



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Y Camp

The best summer ever!



**PARENT MANUAL**

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# WELCOME!

Dear Parent/Guardian,

We would like to take this opportunity to welcome you and your child to the Y Camp 2019 summer season! As the founder of organized summer camp, the Y remains the nation's largest provider of summer programs. This summer is no exception as we launch an exciting array of camp experiences for all ages and areas of interest. There are great new looks to our traditional camps, new experiences for school aged children, new specialty offerings in Creative Arts, Sports, Y Science, Counselor in Training and Navigator offerings for teenage campers.

Please take a few moments to review this Camp Manual, which outlines our policies and procedures. Many of the commonly asked questions about camp are answered here. This manual and all forms are also available at [ymaryland.org](http://ymaryland.org). Most other camp related communications will be via email and sent to the email address you provided at registration. You can "Like" the Y Camp page on Facebook at [www.facebook.com/YCampMD](http://www.facebook.com/YCampMD) or on Instagram at [www.instagram.com/ycampmd](http://www.instagram.com/ycampmd) to see regular updates, pictures and communications about Y Camp.

Our exceptional quality, safe, and fun programming is no accident. All of our camps meet the Maryland Department of Health standards for camps, but additionally most of our camps are accredited through the American Camp Association (ACA). This high level of regulation requires us to annually review our policies, procedures, administration and operations in order to effect necessary and continual improvements so that you and your camper have the best experience possible.

The Y is also committed to each child's personal growth in spirit, mind and body. One way in which we achieve this goal is through our character development program. The character values of caring, honesty, respect and responsibility are woven into our daily camp activities.

Additionally, the purpose of Y Camp is to help participants grow socially, emotionally, mentally and physically. We offer an exciting camp curriculum that encourages fun and learning, and keeps campers engaged in order to ward off academic loss during the summer months.

Y Camp can give your children an experience that can last a lifetime. Their experience is based on seven objectives that characterize all Y programs:

- **To grow personally**
- **To learn 4 core values: Caring, Honesty, Respect and Responsibility**
- **To improve personal and family relationships**
- **To appreciate diversity**
- **To become better leaders and supporters**
- **To develop specific skills and encourage learning**
- **AND to have LOTS of FUN!**

As your partner in developing youth, please share with us any information that will help make your experience the best possible.

Let's have a great summer!

## Our Mission

The Y in Central Maryland is a charitable organization dedicated to developing the full potential of every individual through programs that build healthy spirit, mind and body for all.

## Our Vision

Reaching over 240,000 people, the Y will be a primary catalyst for Central Maryland's families and individuals to achieve their full potential in spirit, mind and body. It is only once we begin to actually influence lifestyle choices and build sufficient developmental assets in our community on a significant enough scale that we will have lasting, residual influence on the health and well-being of children, youth, adults and families. We will provide experiences and programs that are memorable, unique and enriching, which foster family and community bonds, build character, and promote success for all. By doing so, we will fundamentally enhance the quality of life in the communities in which we operate.

## Our Commitment

The Y is committed to providing family-oriented, affordable, high quality programs that lead to:

- every child and youth deepening positive values, their commitment to service and their motivation to learn
- every family building stronger bonds, achieving greater work/life balance and becoming more engaged with their community
- an enhanced quality of life in the communities in which we operate

## Our Values

Our programs and services are infused with our four positive character values: Caring, Honesty, Respect and Responsibility. We are committed to challenging our members, staff and volunteers to demonstrate these values.

## Our Focus

**YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen

**HEALTHY LIVING:** Improving Central Maryland's health & well-being

**SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors

## Y Camp Objectives

- To grow personally
- To learn 4 core values: Caring, Honesty, Respect and Responsibility
- To improve personal and family relationships
- To appreciate diversity
- To become better leaders and supporters
- To develop specific skills and encourage learning
- AND to have LOTS of FUN!

## Program Hours

Y Camp sites open at 7:00am and close at 6:00pm. Please be sure to select the program that best suits your camp needs as well as your camper's interests. Extended care is included for all camp programs at no additional charge.

### Full Day Program Hours

9:00am – 4:00pm Traditional Camp, Full Day Sports, Creative Arts and Y Science Camps.

7:00am – 9:00am FREE Morning Extended Care

4:00pm – 6:00pm FREE Afternoon Extended Care

### Camp Whippoorwill Hours

8:30am - 4:30pm

Extended Care is offered on the transportation route at the Y in Pasadena and the Y in Arnold Bus Stops

### Y Camp at Hashawha

Camp Hashawha operates Monday through Friday. Campers should arrive at 9 am on Monday and stay through 11 am on Friday.

### Y Camp at Puh'tok in the Pines

Day Camp: 8:40am - 5:00pm. Extended care is available for an additional fee for morning or evening care, and breakfast/dinner are provided in the cost of extended hours. Daily transportation is available for an additional fee to and from the Orokawa Y in Towson

Overnight Camp: Y Camp at Puh'tok operates Sunday through Friday. Two week options are available, please select the matching A and B option to stay through the weekend.

### Y Camp Spencer

7:00am - 8:30am FREE Morning Extended Care and/or transportation to Camp Spencer

8:30am - 4:30pm Day Camp

4:30pm - 6:00pm FREE Afternoon Extended Care and/or transportation to Bus Stops

## American Camp Association (ACA)

The American Camp Association (ACA) is a national organization of camp professionals who have joined together to share knowledge and experiences and to ensure the quality of camp programs. The choice to become an ACA Accredited camp is voluntary and shows that a camp is committed to the health, safety and program quality of their camp, as they must meet up to 300 standards in these areas. In most cases the standards a camp must meet are above and beyond the state licensing requirements.

While other locations follow the regulations, they are not able to become accredited because their location is subject to change from year to year (school locations for example).

Our ACA Accredited Y Camps are:

- Y Camp at the Hill Y in Westminster
- Y Camp at the Y in Catonsville
- Y Camp at the Dancel Y in Ellicott City
- Y Camp at the Weinberg Y in Waverly
- Y Camp at the Orokawa Y in Towson
- Y Camp at the Ward Y in Abingdon
- Y Camp at Camp Whippoorwill
- Y Camp at Camp Ilchester
- Y Camp at Hashawha
- Y Camp at the Y in Parkville
- Y Camp at the Y in Arnold
- Y Camp at the Y in Pasadena
- Y Camp at Puh'tok in the Pines

# Group Assignments and Ratios

## Group Assignments

Campers are grouped according to age and grade for each week of attendance. Please be aware that camp groups and counselors can change from week to week due to a number of reasons including counselor vacations, the number of campers enrolled or a special activity happening that week. While your camper may not be grouped with the same counselor or the same campers each week, there is ample opportunities to see friends and siblings during large group games and extended care hours. Each week, camp groups will play get-to-know-you games so that every child has a chance to make new friends. Switching camp groups may be unavailable; however specific written requests, submitted to the camp director prior to the camp week, may be considered. Friends wishing to be in the same group must also make written requests (from both parties). Every consideration will be made to accommodate the request, but we cannot guarantee the request.

## Traditional Camp Ratios (Counselor : Campers)

Program Name	ACA Accredited	Non-ACA Accredited
Kindergarden	1:6	1:10
Grades 1-3	1:8	1:10
Grades 4-6 and Explorers	1:10	1:10
Adventurers, Navigators, Grades 7-10	1:12	1:12
Sport Camps	1:8	1:10
Specialty Camps	1:8	1:10
Swim Add Ons	1:6	1:6

## Lunch Tips

All lunch boxes and containers should be labeled with your child’s name. We highly recommend an insulated soft sided cooler or hard plastic cooler. Paper or plastic bags will not keep food cool (even food that does not spoil easily). Pack lunches the night before and chill all items. Freezer packs help keep all previously chilled items cooler throughout the day. Frozen juice boxes or pouches pull double duty as freezer packs and become cool slushy drinks. Fruit and Veggies provide great nutrition and cool hydrating treats.

