



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST EVER SUMMER

## 2024 Parent Handbook YMCA CAMP WATCHAUG YMCA CAMP COVE Ocean Community YMCA

### **CAMP WATCHAUG**

(401) 364-6535  
cmatlock@oceancommunityymca.org

#### **Mailing Address:**

95 High Street  
Westerly, RI 02891

#### **Camp is located at:**

160 Prosser Trail  
Charlestown, RI 02813

*(No mail receptacle at this address)*

### **CAMP COVE**

(860) 536-3575  
rtovar@oceancommunityymca.org

#### **Address:**

1 Harry Austin Drive  
Mystic, CT 06355



Be sure to like us on Facebook and Instagram for posts and photos.



OCEANCOMMUNITYYMCA.ORG

## Welcome

Welcome to the Ocean Community YMCA Day Camps.



**Camp Watchaug** is operated as part of the Westerly-Pawcatuck Branch. Its grounds consist of over 30 acres of hills, woods, and fields and is situated on the 1,000-acre Watchaug Pond in Charlestown, RI. The varied types of terrains and facilities add to the variety of experiences available to children during their time at Camp Watchaug.

**Camp Cove** operates out of the Naik Family Branch and is located on over 20 acres along the shores of the Mystic River. Its facilities include 120 feet of beachfront, baseball fields, playground, pavilion, beach volleyball, archery, and the YMCA facility. The YMCA houses a gymnasium, swimming pool, and many other areas in case of inclement weather.



## YMCA Mission

To put Christian principles into practice through programs that promote healthy mind, spirit, and body for all.

## Our Purpose

The purpose of our camps is to provide all campers a sustained, creative, educational experience in an outdoor environment. To work towards the development of the whole person, with a focus on the YMCA threefold philosophy of spirit, mind and body, and development of the YMCA's core values of **Honesty**, **Respect**, **Caring** and **Responsibility**.

## Accreditation

YMCA Camp Watchaug and Camp Cove are accredited by the American Camp Association. The American Camp Association is the only nationwide organization that accredits children's camps. The ACA Accreditation process is a voluntary commitment by Camp Watchaug & Camp Cove to the highest standards of health, safety, and program quality.



## Camper Goals

To successfully achieve the mission of YMCA Summer Day Camps the staff will work hard to meet the following goals:

- 1) Offer a challenging and enjoyable outdoors experience to develop an appreciation of the natural surroundings and environment.
  - Each camper will participate in environmental awareness.
  - Each camper will spend ample time outdoors.
  - Each camper will participate in maintaining the surrounding environment.
- 2) Provide an opportunity to learn to appreciate oneself and others in a group setting.
  - Each camper will be involved in a group where they will share activities, social skills, and common interests.
  - Each camper will contribute to a positive group experience.
  - Each camper will exercise and improve social skills through daily interactions with peers and positive adult role models.
- 3) Promote healthy lifestyle habits that have carry over value into the camper's home and school life.
  - Each camper will choose to participate in activities that promote the strengthening of the spirit, mind, and body.
  - Each camper will try new activities and enjoy the old.
  - Each camper will be strongly encouraged through example and experience to follow a healthy diet, exercise, and lifestyle.
- 4) Create an emotionally and physically safe environment in which the camper can have a successful experience.
  - Each camper will feel comfortable interacting and contributing.
  - Each camper will have the opportunity to learn from mistakes.
  - Each camper will be supervised and always protected.
  - Each camper will be able to define their own level of success.
- 5) Encourage camper independence and positive behavior with the YMCA Character Values as a foundation.
  - Each camper will be encouraged to try new activities.
  - Each camper will be encouraged to set and pursue realistic goals.
  - Each camper will be encouraged to demonstrate the Character Values.
- 6) Allow campers to be kids!
  - Each camper will participate in fun social and recreational activities.
  - Each camper will be encouraged to get messy.
  - Each camper will be encouraged to seek out fun, friendship, and laughter.

