registration fee that is due at the time of registration.

##### **What type of deposit do you require?**

\$5.00 per week deposit, NON-REFUNDABLE NON-TRANSFERABLE DEPOSIT. All Sports, Specialty and Aquatic Camps require a \$20.00 NON-REFUNDABLE NON-TRANSFERABLE DEPOSIT. Deposits are due at time of registration to secure a spot for your child.

### **How do I make my payment?**

All fees must be made via draft from either a checking account or credit card. Fees will be drafted each Thursday prior to your child's next week of camp. Specialty/Sports camps due at the time of registration.

There is a 30.00 return fee, and your child's camp will be cancelled.

### **Does the YMCA offer Financial Assistance?**

The YMCA welcomes all who wish to participate and believes no one should be denied access to the Y based on an inability to pay. Through our Annual Sustaining Campaign, the Legacy Y provides assistance to youth, adults, families and seniors based on individual needs and circumstances.

To apply for financial assistance, complete an application through the member service desk.

\*Financial assistance, is available for our Traditional camp, **NOT** specialty or sports camps.

### **DHR Payments & Enrollment Policy**

#### **DHR WORKERS MUST SCHEDULE AN APPOINTMENT TO REGISTER**

All children who are in the custody of DHR must have a completed registration form. You must come and make an appointment for summer camp registration. This 1878 must contain authorization for the registration fee and weekly childcare fees (if applicable) for each child attending the program.

### **Childcare Central Payments & Enrollment Policy**

#### **PARENTS MUST SCHEDULE AN APPOINTMENT TO REGISTER**

All children who participate in the Childcare Subsidy Program, Childcare Central (CCC), must have a provider notification form with the Legacy YMCA name on it **prior** to their enrollment in the program. The child cannot begin the program until the date listed on the Provider Notification Form. All parent fees must be set up for draft and paid in accordance to the Legacy YMCA's Payment Policy. All late payments will be reported to Childcare Central. The parent/guardian will be notified by Childcare Central and the YMCA when their Provider Notification Form is about to expire. It is the Parent/Guardian's responsibility to make sure the YMCA has an updated Provider Notification Form. If that form expires prior to us receiving an updated form, the child's weekly fee will **automatically** be increased to a full paying account. The parent/guardian will be responsible for these fees if that occurs. Card must be swiped daily, NO EXCEPTIONS.

### **What is the YMCA's Refund Policy?**

If the YMCA cancels the camp, a full refund of the camp price will be given. If you wish to cancel a camp week for your child, you must complete a cancellation/refund request form. Please remember that deposits are non-refundable and non-transferable.

Children absent 3 or more days in a session due to illness or injury may be eligible for a prorated voucher or refund. Parent's requests must be submitted in writing on a Legacy YMCA Day Camp Cancellation Form with a doctor's note attached within two weeks of the absence. Credits and refunds will not be issued for missed days due to vacation.

### **What if my child is just a few months too young to attend a camp?**

All campers MUST be registered for Kindergarten on their first day of camp or meet age requirements for individual camps. Legacy YMCA does offer a half day camp for ages 3, 4, and young 5.

**The camp I want to register for is already full. Is there a wait list?**

We do have a wait list. When a camp fills up, the registration staff begins a wait list. All people on the waiting list are called when a space becomes available in the camp. The first person to register gets the space. The first person on the list does not hold registration rights over the second or twenty-second person on the list. If your child is placed on the waiting list for a particular camp and you still need care that week, please make sure they are registered for an alternative camp that week.

**I only need to send my camper to camp a few days a week. Will you prorate?**

We believe that a true camp experience is a week-long experience. Additionally, we pay our vendors and staff by the week. For these reasons, we do not prorate camps.

**Pick Up and Drop Off Information****Where do I drop off and pick up my camper?**

Please be sure you are dropping off your child at the correct location. If you have any questions, please do not hesitate to call. Photo ID is required to pick up a camper from camp. Campers can be dropped off between 7:00am-8:45am. Our camp day starts promptly at 9:00am. For safety reasons, please do not drop your child off between 8:45am-9:15am. Failure to arrive on time could result in your child missing out on fun camp activities and possibly missing a bus to an off-site location.

**What if my camper is going to be absent?**

If your child will be absent from camp, please call the camp office by 8:15 a.m. There will be no credits, or refunds for missed days of camp.

**What if I am late picking up my camper from camp?**

Children not picked up at the end of the camp day will be supervised by YMCA staff. A fee of \$1 per minute will be charged beginning at 6:00pm. For example, if a camp ends at 6:00 p.m., and a child is picked up at 6:10 p.m., there will be a charge of \$10.00. Every attempt will be made to contact parents. If by 6:30 p.m. the parents are not reachable, and the child has not been picked up, DHR and Bessemer Police Department will be contacted.