Many parents ask us for ideas on fun nutritious alternatives to sandwiches, hot lunches and milk for camp lunches as sometimes these choices are not as enjoyable in the heat of the summer and they are easily spoiled in lunch boxes. Lunch and snack ideas are offered in weekly camp newsletters and on our website for ways to keep kids eating healthy while keeping cool.

Y Camp at The Weinberg Y in Waverly offers free breakfast and lunch programs. Menus are available weekly. Campers may still bring their own lunch. The food program at Y Camp at The Weinberg Y in Waverly is provided through the Baltimore City’s Housing Authority.

A hot lunch is included at Y Camp Puh’tok in the Pines and Y Camp Spencer. Campers are always welcome to bring their own lunch for dietary needs or preference.

## Camper Dress Code

Campers should dress in cool, comfortable play clothing that can get dirty. Campers must wear closed toe and closed back shoes at camp. It is recommended for the health of your camper’s feet that they wear socks. Flip-flops or sandals may only be worn during swim time. During swim time and water activities, we recommend campers wear a 1-piece bathing suit (females) or swim shorts (males).

Not Permitted: Cut-off jeans as swimsuits, 2-piece bathing suits, clothing with foul language or images, undershirts as clothing, flip-flops or sandals (except during swim time) are not permitted at camp. Campers without the proper attire will not be accepted into camp as they cannot participate safety in camp programs.

## What To Bring To Day Camp

Please make sure your camper brings the following items to camp each day. Our days are full of outdoor adventures and campers and their items may get dirty. Be sure everything is labeled with your camper's full first and last name. The Y in Central Maryland is not responsible for lost or stolen items.

- **Backpack** - To store camper's items including lunch, water bottle, water play gear, rain gear and extra clothes.
- **Change of Clothes** - see camper dress code on Page 6, rain gear and boots on inclement weather days and a hat for sun and/or rain protection.
- **Lunch and Snacks** - A non-perishable lunch and drink should be packed every day. Camp does not provide food, microwaves or refrigeration. (Y Camp Spencer, Y Camp at Puh'tok in the Pines and Y Camp at The Weinberg Y in Waverly serve lunch each day.)
- **Reusable Water Bottle** - Water fountains or water coolers are available throughout each camp site to refill water bottles. All water bottles should be labeled with your camper's full first and last name. Go green and use a reusable bottle.
- **Swim Gear** - Swimsuit and towel for water activities. Old shoes for outdoor water play.
- **Shoes and Socks** - Closed-toed shoes with a closed back (such as tennis shoes) are required every day. Campers without proper foot attire will not be accepted into camp as they cannot safely participate in camp activities.
- **Extra Clothes** - Dress your child in cool, comfortable play clothes that can get dirty. An extra set of clothing is recommended, especially for younger campers.
- **Sunscreen and Bug Spray** - It is recommend that you send you apply a lotion sunscreen before leaving home each morning and send your camper with spray sunscreen that they can apply throughout the day without assistance. Please review sunscreen policy for more information.

## What To Leave At Home

The following items are not permitted at camp. Campers should not bring any item to camp that would cause their feelings to be hurt if it was lost, broken or stolen. Any prohibited items that are brought to camp will be stored in the camper's backpack for the remainder of the day with their belongings. The Y in Central Maryland is not responsible for lost or stolen items.

- Toys or games including trading cards (magic cards, baseball cards, Pokémon cards)
- Electronics of any kind (cell phones, iPads/tablets, iPods/mp3 players, eReaders, Nintendo, gaming devices, etc..)
- Cut-off jeans as swimsuits, 2 piece swimsuits, short shorts, clothing with foul language or undershirts worn as clothing
- Jewelry
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment
- Sandals, Crocs and flip-flops are not allowed unless on the pool deck or beach.

## General Camp Activities

Campers will participate in different fun-filled stations centered around Y Camp curriculum that is geared towards developing the full body, mind and spirit of each camper. Campers will have an opportunity to access their creative side by completing art projects, discovering the love of learning with science projects, discussing topics important to the group in Chatter that Matters, promoting a healthy & active lifestyle through field games, sports and Fit 'N Fun and other fun camp activities. Activities vary by location. Please contact [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org) if you have additional question concerning camp activities.

### Progression of Learning

Y Camp focuses on enriching each camper's experience by helping recognize their talents, make lifelong friends, learn new skills, and understand the importance of living a healthy, active life. As campers grow and progress through the Y Camp program, they explore new aspects of camp.

### Character Values

Y Camp is infused with the Y's four positive character values: Caring, Honesty, Respect, and Responsibility. We are committed to challenging our campers, their families, and our associates to learn and demonstrate these values throughout the camp day.

### Extended Care

During extended care, a selection of primarily low-key, supervised activities are provided allowing campers to engage in quiet time, free play and reading; either in small groups or individually. Extended care provides opportunities for campers of different age groups to interact in activities together, allowing for friends and siblings to see each other.

### Spirit Rallies

Every day at the opening and closing of the camp program, campers gather for a short camp song/cheer, a brief talk about the day, the character value for the day, stretch time, skits performances, reminders of a few rules/regulations, and any special announcements.

### Weekly Spirit Events

Each week, Y Camp hosts a spirit event! It's a chance for your campers to showcase their talent during the variety show, race to the finish line, show off some dance moves or play games in camp-wide events. It's anything from field games, inflatable's, special guests, music, snacks and of course spirited FUN! Details for Spirit Events can be found in the weekly newsletter. A signed permission to participate in spirit events may be required.

### Field Trips and Swim Trips

The Explorers and Adventurers camp programs provide opportunities for campers to travel offsite to experience fun field trips. Camp locations without access to on-site swimming may have swim trips during the week, included as part of the camp program. A signed permission slip is required for all field trips or trips off the camp site. Please see the weekly camp newsletter for details.

## Special Activities

Activities at each Y Camp location vary depending the camp environment. Below is an overview of camp activities that may be offered at your camp site. Due to the high demand, a camp site may offer certain activities for specific age-groups only.

**Canoeing (Y Camps at Whippoorwill, Hashawha and Spencer)** Campers receive safety instructions from a certified canoe instructor prior to canoeing. Campers must be able to demonstrate an ability to swim and float and are required to wear personal flotation devices. A lifeguard and canoe instructor are always present during canoe time.

**Crabbing and Fishing (Y Camps at Whippoorwill and Hashawha)** Campers have the opportunity to catch-and-release fish and crab for underwater aquatic life.

**Archery (varies by location)** Archery is available at some Outdoor Camps to campers to older age groups. Archery is taught by a trained Y Camp Team Member and all campers who participate in archery are trained to use the archery equipment prior to use.

**Horseback Riding (Y Camps Puh'tok and Spencer)** Campers will experience the confidence building skills riding horses can provide, plus learn horse care and safety. All ages and skill levels are welcome.



## Swim Activities

Each week campers will participate in a variety of water games and activities such as swimming, inflatable water slides and more, and at waterfront locations; canoeing, crabbing and fishing. Activities vary by location; please check the weekly camp newsletter for your camp location's water activity plan. Please pack a bathing suit and towel for your child everyday as well as shoes that cover the entire foot and may get wet. Campers wishing to bring goggles and personal flotation devices must have them approved by Swim Staff prior to use. Please label all personal items with your campers full first and last name.

