DAY CAMP FAMILY HANDBOOK

YMCA of Metro Atlanta

WHERE EVERY DAY IS AN ADVENTURE!

WELCOME TO CAMP!

Thank you for choosing the YMCA for your child's camp experience. We strive to provide a safe, structured, and fun environment where campers can build self-confidence, learn new skills, deepen their respect for themselves and others, and make new friends. All our age-appropriate activities are designed to promote independence and develop our four core values: Caring, Honesty, Respect, and Responsibility.

YMCA staff members are here to support both campers and parents. We believe in open communication among campers, parents, and Y staff. Please share with us questions, areas of interest, hopes, fears, and concerns.

The following policies and procedures are minimum guidelines set to provide for a positive, healthy, safe, energetic, and fun environment for the children entrusted in our care.

Thank you for allowing us to be part of your child's summer. We cannot wait to watch your kids LEARN, GROW, & THRIVE at Y Day Camp!

YMCA of Metro Atlanta
Day Camp Team

YMCA DAY CAMP EXPECTATIONS

- **Have Fun:** Let your joy shine! We're all about smiles, laughter, and adventure.
- **Be Kind:** Kindness is cool! Spread good vibes and help out with friends.
- **Keep Your Hands to Yourself:** Personal space is important! Keep your hands to high-fives and thumbs-ups.
- **Listen to Your Staff (Blue Shirts):** Staff know the way — so stay on track and listen when they lead.
- **Have a Good Attitude and Use Positive Language:** Bring your best self! Lift others up with your words and spread positivity.

CAMP GOALS

- Provide a safe, fun, recreational atmosphere for all campers.
- Promote caring, honesty, respect, and responsibility throughout the day camp program.
- Help campers and staff build a sense of belonging and self-confidence.
- Provide opportunities within the program for campers to develop interpersonal relationships and social skills.
- Provide campers with the opportunity to experience a sense of achievement through progressive activities.

CHARACTER DEVELOPMENT

Please help us teach your children the YMCA values by supporting the staff and program in the following areas:

- **Caring:** Sharing is caring! Lift each other up with helping hands and big hearts.
- **Honesty:** Truth is our superpower! Being real, being true — honesty is the best policy.
- **Respect:** Politeness is the key! Treat others the way they want to be treated.
- **Responsibility:** Own it! Take charge of your actions and lead by example.

CAMP OPERATIONS

Full-Day Traditional Camps at YMCA of Metro Atlanta for ages 5-12
Monday-Friday, 9:00 am - 4:00 pm
Pre-Camp: 7:30 - 9:00 am &
Post Camp: 4:00 - 6:30 pm

FEES

Camp fees vary by location and program. Please review the specific fee schedule for your selected camp program.

- A non-refundable deposit is required at the time of registration to secure your camper's spot.
- Program membership is required if your child is not currently a YMCA Facility or Program Member. A program membership allows your family to register for YMCA programs for one year from the date of purchase.
- A late registration fee will be applied for registrations completed after 12:00pm on Thursday prior to the start of the camp week.
- All fees must be paid in full before your camper may attend. In addition, if a camper has an outstanding camp fees balance, they will be ineligible to register for any other Y programs until the fees balance is paid.

PAYMENT OPTIONS & DEADLINES

Weekly camp fees are due 10 days prior to the start of the scheduled week. If you register within 10 days of the start date, full payment is due at the time of registration. Payments may be made using:

- Debit Card
- Check (accepted at the branch)
- Credit Card (A 3% processing fee applies to all credit card transactions. This fee helps to offset processing costs and is not charged by your credit card company.)

FINANCIAL ASSISTANCE

We believe every child and family should have the opportunity to participate in any Y program. Those not able to pay the full fee may be awarded partial financial assistance based on their ability to pay and the Y's ability to fund the subsidy. If you would like to donate to help send a child to camp, visit **ymcaatlanta.org/give**.

The YMCA accepts third party payment from organizations that help families in need. An agreement must be in place between the designated organization and the YMCA prior to the child's start date in the program. If applying for CAPS, we recommend that you do so two months prior to your child's anticipated program start date. If you have applied and are awaiting a response from your CAPS Case Worker, please let your Program Director know.

Please note that each family may only use one form of financial assistance.

LATE PICKUP FEES

Sites close promptly at 6:30 pm. If your child is left after closing time, YMCA staff will attempt to contact parents first and then will proceed to the listed emergency contacts. A late fee of $1 per minute per child will be assessed. The YMCA will contact local authorities for support if any child is not picked up within 30 minutes of programs close and emergency contacts cannot be reached.

