



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT HANDBOOK

BERKELEY HEIGHTS AND SUMMIT YMCA  
**SUMMER CAMPS 2016**

**SUMMIT AREA YMCA**

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**Welcome to Summer Camp 2016!** Thank you for considering the Summit Area YMCA as your choice for fun, learning, enrichment, and great summer memories.

Our camp staff is led by a team of youth development professionals who are passionate about working with children and young adults. We execute a **thorough screening process** to ensure that we select the most qualified staff to work with your children. We also provide them with extensive **pre-camp training** to ensure that they have the necessary resources and knowledge they need to provide a **safe, quality camp experience**.

While each child's daily schedule is likely to be different, we plan each day to be filled with **fun and engaging activities, programs, and events**. By providing this type of atmosphere, our goal is to give children the opportunity to learn and grow throughout the summer in a fun and safe environment.

The following pages will provide all of the details regarding our Summer Camp 2016 selections at the Summit YMCA and Berkeley Heights YMCA. We look forward to seeing you and your family this summer!

## COMMUNICATION

All parent communication during the camp day will be handled directly by camp staff. Important notifications will be sent out via e-mail. We will send out a test e-mail before the beginning of camp to confirm your e-mail address. **Please contact us if you do not receive this confirmation e-mail by the first day of camp.**

## PARENT VISITATION

Parent visits are permitted by appointment-only by calling the Camp Director. For your child's protection, a Visitor's Pass must be obtained from the Camp Director and a date and time agreed upon for the visit. Swim time is observable from the Pool Observation Deck only.

## CAMP HOURS

The full camp day begins no earlier than 9:00am-4:00pm. Drop-off begins at 8:45am for full day camps, Teen Trek and specialty camps at the camp specific locations.

### PICK UP IS FROM

3:45pm-4:00pm

### AM HALF DAY CAMP

From 9:00am-12:00pm

### PM HALF DAY CAMP

From 1:00pm-4:00pm

### PRE-CAMP

From 7:00am-8:30am

### POST-CAMP

From 4:00pm-6:30pm is available all summer at our Summit YMCA and Berkeley Heights YMCA branches.

Please be prompt. No one will be admitted into camp before the designated drop-off times, and lateness will result in late pick-up charges.

## DROP OFF and PICK-UP PROCEDURES

Your child must be signed out each day. If someone is designated to pick-up your child, please make sure that person is identified on your child's Registration Form under "Additional Authorized Pickup Contacts". Please notify the Camp Director in writing if the camper is to be picked up early or by someone different than usual. The YMCA will not allow any child to leave camp with any unauthorized person unless specified by the parent/guardian. Anyone authorized to pick up a child must be prepared to present positive identification.

All people picking up will be asked for photo ID before campers can be dismissed from camps. Please always have a photo ID when picking up any camper.

If you'd like your child to be able to walk home from camp, please fill out and return the walk-home waiver before the beginning of camp.

Our rolling drop-off system enables you to pull up, stay inside your car, and have your child taken from or brought to your car by their Counselors.

The rolling drop off for **CAMP CANNUNDUS, SPORTS CAMP, TRAVELERS CAMP and LIT** will take place at the Watchung Reservation, near the loop playground, behind the snack pavilion.

The drop off for **TEEN TREK** will take place at the Watchung Reservation, near the loop playground, at the picnic tables before the playground parking lot.

For **LITTLE CRITTERS** the rolling drop-off will take place on Cedar Street in Summit, near the back entrance of the Summit YMCA.

### **BUS STOPS**

We offer two bus stops to choose from. For \$40 per week/per child (round trip) or \$20 per week/per child (one way), you may drop off and pick up at the Summit YMCA rear entrance on Cedar Street or Berkeley Heights YMCA. We will bus your child to his or her specific camp location. Full-day campers will be bussed back to their morning bus stops for pick up. Buses leave at 8:30am from both locations. Please be prompt. Campers arriving after that time will need to be brought to their specific camp group location. For the **CEDAR STREET BUS STOP**, the rolling drop-off will take place on Cedar Street at the rear entrance of the YMCA. For the **BERKELEY HEIGHTS YMCA**, the drop-off will take place at the childcare center. All campers at **BERKELEY HEIGHTS YMCA**, inclusive of campers using the bus stop, must be signed in/out by camp staff inside the Child Care Center.

One way transportation is available if your camper is enrolled in half day Sports Camp. AM Half day campers may utilize Pre Camp program or one way transportation from our bus stops in the morning, but must be picked up at 1:00pm at the Watchung Reservation.

