



# 2022 YMCA DAY CAMP PARENT HANDBOOK



# WELCOME TO YMCA SUMMER DAY CAMP!

Dear Parents:

Thank you for choosing the YMCA Summer Day Camp program at the YMCA of St. Joseph. We are committed to providing your child with an active summer filled with opportunities to make friends, enjoy and appreciate the outdoors, try new activities, express themselves creatively, and practice values-based social skills. Our goal is to make every week at Summer Day Camp a fun experience.

The enclosed packet contains a parent handbook along with all the forms you will need to complete and return to the Y. This includes:

- ♦ Registration Form
- ♦ Special Authorizations
- ♦ Camper Medical History
- ♦ Medication Authorization
- ♦ Bank Draft Form
- ♦ Acknowledgement of Receipt of YMCA Day Camp Parent Handbook

Please note we must receive all the enclosed forms, your nonrefundable \$30 registration fee, and payment for your child's first week of camp at least 7 days prior to your child's first week attending camp.

The enclosed YMCA Summer Day Camp Parent Handbook contains important information about our program's policies and procedures and how to prepare for your child's day camp experience. Please read it carefully. If you have any questions, please do not hesitate to contact me any time at 816-390-5440 or [rvigliaturo@stjoymca.org](mailto:rvigliaturo@stjoymca.org).

We look forward to serving you this summer!

Sincerely,  
Ronica Vigliaturo  
Youth Development Director



# YMCA DAY CAMP PARENT HANDBOOK

## AGE GROUPS

YMCA Day Camp is available for children ages 7 through 12. We strive to provide an atmosphere that encourages children to express themselves, learn new skills, and socialize positively with their peers. To facilitate these activities, campers will spend at least part of their day in small groups with children of similar ages.

## ALLERGIES

The Camper Medical History form includes a space for you to list your camper's allergies. In addition, you are asked to attach a separate sheet that clearly describes the nature of your child's allergies, symptoms to watch for that might indicate exposure to an allergen, and detailed instructions for how staff should respond. Please sign and date this attachment and return it with your child's registration packet.

If your child has allergies with serious or life-threatening consequences that require immediate intervention (such as exposure to peanuts/tree nuts, insect stings, etc.) please contact the Camp Director prior to your child's first day of attendance to discuss this in detail.

### *Food Allergies and Sensitivities*

Be aware that **YMCA Day Camp is a peanut-free and tree nut-free space**. As the children attending YMCA Day Camp will vary each week, we must avoid the risk of potentially contaminating surfaces or equipment with residue from peanuts or tree nuts, even if no children with allergies are attending in a particular week. To that end, **no peanuts or tree nuts will be allowed on site**. We will not serve foods containing these products. **Do not send any foods containing these products in your child's lunch, backpacks, etc.**

All staff will be notified of campers' food allergies. We will take precautions to avoid exposing your child to food(s) that he or she is not permitted to eat. If the day's snack menu contains an item your child is allergic or sensitive to, we will offer an alternative snack. If your child's allergy or food sensitivity is severe and you are more comfortable providing the food for snacks, you are welcome to provide us with a week-long supply of healthy snacks your child. In such cases, please give the food directly to the Camp Director, who will store it safely and provide it to your child at snack time.

## CAMP STAFF

YMCA Day Camp will maintain a 1:12 staff-to-camper ratio throughout the day. At least two staff members will be present at all times.

Camp counselors have been selected based on their experience and ability to relate to school-age children. All camp staff are certified in First Aid and CPR.

## CHARACTER DEVELOPMENT

YMCA Day Camp is built on a foundation that strengthens youth through character development, with an emphasis on four core values: Caring, Honesty, Respect, and Responsibility. The day camp curriculum includes lessons and activities to foster positive character development. Staff will model these and other character traits and encourage campers to do so as well.



## **CHILD PROTECTION POLICY**

All YMCA staff receive training in the prevention of child abuse. As mandated reporters, staff are trained to recognize possible signs of abuse and/or neglect. Suspected cases of child abuse or neglect will be reported to the Missouri Department of Social Services.