**What if I need to add or delete someone from my authorized pick-up list?**

To add or delete to your pick-up list, all request MUST be emailed to Gabby Tyson or Jasmine Richardson. This information DOES NOT GO TO COUNSELORS.

**What if I need to pick up my camper early? Or drop off late?**

Our staff do their best to accommodate late arrivals and early departures. Please communicate at the parent table during the drop off or pick up. Please be sure you know where to meet the camp at least a day in advance.

**Am I required to sign my camper in and out daily?**

The YMCA requires that all children are properly checked in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification daily. Please do not be offended. This is done with the child's safety in mind. We also require children to be signed out by an authorized adult (a person 18 years of age or older).

## **Preparing for Camp Information**

### **How can I get a Camp Schedule?**

All camp schedules and weekly newsletters will be emailed weekly. To reduce the usage of paper, we will have limited copies available at drop off. The camp schedule provides you with information on what your child will be doing during his/her time at camp. The schedule also gives you information on what to bring. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises and we are often forced to make changes.

### **What should my camper wear to camp?**

Campers are required to wear closed-toe shoes and socks daily. *SANDALS OR CROCS ARE NOT ALLOWED*. Please remember, camp is not a fashion show! We encourage our campers to wear old clothes in and be ready to play hard and get dirty!

### **What should my camper bring to camp?**

Campers need to bring their own water bottle to stay hydrated during the day. Bessemer City will provide breakfast, and lunches beginning on week 3 of summer camp. It is recommended to send your child to camp with a backpack to keep all their belongings together. Campers need, a swimsuit, towel and sunscreen daily. PLEASE LABEL EVERYTHING YOUR CHILD BRINGS TO CAMP.

### **What *shouldn't* my camper bring to camp?**

The YMCA is not responsible for camper possessions that are lost or stolen. The best way to prevent the loss of property is to leave valuables at home! Please leave new jackets/sweatshirts, all video games, personal music devices, cell phones, iPods and expensive jewelry.

In addition, the following items are not allowed to be brought by campers to Day Camp: alcohol or drugs, personal sports equipment (unless required by camp participating in), animals, weapons, video games.

### **What should I bring for lunch and snack?**

Campers will need to bring a snack daily. Your camper will need to pack a lunch for week 1, 9 and 10. Do not send food that needs to be microwave. We do not have access to a microwave.

### **Should my camper bring money to camp?**

No. Camp fees include all day trip admission fees except where noted. Campers may bring spending money on designated field trips. These trips will be noted on the Camp Schedules. Campers can NOT go to the vending machine during camp hours.

### **What if my camper loses something at camp?**

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! You may check for lost and found items at the check-out table. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

## **Supervision of Campers**

### **Who is watching my camper?**

We feel confident that we have the best staff around! Our staff is as diverse as our campers. The majority of our staff are college students. 100% of our staff members are at least 19 years old with the exception of our Junior Counselors. Junior Counselors assist counselors but are never left alone with a group. Many members of our staff team are enrolled in teaching credential programs or are full time teachers. All camp staff members are background checked before they work with children. They are also all certified in CPR and basic first aid. Additionally, three references are checked for each staff member. We make sure your child will be safe in the event of an emergency. Most importantly, our staff are people who love kids. They want to spend their summer playing, teaching and working with children. They are good people with good hearts who are silly enough to sing "Camp Songs" at the top of their lungs!

### **What trainings do the camp staff receive?**

We develop ours to develop yours! All camp staff are required to attend 25 hours of training prior to the first day of Summer Camp. Our trainings cover a great deal. The staff learn about the policies and procedures of Summer Camp. They learn how to do headcounts and how to children in and out. They learn how drop off and pick up operates – you should see the looks on the new staff members' faces when we begin explaining it all!

In addition to learning all the policies and procedures of the Legacy YMCA Summer Camp program, they learn techniques of how to better interact with children. They learn how to use positive discipline. They learn to detect and report child abuse. They learn songs, games and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with campers. Selection as a Camp Leader at the Legacy YMCA is competitive. You can be sure that we are hiring the "best of the best" to work with your child(ren). We are sure that you'll agree.

### **How many staff will be watching my camper?**

We operate on the following ratios:

Pre-School age ratio: 1:8

Grades K-2 Ratio: 1:15

Grades 3-8 Ratio: 1:15

### **Can staff baby-sit?**

My camper loves his counselor. Can he/she baby-sit for our family? Although Y-Camp staff work well with children, our policy states that our staff are not permitted to baby-sit for families involved in our YMCA programs.