## 2024 Camp Watchaug Dates

Session A (1 week)	June 17-21	Balance is due June 3
Session B (2 weeks)	June 24 – July 5*	Balance is due June 10
Session C (2 weeks)	July 8 – 19	Balance is due June 24
Session D (2 weeks)	July 22 – August 2	Balance is due July 8
Session E (2 weeks)	August 5 - 16	Balance is due July 22
Session F (1 week)	August 19 – 23	Balance is due August 5

## 2024 Camp Cove Dates

Session 1 (1 week)	June 17-21	Balance is due June 3
Session 2 (2 weeks)	June 24 – July 5*	Balance is due June 10
Session 3 (2 weeks)	July 8 – 19	Balance is due June 24
Session 4 (2 weeks)	July 22 – August 2	Balance is due July 8
Session 5 (2 weeks)	August 5 - 16	Balance is due July 22
Session 6 (1 week)	August 19 – 23	Balance is due August 5

**Camp is from 9:00am - 4:00pm** \*There will be no camp on July 4th

## Camper Health & Safety



### First Aid

All First Aid is performed by staff who are trained and certified to provide care. They work under the Standing Orders of our on-call physician. You can help in our goal of preventing first aid incidents by ensuring that your child is properly dressed for the weather and has both sneakers and a water bottle. The most frequent care given is for minor cuts and bruises which result from improper clothing or footwear and minor dehydration. PLEASE, do not send your child to camp if they are not feeling well.

Campers who receive first aid will have their injuries recorded in the First Aid Logbook. The Camp Director or Health Care Director may call parents/guardians to inform them of minor injuries at his/her discretion. Parents will be notified immediately in the event of significant illness, major injury, or medical emergency. Any camper that requires further medical attention will be transported by EMS Personnel.

### Sunscreen/Insect Repellent

We recommend campers wear sunscreen every day. Campers should apply sunscreen and insect repellent **before** coming to camp. Please send extra sunscreen and insect repellent in your child's backpack. If a young camper requires adult assistance when reapplying, counselors will follow camp guidelines which include only applying lotion to body parts that are not covered by a bathing suit and making sure a 2nd staff member or older camper is present.



- **M e d i c a t i o n s**

If your child requires medication while at camp, **a medication form must be completed and signed by the parent/guardian and the child's physician.** This form is included with your parent confirmation email and is also available online and at the YMCA. Medications must be delivered directly to a staff member, **not** sent in with the camper. All medications, including over-the-counter medications, must be locked in the First Aid Station.

At Camp Watchaug, a small number of basic over-the-counter medications are stocked in the First Aid Station and administered under the Standing Orders of the Camp Health Director. They are all listed on the Registration Form. Please select which medications may or may not be administered to your child when you register your child.

- **H e a l t h I n f o r m a t i o n**

The registration process asks for health information. This information is intended to aid in the treatment and care of your child while attending Camp.

Campers are educated to wash their hands before and after eating and NOT to share food. Counselors will sit next to campers with allergies. Upon request, an allergen-free eating area can be arranged and/or we can ask the rest of your child's group not to send in lunches or snacks containing a specific allergen.

Please contact the Camp Director if your child will need accommodation.

To attend Camp Cove, a recent physical must be on file. Both camps require a copy of vaccination records and health insurance card.

## **P a r e n t C o m m u n i c a t i o n**

If you did not include your email address on the registration form, please call or email us so that we may have it. Those with email addresses will receive weekly updates regarding the fun and exciting happenings at camp as well as important reminders and special event notices. You will also be notified immediately in the event of an emergency closing or other special circumstances at camp. In addition, we use email as our main year-round communication link so that we may notify you the second on-line registrations begin for next summer!

- **A b s e n c e s a n d L e a v i n g C a m p E a r l y**

If your child is going to be absent from camp, we request that you call:

Camp Watchaug 401-364-6535. Camp Cove Seasonal Cell: 401-487-4352

If you wish to pick up your camper before the end of camp, please notify us so we can make every effort to have your camper available when you arrive. If you just show up, your child may be in the middle of the pond or river, at the top of the Climbing Wall or other area which will take time to retrieve them from.

▪ **C o n c e r n s**

If you have any concerns regarding your child's experience at camp, please inform the Camp Director as soon as possible so that we may be more effective in providing a solution. Keep in mind that the Directors are often out on the property and not in the office during the day but will respond to messages as soon as they're able to.

## **S t a f f**

The Day Camp Staff are comprised of at least 80% high school graduates, mostly college students. We do hire a few exceptional high school students to supplement our waterfront staff and as Junior Counselors.

Each group of campers is assigned a camp counselor maintaining an excellent staff ratio and meeting national standards.

