



# Y CAMP HANDBOOK



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# WELCOME!

Dear Camp Families,

We would like to take this opportunity to welcome you and your child to 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 helping children grow socially, emotionally, mentally, and physically. We offer an exciting camp curriculum that encourages fun and learning, and keeps campers engaged during 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 Handbook. It outlines policies and procedures and answers many commonly asked questions.

This handbook and all forms are also available at [ymaryland.org](http://ymaryland.org). Most other camp related communications can be found via your Playerspace account or sent by email to the email address you provided at registration.

Please also "Like" and follow 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, engagement opportunities, 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  
Executive Director, Youth Development Operations

## 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 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, campers 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 in our programming section (pg. 5)
- health concerns such as a chronic illness, physically disabling condition or mental, social, behavioral, and/or emotional wellbeing
- any circumstance that may affect your child's health, safety, and/or well-being while at camp

**We will continue to operate 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 via Playerspace. If we are unable to offer camp due to COVID-19, we will issue full refunds, including deposits.

## A Call For Equality, Equity and Justice For All

The Y in Central Maryland strives to reflect and celebrate the rich diversity of the communities we serve. We focus our work on ensuring the equity and inclusion of all, with a laser focus on uplifting those who are too often marginalized in our communities. We do this work with humility, recognizing that we must always first start from within. We invite our many stakeholders to join us on this journey and to hold us accountable towards making "For a better us" have real meaning, for all. For our full equity and inclusion statement, please go to [ymaryland.org](http://ymaryland.org).

## 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 experiences.

## Program Hours

### Hours for Y Camp at Y Family Centers, The Highlands School, and Camp Ilchester

9:00am – 4:00pm Day Camp

Extended Hours: While there is no charge for hours from 7:00am-9:00am and 4:00pm-6:00pm drop off and pick up times may be scheduled to meet restrictions on group assignments and physical distancing.

### Camp Whippoorwill Hours

8:30am-5:30pm Day Camp for onsite drop off and pick up

Daily transportation is available for an additional fee. Hours will vary by location

### Y Camp Spencer

8:30am - 5:30pm Day Camp

Extended Hours: While there is no charge for hours from 7:00am-9:00am and 4:00pm-6:00pm drop off and pick up times may be scheduled to meet restrictions on group assignments and physical distancing.

Daily transportation is included and available. Hours will vary by location

### Y Camp Puh'tok in the Pines

Day Camp: 8:30am - 5:30pm.

Daily transportation is available for an additional fee to and from the Orokawa Y in Towson.

Overnight Camp: Y Camp Puh'tok operates Sunday evening to Friday at 5:30pm.

### Y Camp at Hashawha

Camp operations have yet to be announced for 2021. Please check our website for more information

## 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. 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

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 Camps. Please follow the specific resident camp packing list for bringing packaged snacks to camp.

### 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 and social media pages 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.
- To keep feet dry and prevent blisters, we recommend campers 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 all items, especially clothing, 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 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](http://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.)
- Jewelry
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment

## General Camp Activities

Campers will participate in different fun-filled stations centered around our Y Camp curriculum and 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](http://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 to 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 slip 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 Camp 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 participate in catch-and-release crabbing and fishing.

### 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 led by a certified instructor. All campers are taught how to properly and safely use the equipment prior to firing a bow.

**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– High and Low Ropes, and Ziplines (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 activity alternatives.

### 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.

**Indoor activities and inclement weather procedures may change as COVID restrictions and orders guide indoor groups and gatherings. Families must have back up plans for the potential closure of camp due to severe weather where indoor options are not available.**

## 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.

## Health Forms

All Health, Immunization, Allergy and Medical Care Plans and Medication Authorization forms can be found at [ymaryland.org](http://ymaryland.org) or in your Playerspace portal.