### **What happens if my camper has a discipline problem at camp?**

Our camp staff are trained and expected to resolve misbehavior problems in a positive manner. Our staff speaks with the child, allow him/her to take time out to think about the problem, discuss the problem/solution with the child, then let the child return to the activity. In more severe cases, child will be kept out of activity and parent will be asked to pick the child up. Together, parents and YMCA staff will work out a custom-designed behavior modification method depending on the severity of the problem. In the event the problems still exist, your child may be suspended or expelled from the program. Our policies do not grant refunds or credits for missed program days due to a behavior problem.

**I have a Special Needs Child, can they attend camp?**

The YMCA is limited on the care that we can provide. Each child will be taken on a case by case with the Youth and Family Director.

**My camper needs to take medication during the camp day. How does this work?**

The Youth and Family Director, or Childcare Coordinator will administer your child's medication as directed. In order to administer the medication, we will need the following to happen:

1. The medication needs to be prescribed by a doctor, and in its original prescription bottle with your child's name printed on the label.
2. The medication needs to be brought to camp and given to your child's Youth and Family Director in a zip lock bag. Please do not pack medication in your child's backpack or lunch.
3. A completed Medication Release Form (available at the front desk). A completed YMCA Medical Release Form must be on file in order for our staff to give your child medication.

**What if my camper becomes ill or gets injured while at camp?**

If your camper becomes ill while at camp, our staff will contact you to pick him/her up. Camp is not designed to handle ill children, so it is important to tend to your child in a timely manner. If your child is injured, the staff will take whatever steps are necessary to obtain medical care. If we are unable to reach you and your child needs medical attention he/she will be transported to the hospital by an ambulance or by a YMCA vehicle. All expenses for emergency medical care are the responsibility of the parent or guardian.

**Can my camper apply sunscreen throughout the day?**

Please send your camper with a bottle of sunscreen in their backpacks. We count on parents to apply sunscreen before children come to camp in the morning. We will have campers re-apply sunscreen at morning snack time, lunchtime and in the early afternoon.

**What is camp's bathroom procedure?**

Bathroom procedures: No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and or camp groups and camp staff. Campers will only use bathrooms after they have been inspected for safety by camp staff.

**What if I need to speak with my camper while he/she is at camp?**

We understand that urgent situations come up. If you should ever need to reach your child while he/she is in camp, please call the Youth and Family Director, or Childcare Coordinator listed on page 1) The director will be able to reach one of the camp leadership team members by walkie-talkie or cell phone so that one of us will be able to assist you. If your child is on-site at the YMCA, we will call your child's camp by walkie-talkie and have your child call you back. If your child is traveling we will contact the Youth and Family Director, or Childcare Coordinator via cell phone and will have your child call you back.

**How do I communicate with the YMCA Camp Staff?**

Exchange of information between parents and directors provides insight for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your

family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. We will treat this information with the utmost confidentiality. The YMCA Camp Leadership staff will email the weekly schedule by Friday evening. We have found that email communication is best for camp staff. Please feel free to email us anytime at the address on page 1. In Case of an Emergency: If you need to get in touch with your child in case of a family emergency, call the Youth and Family Director, or Childcare Coordinator listed on page 1.

## **Program Content**

### **Will there be camp evaluations?**

Evaluations will be conducted via email 2 times during the summer. We love your feedback! If you have questions or concerns, please call the Youth and Family Director.

### **How much instruction will my camper receive in his sports camp?**

Sports camps will spend 3 hours on the field/courts/gym. Please remember, you are signing up your child to attend a sports camp - not a sports clinic. The YMCA views sports as a way to fulfill our Mission Statement. Our sports camps are designed to teach self-esteem, leadership, teamwork and character values through sports. They will include drills, learn new techniques, play games and practice the sport. Always remember, if your child would like more intensive instruction, encourage him/her to ask the camp staff!

### **Can my camper and his/her friend be in the same group during the day?**

We'll do our best. Many of our camps are divided into groups by age and/or ability. Please send a note to your child's Camp Counselor on Monday morning and we will make our best effort at keeping your child with his/her friend. Of course, there are circumstances (age and/or ability) in which the YMCA camp staff will be unable to meet your request. Luckily, there is a great deal of time in which the entire camp is together. Your child will be able to be with his/her friend during this time. And remember, camp is for making new friends, too!

### **What are your field trip procedures?**

Field trips will be taken weekly in Camp (*this does not include sports or speciality camp*). A detailed field trip information will be available in the camp schedules.

### **When should my camper wear their camp T-shirt?**

All campers MUST wear their camp T-shirt on all field trips. Campers who forget their T-shirt will be given a shirt and their accounts will be charged a \$5.00 fee.

## **Pool Safety**

### **Where do campers change into their swimsuits?**

The campers change in designated same-sex changing areas. The locker rooms are staffed and monitored while campers are in these areas.