### **Groups**

### **Staff to Camper Ratio**

Hummingbirds/Angel Fish ( <i>age 4 &amp; 5</i> )	1:6
Chickadees/Sea Stars ( <i>entering 1<sup>st</sup> Grade</i> )	1:8
Robins/Sea Horses ( <i>entering 2<sup>nd</sup> &amp; 3<sup>rd</sup> Grade</i> )	1:8
Pioneers/Sting Rays ( <i>entering 4<sup>th</sup> &amp; 5<sup>th</sup> Grade</i> )	1:10
Rangers/Dolphins ( <i>entering 6<sup>th</sup> &amp; 7<sup>th</sup> Grade</i> )	1:10
Explorers/Sharks ( <i>entering 8<sup>h</sup> &amp; 9<sup>th</sup> Grade</i> )	1:10



The success of our camp and the positive and fulfilling experience of our campers is entirely reliant on our directors and counselors. That's why our full-time, dedicated, and professional staff work year-round to recruit, secure, and train the best possible staff to lead our camp. Our staff go through a rigorous hiring process, including personal interview, background, and reference checks. We also run a lengthy staff training and development program, focusing on coping skills to handle every possible circumstance from emergencies to homesick campers. All staff receive CPR/AED and First Aid training, and many others are certified as lifeguards and activity specialists.

Our staff strive to make every camper feel comfortable and welcome in our daily programs as it's important to you and paramount to us.

## What to Wear?

Parents should keep in mind that campers are in a rustic, outdoor environment all day long. Therefore, we recommend they wear shorts and a T-shirt. We also suggest you have your child wear a bathing suit under their clothes to camp as that will allow more time for activities rather than changing.

**The only acceptable footwear is sneakers with socks. Sandals, water shoes and flip-flops are only allowed during aquatic activities and should be left in their bag until needed.**

## What to Bring?



A **bathing suit and towel** are needed daily since all campers will swim and/or go boating at least once a day. We suggest you have your child wear a bathing suit under their clothing to camp. Send along spare **underclothes** so they can change out of their suits later in the day.

Send a **snack** and a **hearty lunch** each day, along with a disposable **drink** (no glass or soda please) and/or a **water bottle**. If you freeze the water bottle the night before, it will most likely stay nice and cold all day. There are water stations throughout camp, but to be more environmentally friendly, we encourage water bottles to cut down on litter and wasting paper cups. Refrigeration for lunches is not provided. It is your responsibility to ensure that your child's lunch is kept at the appropriate temperature throughout the camp day. An insulated lunch box with an ice pack is recommended.

For added insurance, please send a **raincoat** each day for that unexpected shower along with a **hat, sunscreen and insect repellent**.

**PLEASE mark all items with your child's name** to help in keeping track of them.

## What to Leave at Home

As we work to maintain a positive outdoor experience for our campers, it is important that certain items remain at home. This will also ensure that these items are not lost at camp or take away from the camp experience. The YMCA is not responsible for lost or stolen items. All Y properties are drug, alcohol, and tobacco free. We prohibit any knives, guns and other

weapons and illegal substances. If found, these items will be immediately confiscated, and the camper will be suspended or expelled from the program without reimbursement. Matches, Lighters, Video Games, Personal Electronic games, devices, Ipods/MP3 players, ipads, etc. are **NOT** permitted at Camp. These items will be confiscated until the end of the day.

We also ask that you do **NOT** send any Trading Cards (Pokemon or others) to camp.



**Cell phones** are **ONLY** permitted on the bus. Campers may **NOT** take photos on the bus. Upon arrival at camp, campers are expected to store their cell phones in their backpacks before exiting the bus. If a camper has a cell phone out at camp, they will get one warning to put it away. If it happens a 2<sup>nd</sup> time, the counselor will confiscate the cell phone and it will be returned to the parent at the end of the day.

If you need to reach your child during the day, please call Camp Watchaug at 401-364-6535 or Camp Cove at 860-536-3575. If your child needs to reach you, they should talk to their counselor who will assist with the communication. Our cell phone policy encourages campers to problem-solve and allows them to not be distracted from the camp environment and camp friends by texting or other communications outside of camp.

The YMCA intends to maintain a safe and appropriate environment for our campers and staff. Please do not allow your camper to wear clothing with any references to alcohol, drugs, and sexual innuendos.