All YMCA staff members are prohibited from having contact with children outside of the YMCA programs in which they are enrolled. This includes, but is not limited to: babysitting, birthday parties, sleepovers, transportation, and any other non-YMCA events or activities. YMCA employees are prohibited from having social media contact with any child enrolled in a YMCA program. Any requests for exceptions to this policy must be provided to the YMCA's CEO/Executive Director in writing and prior to the activity.

## **CLOTHING, FOOTWEAR, AND EQUIPMENT FOR CAMP**

For the comfort and safety of your child, please be sure your camper arrives at day camp dressed for the weather and for active play. Some of our activities will be messy, so please expect your child's clothing may become soiled, wet, etc. Dress your camper accordingly in comfortable clothing that you do not mind getting dirty. We will be spending a lot of time outdoors. Be prepared for changing weather and include appropriate layers in your camper's backpack each day.

Campers **must wear closed-toe shoes that cover the entire foot at all times.** Supportive sneakers/athletic shoes are ideal. Shoes such as sandals, flip flops, or Crocs are not permitted.

Choose clothing that is modest and in keeping with the Y's Character Development philosophy and mission. Avoid clothing with themes, language, images, or logos that are not appropriate for young children, such as foul language, themes related to drugs or alcohol, or images depicting weapons or violence. Shirts for both boys and girls must be at least waist length.

Some activities or field trips may require specific clothing (such as long pants, athletic shoes, swimwear, etc.). When this is the case, parents will be notified in advance. In the event a camper's clothing is inappropriate, parents will be called and asked to provide a suitable change of clothing.

Your camper must bring a backpack or sturdy tote bag to day camp every day. All of your camper's belongings should fit in this bag.

Be sure to label all of your child's clothing, jackets, and other belongings with their first and last name. Your camper is solely responsible for keeping track of and caring for his or her belongings. The YMCA is not responsible for items that are lost, damaged, or stolen.





## **CODE OF CONDUCT**

We expect and require all campers to abide by the following Code of Conduct. Please discuss these expectations with your camper:

### ***Caring***

- Use and care for equipment, toys, and games properly so that everyone can enjoy them
- Treat others with kindness and caring at all times
- Bullying of any kind is not acceptable; campers may not bully others and must tell a counselor if they see others engaging in bullying behavior

### ***Honesty***

- Always tell the truth
- Give 100% effort in all activities

### ***Respect***

- Treat others as you would like to be treated
- Listen to and always follow camp staff's directions
- Use language that is appropriate and respectful when speaking with other campers and staff; avoid any sort of behavior (language, expressions, gestures, etc.) that is disrespectful or impolite
- Respect fellow campers' belongings and the YMCA's property
- Use resources wisely and avoid waste (food, supplies, water, energy, etc.)

### ***Responsibility***

- Arrive at camp with everything needed (appropriate shoes and clothing, sunscreen, insect repellent, water bottle, backpack, and lunch)
- Always stay with your group and within sight and sound of camp staff
- Take proper care of your own belongings
- Clean up after yourself and help keep day camp's spaces neat and clean

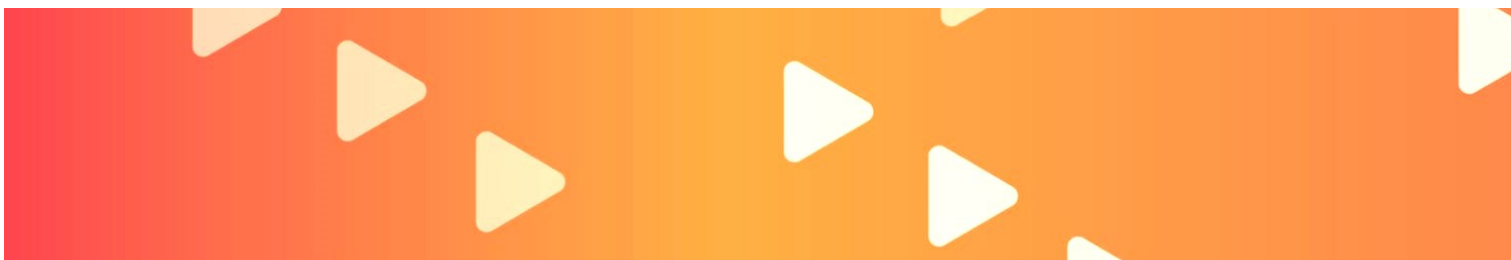
Failure to abide by the Code of Conduct may result in disciplinary actions to be taken, including suspension and/or dismissal from YMCA Day Camp.

