



PARENT MANUAL



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The Y in Central Maryland



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Please Note: Due to ongoing health and safety changes for summer 2020, some policies and procedures in this manual may become outdated. The most up-to-date information and changes will always be communicated to you via PlayerSpace (see pages 12 and 15).

WELCOME!

Dear Parent/Guardian,

We would like to take this opportunity to welcome you and your child to the Y Camp!

As the founder of organized summer camp in the United States, 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.

We are committed to help children grow socially, emotionally, mentally, and physically. We offer an exciting camp curriculum that encourages fun and learning, and keeps campers engaged in the summer while school is out.

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

- **To grow personally**
- **To learn the Y's four 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!**

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 deliver necessary and continual improvements so that you and your camper have the best experience possible.

Please take a few moments to review this Camp Parent Manual. It outlines policies and procedures and answers many commonly asked questions.

This manual and all forms are also available at ymaryland.org. Most other camp related communications will be via your PlayerSpace account or by email to the email address you provided at registration.

You can also "Like" the Y Camp page on Facebook at www.facebook.com/YCampMD or on Instagram at www.instagram.com/ycampmd to see regular updates, pictures, and communications about Y Camp.

As your partner in developing healthy, happy youth, please feel free to share with us any information that will help make your child's experience the best possible.

Let's have a great summer!

Kind regards,

Lana Smith
VP, Camp & Family Experience

Our Mission

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

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, associates, 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

Our Health Promise

The Y in Central Maryland is dedicated to providing and maintaining a safe and healthy environment for every person who participates in our programs. Each experience, facility, and program are continually reviewed to ensure standards of health and safety practices are in place, utilized, and redefined as necessary.

As you complete your Camper's Health Inventory, it is important to share with us information that will help us create your child's best camp experience. Refer to pages 10-11 and/or your PlayerSpace account for more information.

In some cases, camper's have health requests, restrictions, and/or considerations that we should discuss together, prior to camp, to determine possible accommodations . Please contact your Camp Director for more information regarding:

- a need for a lower counselor to camper ratio than those stated in our programming section (pg. 5)
- health concerns such as a chronic illness, physically disabling condition or mental, social, behavioral, and/or emotional wellbeing need.
- any circumstance that may affect your child's health, safety, and well being while at camp.
- We expect to run Y Camp with enhanced health procedures to help protect campers, parents, and Y associates, based on the guidance of fact-based sources, including the CDC and the State of Maryland. As guidance evolves, so will our health procedures. Any changes in how we operate camp will be communicated to you. If we are unable to offer camp due to COVID-19, we will issue full refunds, including deposits.

Camp for All

Y Camp is committed to a community of diversity, inclusion, respect, and support for all. We value all children, families and associates for their unique characteristics, abilities, life experiences, and contributions. We are committed to ensuring that everyone, regardless of race, color, ethnicity, gender, gender identity, religion, ancestry, national origin, ability, age, cultural background, and/or income, has the opportunity to fully engage in programs that provide meaningful camp learning experiences

Program Hours

Hours for Y Camps at Y Family Centers, The Highlands School, Camp Ilchester, and St. John's Parish Day School

9:00am – 4:00pm Day Camp
 7:00am – 9:00am FREE Morning Extended Hours
 4:00pm – 6:00pm FREE Afternoon Extended Hours

Camp Whippoorwill Hours

9:00am – 4:00pm Day Camp
 8:00am – 9:00am FREE Morning Extended Hours
 4:00pm – 5:00pm FREE Afternoon Extended Hours
 Additional Extended Hours are offered on the transportation route at the Y in Pasadena and the Y in Arnold Bus Stops. Campers at these bus stops may be dropped off as early as 7:00am and picked up by 6:00pm

Y Camp Spencer

8:30am – 4:30pm Day Camp
 7:00am – 8:30am FREE Morning Extended Hours and/or transportation to Camp Spencer
 4:30pm – 6:00pm FREE Afternoon Extended Hours and/or transportation to Bus Stops

Y Camp Puh'tok in the Pines

Day Camp: 8:40am – 5:00pm. Extended hours are available for an additional fee for morning or evening. Breakfast and/or 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 Puh'tok operates Sunday through Friday. Two week options are available, please select the matching session option to stay through the corresponding weekend.

Y Camp at Hashawha

Y Camp at Hashawha operates Monday through Friday. Campers should arrive at 9:00am on Monday and stay through 11:00am on Friday

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.