### **What if my camper does not want to swim? Or forgets his/her bathing suit?**

If your child doesn't want to swim or forgets their bathing suits he/she simply won't go swimming. Usually 75% of campers want to swim, but the other 25% engage in other camp activities.



**What if my camper can't swim?**

Please inform your child's Camp Counselors if your child cannot swim. All campers will take a swim test at the beginning of each week. The children line up and lifeguards watch as one child at a time swim from one end of the pool to the other. If a child is unable to swim from one end to the other without holding on to the side or if a child chooses not to take the swim test, he/she will be required to stay in the shallow end of the pool and they will be required to wear an approved flotation device. Children will also be given a color-coded armband to wear. Children who pass the swim test will be given a green band, and children who choose not to take the swim test or cannot swim to the length of the pool will be given a red band. Children must wear these bands while in the pool.

**How often do campers take the swim test?**

In order to keep your child safe, campers will be required to take a swim test every Monday. It doesn't take long and it makes sure lifeguards know who the newest swimmers are.

**Day Camp Swim Lessons on Monday's.**

The Aquatics staff set aside special times just for our camp group. Swim lessons are included as part of child's summer camp curriculum. Your child will be taught by Y Aquatic staff the basic swimming skills.

## **Transportation Information**

**I'm nervous about allowing my camper on the bus. Who drives your buses?**

All of their driver are certified and pass all requirements to operate a school bus in the State of Alabama. Occasionally, our YMCA mini-buses will be used to transport campers. Our industry-leading and safe mini buses that transport your children are driven by trained adults over 21, are inspected daily, and travel on the safest possible routes.

**I've heard buses don't have seatbelts. Is that right?**

Yes. That is correct. And don't worry; according to the National Safety Council in 1996, school buses are 172 times safer than your family automobile!

**Do counselors check roll on the buses?**

Yes. Counselors check roll when the buses load and also check roll again when they unload.

**What are the bus rules?**

1. Campers must remain in their seats with their backs and bottoms touching the seats at all times
2. Campers must keep their voices at an appropriate level at all times.
3. Campers may not put anything (including body parts) outside the bus windows.
4. Campers must behave respectfully and use appropriate language.
5. No eating or drinking on the bus (except when permitted by camp staff).
6. All campers must follow the directions of the driver and camp staff at all times.

Please review these bus rules with your campers prior to camp!

## Emergency Procedures

### What are your emergency procedures?

1. All YMCA counselors and staff are certified in Adult and Child CPR and some are Lifeguard certified.
2. All of our counselors go through a training seminar to expand their knowledge on kids with special needs, discipline problems, and exciting games.
3. If an injury occurs, we will immediately administer first aid.
4. We will try to contact a parent or guardian to make them aware of the situation.
5. If we cannot contact you, YMCA will do one or both of the following:
  - Take the injured child to the emergency room and continue trying to reach the parents.

Call an ambulance or paramedic and continue trying to reach to parents.

**Please make sure that we have all of your current emergency phone numbers.**

## Discipline

1. Campers are expected to follow all YMCA rules. These rules are made for your child's safety and to ensure a good time for all participants
2. We will give a verbal warning and sit the child out for bad behavior. If the behavior continues, the director may call the parent for a conference.
3. The YMCA uses written warnings for bad behavior. These warnings are signed by the child and the counselor, and are also to be signed by the parent.
4. The YMCA reserves the right to expel a child from the program per Camp Director-Mrs.Gabby.
5. At times, it may be necessary to discipline children by taking away special privileges (i.e. swimming, tennis, and field trips).
6. YMCA reserves the right to suspend a child after the parent receives three or more written warnings.
7. **YMCA reserves the right to dismiss any child for inappropriate behavior at any time.**

### What are some of your camp general rules?

#### Summer Day Camp Rules:

1. Respect and obey all counselors, directors, and any other YMCA staff.
2. There will be no running in YMCA facilities, unless it is part of an organized game in the gym.
3. YMCA will not tolerate fighting or put-downs.
4. Please use inside voices while in the facility.
5. We will not tolerate vandalism of any kind.
6. Children must stay with their assigned group at all times.
7. When YMCA staff are giving instructions, campers need to listen and be attentive.
8. Campers need to always pick up after themselves.
9. Campers are responsible for any money they bring to camp.
10. Profanity, cheating, and theft are not tolerated.

11. When riding the YMCA bus, you must remain seated and keep your hands in the the window at all times. When the bus stops, remain seated until a counselor opens the door and gives permission to get off the bus.

12. Phone calls are to be made only in the event of an emergency. Campers are to keep their shirts on, unless involved in a supervised water activity.

13. Campers are expected to participate in group games and instructed activities.

**I have read/received my Summer Day Camp Manual from the Legacy YMCA.**

Name \_\_\_\_\_

Date \_\_\_\_\_