## **COVID-19 SAFETY**

To provide your camper with a safe and healthy summer experience, we are observing the recommendations of the Missouri Department of Health and Senior Services and Centers for Disease Control and Prevention's protocols for group child care and day camp programs.

Key COVID-19 prevention strategies we are implementing include but are not limited to:

- Requiring our staff and campers to stay home if sick or having symptoms of COVID-19
- **Universal and correct use of well-fitted masks that cover the nose and mouth (if a mask mandate is in effect on MWSU's campus).**
- Encouraging handwashing and covering coughs and sneezes



IF A MASK MANDATE IS IN EFFECT FOR MWSU'S CAMPUS, then the following policy will be in effect:  
**WELL-FITTING FACE COVERINGS ARE REQUIRED FOR ALL CAMPERS, STAFF MEMBERS, PARENTS, and VISITORS to YMCA DAY CAMP. Face coverings must fully cover the nose AND mouth at all times.** This requirement will apply to everyone involved with YMCA Day Camp, including staff, campers, and parents/guardians and authorized pick-up persons, regardless of vaccination status, as long as MWSU has a mask mandate in place. Failure to observe this face covering rule may result in dismissal from the program.

### **GUIDANCE AND DISCIPLINE**

The YMCA uses a guidance approach to discipline. Staff provides positive reinforcement of appropriate behaviors and redirects misbehavior, in an effort to maintain a warm and nurturing environment, encourage positive choices, and build children's self-esteem. The YMCA does not permit physical punishment of a child under any circumstances.

If a camper engages in behavior that falls outside the rules or the Code of Conduct, staff will first discuss the behavior with the child and redirect that behavior to a more positive choice. Continued misbehavior will result in logical consequences and a follow-up discussion between the camper and staff member.

In the event these actions do not resolve the issue, staff will prepare a Behavior Report, which will be sent home to parents. Should the misbehavior continue, a second Behavior Report will be issued. After two Behavior Reports, parents will be asked to meet with the Camp Director to discuss the behavior and future consequences.

When redirection and discussion do not successfully resolve behavioral issues, it may become necessary to suspend or dismiss a child from the program. When this occurs, parents will be asked to find alternative care immediately. In the event of suspension or dismissal from the program, no refunds will be given.

Behavior that endangers the health and safety of the camper, other campers, or YMCA staff will not be tolerated and can result in dismissal from the program. These behaviors include, but are not limited to:

- Excessive disruptive behavior
- Bullying
- Refusal to follow safety rules
- Defacing YMCA or field trip site property or facilities
- Leaving YMCA program premises or going into unauthorized areas
- Engaging in physical or verbal violence
- Stealing or intentionally damaging another camper's property
- Intentionally injuring another child
- Failing to stay with their assigned group

### ***Bullying***

Be aware the YMCA has a zero-tolerance policy relating to bullying of any kind. Any behavior by a camper or family member –whether it is in physical, verbal, or electronic form – intended to intimidate or harass another camper or staff member or to cause physical or emotional harm to a person or their property is absolutely unacceptable. Any form of bullying behavior may lead to dismissal from the program.

## DAY CAMP HOURS

YMCA Day Camp opens at 7:00 a.m. and closes at 5:30 p.m. We will not allow campers to be dropped off before 7:00 a.m. for any reason. We expect all campers to be picked up promptly by 5:30 p.m. Staff are not permitted to stay late to care for your child, neither as a YMCA employee nor through a private arrangement.

## DROP OFF/PICK UP PROCEDURES

### ***Sign In***

The YMCA is not responsible for your camper until he or she is signed in at the program by a responsible party. All campers must be escorted into the day camp classroom ("Home Base") by a parent/guardian or other responsible adult and signed in by that adult. Campers will not, under any circumstances, be allowed to walk in on their own or sign themselves in. Please plan ahead to allow sufficient time for drop off.



A YMCA Day Camp staff member will greet you as you enter the day camp room; this staff member will have the sign-in binder. To sign in, sign your name and the time you are dropping off on your camper's sign-in sheet and on the daily camp roster.