All of our Y in Central Maryland Y Camps meet or exceed these stringent quality standards. Most Y in Central Maryland Y Camps are ACA accredited.

Group Assignments

Campers are grouped according to age and grade. Camp groups and counselors can change from week to week due to counselor vacations, the number of campers enrolled, a special activity happening that week, etc..

While your camper may not be grouped with the same counselor or campers each week, there are ample opportunities to see friends and siblings during large group games and extended hours. Each week, camp groups will play get-to-know-you games so that every child has a chance to make new friends.

Specific written requests regarding groups, submitted to the camp director prior to the camp week, will be considered but can't be guaranteed.

Camp Ratios (Counselor : Campers)

Kindergarten	1:6
Grades 1-4	1:8
Grades 5-6	1:10
Grades 7-10	1:12
Sport Camps and Sports Add Ons	1:10
Specialty Camps	1:10
Swim Add Ons	1:6

Meals at Camp

Note: The following camps have a daily lunch service included in their Day Camp Programming that is cooked and served onsite:

- Y Camp Puh'tok
- Y Camp Spencer

The following camps have a breakfast and lunch delivered and served each camp day:

- The Weinberg Y in Waverly
- The Y in Druid Hill. Campers

Day Campers are always welcome to bring their own lunch for dietary needs or preference.

Breakfast, Lunch and Dinner are cooked and served onsite at Resident Camp. Campers should not bring snacks or other food packed in their luggage.

- Y Camp Puh'tok
- Y Camp Spencer
- Y Camp at Hashawha

Day Camp Lunch Tips

- All lunch boxes and all food containers should be labeled with your child's first and last name.
- We highly recommend an insulated soft sided cooler or hard plastic cooler, as paper or plastic bags will not keep food cool (even food that does not spoil easily).
- Pack your camp lunch the night before and keep all items in the fridge overnight to chill
- Freezer packs help keep all previously chilled items cooler throughout the day.
- Fruit and Veggies provide great nutrition and cool hydrating treats.
- **CAMP TIP:** Freeze juice boxes or drink pouches overnight. They serve as freezer packs, and become cool slushy drinks by lunchtime!
- Additional lunch and snack ideas are offered in weekly camp newsletters and on our website to keep kids eating healthy while keeping cool.

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. We understand sandals and crocs may seem more comfortable in the summer months, but you will not be able to safely participate in all camp activities unless you're wearing proper footwear.
- 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 or swim shorts.
- Early mornings in the beginning and end of summer tend to be a bit cooler. Please label any sweatshirts or jackets that accompany you to Early extended hours with your first and last name so they can avoid the lost and found!

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

What To Bring To 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 first and last name. The Y in Central Maryland is not responsible for lost or stolen items.

- **Backpack** - for storing your camper's items including their lunch, water bottle, water play gear, rain gear, and extra clothes.
- **Change of Clothes** - see camper dress code, rain gear and boots on inclement weather days
- **Hat** - for sun and/or rain protection.

- **Lunch & 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 Puh'tok, The Weinberg Y in Waverly, and the Y in Druid Hill serve lunch each camp day.)
- **Reusable Water Bottle** - water fountains & water coolers are available throughout each Y Camp to refill water bottles. All water bottles should be labeled with your camper's first and last name. Go green and use a reusable bottle!
- **Swim Gear** - a 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** - campers should dress in cool, comfortable play clothes that can get dirty. An extra set of clothing is recommended, especially for younger campers.
- **Sunscreen and Bug Spray** - we recommended that 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.
- For **Resident Camp Packing Lists**, please visit ymaryland.org

What To Leave At Home

The following items are not permitted at Y 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, bluetooth speakers, headphones, iPads/tablets, iPods/mp3 players, eReaders, Nintendo, gaming devices, etc..)
- Cut-off jeans as 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, unless they are worn only on the pool deck or beach.

General Camp Activities

Campers will participate in different fun-filled stations centered around our Y Camp curriculum geared towards developing the full body, mind, and spirit of each camper. Campers will have an opportunity to access their creative side by making 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 and sports and other fun camp activities. Activities vary by location. Please visit ymaryland.org/camp for more information on your camp location's amenities.

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 at every level 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 Hours

During extended hours, 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 hours 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 day 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 rules and expectations, 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, inflatables, 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.

Swim 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 or safety restrictions, a camp site may offer certain activities for specific age-groups only.