### Water Games and Water Play

On hot days, we may keep cool by running relays or participating in team building activities that involve water such as "leaky pipes" and "sponge relay" or getting soaked by running through a sprinkler. Campers must wear shoes during these activities. Please send shoes that can get wet or a change of shoes in your camper's backpack daily.

### Swimming

Traditional campers have the opportunity to swim weekly, even when not at a Y Center location. Campers are required to take a swim test at the first swim time of each camp session to find out which section of the pool or natural body of water they may have access to swim.

#### Shallow Water Test Pass

- the water is at or below arm pit level and
- the individual can stand with both feet flat on the bottom of the pool and
- the individual can right themselves after they have leaned backwards lifting both feet off the bottom of the pool and coming back to a standing position with flat on the bottom of the pool.

#### Deep Water Test Pass

- the individual can swim 25 yards without stopping at any point and
- the individual can tread water for 1 minute without touching any surfaces and
- water was above the individual's head as they jumped in the deep end and
- the individual was able to perform a back float

Any camper who is unable to pass the swim test must stay in the shallow end. Those unable to pass the test AND cannot stand in the shallow end will wear a Coast Guard approved/Y provided flotation device. All campers will be supervised by Y Camp Counselors and certified lifeguards at all times while swimming. Counselors are stationed in the water and on the pool deck or beach while the campers are swimming.

*All campers are required to go to the pool/beach area with their group during assigned swim times unless a parent/guardian makes other arrangements with the Camp Director. Campers who do not swim will be required to sit on the pool deck/beach area to assure their safety until their group finishes swimming.*

*The Health Department requires that bodies of water, including indoor pools, close during thunder and lightning storms and in the event of bodily fluid contamination. No refunds or credits will be issued due to water closures.*

### Aquatic Wildlife Interaction

During waterfront water activities, your camper may encounter native wildlife including jellyfish. A large number of jellyfish may force the temporary closing of beaches and suspension of swimming and other water activities. This is for your camper's safety and protection. If this happens, we will try to provide other land based water activities to keep campers cool in the summer heat.

## Inclement Weather Activities

Weather is constantly on our minds during the summer especially with the ever changing conditions found in Maryland. But we don't let weather ruin our fun!

### Rainy Days

Rainy days at camp are no problem when you're at Y Camp! When it rains, we still have fun! Our camp directors keep a close eye on the radar and weather projections. If it is a light rain, campers may stay outside continuing with many of our normal activities. As needed, campers will be kept under pavilions or tents. *Under no circumstances will any camper be outside during thunder and/or lightning.* Rainy day games such as cards, board games and more will be alternatives to the rain & clouds! Activities that can be will be moved indoors when available.

### Code Red Days

Code Red days are hot, hazy and humid, there is no breeze, tons of sun and little chance of precipitation. On Code Red days, the time campers are in direct sunlight will be minimized, as well as time spent running or doing other strenuous activities outdoors. Shady trees, tents and pavilions will be used for outdoor activities. Most camps have indoor space where a rotation of activities will occur to offer some relief from the heat. Drinking water is always available and these days are often a great time to incorporate extra water play and games with ice. Please pack swim gear even on non-swim days for these kinds of water play opportunities.

### Severe Weather and Acts of Nature

Each camp has specific plans for severe storms, tornado watches and warnings, hurricanes and earthquakes. Camp drop off and pick up locations may be changed and additional signage will be put out to assist parents. Check your camp newsletter for more information. Credits or refunds are not issued for days or time missed due to inclement weather issues or other emergency closures. Families must have alternative plans for such unforeseen / unpredictable times. Sign up for text alerts by visiting [bit.ly/CampAlerts](http://bit.ly/CampAlerts)

## Traditional Day Camps

### Groups

Traditional camp is geared towards elementary school-aged children from grades entering kindergarteners through rising 6th graders. Campers are grouped with other campers in their age range.

### Activities

The Y provides a full day of traditional camp activities like swimming, songs, games, sports, arts & crafts, science experiments and outdoor fun. Everyday is guaranteed to be an innovative and fresh experience for your camper!

### Sample Activity Rotations:

- Songs and Games
- Y Fit-n-Fun
- Chatter that Matters
- Creation Station
- Water Play
- Science Experiments
- Spirit Traditions (like the camp spirit stick and group spirit cheers)
- Silly Skits
- Sports

### Weekly Themes in Traditional Camp

Each week there's a new and exciting spirit event!

## Teen Camp - Counselors in Training (CIT)

Learn new skills, train to become an excellent camp counselor and earn service learning hours. CITs work hands-on alongside Y Camp associates in one or more camp roles that are matched to their interest and skills. Lend a helping hand participating in camp activities and games while learning group and program management skills. CITs must complete an interview with the camp director prior to registration completion. Up to 25 service learning hours may be awarded per week. (Enrollment does not guarantee future employment with the Y.) Open to campers ages 15-17 (must be entering grades 10-12). CITs follow the activity schedule of the counselor and group they are paired with. CITs should be prepared with swim gear each day. All efforts will be made to pair the CIT with the camp group of their preference.

## Teen Camp - Navigators

This revamped program is service oriented where campers learn skills centered around community development in preparation for their first work positions. Campers will work as a team to accomplish service projects at Y Centers and the surrounding community under the supervision of a service leader with the opportunity to earn service learning hours for school graduation requirements. Open to campers ages 12-14 (must be entering grades 7-9).

## Trip Camps

### Explorers

Open to campers entering 4th - 6th grades. Campers enjoy all the highlights of traditional camp and will have the opportunity to travel off-site two days a week to local destinations like the movies, bowling, skating, mini golf, laser tag and more during regular camp hours.

### Adventurers

The ultimate experience for campers entering 7th - 10th grade of camp activities and traveling three times a week to destinations like laser tag, mini golf, ice cream factories, water parks, museum tours, local state parks, service projects and more. Transportation is provided in a Y owned mini-bus or leased school bus. Most trips take place between 9 am - 4 pm, but some may require departure as early as 8 am and return as late as 6:00 pm. Trips may involve opportunities to purchase food and souvenirs. Prices include trips, transportation and admission fees.

### On-site Camp Activities

In addition to the traditional camp activities, trip camps have weekly team challenges and leadership skill building activities incorporated in their curriculum. Adventurers also participate in the Big Buddy - Little Buddy program where they work with younger campers in developing their skills such as learning and writing letters, story time or leading stations during camp events.

### Field Trips

The field trip schedule is created to appeal to a variety of interests and to meet the goals of environmental awareness, community-building or service for others, educational, and pure enjoyment of fun. The Weekly Newsletter will provide information about each trip, along with a permission slip to be signed by the parent/guardian weekly.

### Swimming while in a Trip Camp

Parents should be aware that campers enrolled in trip camps may not have scheduled swim time as often as campers enrolled in a traditional camp. It is still recommended that campers bring their swim gear each day to camp. Some trips include water activities. Information and items to bring will be included in the weekly newsletter and permission slip.

### Special items to bring while in a Trip Camp

For every field trip, campers must bring a packed lunch, water bottle, sunscreen, activity appropriate shoes and backpack. Some trips may provide opportunities for campers to purchase souvenirs and food. These are optional expenses, completely at the parent's discretion. Please see the weekly newsletter and field trip permission slip for complete trip details.