YMCA Day Camp will typically remain in Home Base until 9:00 a.m. each day. All campers **MUST** be signed in at day camp by this time each day. *We will not allow any campers to be signed in after this time; please plan accordingly.* In the event this schedule should change and a group plans to leave Home Base before 9:00 a.m. (due to a field trip, special activity, etc.), you will be notified at the start of the camp week to assist you with planning. Your child must be signed in by this time.

### ***Sign Out***

All groups of campers will return to Home Base by 4:30 p.m. each day. We encourage you to plan your arrival for afternoon pick up for 4:30 p.m. or after. If you must arrive before 4:30 p.m., you will be responsible for going to your camper's location to sign your child out. This location will be posted on the door of the day camp classroom whenever any group leaves Home Base. Under no circumstances will camp staff leave their group or activity to take a camper back to Home Base for pick up.

All campers must be signed out by a parent, guardian, or other authorized responsible adult (see below) each day. The person picking up must go to the Home Base and physically sign their camper out. We will not escort children outside the Home Base or permit them to walk out on their own for any reason.

To sign out, sign your name and the time you are picking up on your camper's attendance sheet in the binder and the daily camp roster sheet provided by camp staff.

### ***Authorized Adults for Pick-Up***

YMCA Day Camp staff may only release campers to the parents/guardians and any other authorized adults listed on your camper's registration form. You are encouraged to list all persons authorized to pick up your camper on this form. If your child will need to be picked up by someone who is not listed on this form, we require prior notification and the name and photo of the person you are allowing to pick your camper up. This must be sent from the parent or guardian's mobile phone to (816) 273-8922. Please inform this individual of the pick-up location and procedures and instruct them to be prepared to provide a photo ID that includes their name.



## **Release of Children to Impaired Persons**

YMCA Day Camp staff cannot release campers to persons who display signs of being under the influence of alcohol or other drugs or who otherwise appear to be unable to provide safe transportation for the camper. In the event this occurs, the staff member in charge will suggest the individual make alternate arrangements for transportation. If no arrangements can be made or the individual is unwilling or unable to do so, camp staff will attempt to contact the parents and emergency contacts on file. If no one can be reached, staff will contact the Missouri Department of Social Services and the local police department.

## **Custody Agreements**

If your family has shared custody of a day camper, we must have a notarized copy of the court order that describes the custody arrangements for the child on file. In the event legal custody arrangements for your child change, please be sure to provide us with a notarized copy of the updated court order. Please be aware that our staff cannot legally refuse to release a child to a parent unless the court order we have on file specifically states the individual does not have custodial rights. One parent stating on the enrollment form that another parent may not pick up the child is not sufficient documentation to allow us to refuse.

## **Late Pick-Up**

Day Camp ends for the day promptly at 5:30 p.m. If an emergency arises and you know you will not be able to pick up your child by 5:30 p.m., please contact the Day Camp Director at (816) 273-8922.

In the event a child is not picked up by 5:30 p.m. and we have not received advanced notification a parent will be late, we will attempt to contact parents and the emergency contact listed on your camper's registration form. If neither you nor your emergency contacts can be reached, staff will wait with your child for 30 minutes. After that time, the Missouri Department of Social Services and police department will be notified.

A non-negotiable Late Pick-Up Fee of \$25 will be assessed for all incidents of late pick-up (defined as 5:31 p.m. or after). This fee will automatically be drafted from the bank account or credit card you have on file.

Excessive incidents of after-hours pick-up will not be tolerated and may result in dismissal from the program.

## **FEE PAYMENT**

### **Registration**

A nonrefundable registration fee of \$30 and the first week's day camp fee must be paid at the time of registration.

### **Weekly Fee Payment**

YMCA Day Camp's weekly fees for Summer 2022 are as follows:

- Part-Time (One or Two Days per week) = \$45 for YMCA members; \$50 for non-members
- Full-Time (Three, Four, or Five Days per week) = \$90 for YMCA members; \$100 for non-members

Beyond the first week of your camper's scheduled attendance at YMCA Day Camp, which must be paid at the time of enrollment, all camp fees must be paid using an Electric Funds Transfer (EFT)/bank draft. No exceptions will be permitted; all fee payment must be handled using EFT. This can be set up through either a checking account, savings account, or debit/credit card (Visa, MasterCard, American Express or Discover).