Canoeing (Y Camps at Whippoorwill, Hashawha, Puh'tok, 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 (Y Camps at Catonsville, Whippoorwill, Ilchester, Hashawha, Spencer, Puh'tok, and Hill)

Archery is available at some Y Camps for campers in older age groups. Archery is taught by a trained and qualified Y Camp Associate and all campers who participate in archery are trained to properly 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.

Confidence Courses (Y Camps Puh'tok, Spencer, and Hashawha) Campers will participate in individual and team building challenges that support healthy personal growth, problem solving, and team work.

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 summer fun!

Rainy Days

Rainy days 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 heavy duty party tents. *Under no circumstances will any camper be outside during thunder and/or lightning.* Rainy day games such as cards, board games, circle games, and more are 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, heavy duty party 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. Water fountains and water coolers to refill water bottles are 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. 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.

Water Activities

Each week campers 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 a Y lifeguard prior to use. Please label all personal items with your camper's 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 based 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 safely 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 feet 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.

Allergies

It is the parent's responsibility to inform the Y in Central Maryland Y Camp's of any allergies your child may have. Please list any allergies in the Camper Health History completed online through your PlayerSpace account. Should any changes need to be made, contact 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 in your PlayerSpace account.

Allergy or Medical Emergency Care Plan Form

If your camper has an allergy or medical condition, 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. 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 found in your PlayerSpace account.

Immunizations

While complementing the Camper Health History, you are asked to state your campers residency. For campers that reside in the United States, a US territory, or the District of Columbia, submission of immunization records are not necessary. For campers that live outside of these bounds, an original state-mandated Maryland Department of Health immunization form must be submitted. If your camper falls under 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 or in your PlayerSpace account.

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.

Sick Camper Policy

Please do not send your child to camp if they are 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.

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 from Y Camp in the event of illness. The three emergency contacts you list in your Camper Health History should be readily available in the event of an emergency, should reside within a reasonable distance of the area of the camp and have phone numbers that are kept up to date. Only individuals listed on your camper's authorized pick up list may pick up your camper from Y 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.

Sunscreen

Y Camp does not provide sunscreen. Parents should apply sunscreen on their camper before leaving for camp each morning. Throughout the day, sunscreen breaks will be taken. Campers should be able to apply their own sunscreen themselves. When necessary, under counselor supervision, another camper may assist in this application to areas the child cannot reach on their own (i.e. back and shoulders). 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.

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 trained 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 evening or following day.

In case of a 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 insurance coverage.

In the event that your camper gets a minor injury at camp which is determined to only require basic first aid, Y Camp Associates will administer the appropriate first aid. Parents will receive notification of any first aid that has been administered.

Medications and Medication Administration Policy

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 Health History.

Medication Authorization Form

Each medication that might need to be given at while at camp will require a Medication Authorization Form. Please be aware, statewide regulations require an physician's original signature on all medication paperwork, including over the counter medications. The physician's signature must be on Y Camp paperwork. We cannot accept paperwork from your school or other camps. Medications that are not accompanied by fully completed paperwork are not able to be accepted by Y Camp. All medication forms can be found at ymaryland.org or in your PlayerSpace account.

Medication Check-in and Check-out Process

Campers are not allowed to keep any medication, including over the counter medications such as Tylenol, on their person. Medication can be submitted with the appropriate paperwork to 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 promptly destroyed in accordance with Maryland regulations.

Communications from Camp

PlayerSpace

Things that come from your account

- Photos
- Alerts
- Newsletters
- Weather alerts
- Emergency information
- Camper Notifications
- Operational Changes

Weekly Newsletters

Each camp location creates and sends a parent newsletter on the Thursday prior to your registered camp week. Newsletters are sent to the email address used on your PlayerSpace account, as well as posted onsite at Y Camp.

Email Communications

Y Camp's primary means of communication will be through your PlayerSpace account. Please be sure to download the app and check your email on a regular basis for the most up to date information about Y Camp.

Please Note: Due to ongoing health and safety changes for summer 2020, some policies and procedures in this manual may become outdated. The most up-to-date information and changes will always be communicated to you via PlayerSpace.

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 the sign-in/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.

Communications to Camp

Contacting Camp Prior to the Start of Summer

Membership Associates in each Y Center are able to assist you in answering general camp inquiries and registration information questions.

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, but please note that it is not activated or checked prior to the start of camp.