### **LATE ARRIVALS**

Any child arriving after the camp day has begun (9:00am), will need to be brought to his or her specific camp group location, and signed in by his or her counselor. If you plan on using one of our convenient bus stops, please be prompt. Buses leave all locations at 8:30am. If you arrive after 8:30am, it is your responsibility to drive your child to their respective camps.

### **EARLY DISMISSAL**

If you need to pick up your child early, please inform your child's Camp Director as soon as possible of the requested pick up time in writing so that we can accommodate the request.

### **ABSENCES**

If your child is sick or unable to attend the program, please contact the Summit Camps absentee line at 908 273 3330 x1165 before 9:00am or Berkeley Heights Camps at 908 464 8373 x 2032 before 9:00am. Days missed are not refundable. When you enroll in camp, you reserve the time, space, staffing and provisions for your child whether your child attends camp or not that day. Thank you for your understanding.

## SUNSCREEN & BUG REPELLENT

Please apply sunscreen or bug repellent to your child in the morning before camp begins, and then remind your child to re-apply the same after using the swimming pool. The Summit Area YMCA does not provide sunscreen or bug repellent nor will we apply it to your child. However, we will teach your child how to self-apply the products you send with them, as well as remind them and allow time for this important camp safety element. A sunscreen waiver will be issued.

## INCLEMENT WEATHER

During days with inclement and/or dangerous weather, an email will be sent to you informing you that all outdoor camps have been moved to the Summit YMCA or Berkeley Heights YMCA. All pick up and drop off will be conducted at the Watchung Reservation for outdoor camps unless there is an immediate danger to the children and staff.

## SWIMMING

Campers enrolled in CAMP CANNUNDUS, SPORTS CAMP, TRAVELERS, and LIT (located at the Summit YMCA branch—requires bus transport) will have the opportunity to participate in free swim throughout the week. Campers enrolled in LITTLE CRITTERS and BUSY BEE will receive free swim throughout the week.

All swimmers will be evaluated on the first swim day of camp, and will be assigned a level denoted by different colored wristbands. Campers will have the opportunity to be re-evaluated on the first

swim day of each new camp week only. Please pack a bathing suit and towel for your child each day, **even on non-swim days.**

## LUNCH

Please send your child to camp each day with a healthy bagged lunch packed in an insulated lunch bag. In our commitment to healthy living, we ask that you not pack candy or soda. The Summit YMCA and Berkeley Heights YMCA facilities strive to be nut free. Please do not send nut based products with your children.

## BEVERAGES

Please include a drink in your child's lunch. There will be water coolers located in a variety of locations and water breaks will be taken throughout the day. Please also include a labeled re-fillable water bottle in your camper's bag each day.



## **FIELD TRIPS**

Campers enrolled in CANNUNDUS AND SPORTS (Full-day ONLY) will go on weekly field trips. We will send information home the week prior to each session regarding those things your child may need to bring to camp and other specific information about that week's trip. As a safety measure, campers must wear their camp t-shirts on all off-site trips (no exceptions). Campers failing to do so will be required to buy a new t-shirt or they will not be allowed to attend the field trip. Campers who do not wear their camp T-shirts on field trip days will be given a new one and charged accordingly. Campers enrolled in Teen Trek will receive information about their daily trips from their camp director.

## **CLOTHING**

Everyday clothing required at camp includes:

1. Bathing suit and towel.
2. Sneakers, shorts, and T-shirt (no flip flops, crocs, or sandals will be allowed in camp). On rainy/cool days, children should be dressed to suit the weather.

## **LOST CLOTHING**

In an effort to minimize campers losing their clothing and/or possessions, we ask that you:

1. Place name tags with your child's first and last name on all personal items.
2. Educate your child to check their belongings at the pool and at the end of the day.
3. Check our Lost & Found areas/ bins should your child be missing an item.

## **TOYS/ELECTRONICS**

Children are advised not to bring anything of monetary or sentimental value to camp including items such as iPods and hand-held electronic games. All game cards and accessories are not permitted at camp. Please leave all toys at home. We will not be responsible if such items are lost, stolen or broken.

## **MEDICAL INFORMATION**

Please address all health concerns directly with the Camp Director. Care will be administered at camp for all minor incidents. Should an injury require emergency medical treatment, we will make every attempt to notify both parents.

## **STORAGE AND ADMINISTRATION OF MEDICATION**

Medication prescribed for campers and brought from home shall only be administered if it is from the original container bearing a pharmacy label. There must also be written permission from the parent/guardian which includes the name of the camper, day(s) and time(s) to be administered, dose to be administered, name of medication, and signature of parent/guardian. Campers will not be allowed to carry their own medication.