## Sports Camps

### Activities

Sports Camps run in add-on sessions or full day sessions. During this time campers are actively engaged in the designated sport(s). Activities include drill play, game play, and activity education. Campers are given breaks as needed and will participate in non-physical learning too.

### Sample Daily Schedule

- Warm-up and Stretching
- Relays and Obstacles
- Skill Improvement
- Game Times
- Wrap up and Cool Down

### Swimming while in Sport Camps

Campers enrolled in a Full Day Sports Camp do not have regularly scheduled swim time.

### Special items to bring while in Sport Camps

Campers may bring personal protective equipment such as mouth guards and shin guards. The Y asks that campers not bring their own sports equipment from home, unless otherwise specified. This is for the safety of your camper and reduce chances of personal equipment getting damaged or lost.

### Add-On Sports Camps

If your camper is registered for an Add-On Sports Session, your child may miss a traditional camp program element. Add-on groups are divided by skill level or age level. All efforts will be made to allow campers to participate in a desired traditional camp program element, but cannot be guaranteed.

## Swim Lesson Add-Ons

### Activities

Swim Add-Ons consist of learning appropriate swim skills, water safety, and playing water sports and games while developing strokes and swim skills. Campers are skill tested on the first day of their add-on swim lessons to determine their skill level.

### Sample Daily Schedule

- Warm-up and Stretching
- Safety Awareness
- Skill Improvement
- Game Times
- Wrap up and Cool Down

### Special items to bring while in Swim Camp

Campers should bring swimsuits and a towel each day for their Swim Lesson Add-On. Campers may also bring goggles and swim caps, clearly labeled with their full name.

### Add-On Swim Lessons

Your camper may miss a traditional camp program element while participating in an Add-On Swim Lesson. Add-on groups are divided by skill level or age level. All efforts will be made to allow campers to participate in a desired traditional camp program element, but cannot be guaranteed.

### Lessons at the Y in Pasadena and Y Camp Spencer

Swim lessons are included in the cost of your camp registration at the Y in Pasadena and Y Camp Spencer (for 2 week campers)

## Specialty Camps

### Creative Arts

A full day program focusing on creative mediums, allowing campers to express themselves through different activities such as drawing, painting, acting, and writing.

### Y Science

A full day program exploring the world through the lens of a scientist. Engage in science experiments, engineering practices, and animal care.

### Activities

Campers experience their favorite specific areas of interest in our full-day, stand-alone specialty camps. Specialty Camp curriculum builds art projects, science projects, chatter that matters, sports and games, and Fit 'n Fun into the weekly schedule as it relates back to the designed specialty.

### Swimming while in Specialty Camps

Parents should be aware that campers enrolled in specialty camps will not have regularly scheduled swim time. Water play may be a part of the program depending on the camp location.

### Special items to bring while in Specialty Camps

Campers may bring smocks or old T-shirts to protect clothing. Campers with long hair should be prepared to tie back hair as needed for safety. Certain camps may ask parents to provide common, every day household items such as cereal boxes or toilet paper rolls. Specialty camp newsletters will provide more details and will be sent the Thursday prior to the registered week of camp.

**Please review all sections about the Y's policy concerning the health and safety of your camper – our utmost priority! State licensing requirements have greatly changed over the past few years.**

## Allergies

It is the parent's responsibility to inform the Y in Central Maryland Y Camp's of any allergies your child might have. Please list any allergies in the camper Registration Packet completed during online registration. Should any changes need to be made, contact [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org) to update your registration packet. When necessary, you will need to provide additional information on signs, symptoms and treatment of allergies using the Y Camp Allergy and Medical Emergency Care Plan, found at [ymaryland.org](http://ymaryland.org).

### Allergy Emergency Care Plan Form

If your camper has an allergy, whether minor or emergency, that may cause a reaction or require emergency medical attention should your camper come into contact with said allergen, please complete a Y Camp Allergy and Medical Emergency Care Plan, found at [ymaryland.org](http://ymaryland.org). Be sure to provide any medications necessary to combat the effects of the allergic reaction such as Benadryl, inhalers or epi-pens. If you chose not to provide a medication to Y Camp, please indicate so on your campers Y Camp Allergy and Medical Emergency Care Plan.

## Immunizations

During registration, you are asked to state your campers residency. For campers that reside in the US State, US territory or District of Columbia, submission of immunization records are not necessary. For campers that live outside of the US State, US territory or District of Columbia, an original state-mandated DHMH immunization form must be submitted. If your camper fits these requirements and needs to submit an immunization record, your camper will not be permitted to attend camp until it is complete. This form is available online at [ymaryland.org](http://ymaryland.org).

If your camper is exempt from immunizations, state licensing mandates that you list which immunizations your camper has not received. No further documentation is needed.

## Illness/Sick Camper Policy

Please do not send your child to camp if he/she is ill. Y Camp is able to make your camper comfortable should your camper suddenly become ill while at camp but we are not equipped to care for an ongoing illness. Parents will be contacted for immediate pick-up should a camper become suddenly ill.

Ill/Sick campers will be separated from the other campers and must be picked up immediately. Parents must create an emergency plan to pick up the child in the event of illness or care for your child once they are home recuperating. The emergency contacts you list in your camper's Registration Packet should be readily available in the event of an emergency, within the area of the camp and have phone numbers that are kept up to date. Only individuals listed on your campers authorized pick up list may pick up your camper from camp.

Campers displaying symptoms of communicable disease such as vomiting, diarrhea, or fever must be clear of such symptoms for 24 hours to be re-admitted to camp. Depending on the nature of the illness, a doctor's note may be required before the camper may be re-admitted to camp.

## Injury

All Y Camp Associates are trained in CPR and First Aid. In the unfortunate event that your camper incurs a major injury at camp, Y Camp associates will contact a parent or guardian. A parent needs to always be available by phone in case of emergency. Doctors and hospitals will not treat a child (except in life threatening cases) without the parent's presence or permission.

In case of an emergency requiring immediate medical attention, Y Camp Associates are required to:

- Administer appropriate first aid
- Make the child comfortable
- Call for an ambulance
- Notify the parent/guardian
- Notify Y Association Leadership
- Accompany the child to the hospital
- Y Leadership may follow up on any injuries by contacting parents that same evening or following day.

In case of an injury not requiring emergency care, camp staff members will:

- Administer appropriate first aid
- Notify the parent/guardian
- Observe and monitor the child's activity

If there are questions about the treatment of an injury, the parent must assume responsibility for picking up the camper and determining whether further medical attention is necessary. Parents should ensure their camper has personal medical coverage and accident insurance. The Y does not provide this kind of coverage.

In the event that your camper gets a minor injury at camp which is determined to only require basic first aid, Y Camp Staff will administer the appropriate first aid. Parents will be notified of any injuries at the time of camper pick up. A Boo Boo Report will be written in reference to the injury. An individual who is authorized to pick up the camper will be required to sign-off that they received the parent portion of the Boo Boo Report when they pick the camper up.

## Medications and Medication Administration Policy

**NEW as of Summer 2015** If your camper may require any kind of medication administration, whether prescription or over the counter, during camp hours, please indicate this in your camper's registration packet during the registration process.

### Medication Authorization Form

Each medication that may need to be given at camp will require its own separate Medication Authorization Form. Please be aware the statewide regulations will require an original physician's signature on all medication paperwork, including over the counter medications. The physician's signature must be on Y Camp paperwork, we cannot accept school paperwork. Medications that do not accompany complete paperwork are not able to be submitted to camp.