## Allergies

It is the guardian's responsibility to inform the Y in Central Maryland Y Camps of their camper's health conditions, especially any known or probable allergies. Please list any allergies in the Camper Health History completed online through your PlayerSpace portal. You will need to provide additional information on signs, symptoms, treatment, and medications, when necessary. *See also Allergy or Medical Emergency Care Plan form and Medications and Medication Administration Policy.*

### 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, please complete a Y Camp Allergy and Medical Emergency Care Plan. *See also Medications and Medication Administration Policy.*

## 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. *See also Allergy and Medical Care Plan*

### Medication Authorization Form

Medical Authorization Forms require a physician's signature for prescription and over the counter medications. The physician's and guardian'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. Except for emergency situations, campers will administer their medication while a trained associate supervises and logs the event.

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

Campers are not allowed to keep any medication, prescription or over the counter, on their person or in personal belongings, except when emergency self carry medication is authorized in writing by the prescribing physician and guardian. Completed medication forms can be submitted in advance in Playerspace for review by camp leadership or Camp Nurse (Puh'tok). We recommend having this completed prior to the start of the camp season. Please attend a pre-camp orientation or allow adequate time on your 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.

## Immunizations

The Camper Health History form requires the state of 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. 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.

For campers that live outside of the United States, a US territory, or the District of Columbia an original state-mandated Maryland Department of Health immunization form must be submitted.

## Sick Camper Policy

Please do not send your child to camp if they are ill. Signs and symptoms of *any* illness (not just Covid-19) include but are not limited to:

Fever and/or chills	Headaches
Cough	Ear aches
Congestion/Running Nose	Sore Throat
Diarrhea	New loss of sense of taste/smell
Muscle aches or soreness	

Campers displaying symptoms of an illness will not be admitted to camp and must be clear of symptoms for 24 hours (or longer as required by COVID protocols) to be re-admitted to camp. Depending on the nature of the illness, a doctor's note or health department approval may be required before the camper may be re-admitted to camp.

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 and should reside within a reasonable distance of the area of the camp. Please ensure all phone numbers are kept up to date. **Only individuals listed on your camper's authorized pick up list may pick up your camper from Y Camp.** See also COVID-19 protocols.

## COVID-19

*The novel coronavirus, COVID-19, is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing and other measures as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in this organization's programs or accessing our facilities could increase the risk of contracting COVID-19. This organization in no way warrants that COVID-19 infection will not occur through participation in our programs or accessing our facilities.*

Youth Camps in the State of Maryland may operate, but only under specific regulations from the Governor's Office and guidance by the CDC, ACA, and the Maryland Department of Health. Y Camp will communicate any COVID updates prior to camp in the Playerspace portal. Enhanced safety protocols will be implemented in accordance with local and State regulations for the health and safety of all.

### **Anticipated protocols will likely include, but not be limited, to:**

- Camp operations to mostly occur outdoors
- Mask wearing mandates
- Physical distancing
- Reduced group sizes and/or reduced mixing of camp groups
- Reduced gathering spaces such as at the parent table, daily activities, and events
- Daily health screenings
- Physicians or Health Department clearance to return to camp after illness
- Increased and enhanced handwashing and sanitizing of materials

## Sunscreen

Y Camp does not provide sunscreen. Please apply sunscreen on your camper before leaving for camp each morning. Throughout the day, sunscreen breaks will be taken. Campers should be able to apply their own sunscreen. 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 that a child or counselor assists in application, the "bathing suit rule" applies. This rule means they will apply only to areas that are not be covered by a one-piece swim suit.

## 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 Leadership will contact you immediately. A guardian or someone on your camper's emergency contacts list needs to always be available by phone in case of emergency.

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 an injury not requiring emergency care, Y Camp Associates are trained to:

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

If there are concerns about the treatment of an injury, the guardians 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.

# Communications from Camp

## Playerspace

*Things that will be communicated from your Playerspace account include:*

- 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 portal.** 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.