DAY CAMP PROGRAM CHANGE POLICY

We understand that family schedules and camper interests may change, and we will do our best to accommodate program change requests when possible.

All changes are subject to availability, capacity, staffing, age requirements, and operational considerations and are not guaranteed. Families should plan for campers to attend their currently registered program unless camp staff confirms a change.

Please submit requests as early as possible. Changes requested shortly before or after a camp week begins may be limited due to staffing, supplies, scheduling, and program preparation.

If approved, changes to a higher-cost program require payment of the additional fee before the change is finalized. Changes to a lower-cost program will not result in a refund or credit for the difference.

CANCELLATION POLICY

A written email request must be submitted at least 2 weeks prior to the start of the week to be cancelled. A refund will be issued, less the $25 non-refundable/non-transferable deposit to hold the day of camp. The account must be in good standing for a refund to be issued. The YMCA reserves the right to apply refund/credit to any outstanding balances.

SIGN IN/OUT PROCEDURES

Most camp locations offer a car line from 7:30-9:00 am and 4:00-6:00 pm for your convenience. Please confirm the specifics for your location with your Program Director. Please stay in your car to drop off and pick up. We require you to use the car line for the ease of traffic flow, convenience, and safety of all. Camp cut off time for check-in is 9:00 am. At pick up, each day, we will ask for a picture ID and check the authorization for the release of the child. If the person is not authorized to pick up the child, the child will not be released. All children must be signed out daily by an authorized adult 18+ years of age. Please be sure your authorized pick-ups are updated by logging into your Y account at **ymcaatlanta.my.site.com/s/login** prior to the start of camp.

EARLY CHECKOUT

If you need to pick up your child before 4:00 pm, please give Y staff a written note during the morning car line with your child's name, camp, and what time you will check your child out. Between 3:45 and 4:00 pm, campers are in transition preparing for the end of the day, and we will be unable to sign out children during this time.

PARENT/GUARDIAN PICKUP AUTHORIZATION POLICY

If there is a parent/guardian who is not, or is no longer, authorized to pickup your child, it is the responsibility of the guardian listed as the primary contact on the account to provide the YMCA with the most current legal documents confirming this information. The YMCA will abide by legal documents provided. If parent/guardians are unable to settle disputes relating to childcare, we reserve the right to temporarily unenroll your child until the proper documentation is received.

CONFIDENTIALITY OF PARTICIPANT RECORDS

We are committed to protecting the privacy and confidentiality of our camper and staff records. We understand the importance of safeguarding personal information, ensuring that it is only shared with authorized individuals. Our confidentiality standards include:

- We keep all participant records secure and confidential
- Only authorized YMCA personnel have access to these records.
- Information from participant records is only shared with parents/guardians and other authorized individuals as permitted by law.
- These records may include, but are not limited to camp registration information, medical information, behavioral reports and incident reports.

YOUTH WITH DIVERSE ABILITIES

At the YMCA of Metro Atlanta, we know that communities are stronger and more vibrant when everyone can take part in programs where they can learn, grow, and thrive.

Our YMCA day camp program provides fun and engaging activities to engage children all summer. While we strive to adapt and modify activities to address different levels of ability and learning styles, there may be instances where a child's needs may exceed the parameters of the scope of our program. Due to the program components and environment, Y programs may not be a fit for every child.

While your child's growth and development are our top priority, we do not offer therapeutic or clinical levels of intervention or reporting. Progress notes should not be expected as they are outside our scope of services.

As a parent/guardian, you know your child best, and we want to learn from you.

We ask that you take the following steps before the program begins:

- Share any behaviors and accommodations that may help your child be more successful in Y programs on the registration form.
- Meet with the Program Director before the start of the program to ensure we are setting your child up for success.

The Program Director may also request a meeting after the program begins to learn of recognized steps that may help your child be more successful in Y programs. If you miss a step, the start of programming for your child may be delayed.