### Medication Check-in and Check-out Process

Campers are not allowed to keep medications, including over the counter medications such as Tylenol on their person. Medication can be submitted to approved camp leadership. Please allow adequate time on your camper's first day for this check-in process. At the end of camp, all medication must be signed out by a parent/guardian. Medications not signed out will be disposed of promptly.

## Sunscreen

Y Camp does not provide sunscreen. Parents should apply sunscreen on their child before sending their child to camp each morning. Throughout the day, sunscreen breaks will be taken. Children should be able to apply their own sunscreen themselves. When necessary, under counselor supervision, another child may assist in this application to areas the child cannot reach on their own (i.e. back and shoulders). As a last resort, counselors may apply spray sunscreen, but cannot assist in rubbing it in. In each case of child or counselors assisting in application, the "bathing suit rule" applies. This rule means they will apply only to areas that would not be covered by a one-piece swim suit. We recommended sending your child with spray sunscreen.

## Anne Arundel County

Out of Season  
Arnold 410-544-2525  
Or Pasadena 410-437-4242

### Camp Whippoorwill

520 Lake Shore Drive  
Pasadena, MD 21122  
whippoorwillcamp@ymaryland.org  
In Season 443-890-3646

### The Y in Arnold

1209 Richie Highway  
Arnold, MD 21012  
greaterannapoliscamp@ymaryland.org  
Out of Season 410-544-2525  
In Season 443-890-3791

### The Y in Pasadena

26 Magothy Beach Road  
Pasadena, MD 21122  
pasadenacamp@ymaryland.org  
All Season 410-437-4242

## Baltimore City

Out of Season 410-889-9622

### The Weinberg Y in Waverly

900 E. 33rd Street  
Baltimore, MD 21218  
weinbergcamp@ymaryland.org  
In Season 443-890-3684

### The Y in Druid Hill

1609 Druid Hill Ave  
Baltimore, MD 21217  
druidhillcamp@ymaryland.org  
All Season 410-728-1600

Each camp has an in season camp phone number and email address that will become active the first week of camp. For information in the off season, please call the closest Y Center or email [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org)

## Baltimore County

### The Y in Parkville

8910 Waltham Woods Road  
Parkville, MD 21234  
All Season 410-663-1300  
parkvillecamp@ymaryland.org

### The Orokawa Y in Towson

600 W. Chesapeake Avenue  
Towson, MD 21204  
Out of Season 410-823-8870  
Towsoncamp@ymaryland.org  
In Season 443-257-6830

### The Y in Catonsville

850 S. Rolling Road  
Catonsville, MD 21228  
Out of Season 410-747-9622  
carrollcamp@ymaryland.org  
In Season 443-890-3685

### The Y in Perry Hall

4375 Ebenezer Road  
Nottingham, MD 21236  
parkvillecamp@ymaryland.org  
All Season 410-529-1999

### Y Camp Puh'tok

17433 Big Falls Road  
Monkton, MD 21111  
puhtok@ymaryland.org  
All Season 410-329-6590

## Carroll County

Out of Season 410-848-3660

### The Hill Y in Westminster

1719 Sykesville Road  
Westminster, MD 21157  
carrollcamp@ymaryland.org  
In Season 443-890-3685

## Overnight Camp

Out of Season call any Y Center

### Camp Hashawha (GO)

Hashawha Center  
300 John Owings Road  
Westminster, MD 21158  
Call any Y Center

## Harford County

Out of Season 410-679-9622

### The Highlands School (TL)

2904 Creswell Road  
Bel Air, MD 21015  
highlandscamp@ymaryland.org  
In Season 443-890-3704

### The Ward Y in Abingdon

101 Walter Ward Boulevard  
Abingdon, MD 21009  
wardcamp@ymaryland.org  
In Season 443-890-3694

### Y Camp Spencer

3773 Peach Orchard Road  
Street, MD 21154  
All Season 410-452-5173

## Howard County

Out of Season 410-465-4334

### Camp Ilchester

5042 Ilchester Road  
Ellicott City, MD 21043  
ilchestercamp@ymaryland.org  
In Season 443-890-3714

### The Dancel Y in Ellicott City

4331 Montgomery Road  
Ellicott City, MD 21043  
dancelcamp@ymaryland.org  
In Season 443-890-3711

### St. John's Parish Day School

9130 Frederick Road  
Ellicott City, MD 21042  
stjohnscamp@ymaryland.org  
In Season 443-890-3715



## Contacting Camp

### Contacting Camp Prior to the Start of Summer

Membership Service Representatives in each Y Center are able to assist you in answering general camp inquiries and registration/billing information questions. You can also email [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org) for assistance prior to the camp season.

### Contacting Camp During Camp Season (June - August)

During the camp season, please contact your camper's site directly for the most up-to-date information. Each camp site has a phone and email address (see page 17), but please note that it is not activated or checked prior to the first week of camp. For questions during the off-season, please email [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org) or contact your nearest Y Center.

## Communications from Camp

### Weekly Newsletters

Each camp site creates and sends a parent newsletter on the Thursday prior to your registered camp week. Newsletters are posted onsite in the parent information area and emailed to the email address associated with the primary adult on your online Y Account.

### Email Communications

Y Camp's primary means of communication is through the email address you provided during online registration. Please be sure to check your email on a regular basis and add the Y (@ymaryland.org) to the preferred email address list to prevent our emails ending up in your spam folder. Newsletters will be sent through MailChimp, so also add (@mailchimp.com) to your preferred email address list.

### Social Media

Y Camp is on Twitter, Instagram and Facebook! Please check our page to see pictures and camp announcements from across the Y Association.

**Twitter:** @YCampMD

**Instagram:** @ycampmd

**Facebook:** <https://www.facebook.com/YCampMD>

### Parent Information Area

Every camp site has an area especially designed for parents, generally located near the camp office or parent sign-out area. There you will find information on activity schedules, weekly newsletter, calendar of events, permission slips, and messages that are important to you and your camper. Please take some time to browse this area so you are up to date on camp information.

## Go Green!

Y Camp is always looking for ways to be environmentally friendly. Join us!

- **Skip the bottled water** - Yes, store bought bottled water can be refreshing, but that plastic bottle is not! Reusable water bottles are the way to go! Look for vacuum sealed water bottles to keep drinks icy cold all day. Please label all water bottles with your child's full first and last name.
- **Saving Trees** - We're reducing the amount of printed materials we hand out and are posting more information online and through email. Make sure the email address on your Y Account is one you regularly check for the most up-to-date information.
- **Clean Green** - We are sending some lunch trash items home for disposal to reduce the amount of trash bags utilized at camp. Campers will also periodically walk camp grounds to pick up litter.
- **Plant More** - Trees, shrubs and gardens make our environment better by improving air quality, keeping it cool in the summer and creating a home for animals.
- **Idle-Free Camp Zone** - We ask that parents don't leave cars running/idling when dropping-off or picking-up your children from camp.
- **Reduce, Reuse and Recycle, Recycle, Recycle** - Many Y centers have recycling bins to reduce waste. Instead of using sandwich bags or paper napkins, use reusable containers and cloth napkins labeled with your child's full name.

## Our Associates

The Y in Central Maryland has more than 1,500 trained associates and volunteers working with children and youth in the many programs we provide. The protection and safety of children is our first concern. In addition to our quality standards, all Y Camp Counselors meet the specified requirements by the Maryland Department of Health and the American Camping Association (ACA) accreditation requirements for summer camps.