## Social Media

Y Camp is on Twitter, Instagram, and Facebook! Please check our pages 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 newsletters, 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

### The Y in Arnold

1209 Richie Highway  
Arnold, MD 21012  
greaterannapoliscamp@ymaryland.org  
Off Season: 410-544-2525

### The Y in Pasadena

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

### Camp Whippoorwill

520 Lake Shore Drive  
Pasadena, MD 21122  
whippoorwillcamp@ymaryland.org

## Baltimore County

### The Orokawa Y in Towson

600 W. Chesapeake Avenue  
Towson, MD 21204  
towsoncamp@ymaryland.org  
Off Season: 410-823-8870

### The Y in Catonsville

850 S. Rolling Road  
Catonsville, MD 21228  
carrollcamp@ymaryland.org  
Off Season: 410-747-9622

### Camp Puh'tok

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

## Harford County

### The Highlands School

2904 Creswell Road  
Bel Air, MD 21015  
highlandscamp@ymaryland.org

### The Ward Y in Abingdon

101 Walter Ward Boulevard  
Abingdon, MD 21009  
wardcamp@ymaryland.org  
Off Season: 410-679-9622

### Y Camp Spencer

3773 Peach Orchard Road  
Street, MD 21154  
campspencer@ymaryland.org  
All Seasons: 410-452-5173

## Baltimore City

### The Weinberg Y in Waverly

900 E. 33rd Street  
Baltimore, MD 21218  
weinbergcamp@ymaryland.org  
Off Season: 410-889-9622

### The Y in Druid Hill

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

## Carroll County

### The Hill Y in Westminster

1719 Sykesville Road  
Westminster, MD 21157  
carrollcamp@ymaryland.org  
Off Season: 410-848-3660

### Camp Hashawha

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

## Howard County

### The Dancel Y in Ellicott City

4331 Montgomery Road  
Ellicott City, MD 21043  
dancelcamp@ymaryland.org  
Off Season: 410-465-4334

### Camp Ilchester

5042 Ilchester Road  
Ellicott City, MD 21043  
ilchestercamp@ymaryland.org

Each Y Camp has an in-season camp cell phone number that will be active June 1 and an email address that will become active by May 15th. For information during the off season, please call the closest Y Center or email [ycamp@ymaryland.org](mailto: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 in Playerspace for your camper(s) 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.

Depending on when you register, a few months may pass until camp begins. Important information may 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).

### Campers with Special Needs

The Y in Central Maryland is excited to have every child at Y Camp. When completing your Camper (s) Health History, please fully describe your camper's emotional, physical, psychological, or behavioral needs, including the need for a lower staff to camper ratio, in order for us to best serve your child. After receiving this information, a Y Camp Director will reach out to discuss.

Camp Leadership is always available to discuss ways in which we can provide the best experience for your camper.

### 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/guardians (or another authorized individual) must sign camper (s) in and out each day. Campers will be released only to listed authorized adults. Authorized pick up contacts are 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 to 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](mailto:customerservice@ymaryland.org)

### Unauthorized Pick-up

Please inform the Camp Director if you have specific concerns that an unauthorized person may attempt to pick-up or visit your camper while at camp. If a visitation at camp is required for any reason by any person, please inform the Camp Director in advance so that proper arrangements can be made.

### 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. Our qualified, trained associates 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 prior to 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, endangering of self/others). 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 vehicles 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 a 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 to alter our operational plan due to the weather, road construction or blockage, or vehicle issue, Y Camp will contact parent/guardians via a Playerspace/alert or email. In the event of emergency, we will reach you by phone call.

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 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 also 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](mailto: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:

Members	\$0
January 11 - March 31	\$15
April 1 - 30	\$30
May 1 - 31	\$45
June 1 - September 3	\$60

### Deposits

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](mailto:customerservice@ymaryland.org).

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

Camp Hashawha Overnight Camp has 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 the 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 and Hashawha 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 the online registration process, registration for transportation is separate from the camp week registration.

### Promotional Discounts

Promotional discount 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 SIBLING2021 at checkout for 2% off all camps. Not valid on transportation fees.

### Payments

All payments will be processed automatically with the credit card/EFT you choose at the time of registration. Credit card 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.

### 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](http://ymaryland.org/opendoors) and at all Y centers. The information you provide is confidential and applications are evaluated on a case-by-case basis.