## Lost & Found



It's no secret that Camp accumulates a vast amount of lost and found. With so many campers during the season, it's not hard to do. We strongly urge parents to **label** all belongings with a name label or sharpie so they can be returned at once. We recommend that campers do not bring expensive or cherished belongings to Camp as they could be lost. **All unclaimed items will be donated to charity at the end of each session.**

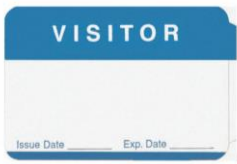
## Rainy Days

It does not "rain" at Camp, but we do have "dewy" days filled with "liquid sunshine." Camp does operate on those rainy days. If it is raining lightly, we stay outside with our regular program, plus travel outdoors will be required even in significant rain. Please send rain gear and appropriate clothing if there is even a hint of rain. If necessary, we will move campers indoors.





## Visitors



All visitors/parents must sign in at the camp office. Visitors must wear a visitor name tag and be escorted by a staff member while on camp property.

## Camper Pick Up Safety



**A Photo ID is required to pick up your camper at camp, Extended Day sites, and off the bus.** This is to guarantee that all campers go home with their appropriate guardians.

- The parent(s) and emergency contacts listed on the registration form are the only authorized persons to pickup.
- If you wish to add additional pickups complete the “Additional Pick-Up Request” form. The form can be found in the form section on our website. We will not add an authorized person based on an oral message. Remind all authorized persons that they will need ID to pick up your child each time.
- Please refer to Addendums for camp specific drop off and pick up procedures.

## Refund Policy

**Camp Cancellations/Closings:** A full refund will be given if an entire session is cancelled by the YMCA for such reasons as fire, illness, or low enrollment. No refunds will be given in the event of inclement weather, waterfront closure or any natural occurrences.

**Parent Cancellations and Refunds:** Cancellation of a session at least two full weeks prior to the session will result in a full refund less the \$30 registration fee and \$50 deposit. No refunds are given once a session begins.

**Change of Session:** Participants may change from one session to another without loss of any payment -- provided there is available space.

**Illness:** With a doctor’s note, camp may provide partial credit for campers who miss three or more days in one session.

*Rescheduling of campers depends on the availability of camper spots.*

## Safety Policy

We believe that many behavior issues can be avoided by providing a quality camp program. We developed a Safety Policy to clarify the expectations we have for each of our campers.

Our goal is to provide a program based on the YMCA Character Values of **Caring**, **Honesty**, **Respect**, and **Responsibility** and ensure an environment that is both physically and emotionally safe.

As such, we operate with these principles:

- Campers will be treated with fairness and compassion.
- Individuals and behaviors are unique, and interventions will be appropriate to each situation.
- Behavior situations will be resolved as quickly as possible between the camper and camp staff. As necessary, the guardian will be notified to work through a solution together.

### Exhibiting Safe Behavior at Camp

- Be **caring** towards yourself and others, be sensitive to the well-being of others, and help others.
- Be **honest** in your interactions with campers and staff. Act in such a way that you are worthy of trust, have integrity, and make sure your choices match your values.
- Be **respectful** of yourself, other campers, and staff. Treat others as you would have them treat you. Value the worth of every person, including yourself.
- Be **responsible** with camp equipment and property. Do what is right, what you ought to do; be accountable for your behavior and obligations.

### Behavior Definitions & Interventions

**CAUTIOUS BEHAVIORS** are defined as words or actions that are not an immediate threat or danger to an individual or group. Examples may include but not limited to:

- Inappropriate or foul language
- Disrespecting staff or campers
- Disrupting an activity
- Not following directions
- Straying from the group
- Throwing (rocks, sticks, etc.)

The series of interventions for cautious behaviors

1. **REDIRECTION:** The camper will be notified that the behavior demonstrated does not align with the expectations and will be redirected towards a more appropriate and positive behavior.
2. **CAMPER/COUNSELOR DISCUSSION:** If the behavior continues beyond the initial redirection or a similar behavior occurs, the counselor and camper will talk about *what* is happening, *why* it is happening, and *how* the camper can try something different to make sure it does not happen again.

3. **LOGICAL CONSEQUENCES:** Upon seeing behavior for a third time the camper will experience a logical consequence. Logical consequences are generally short-term and are related to inappropriate behavior.
4. **CAMP LEADER:** A Camp Leader will speak with the camper and may initiate a phone call to a guardian. It may be necessary to implement a short-term suspension in which the camper will be picked up immediately.
5. **CHILD GUIDANCE PLAN:** Continued behaviors will require a meeting with a guardian, camper, and Camp Leadership. A Child Guidance Plan, acceptable to all three parties, will be designed and include an outline of inappropriate behaviors and consequences.