## Our Screening

We have a multi-layered approach to reviewing, interviewing, and screening all candidates for camp positions. Prior to a hiring offer, all candidates undergo a background check through an independent search company, a review on the National Sex Offender's registry, fingerprinting, and reference checks.

## Our Training

We are strongly committed to providing quality camp programs. The Y offers staff the opportunity to grow both personally and professionally through ongoing development and training. All staff participate in at least full week of training (or more!) prior to working at Y Camp. Trainings include the Prevention and Identification of Child Abuse, First Aid, CPR, Y Character Development and Curriculum Implantation. Staff members attend classes at our Y Camp Academy, onsite at camp locations and online. Supervisors and camp directors complete additional training to promote a child-safe environment.

## Child Abuse Prevention

Y associates receive training on the Prevention and Identification of Child Abuse. As stated in the Maryland State Board of Education Child and Family Daycare Center Licensing Regulations, it is mandatory for child care providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All Y associates are mandated to report any suspected child abuse.

## Policy on Associates Working with Campers outside of Y Time

Employees are often asked by Y families to provide child care (babysitting) and other services on their own time to Y members and their families. The Y in Central Maryland does NOT permit employees to provide babysitting or other services to families or children they meet through Y programs. In addition, associates should not provide transportation in a personal vehicle or be in personal contact with your camper outside of Y programs. This includes personal communications not related to Y programs through email, texting, phone calls, letters, or contact over the internet. Such policies are designed to protect children and associates from child abuse and/or false allegations. Parents are asked to report any violation of this policy to Y Leadership.

## Online Registration

### Online Camper Information

During the online registration process you completed a Registration Packet for each camper attending Y Camp and answered questions concerning your camper's health history, allergies, medications, dietary concerns, immunizations, etc. This information must be updated every camp season and all questions must be completed in order to attend camp.

Since a significant amount of time from registration to camp attendance occurs, important information can change. It is the responsibility of the parent to communicate any necessary updates to a camper's Registration Packet to Y Camp staff in writing to [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org).

### Health Inventory

This section of your camper's Registration Packet contains health information to help communicate the physical, behavioral, emotional, and psychological needs of your camper. This information is kept confidential, however may be shared with emergency services staff should an emergency arise while your child is at camp.

### Campers with Special Needs

The Y in Central Maryland is excited to have every child at Y Camp. For us to better serve your camper please indicate any emotional, physical, psychological, or behavioral needs, including the need for a lower staff to camper ratio, in the camper Registration Packet. Be sure to fully describe any unique requirements of your camper. Please contact Camp Leadership prior to attending camp to discuss any accommodations or medications necessary for your camper to thrive at Y Camp. Email [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org) to be connected to the appropriate staff member.

### Standard Waivers

During registration, you will sign a waiver giving your camper permission to participate in all camp activities including swimming, canoeing and archery. This form also includes Y in Central Maryland photo-release information and sunscreen waiver. Please read all sections before signing.

### Emergency Contacts and Authorized Pick-Up

During registration, you will list the adults authorized to pick up your child from Y Camp. Your child may be released at any time to any adult on this list. You **MUST** list a minimum of 2 separate emergency contacts with daytime numbers. **Make sure you as the parent/guardian are listed first.**

## Sign-In and Sign-out Policy

For the safety of our campers, parents (or another authorized individual) must accompany each camper into and sign them out of Y Camp daily. Campers will be released only to listed authorized adults. Adults will be required to show photo ID every day, every time they pick up a camper.

### Identification Required for Camper Pick Up

Your child will not be released to any individual including a parent or guardian without proper photo identification. A Y in Central Maryland membership card will NOT be considered an acceptable form of I.D.

## **THERE ARE NO EXCEPTIONS!! THERE ARE NO EXCEPTIONS!!**

The safety of your child is considered more important than any inconvenience that may occur from showing identification on a daily basis. *A PHOTO ID IS STILL REQUIRED EACH DAY* even if your name is listed as an authorized pick-up person.

### Pick-Up Backup Plan

Because the unexpected sometimes happens, we strongly recommend that you establish a backup plan should you be unable to pick up your camper. Remember that all adults who may need to pick up your camper must be listed on the authorized pick up list.

### Sign-in and Out Area

The location of sign in and sign out varies by camp location. Please follow posted signage as you enter the camp property. You will begin receiving newsletters by email on the Thursday prior to the week you registered for camp that will contain information on specific procedures and maps (as necessary) to help guide you on your first day.

## Custody Changes

If necessary, it is imperative that official, current court documents be submitted to your camper's file if custody or visitation is a concern. During the online registration process, you were asked to provide the names of people who are never authorized to pick up your camper. Without court orders, we cannot withhold a parent from their camper. The parent who registers for enrollment is responsible for the camp fees. We cannot subdivide fees and establish multiple accounts. For more information, contact [ycamp@ymaryland.org](mailto:ycamp@ymaryland.org).

## Late Pick-up Policy and Fee

All campers must be picked up by the close of the camp day, 6pm unless otherwise stated (see program hours). Parents are considered late if the camper is not picked up by the close of camp. Any parent arriving after closing time will receive a late slip and charged a late fee of \$5.00 per camper for every 5 minute increment or fraction thereof (i.e. a late pick-up at 6:06 would cost \$10.00, a late pick up at 6:09 would cost \$10.00, a late pick-up at 6:11 would cost \$15.00, etc.) This fee may be paid at the time of pick-up or at the latest, the next morning during sign-in.

If payment is not received by sign-in the next morning, your child will not be permitted to attend camp until the fee is paid. There is no cut off time for this fee and the authorities will be notified for any children left at camp one hour past camp end time. Habitual lateness is cause for termination from camp.

## Behavior and Discipline Policy

For many people, discipline has only negative connotations. Some may regard it as punishment. If we look at the source of the word "discipline," however, we find it has a very positive meaning. To discipline means "to teach." It is a learning experience – something we do with children, not to children.

Children must learn how to take care of themselves and live in a world with other people. Through discipline, we teach self-control and responsibility. Teaching discipline is one of our most important jobs. Qualified, trained staff are provided who are knowledgeable about the traits and needs of school age children and who are effective in diminishing disruptive behaviors by:

- Using preventative management techniques and encouraging self discipline.
- Stressing positive behaviors.
- Providing an enriching environment to diminish disruptive behavior.
- Offering a selection of interesting activities and giving choices.
- Changing environments.
- Facilitating the settlement of disputes versus intervening.
- Letting children experience the consequences of their actions when appropriate.
- Using "time outs" (if necessary) – the child is encouraged to take time away from a group activity for a short time period to regain self-control.
- Developing "house rules" with the children.
- Establishing mutual respect.

## Behavior Expectations

All campers, parents and their families are expected to promote and exemplify the Y's core values of caring, honesty, respect and responsibility at all times while in Y programs, on Y property, and off-site while under the supervision of Y Staff. Appropriate and respectful language, mannerisms, and behavior is expected at all times.

## Behavior Plan

The purpose of this plan is to enable a child who is having behavioral difficulties to continue in a Y program. This plan also sets acceptable limitations on the amount of disruption that will be allowed to precede a discontinuation of care.

Disruptive Behavior includes but is not limited to:

- Refusing to participate in programs/activities
- Bullying and/or harassment of others
- Any type of physical harm to another
- Destroying property of the Y or that of the property owners
- Lying and/or stealing

## Procedures for Behavior Management Plan

The timeline for these procedures is unspecified and will vary by the level and urgency of the behavior.