### **Weekly Fee Payment Continued...**

Bank drafts will take place on the Wednesday of the current week of camp your child is scheduled to attend. Please be prepared for this draft and take care to keep your account information up to date. In the event your account information changes, or you wish to pay your camper's fees using a different account, you must provide this information in writing by submitting a new YMCA Day Camp Bank Draft form to the YMCA's Business Office no later than one week prior to your next scheduled bank draft. You may contact the Camp Director for a copy of this form.

### **Late or Unsuccessful Bank Drafts**

Should any EFT draft be refused by your financial institution or credit card company for any reason, the YMCA will make one additional attempt to process the payment. You are responsible for any and all charges (due to insufficient funds, inactive account, expired account information, lack of available credit, etc.) associated with these bank drafts/payments. If the attempted redraft is not successful you will be required to provide another form of payment (payable in person at the YMCA's Business Office at 3601 Village Drive) during regular business hours, along with a \$10 service charge.

In the event your payment cannot be successfully processed by the end of the business day on Friday, you will not be permitted to sign your child into camp on your child's first scheduled day the following week or until payment in full has been processed. You will not receive credit or a refund for days missed.

### **FIELD TRIPS**

We have planned at least one field trip for your camper every week (either on campus or off-site). All field trip fees are included in your weekly day camp fee. You will be notified of the location and times for these field trips on the first day of camp each week, along with a list of what your camper will need to be prepared for the activity (clothing, food, etc.).

A field trip permission slip is included in the registration packet. Please note your camper will not be allowed to participate in any field trips without a signed permission slip.

We have chosen a variety of field trips based on our weekly themes, educational value, opportunities for physical activity, and fun. We hope your camper will enjoy these adventures. Please note that all campers must attend the field trip and participate in the field trip activities. We will not schedule staff to stay back at Home Base with children who do not want to go on the field trip or extra staff to "sit out" with children who do not wish to participate in the activity. If your child does not want to participate in a particular field trip, you are welcome to make alternative arrangements for care on that day; however, no refunds will be provided.

Please note that no one will be allowed to drop off or pick up a camper at any field trip site, for any reason. No exceptions. If your schedule requires you to drop off your camper after the scheduled leaving time for the field trip, you will need to make alternate arrangements for care for the entire duration of the field trip. If you must pick up your camper within the time frame scheduled for a field trip, you must pick up your child before the scheduled leaving time of the field trip or make alternate care arrangements for that day.



## FINANCIAL ASSISTANCE

The YMCA of St. Joseph is committed to turning no one away due to the inability to pay the stated fees for programs or services. Based on available contributed resources, the Y provides financial assistance on a sliding fee basis to families with financial need who wish to participate. Contact the Y at (816) 671-9622 for further information or to obtain an application for financial assistance.

We also accept reimbursements from the State of Missouri's Child Care Subsidy Program. The Child Care Subsidy Program is available to help financially eligible families pay for all or part of their child care costs. Low-income parents or guardians of a child under the age of 13 (or age 13 or older with a special need) who are working, attending school, in job training, disabled, homeless, searching for a job, being evaluated for training and/or employment, or receiving child welfare services from the Children's Division may be eligible to receive this support.

We ask that families first seek assistance from the Child Care Subsidy Program before applying for the YMCA's financial assistance. To apply for the Child Care Subsidy Program, visit [mydss.mo.gov](http://mydss.mo.gov). or call 1-855-FSD-INFO (1-855-373-4636).

## HYDRATION

To keep your camper well hydrated at day camp, all campers must bring a sturdy refillable water bottle every day. Campers will always have their water bottle with them and will be encouraged to drink plenty of water throughout the day.

To practice earth stewardship, reduce waste, and help to keep our day camp space litter-free, please do not send your child with disposable plastic water bottles.

Please arrive at camp with the water bottle filled (water only, please). Additional water will be available to refill water bottles as needed throughout the day.