Anne Arundel County

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

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
In Season 410-816-6194

Camp Whippoorwill

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

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

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 443-890-3665

The Y in Catonsville

850 S. Rolling Road
Catonsville, MD 21228
Out of Season 410-747-9622
carrollcamp@ymaryland.org
In Season 443-890-3678

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

Camp Hashawha

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

The Dancel Y in Ellicott City

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

Camp Ilchester

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

St. John's Parish Day School

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

Each Y Camp has an in season
camp cell phone number and email address
that will become active the first week of camp.
For information during the off season, please call
the closest Y Center or email ycamp@ymaryland.org

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 state regulations 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 associates the opportunity to grow both personally and professionally through ongoing development and training. All staff participate in at least one 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 Implementation. Camp Associates 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

Associates 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 associates 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 in any way 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.

PlayerSpace & Online Information

Camper Health History

During the online registration process you completed a Camper Health Inventory on PlayerSpace each camper attending Y Camp. You 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 Y Camp. This information is kept confidential, however may be shared with emergency services staff should an emergency arise while your child is at 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.

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 fully describe your camper's emotional, physical, psychological, or behavioral needs, including the need for a lower staff to camper ratio, in the Camper Health History. After receiving this information, a Y Camp Director will reach out to discuss.

Camp Leadership is always available to discuss opportunities and considerations for your considerations for your camper to have the best experience at Y Camp.

Emergency Contacts and Authorized Pick-Up

In PlayerSpace, 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 3 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. Your PlayerSpace account enables you place contact information and photo identification for each parent, guardian, emergency contact, and family member. Photos must be clear and recognizable. If your PlayerSpace account is incomplete and without photos, a government issued ID will be required each day. Camp Leadership reserves the right to ask for a government issued identification in any circumstance.

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 receive a newsletter by email on the Thursday prior to the week you registered for camp, containing information on specific procedures and maps (as necessary) to help guide you on your first day.

Custody Agreements

If necessary, it is required that official, current court documents be submitted to your camper's file if custody or visitation is a concern. Without court orders, we cannot withhold a parent from their camper, even if that parent is not listed as an emergency contact. The parent who registers for enrollment is responsible for the camp fees. We cannot subdivide fees and establish multiple accounts. For more information, contact customerservice@ymaryland.org

Unauthorized Pick-up

If there are specific concerns of someone unauthorized attempting to pick-up or visit your camper, while at camp, please discuss this with the Camp Director. Court orders may be required. In certain situations, a court ordered visitation, mentoring visit, coach or authorized through a school are also reasons to discuss with the Camp Director. If a visitation during camp time by any person, including a parent, is necessary for any reason, please contact the Camp Director.

Late Pick-up Policy and Fee

All campers must be picked up by the close of the camp day, 6:00pm 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 be charged \$10.00, a late pick up at 6:09 would be charged \$10.00, a late pick-up at 6:11 would be charged \$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 the close of camp. 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.

As children grow, they are learning 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 associates 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 Associate, 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.**

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, for field trips, or each Y Camp may send out a separate communication to each camper that has registered for daily transportation 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 camp account. They are available to answer questions concerning:

- General camp questions
- Enrolling in camp online
- Camp cancellation policy
- Special payment arrangements
- Y 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 credit card/EFT information for the auto draft payments
- Pay camp balances early
- Make camp changes (switch camp locations, weeks or camp programs)
- **Cancellations cannot be made online, please email**
customerservice@ymaryland.org to cancel a camp week

Explanation of Fees

Registration Fee

During your initial registration, you will be asked to accept a waiver stating that you agree to be charged a one-time, non-refundable, non-transferable registration fee (per camper). The fee will be added to your Y account and charged to the credit card used at the time of registration. If the fee is \$0 during a promotion, you must still accept the waiver. Please Note: If you register for additional camp weeks at a later date, the waiver will reappear and must be accepted, however you will not be charged an additional registration fee.

Registration fees are based on the date of your registration and will be charged as follows:

January 1 - February 29	Fee Waived
March 1 - March 31	\$20
April 1 - April 30	\$30
May 1 - May 31	\$40
June 1 - September 1	\$50

Deposit

A \$25 per week/per camper deposit is required for all day camps. 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 at least two weeks in advance by emailing customerservice@ymaryland.org

Camp Puh'tok Day Camps have a \$100 deposit per week/per camper

Camp Hashawha and Camp Spencer Overnight Camps have a \$50 deposit per week/per camper

Camp Puh'tok Overnight Camps have a \$200 deposit per week/per camper

Balance of Weekly Camp Fees

Payments are automatically drafted, to the Credit Card/EFT used at the time of registration, on 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 Camps at Puh'tok in the Pines, Hashawha and Spencer are due 30 days prior to the camper's start date.