### The Camp Director will:

- Alert parents to the problem behavior.
- Document behavior.
- Consult with supervisor to develop a plan of action for behavior management.
- Review the plan with the child's parent and ask for suggestions and help with implementation.
- Seek the counsel of an outside specialist.
- If the problem persists, the Camp Director will require that the child be picked up immediately and suspend the child.

### An immediate suspension from camp will result if a child:

- Endangers or physically threatens the camp, Y employee, and/or other campers.
- Endangers or threatens himself/herself.
- Destroys property intentionally or as a result of other purposeful acts.

Immediate suspension will result from behaviors that threaten the safety and well-being of oneself, another child, or Y employee (physical abuse, threats) as well as behaviors that place the camp program and the Y at risk (running away, threats to camp, other endangerment). The incident will be reviewed and evaluated for possible termination. **Credits and/or Refunds are not issued for days of camp missed due to suspension or termination, behavioral issues, and/or adjustment issues.**

## Family and Parent Involvement

### Family Events and Spirit Day Activities

Each summer, camp hosts several events and spirit days that are open for parents and families to attend. Please see your camp's newsletter for a dates and times so you can join us for some old fashioned camp fun for the whole family.

### "Give Every Child a Chance" Fundraising Efforts

As an organization that promotes social responsibility and community togetherness, all camp locations partake in different fundraisers throughout the summer. While monetary donations are not mandatory, we do design each fundraiser for campers to have fun while raising awareness for our cause and ask that every camper participate in some way. All money raised benefits the Y's Give Every Child A Chance Annual Campaign.

### Recyclable Materials Donations

Camp is constantly in need of recyclable materials like toilet paper rolls, clean tin cans, and empty cereal containers. A list of needed items can be found in the parent information area and in the weekly newsletter.

## Transportation Policy

When the Y provides transportation for campers, either to and/or from camp, on swim trips or on field trips, there are strictly enforced safety guidelines that Y associates follow.

Guidelines include:

- Supervision of campers prior to loading and after unloading the bus
- Annual vehicle inspections
- Pre-trip safety checklist
- All vehicle equipped with a first-aid kit
- Associates will have active First Aid and CPR certifications
- A Y provided cell phone in case of emergencies

In addition to these guidelines associates will instruct and supervise campers of the rules of the bus prior to the bus moving. Campers are expected to follow the rules or risk losing their transportation privileges. These rules include, but are not limited to the following:

- Safe seating shall be provided for each person, with the maximum rated seating capacity specified for each vehicle
- Seat belts must be worn at all times, if available
- Campers must remain seated while the bus is in motion
- Any passengers in wheelchairs will be belted in and chair wheels locked. Other reasonable accommodations may apply for campers with special needs
- Campers must remain seated at all times and heads should be visible
- No camper should lie down in seat or on each other's laps
- At no time should head, arms, or other body parts be out of the window or in the aisle
- Conduct of bus riders must not disturb or distract the driver
- No objects shall be thrown from the vehicle at any time
- Campers must hold on to their own belongings. Aisles and the floor must remain clear of backpacks, lunch boxes, and any other items.
- Attendance sheets will be present on each bus for each bus stop and for all field trips. Campers will be lined up outside of the bus and attendance will be taken as they load the bus.
- Vehicles should follow convoy travel procedures (when applicable)

Should the need arise due to an emergency, a change in weather or a change in established plans, Y Camp will contact parent/guardians via email (if they are signed up for them) and will also receive an email to the email address you registered with to let you know what changes have been made or what the emergency is. If there is a critical emergency parents/ guardians will be contacted via a phone call. Please visit <http://bit.ly/CampAlerts> to sign up for text message alerts.

Each camp location that offers transportation to and/or from camp will communicate specifics of the transportation plan with parents/guardians separately. This information may be shared in the camp's weekly Newsletter, such as with field trips, or each Y Camp may send out a separate communication to each camper that has registered for transportation, such as with daily shuttles to and from camp.

Transportation times and stops are listed in the camp brochure and in the online registration system. When registering, choose the location and time that best suits your needs. These are also described in the online registration. Parents may arrive up to 15 minutes PRIOR to the stated time. A staff person will be available to assist you with signing in your camper and providing you with necessary communications. The bus will LEAVE at the time stated in the brochure. Parents must pick up their camper within 5 minutes of the stated drop off time. A staff person will be available to assist you with signing out your camper and providing you with necessary communications.

## Customer Service Office

303 West Chesapeake Ave  
 Baltimore, MD 21204  
 443-322-8000 (phone)  
 410-779-9426 (fax)  
 customerservice@ymaryland.org  
 www.ymaryland.org

**The Y in Central Maryland Tax ID**  
 52-059-1699

### Customer Service Office

The Customer Service Office can be contacted to assist with specific financial concerns on your Y account. They are available to answer questions concerning:

- General camp questions
- Enrolling in camp online
- Camp cancellation policy
- Special payment arrangements
- Y Open Doors financial assistance
- 3rd party billing/funding from outside sources

### Online Financial Access

Through our online registration system, you have access to the following:

- See enrolled camp locations and weeks
- Find weekly balances and due dates
- Generate receipts and tax statements
- Change your credit card/EFT information for auto-draft payments
- Pay camp balances early
- Make camp changes (switch camp locations, weeks or camp programs)

*\*Cancellations cannot be done online. Please email customerservice@ymaryland.org to cancel a camp week.*

## Explanation of Fees

### Online Registration Fee/Packet

Registration fees are non-refundable and non-transferable. Unless a child is registered during a promotional period, there is a \$35.00 registration fee/packet for each camper each summer. This registration fee is applied to and paid for when the Registration Packet is completed online. It contains all of the camper's health and emergency information. If registering for both day camp and overnight camp, a separate packet for each camp needs to be completed.

### Deposit

A \$25 per week/per camper deposit is required for all camps (reduced deposit during promotional periods). Deposits are non-refundable and are only transferable (less a \$5 process fee per week/per camper) when changing one camp week for another in the same camp season. Camp cancellations and exchanges must be made two weeks in advance by emailing customerservice@ymaryland.org.

Puh'tok Day Camp has a \$100 deposit per week/per camper.

Puh'tok Overnight Camp has a \$200 deposit per two-week session/per camper.

### Balance of Weekly Camp Fees

Payments are automatically drafted from the credit card/EFT used at the time of registration, on each Monday, 14 days prior to the start of each camp week. Payments prior to the auto-draft may be made anytime online. If the balance is not paid, the camper will not be permitted to attend camp and the slot will be reassigned. The balance for overnight camp at Camp Hashawha and Puh'tok is due 30 days prior to the camper's start date.

### Transportation Fees

Transportation fees are due in full at the time of registration and are non-refundable. During online registration, sign up for transportation is separate from the camp week.

# Financial Agreement

## Early Bird Discounts

Early Bird discount codes must be added to your online cart at the time of checkout. Changes in camp weeks that are made after the promotion period ends are subject to full price.

## Y Membership - The Y in Central Maryland

An active Y family membership must be in the name of the parent/guardian registering the child and must be in place prior to camp enrollment and remain active from that time through the end of the camp season to receive the membership discount on camp. If a membership is purchased after registering for camp, you will not receive the membership discount. Membership status will be verified and fees will be adjusted to the open rate as needed.

## Check/EFT Policy

The Y accepts personal checks/EFTs, however, there will be a \$25 charge for any check/EFT returned to us unpaid by your bank. The unpaid balance from the bank can only be paid by cash, money order or debit/credit card. If two checks/EFTs have been returned on your account, the Y will not be able to accept any checks/EFTs on your account.