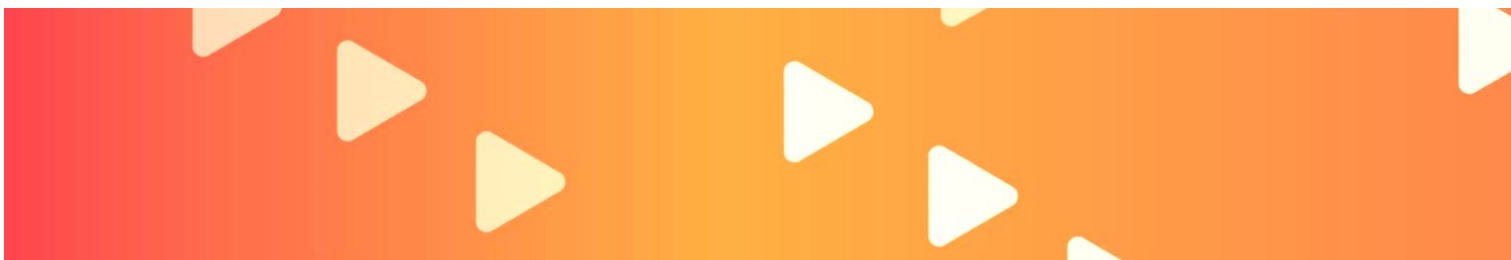
## ILLNESS

### ***Communicable Disease***

The YMCA follows the Missouri Department of Health and Senior Services' guidelines for the prevention and control of communicable diseases (<https://health.mo.gov/safety/childcare/pdf/PreventionandControlofCommunicableDiseases.pdf>). This guidance advises the temporary exclusion of children who exhibit symptoms of communicable disease until these symptoms are resolved or are appropriately treated.

To protect campers and staff, children who exhibit the following symptoms may not attend YMCA Day Camp:

- Temperature of 100.4 degrees F or higher
- Vomiting/Diarrhea/Mouth sores
- Rash accompanied by a fever or behavior change
- Inflammation or drainage from the eyes
- Unwell to the extent they cannot participate in normal activities
- Head lice (until 24 hours after first treatment AND no live lice are detected)
- Impetigo (until 24 hours after first treatment)
- Ringworm (until treatment has begun)
- Scabies (until 24 hours after treatment has begun)
- Staph skin infection (if draining sores are present and cannot be completely covered and contained with a clean, dry bandage or if the camper cannot maintain appropriate personal hygiene)
- Any other symptoms of a communicable disease (until assessed by a medical professional)



Children who exhibit these symptoms or have been diagnosed with communicable disease may not return to camp until they are absent these symptoms for 24 hours or until the recommended time since the start of treatment has elapsed. In some cases, written clearance from a medical professional may be required before returning to day camp. We ask that you notify the YMCA Day Camp Director (call or text) at (816) 273-8922 to report that your child will be absent due to illness. Fees for days missed due to illness will not be refunded.

### ***Illness During Program Day***

Should a camper become ill or exhibit symptoms of illness during the program day, a parent/guardian will be called and asked to pick up the child immediately. The child will be isolated from other campers and kept comfortable until the parent/guardian or other authorized adult arrives.

### ***COVID-19 Precautions***

Additionally, children who exhibit the following symptoms associated with COVID-19 will not be permitted to attend day camp:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



### **INCLEMENT WEATHER**

In the event of inclement weather, day camp activities will be moved indoors until it is safe to be outside again. Should severe weather conditions arise, campers will take shelter in the day camp classroom.

Should weather or other situations arise (extended power outage, loss of running water, fire, weather conditions, etc.) that cause our day camp location to become unsafe or unusable, the campers will be relocated to a safe location as needed. Parents and/or or the persons listed on the registration form as emergency contacts will be contacted via telephone. We will also post information on the YMCA Facebook page, the YMCA website ([www.stjoymca.org](http://www.stjoymca.org)), local television (KNPN and KQ2) and radio stations (KKJO, Q Country).

In cases of extremely warm temperatures, outdoor activities will be held as early as possible during the day when it is safe to do so; activities will be moved inside until temperatures are within the acceptable range. Camp staff will monitor the heat index and conduct activities indoors when conditions reach "Caution" range (typically above 90 degrees). In addition, on rainy days or days with poor air quality, day camp will be moved indoors until conditions allow for outdoor activities.