## CONTAGIOUS DISEASE POLICY

The YMCA has a mandatory contagious disease policy. Please do not send your child to camp if he/she is sick and/or running a fever. A sick child will be required to remain out of the program until a doctor's note states that the child is no longer contagious. This note must be sent or brought to the Camp Director and kept on file. Parents will be contacted if, in the Camp Director's judgement, the camper should be sent home.

## MEDICAL FORM

State law requires that we have a complete immunization record and medical health history for your child before your child starts camp. No child will be allowed to attend camp without a completed and signed medical health history and immunization record. Immunization forms may be mailed in, dropped off, or faxed to 908 273 4272 to the attention of the Camp Business Manager.

## BABYSITTING

To safeguard your children and in accordance with the YMCA Child Abuse Prevention Policy, all counselors, staff and volunteers are prohibited from babysitting privately or being alone with children they meet at YMCA programs.



## PARENTAL ASSISTANCE

We set high goals and strive to reach and maintain these goals throughout the summer. In order to do so, we need your help at home:

1. Please send your child to camp prepared and ready for camp each day.
2. Please make sure your child has a healthy lunch and eats it every day.
3. We ask that you communicate any problems and concerns that you may have with the Camp Director. Your feedback is important to us better serving the needs and safety of all our campers.

## LOST CAMPER

If a child is reported missing from camp, the Camp Director will execute a thorough search of the grounds and the pool. If the child is unable to be found, the parents and the police will be notified immediately.

## DISCIPLINE

Our camp program uses clear and consistent rules and has developed a discipline procedure to empower children to develop self control and assume responsibility for their own. Some techniques to help children solve problems include redirecting the child to another activity, rewarding acceptable behavior and having children talk about their feelings together.

## TERMINATION POLICY

The Summit Area YMCA reserves the right to suspend and/or terminate camp services for the following reasons:

1. Overdue fee payment(s)
2. Inappropriate behavior, as well as, extremely violent/threatening behavior (including housing a weapon in the program, seriously injuring another child, or intentional damage of YMCA or other camp-sites) can result in immediate expulsion and termination from camp.
3. Chronic tardiness at pick-up time
4. Chronic failure to inform the YMCA of a child's absence
5. Use/possession of illegal substances or weapons
6. Any child who leaves camp on their own without notification will not be allowed to return to camp for the rest of the season. No refunds will be issued.

## ENVIRONMENT

As stewards of our resources and the environment, our camp philosophy and practice is to take care of the trees and outdoor areas surrounding the camp. Campers will be asked to pick up and deposit their garbage in the designated bins located throughout the camp.

## CANCELLATION POLICY

Camp fees may be refunded on or before May 1, 2016 at the discretion of the Camp Director. All refunds are charged a \$20 processing fee. All deposits are non-refundable.

## MEMBERSHIP

A Summit Area YMCA membership is required for all children attending summer camp programs.

### YOUTH MEMBERSHIP \$100

Valid for 1 year

### TEEN MEMBERSHIP \$125 or

### ALL-IN ONE MONTHLY TEEN

MEMBERSHIP OF \$34 (Signed membership agreement required.

All-in one allows access to both Summit YMCA and Berkeley Heights YMCA)



## BERKELEY HEIGHTS YMCA

A branch of the Summit Area YMCA

550 Springfield Avenue | (P) 908 464 8301  
Berkeley Heights, NJ 07922 | (F) 908 508 1059

## SUMMIT YMCA

A branch of the Summit Area YMCA

67 Maple Street | (P) 908 273 3330  
Summit, NJ 07901 | (F) 908 273 0258

[www.theSAY.org](http://www.theSAY.org)

 [summitareaymca](https://www.facebook.com/summitareaymca)

## SUMMIT AREA YMCA ASSOCIATION SERVICES

490 Morris Avenue | (P) 908 273 4270  
Summit, NJ 07901 | (F) 908 273 4272

## THE LEARNING CIRCLE YMCA

A branch of the Summit Area YMCA

95 Morris Avenue | (P) 908 273 7040  
Summit, NJ 07901 | (F) 908 273 5670

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The Summit Area YMCA is one of the area's leading charitable 501(c)3 organizations. Our programs and services are open to all through our financial assistance programs made possible through the generosity of our members, donors and partners. To help us help others, make your tax-deductible donation today at [www.theSAY.org](http://www.theSAY.org)