Transportation Fees

Transportation Fees are due in full at time of registration and are NON-REFUNDABLE. During online registration, registration for transportation is separate from the camp week registration.

Promotional Discounts

Promotional discounts codes must be added to your cart at the time of check out. Changes in camp weeks made after the promotion period ends, are subject to full price.

Sibling Discounts

A discount is available for families registering more than one camper at the same time. Use promotional discount code SIBLING2020 at checkout.

Payments

All payments will be processed automatically with the credit card/EFT you choose at the time of registration. Credit Cards numbers can be changed online as needed.

Non-Payment

If full payment is not received by the Balance Due date, your camper's space will be forfeited. Any fees previously paid, such as the deposit or partial balance due for the week, are also forfeited. Re-enrollment is on a first come-first served basis depending on availability.

Credits & Refunds

A credit and/or refund will be issued in situations where the Y cancels a camp session. Credits and refunds will NOT be issued for weather related issues, ill/sick campers, damaged property and/or a camper's/parent's behavior. Camp fees will not be prorated for absenteeism. Any concerns with camp operations, activities or events should be brought to the attention of the Camp Director/Camp Coordinator in an attempt to correct the situation.

Cancellation Policy

Cancellation Deadline

The last day to submit a transfer/change or cancellation is 14 days prior to start of each day camp week or 30 days prior for overnight camps. A \$5.00 processing fee is applied for each weekly transfer/change or cancellation per camper.

No changes or cancellations will be accepted at a Y Center or camp locations. No credit or refund will be issued if camp sessions are not cancelled 14 days prior for day camp or 30 days prior for overnight camp to the start of the registered camp week in writing and directly emailed to customerservice@ymaryland.org or faxed to (410) 779-9426. No verbal cancellations will be accepted.

If a week of camp is cancelled 14 days for day camp or 30 days for overnight camp (or more) prior to start of the camp week:

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

If a week of camp is cancelled within or less than 14 days for day camp or 30 days for overnight camp prior to start of the camp week:

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

Transfer/Change of Camp Week

The last day to submit a transfer/change is at least 14 days for day camp or 30 days for overnight camp prior to start of each camp week.

The deposit 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 for day camp or 30 days for overnight camp (or more) prior to start of each camp week:

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

If a week of camp is transferred/changed within 14 days for day camp or 30 days for overnight camp prior to start of each camp week

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

Cancellation and Payment Schedule

2020 Camp Sessions	Day Camps	Overnight Camp
	Last Day to change or cancel and Auto Draft/Payment Due Date (14 days prior)	Last Day to change or cancel and Auto Draft/Payment Due Date (30 days prior)

(Week 1) June 22-27	Monday, June 8	N/A
(Week 2) June 29-July 3	Monday, June 15	Saturday, May 30
(Week 3) July 6-10	Monday, June 22	Saturday, June 6
(Week 4) July 13-17	Monday, June 29	Saturday, June 13
(Week 5) July 20-24	Monday, July 6	Saturday June 20
(Week 6) July 27-31	Monday, July 13	Saturday June 27
(Week 7) August 3-7	Monday, July 20	Saturday, July 4
(Week 8) August 10-14	Monday, July 27	Saturday, July 11
(Week 9) August 17-21	Monday, August 3	Saturday, July 18
(Week 10) August 24-28	Monday, August 17	Saturday, July 25

Y in Central Maryland Membership

Y Family members receive savings on all Y programs, including summer camp. To receive a discount on camp fees, membership must be active at the time of registration and throughout the camp season. The membership must be in the name of the parent/guardian registering the child. If a membership is purchased after camp registration, the member rate can not be applied. Membership status will be verified and fees will be adjusted to the non-member rate. Membership information is available at your local Y Center or online at ymaryland.org.

Financial Assistance

Families may be eligible for financial assistance through the Y's Open Doors assistance program. Financial assistance applications are available at ymaryland.org/opendoors and at all Y centers. The information you provide is confidential and applications are evaluated on a case-by-case basis. The Y also accepts CCS (formerly DSS) vouchers and 3rd party billing.

Open Doors funds are made available by the generosity of community members who contribute to our Send a Kid to Camp and For A Better Us campaigns. If you are able, please donate at ymaryland.org so that all children can have a safe, enriching summer. Thank you.