## **INJURY**

All YMCA Day Camp staff members are trained in emergency first aid. If your child sustains an injury, staff will assess its severity and take appropriate measures. Should an injury require treatment beyond basic first aid, a parent/guardian will be contacted. In the event a parent/guardian cannot be reached, we will attempt to reach the emergency contacts listed on your registration form. If the injury appears to require immediate medical care, emergency services will be contacted and your child will be transported to the nearest hospital, accompanied by a day camp staff member.

## **LOCATION**

YMCA Day Camp will be held in Wilson Hall on the campus of Missouri Western University in St. Joseph. Use the main entrance to Wilson Hall (the doorway with the walkway and stairs). Enter the building and walk straight down to the end of the hallway. This will take you directly Room 155, the YMCA Day Camp classroom.

This classroom will serve as the “Home Base” for YMCA Day Camp. Any time a group of children leaves Home Base, the camp counselor will post a note on the door which lists their new location, the staff member’s name, the campers at that location, and the time they are expected to return to Home Base.

## **LOST AND FOUND**

Unclaimed or unlabeled items will be placed in our Lost and Found box. Anything left at the end of the final week of summer day camp will be donated to a local charity. Please note the YMCA is not responsible for lost items.

Please be sure to label all of your child’s outerwear, backpack, swimwear, water bottle, sunscreen, insect repellent, lunch bag, and any other items your child brings to day camp each day. Use your child’s full name; initials are not as helpful. This will enable your child and the day camp staff to help these items find their way home at the end of each day and prevent them from becoming lost.

## **MEDICATION**

Any medications your camper requires during the program day – whether it is prescription medication, inhalers, or non-prescription medications – must be checked in with the Camp Director at drop off time each day. Campers’ medications will be stored in a locked container used only for medication storage until it is needed. Your camper’s medication will be returned to you at the end of every day. With the exception of Ep-iPens, we will not store *any* medication for your child at the program site. You must bring it to day camp every morning and take it home with you every day.

In order for any medication to be administered to your camper, we must have a completed and signed Medication Authorization Form on file. If your child’s medications change (including changes in the dosage of a current medication), please ask the Camp Director to provide you with a new form and return it to camp with your child’s medication.

All medications (whether they are prescription or over the counter) must be provided in its *original* pharmacy container labeled with your child’s name, the name of the medication, dosage, and physician’s name. All over-the-counter medication must be clearly and permanently labeled with your child’s first and last name and the required dosage.



We will have a refrigerator available on-site. Please notify the camp staff receiving your camper's medication if the medication requires refrigeration.

Our staff is not authorized to administer any over-the-counter medication (such as over-the-counter pain relievers, fever reducers, etc.) to your child to treat illness that arises over the course of the program day.

## **PARTICIPATION**

When planning your camper's day, we have taken care to plan a balance of activities that appeal to a variety of interests, provide opportunities to try new things, and encourage children to socialize and make friends. At times during the day your camper will be able to choose from a selection of activities; other times we will ask all of the campers to engage in the same activity. Campers will be encouraged to participate in all activities, as we have found over the years that children enjoy camp most when they are actively engaged.

The activities for each week will be posted near the sign-in clipboard. If we are planning to do an activity your child cannot participate in due to a medical reason, please discuss with the Camp Director the first day your child is scheduled to attend.

## **PERSONAL PROPERTY**

Please do not allow your camper to bring any toys, sports equipment, electronic items, money, jewelry, pocketknives, or anything else of value with them to camp. Please talk with your camper to reinforce this rule, which is in place both to help your child participate fully in all day camp activities without distraction and to prevent their belongings from becoming lost, damaged, or stolen. The Y will not assume responsibility for any personal belongings.

### ***Mobile Phones and Electronic Devices***

Campers are not permitted to have or use electronic devices of any kind (including mobile phones, games, tablets, laptops, etc.) during the hours they are signed into YMCA Day Camp. If it is *absolutely necessary* for your camper to have a mobile phone (for use after camp hours only), the phone must be checked in with the Camp Director at sign in. The Camp Director will place the phones into a locked container; they will be returned to the child at sign-out.

If a child brings any other electronic devices (games, tablets, laptops, etc.) to day camp, parents will be called and asked to return to day camp to take the device home.