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](http://ymaryland.org) so that all children can have a safe, enriching summer. Thank you.

## Cancellation Policy

### Cancellation Deadlines

The last day to submit a cancellation is 14 days (for day camp) or 30 days (for overnight camp) prior to start of each camp week. Credit/refunds will not be issued if camp weeks are not cancelled within this timeframe.

Changes or cancellations must be made in writing and emailed to [customerservice@ymaryland.org](mailto:customerservice@ymaryland.org) or faxed to (410) 779-9426. Requests will not be accepted at Y Centers or at camp locations.

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

- The deposit will be forfeited
- The balance may be refunded, if applicable

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

- The deposit will be forfeited
- The balance will be forfeited



### Cancellations Due to COVID-19

- Campers attending 4-5 days of camp in a week is considered a full week.
- We encourage campers to stay home if they show signs and symptoms of illness, even those that may be caused by allergies, colds/flu, or stomach ailments. If you are out for two or more days due to illness we will issue a prorated weekly refund/credit for up to 1-4 days. Credits may be applied to future weeks.
- If your camper tests positive, you will receive a full refund for any future registered weeks that you are unable to attend.
- If the health department requires camp to close, a full or prorated weekly refund/credit will be issued depending on the length of closure.

### Transfer/Change of Camp Week

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

The deposit is transferable 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](http://ymaryland.org/myaccount). Changes can also be made by emailing [customerservice@ymaryland.org](mailto:customerservice@ymaryland.org).

#### If a week of camp is transferred/changed at least 14 days (day camp) or 30 days (overnight camp) prior to the start of each camp week:

- Deposit: May be transferred to new camp week/program
- Balance: May be transferred to new camp week/camp program

#### If a week of camp is transferred/changed within 14 days (day camp) or 30 days (overnight camp) to the start of the camp week

- The deposit will be forfeited
- The balance will be forfeited

## Cancellation and Payment Schedule

### 2021 Camp Sessions

### Day Camps

### Overnight Camp

#### Last Day to change or cancel

#### Last Day to change or cancel

#### and Auto Draft/Payment Due Date and Auto Draft/Payment Due Date

#### (14 days prior)

#### (30 days prior)

(pre week) June 14-18  
(Week 1) June 21-25  
(Week 2) June 28-July 2  
(Week 3) July 5-9  
(Week 4) July 12-16  
(Week 5) July 19-23  
(Week 6) July 26-30  
(Week 7) August 2-6  
(Week 8) August 9-13  
(Week 9) August 16-20  
(Week 10) August 23-27  
(Week 11) August 30-Sept 3

Monday, May 31  
Monday, June 7  
Monday, June 14  
Monday, June 21  
Monday, June 28  
Monday, July 5  
Monday, July 12  
Monday, July 19  
Monday, July 26  
Monday, August 2  
Monday, August 9  
Monday, August 16

N/A  
N/A  
Saturday, May 22  
Saturday, May 29  
Saturday, June 5  
Saturday June 12  
Saturday June 19  
Saturday, June 28  
Saturday, July 3  
Saturday, July 10  
Saturday, July 17  
N/A

## Membership

### Member Camp Rates

Y Family members receive savings on all Y programs, including summer camp. To receive a discount on camp fees, your membership must be active at the time of registration and throughout the entire 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 open rate.

Membership information is available at your local Y Center or online at [ymaryland.org](http://ymaryland.org).

### Summer Bridge Membership for: Y Before and/or After School Enrichment Participants Y Academic Support Center Participants

Full time (5 days a week) Y Before/After School Enrichment and full time (5 day a week) Academic Support Center participants received a complimentary Y Family Membership for the 2020-2021 school year. When registering for Y Camp, the member rate will apply because at the time of purchase, you are a Y member; however, 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.** This membership is valid June through August and will permit your family to keep the member rate, as well as full member benefits throughout the summer at all 12 Y Centers in central Maryland. If the Bridge Membership is not purchased by May 1<sup>st</sup>, your camp member rate will change to the higher open rate for summer camp.

[illegible]