OUR COUNSELORS — 1:12 RATIO*

Recruiting, selecting, training, and supporting staff are essential, interrelated processes to ensure the success and integrity of our Y Day Camp program. The staff is selected for personal qualities of warmth, empathy, and ability to relate positively to children. They receive training in many areas: CPR/First Aid, Risk Management, Youth & Teen Safety, and numerous activities including arts/crafts, games, group team building, and much more. Background Checks and Drug Tests are conducted on all staff and volunteers. This includes criminal record background checks and reference checks. Each staff member is also a Mandated Reporter. This means that when a youth or teen comes to employees and volunteers with a report of abuse or if an employee or volunteer suspects that a youth or teen is the victim of abuse, they must work with Y leadership to review the situation and determine appropriate next steps. Our staff to child ratio will be 1:12 or less to ensure focused attention and the ability for each group to maintain health and safety standards.
**School break camps may operate at a 1:18 ratio.*

YOUTH & TEEN SAFETY

The YMCA of Metro Atlanta is committed to youth and teen safety in everything we do. To read our Youth & Teen Safety Policy and to learn how to recognize and prevent abuse in our community, visit **ymcaatlanta.org/youthsafety**

WHAT TO BRING

Everything that your child brings to camp needs to be labeled with their name, to ensure that if they lose it, we can find it. Please send your child to camp each day with a backpack containing the following:

- Refillable water bottle
- Sunscreen spray & face stick & bug spray (Children must be able to apply their own sunscreen and we ask parents to apply the first coat of sunscreen before dropping off for the day.)
- Lunch*
- 2-3 snacks packed separately
- Swimsuit & towel: Please have your camper come to camp already dressed in their swimsuit with a towel in their book bag.

**Select locations provide lunch during summer camp.*

WHAT TO LEAVE AT HOME

- Electronics including smart watches, smart glasses, and phones (Phones, tablets, gaming devices, will be collected by the counselor and will remain with the Director until camp dismissal)
- Playing cards & Pokémon cards & toys
- Candy and caffeinated drinks
- Valuables, such as money and jewelry
- Library books
- Sports Equipment

EXTRA CLOTHES/OTHER ITEMS

Children will be responsible for changing out of their soiled/dirty clothing and cleaning themselves if an accident occurs. Children will be assisted at bathroom time if needed, however, if a child cannot clean themselves adequately or does not have a change of clothes, parents may need to be notified. Please be advised that soiled clothing will be placed in a plastic bag and underwear thrown away (BM accidents) unless otherwise directed by the parent. YMCA staff cannot wash your child's soiled clothing. Pack extra clothes, in case of any incident, as camp is held outside. Please also pack personal items such as deodorant, sunscreen, pads, & other feminine items.

LOST & FOUND

The YMCA will keep a Lost & Found at Camp during the week. Please label all items to help with this process. Check for lost items daily, as we donate the unclaimed items at the end of each week. The YMCA is not responsible for lost, damaged, or stolen items brought to camp.

DISCIPLINE

The YMCAs philosophy of a discipline program is that discipline is a continuous daily process of redirection, conversations, planning and partnership between the family/guardian, camper, and camp staff. We will work through the following steps to address behavior concerns:

- Child will be redirected and encouraged to participate in other ways.
- Child will be given verbal warning.
- Child will be asked to take a personal time in. A time in is an opportunity for camp counselor and child to engage in dialogue about their behavior and create a plan together. It also provides an opportunity to calm down and regroup.
- Child will potentially lose some/all of privilege of participating in a special activity.
- Child will talk with camp leaders and develop a behavior action plan. Parents will be called to discuss a positive plan for change.

Parent/guardian will be called to pick up their child early if the behavior is causing a disruption to camp and other campers. In some instances, if the issue continues or is of a severe nature, removal from camp for 1 -5 days or indefinitely may be necessary. Occasionally, it becomes necessary to inform family/guardian of disruptive behavior that is above and beyond the typically expected range. In an event such as this, family/guardian communication will occur to discuss the child's behavior. In cases where a child receives two family/guardian conferences, a final conference will be scheduled to discuss the child's continued participation in the program. In some cases, it becomes necessary to remove the child from the day camp program. If this occurs, family/guardian will be asked to find alternative care immediately. Behavior that endangers the camper or others will result in immediate removal from camp. In some cases, return is possible and can be discussed between the Director, family, and camper.

BULLYING POLICY

Bullying is not an isolated incident. Each child entering our camp program will attend a camp orientation on the first day of the session where staff will discuss camper expectations, our behavior policy, and the Zero-Tolerance Policy against bullying. All parents will be notified by an incident report, a phone call, or email if their child is involved in a reported incident. To be successful with this aspect of our camp community, we will deliver age-appropriate activities that encourage and develop listening skills, working together, and understanding others. We are committed to incorporating this aspect into our existing camp program to ensure that our campers have the opportunity to learn and explore in an emotionally safe environment designed to build self-confidence and teach responsibility. If a camper cannot adjust to these rules and expectations, we reserve the right to terminate the camper's enrollment indefinitely.