## Late Pick-Up Fee

If your camper is not picked up by the designated end time, you may be charged a late pick-up fee. This fee must be paid no later than sign-in the next morning or the camper will not be admitted to camp. Repeated lateness can be cause for dismissal from camp.

## Summer Bridge Membership (Full-time Y Before/After School Enrichment Families Only)

Full-time Y Before/After School Enrichment families receive a complimentary Y family membership during the 2018-2019 school year. When registering for Y Camp, the member rate will apply because at the time of purchase, you are a Y member, but your complimentary membership expires prior to the start of the camp season. To keep the member rate, you must purchase a bridge membership for \$180. The bridge membership is valid June through August and will allow your family to keep the camp member rates and access to all Y centers in Central Maryland. If the bridge membership is not purchased by May 1st, your camp rates will change to the (higher) open rate.

## Financial Assistance and Special Payment Arrangements

Financial assistance is available through the Y's Open Doors financial assistance program which is funded by the Y's For A Better Us and Send a Kid to Camp campaigns. A financial assistance application can be submitted for consideration to the Customer Service Office starting January 1, 2019. Funding may be limited and may not always be available. Availability is based on the amount of funds donated/raised.

By setting up a special payment arrangement through the Customer Service Office, you are no longer eligible to receive promotional discounts. The parent registering the child is responsible for all fees not covered by financial assistance or 3rd party/funding from outside sources.

## Online Registration Fee/Package

During the online registration process you should complete the \$35 Registration Packet and answered questions concerning your camper's health history, allergies, medications, dietary concerns, immunizations, etc. This information must be updated every camp season and all questions must be answered in order to attend camp. Camp weeks will be reassigned if a packet is not completed within two weeks of registration. Since a significant amount of time from registration to camp attendance may occur, important information can change. It is the parent's responsibility to maintain their online profile account.

## Additional Forms (<https://ymaryland.org/programs/camps/generalinfoforms>)

Your camper's health history may require additional forms to be completed and submitted no later than the camper's first day of camp. If the required forms are not completed, the camper may not be admitted to camp until all forms are collected. Forms may include medication authorization form, allergy medical alert form, immunization records and custodial agreements.



**Auto Draft Payments**

It is your responsibility to keep your account and payment information up to date. All payments will be processed automatically on the Monday, 14 days prior to each camp week, through your online account using the credit card/EFT you set up during registration. You can change your credit card/EFT information through your online account at any time. You can make additional payments through your online account before the auto draft date. Should a payment be returned for any reason, you must log into your account and make a payment in full by debit or credit card only. If you do not bring your account up to date, your camper's space will be reassign and he/she will not be admitted to camp without full payment. Any fees previously paid, such as the deposit or partial payment for the week, are forfeited. *The balance for overnight camp at Camp Hashawha and Puh'tok will be processed automatically 30 days prior to each camp week through your account using the credit card/EFT set up during registration.*

**Cancellation Policy**

The last day to submit a cancellation is at least 14 days prior to the start of each day camp week and 30 days prior to the start of Camp Hashawha and Puh'tok overnight camp weeks. Cancellations must be submitted in writing and emailed directly to customerservice@ymaryland.org or faxed to (410) 779-9426. Changes and cancellations can not be accepted at a Y center or camp location. Verbal cancellations will not be accepted. If camp sessions are not cancelled in writing within the appropriate timeframe, credit/refunds will not be issued. *The \$25 deposit (\$100 deposit for Puh'tok day camp, \$200 deposit for Puh'tok overnight camp) is non-refundable and non-transferable.*

**If a week of camp is cancelled AT LEAST 14 days (day camp) or 30 days (overnight camp) PRIOR to the start of the camp week:**

- Deposit: will be FORFEITED
- Balance: if applicable, may be refunded

**If a week of camp is cancelled WITHIN 14 days (day camp) or 30 days (overnight camp) PRIOR to the start of the camp week:**

- Deposit: will be FORFEITED
- Balance: will be FORFEITED

**Transfer/Change Policy**

at least 14 days prior to the start of each day camp week and 30 days prior to the start of Camp Hashawha and Puh'tok overnight camp weeks.

The \$25 deposit (\$100 deposit for Puh'tok day camp, \$200 deposit for Puh'tok overnight camp) is transferable less a \$5 process fee per week/per camper when changing one camp week for another in the same camp season. Please be advised that any changes will result in losing any applied discounts to your new camp week including promotions or reduced deposits.

Changes may be made through your online Y account at ymaryland.org/myaccount. After June 1st there will be a \$5 processing fee per change. Changes can also be made by emailing customerservice@ymaryland.org. All changes made through Customer Service are subject to the \$5 process fee per week/per camper.

**If a week of camp is transferred/changed AT LEAST 14 days (day camp) or 30 days (overnight camp) PRIOR to the start of the camp week:**

- Deposit: may be transferred to new camp week/program, minus \$5 process fee
- Balance: may be transferred to new camp week/program

**If a week of camp is transferred/changed WITHIN 14 days (day camp) or 30 days (overnight camp) PRIOR to the start of the camp week:**

- Deposit: will be FORFEITED
- Balance: will be FORFEITED

## Camp Payment Schedule

2019 Camp Sessions	Day Camps Last day to change/cancel and Auto draft/payment due date (14 days prior)	Hashawha Overnight Camp Last day to change/cancel and Auto draft/payment due date (30 days prior)	Puh'tok Overnight Camp Last day to change/cancel and Auto draft/payment due date (30 days prior)
(Week 1) June 17-21	Monday, June 3	Monday, May 18	N/A
(Week 2) June 24-28	Monday, June 10	N/A	Monday, May 24
(Week 3) July 1-5	Monday, June 17	Monday, June 1	Monday, May 31
(Week 4) July 8-12	Monday, June 24	N/A	Monday, June 7
(Week 5) July 15-19	Monday, July 1	Monday, June 15	Monday, June 14
(Week 6) July 22-26	Monday, July 8	Monday, June 22	Monday, June 21
(Week 7) Jul 29-Aug 2	Monday, July 15	N/A	Monday, June 28
(Week 8) Aug 5-9	Monday, July 22	Monday, July 6	Monday, July 5
(Week 9) Aug 12-16	Monday, July 29	Monday, July 13	Monday, July 12
(Week 10) Aug 19-23	Monday, August 5	N/A	N/A

## Credits and Refunds

Please refer to page 25 in reference to credits/refunds based on customer requests for camp cancellations, changes or transfers.

- **Y Canceled Session:** A full credit/ refund will be issued in situations where the Y cancels a camp session
- **Weather-related Closing:** No credit/ refund will be issued should weather cause camp closings including closings of pools and other water activities during thunderstorms.
- **Absent and/or Sick Camper:** Please see ill/sick camper policy on page 14. There is no reduction of fees if a child is absent from camp, including illness.
- **Damaged Property:** Replacement costs for damaged or broken Y in Central Maryland property, either accidentally or deliberately, is the responsibility of the parent/guardian; this includes any property associated with camp operations, locations and vehicles.
- **Behavioral Issues and Suspensions:** If a camper is suspended from camp, a refund will not be issued. Campers may be dismissed from the program without notice if their behavior is consistently disruptive or if their behavior threatens the health and safety of themselves or the safety of other campers or associates. Behavior guidelines apply to a camper's parents, guardians or caregiver and a camper may be dismissed from camp due to their actions. Please see the behavior policy on page 20 for reference.
- **Program Concerns:** Any concerns with camp operations, activities or events should be brought to the attention of the Camp Director/Camp Coordinator immediately in an attempt to correct the situation.