## **REFUNDS**

No adjustments or refunds will be made for missed days/partially attended weeks for any reason.

## **REGISTRATION**

All participants in YMCA Day Camp **must have a complete registration packet on file no later than the Wednesday prior to the camper's first scheduled week of day camp.** You may mail in your camper's registration (3601 Village Drive; St. Joseph, MO 64506 – ATTN: YMCA Day Camp) or drop it off in person at the YMCA of St. Joseph's Welcome Center desk (same address). If you are mailing registration materials to the Y, we must *receive* these materials on or before the Wednesday prior to the camper's first scheduled week of day camp.

Registration materials must be accompanied by a \$30 nonrefundable registration fee and payment in full (check or credit card) for the first week of camp.

Please complete *every form* provided to you in your camper's YMCA Day Camp registration packet. No camper will be allowed to attend camp until *every form* has been received. No drop-in campers will be accepted. <sup>6</sup>



## **SNACKS AND MEALS**

Families are responsible for providing their child with a nutritious lunch every day. Label your child's lunch with both first and last name. We encourage you to pack this lunch in an insulated lunch bag/box with ice packs to keep it cool. We will, however, have a refrigerator available if needed; you are responsible for placing your camper's lunch in the refrigerator at drop-off time if refrigeration is required.

Our Y follows the YMCA of the USA's Healthy Eating and Physical Activity (HEPA) standards, which includes guidance for encouraging healthful eating, such as incorporating fruits, vegetables, and whole grains into meals and avoiding foods that are high in sugar and fats. In keeping with these guidelines, we ask that you pack a nutritious, well-balanced lunch for your camper. Avoid packing sugary drinks, candy, and other items with limited nutritional value. Please note that we do not allow soda at day camp.

Parents are not permitted to bring fast food for their campers at lunch time. We also will not allow children to bring money to purchase items for their lunch from vending machines.

The YMCA will provide your camper with a nutritious snack each day. The snack menu will be posted near the sign-in area. Please *do not* send snacks to camp with your child. Snacks from home are not permitted.

Please be sure to provide your child with a healthy breakfast *before* you arrive at YMCA Day Camp. We do not provide breakfast and will not permit children to bring breakfast to eat at day camp.

## **SUNSCREEN AND INSECT REPELLENT**

### ***Sunscreen***

At YMCA Day Camp, your camper will be spending a large portion of his or her day outdoors. While we make an effort to provide shade as needed, many of our activities will take place in the sun. To start the day ready to play, we require that every camper arrive at day camp every day with a layer of sunscreen already applied.

We will regularly take breaks to reapply sunscreen and apply insect repellent throughout the day. Families are required to send an adequate supply of sunscreen – with an SPF of 30 or higher – to day camp with their child each day. If possible, please provide this sunscreen in a spray-on form. YMCA staff are only permitted to apply sunscreen on children using a spray. Campers with cream-based sunscreen must apply it themselves. [An authorization to apply sunscreen is included in the registration packet.](#)

In the event your child runs out of sunscreen during the course of the day, the Y will keep a supply of extra sunscreen on hand and provide it for your child. Please be sure to check your child's backpack each evening and replace empty bottles with a fresh supply when needed.

### ***Insect Repellent***

If you would like your child to use insect repellent, please provide it for your child. We ask that you choose a product that is DEET-free and in spray form. Camp staff will help your child apply insect repellent as needed if it is in a spray; campers must apply it themselves if it is cream based. An authorization to apply insect repellent is included in the registration packet.

### ***Label your camper's bottles!***

Be sure to permanently label your child's sunscreen and insect repellent with both first and last names.

### WITHDRAWAL FROM DAY CAMP

While we hope your child will attend YMCA Day Camp during all of the weeks scheduled at the time of enrollment, we understand that occasionally situations arise when families' schedules change. If you must withdraw from the program or your camper will no longer be able to attend a particular session of camp, you must notify us, in writing, *no later than one week prior to the week your camper will not attend or the last day he or she will attend camp*. This will enable our Business Office staff to adjust your family's automatic bank draft schedule accordingly.

Failure to notify the Y a week in advance will result in the bank draft being processed. No refunds will be issued.