ZERO-TOLERANCE POLICY

Purpose: The safety, well-being, and positive experience of all participants and staff are the top priorities at our camp. To maintain a safe and respectful environment, we have a Zero-Tolerance Policy for any form of aggressive behavior, whether verbal, physical, or emotional. This policy applies to all children, staff, and adults involved in our programs.

Aggressive behavior is defined as any action or words that may cause harm, fear, or discomfort to another person. This includes but is not limited to:

- Verbal Aggression: Insults, threats, name-calling, or use of inappropriate or offensive language.
- Physical Aggression: Pushing, hitting, kicking, or any form of physical violence.
- Emotional Aggression: Bullying, intimidation, exclusion, or actions that affect the emotional well-being of another person.

Any behavior deemed aggressive or harmful will result in immediate action by camp staff. This may include but is not limited to:

- Separation from the group for a cooling-off period.
- Parent/guardian notification of the incident.
- A meeting with camp leadership to discuss the behavior.

Consequences of Aggressive Behavior

Our camp maintains a Zero-Tolerance Policy, which means aggressive behavior will result in the following consequences:

1. First Offense

- A formal warning will be issued, and the child/adult will be removed from the activity temporarily.
- Parents/guardians will be notified immediately, and a meeting with the camp leadership may be required.

2. Second Offense:

- Immediate removal from the program for the day, or multiple days, with a mandatory meeting between camp leadership, parents/guardians, and the participants.

3. Third Offense:

- Permanent dismissal from the program with no refund of fees. The participant will not be allowed to return for the remainder of the camp session or future sessions.

Serious Violations

In cases where aggression is deemed severe (e.g., physical violence or severe bullying), immediate dismissal from the program without prior warnings may occur. By implementing this policy, we are ensuring that all participants can enjoy a safe, supportive, and positive camp experience.

PARENT/GUARDIAN CODE OF CONDUCT

The YMCA is committed to providing a safe, welcoming and respectful environment for children, families and staff. Parents, guardians and other adults interacting with YMCA programs are expected to treat others respectfully, comply with program policies, follow staff directions, and communicate concerns in an appropriate and constructive manner.

Threatening, abusive, harassing, intimidating, profane, physically aggressive or disruptive conduct is prohibited. Depending on the nature and severity of the conduct, the YMCA may restrict an individual's access to program areas or suspend or terminate the family's program participation. Conduct presenting an immediate safety concern may result in removal from YMCA property and referral to law enforcement or other appropriate authorities.

SOCIAL EMOTIONAL LEARNING AT CAMP

The YMCA is working to infuse social emotional learning (SEL) into youth programs. SEL is the process through which young people understand and manage emotions, set and achieve positive

goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. What better place to do that than camp? Measuring impact will be critical to ongoing program improvement. We are partnering with Hello Insight to use a research-based evaluation tool to collect data through camper surveys. The consent form including more information is part of the registration packet.

FIRST AID, ACCIDENTS & INJURIES

YMCA staff are First Aid & CPR certified and have been trained in emergency procedures. Although we make every effort to always keep the participants in our Y Camp programs safe, accidents and injuries are a part of childhood. Should your child become injured during camp, the following steps will be taken:

- **Minor Injuries** (scrapes, bumps, bruises, etc.) will be cleaned with soap and water and treated with an adhesive bandage and/or ice pack as needed. You will be notified of the injury at pick-up time.
- **Head Injuries -** Due to the possible implications of head injuries we will treat all head injuries as a serious matter. The staff will monitor the child for signs of a concussion and will provide ice if needed. Parents/guardians will be notified immediately of a head injury.
- **More Severe Injuries** - If a child should suffer a more severe injury, we will attempt to contact a parent/guardian before seeking professional medical attention. If we are unable to reach a parent/ guardian, we will call emergency contacts. If these steps are unsuccessful, we will seek professional medical attention and continue our attempt to reach parents.
- **Immediate Emergencies** - If a child should need immediate medical attention, we will contact 911, parents/ guardians, and the YMCA offices. If the child is transported by ambulance, they will be accompanied by the Site Director. If we are unable to reach parent/guardians, we will contact the child's physician, emergency contacts as listed and continue our attempts to reach a parent/guardian. We will immediately notify the parent of the hospital to which the child is being transported.

INCLEMENT WEATHER POLICY

Please plan for sunshine and rain. We will continue our outdoor activities as long as there is no thunder or lightning. Should there be thunder or lightning, we will move the children into the facility until the weather is safe to move back outdoors. The safety and well-being of our campers and staff is always our priority.

SICK CHILDREN

To maintain a safe and healthy environment for all participants, anyone who is ill, which includes but is not limited to oral temperatures of 100.4 degrees F or higher, any contagious symptoms such as rashes, sore throat, congestion, vomiting, etc. may not attend camp.

If your child falls ill or has a fever over 100.4 F during camp, we will move them to a monitored, isolated room for immediate pickup. If it is medically necessary that your child be taken to the hospital, we will call you to inform you of our course of action as soon as possible.

The YMCA will keep parents/guardians informed of illnesses, injuries, and exposure to communicable diseases.

RETURNING TO CAMP AFTER ILLNESS

Per Georgia Department of Health and CDC, any worker or camper that stayed home sick, been prevented from entering camp due to signs of illness, or been sent home during camp due to signs of illness shall not be permitted to attend camp again until...

- At least 24 hours have passed since last fever without the use of fever-reducing medications
- AND symptoms (cough, shortness of breath, etc.) have improved

DISCLOSURE OF ALLERGIES

Please clearly indicate any food, environmental, or medication allergies during registration and on your child's health forms. Be as specific as

possible to help us ensure appropriate accommodations. If your camper has a severe allergy, please speak directly to the Camp Director prior to your camp session.

MEDICATION

If your child requires emergency medication (such as an EpiPen or inhaler), it must be provided to camp staff in its original container, clearly labeled with your child's name and usage instructions. An Allergy Action Plan or other relevant medical documentation must also be submitted.

YMCA staff can administer prescription medication when we receive all appropriate medical forms. All prescription medications must be in the original container with the pharmacy label. All over-the-counter medication must be in the original packaging, clearly labeled with your camper's name and accompanied by a doctor's note.

EMERGENCY ACTION PLANS

Each camp location has developed emergency plans and procedures for fire, tornadoes, lock down situations, and other emergencies. Plans for handling fire, floods, tornadoes, severe weather, intruders, lost/missing children; injuries/illnesses are covered during staff training prior to the start of camp. These plans and procedures are reviewed regularly. Communication with families is a key part of our plan.

EMERGENCY REUNIFICATION PLAN

In the event of an emergency requiring evacuation or relocation, all students and staff will be transported to the designated reunification site. The reunification site location will be communicated to families as soon as possible through established communication channels and will serve as the meeting point for parent/guardian pickup. Staff will verify authorization prior to releasing any camper. For the safety of all participants, no child will be released without proper identification and verification.

HAZARDOUS MATERIALS

The Y is committed to offering a safe and healthy workplace. Employees are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace. Hazardous Material is locked up and kept away from children at all times, which does not pertain to hand sanitizer and disinfectant wipes. The Y makes available Safety Data Sheets (SDS) for all products used at the facility.

DECAL REQUIRED NOTIFICATION / ACKNOWLEDGMENT

Shaken Baby Syndrome

Shaken Baby Syndrome (SBS) can occur when an infant or young child is violently shaken, causing serious brain injury. Warning signs may include unusual sleepiness, difficulty waking, irritability, poor feeding, vomiting, breathing problems, seizures, loss of consciousness, or unexplained bruising. Staff should be alert to these symptoms and immediately report any concerns according to YMCA child protection and reporting procedures.

Children under the age of 5 are at the greatest risk for experiencing shaken baby syndrome, with infants (birth to 12 months) being particularly vulnerable due to their developing brains and weak neck muscles. YMCA day camp programs do not serve children under the age of 5; however, staff and families should still understand the signs and symptoms of SBS to support child safety awareness.

Parent/Guardian Acknowledgment of Receiving and Reviewing the YMCA Day Camp Family Handbook

To ensure the safety and well-being of all campers and staff, we require parents/guardians to review and acknowledge the entire YMCA Day Camp Family Handbook. Please read and sign below:

I acknowledge that I have read and understand the Family Handbook, including the YMCA's Discipline Policy and Zero-Tolerance Policy for Aggressive Behavior at YMCA Day Camp. I recognize that the safety of all children and staff is a top priority, and I agree to support and adhere to the policies outlined in the Family Handbook.
I understand that any behavioral concern may result in immediate action, which could include dismissal from the program without a refund of any fees.

Child's Name: _____Age: _____

Parent/Guardian's Name: _____

Signature: _____

Date: _____