**UNSAFE BEHAVIORS** are defined as words or actions that are an immediate threat or danger to an individual or group. Examples may include but are not limited to:

- Aggressive physical Contact (hitting, biting, shoving, etc.)
- Threatening, inappropriate, or unwanted physical, verbal, or non-verbal exchanges.
- Possession/use of alcohol, drugs, tobacco, or weaponry.
- Destruction or stealing of camp property, other campers, or staff's items.
- Elopement; straying from the group continuously or running off out of sight of a camp staff.

The series of interventions for unsafe behaviors

1. **NOTIFICATION:** The Camp Director will discuss the situation with the camper and then contact the parent or guardian and explain what is happening.
2. **LOGICAL CONSEQUENCES:** The Camp Director will determine logical consequences to ensure safety for all campers and staff. This may include immediate suspension or termination. Campers suspended or terminated for *unsafe behaviors* are not permitted to ride the bus and must be picked up immediately.
3. **CHILD GUIDANCE PLAN:** Prior to returning to camp a meeting with a guardian, camper, and camp director must occur. A Child Guidance Plan, acceptable to all three parties, will be designed and include an outline of appropriate behaviors and consequences.

Special Notes

**TERMINATION** may result from *unsafe behaviors*, 3 or more incidents, or a determination by the Camp Director that the program is not a healthy or positive fit for the child.

**CONFIDENTIALITY** protects our campers and families. Staff will not release information about campers to anyone but the guardian.

**CHARACTER DEVELOPMENT ASSISTANT FORM** may be sent home with the camper for situations that do not warrant a phone call that a guardian should be aware of, or if a guardian cannot be reached by day's end.

# CAMP WATCHAUG ADDENDUM

## Camp Watchaug Trading Post -UPDATED

The camp trading post is getting an upgrade! Families will now be able to have access to our online trading post site. Here families can upload money directly to their camper(s) account and manage their funds all summer long. Instructions on how to set up your campers' account can be found on our website under resources.

Camp Watchaug Trading Post - <https://watchaug.store4schools.com/portal>



**No cash is to be brought to Camp!** Store purchases are non-refundable and non-transferable. Campers may purchase one snack and/or drink each day. Most snacks and drinks are \$1.00. Please discuss with your child which items you would prefer they purchase.

There are also camp logo items available such as bandannas, sunglasses, carabiners, stickers and squishies.

T-shirts are \$14 and may be pre-purchased when you register your child. Your child will receive their t-shirt when they come to camp.

## Transportation Safety & Procedures at Camp

For those of you driving your child to camp and picking up at camp, drop off time is 8:45am to 9:15 am. Pick-up time is between 3:45pm and 4:15pm. Specific directions on drop off/pick up procedures will be emailed to registered campers prior to each session.

No early pickups will be accommodated between 3:15 pm and 3:45 pm. All early pickups must be accomplished by 3:15 pm.

If you are picking up your child early or dropping off late, you must sign in and out at the Office. Please notify us of an early pickup so we can make sure your child is not in the middle of the pond or at the top of the climbing wall when you arrive to pick him/her up. If we are aware, we will have your child ready and waiting at the Office.

**You must also have your photo ID when picking up your child each and every time. Having your ID ready will help to make the process go more quickly.**

No pets are allowed at camp outside of your vehicle.

If your child normally rides the bus home and you are going to pick up at camp, you MUST notify us and make sure you get a confirmation that we got the message.

## Bus Transportation Safety & Procedures

**ALL campers under the age of 12 years old must be accompanied by an adult to and from the bus stop.** Parents must stay with camper in the morning until they are on the bus. Those 12 years and older may walk home from the bus stop, but we MUST have a letter stating they are allowed to walk from the bus without a parent/guardian.

If there is not an authorized person at the bus stop in the afternoon to pick up your child, the bus will return him/her to the nearest YMCA. The camp will call to notify you of your child's location.

Please be on time to pick up your child at the bus stops. If you are late, it pushes back the entire route. Please call camp if you get stuck in traffic or have an emergency and are running late.

The following regulations pertaining to bus safety will be strictly enforced. Campers' disobedience in this area may result in loss of camp transportation privileges or, in extreme cases, camp attendance. Keep in mind, additional protocols will be added based on the Covid situation this summer.

Parents should review the following guidelines with their camper.

- Parents must stay with campers at the bus stop (including the YMCA), until you have signed your camper onto the bus with the bus monitor.
- Campers should always remain a minimum of 5 feet from the road and should not approach the bus until it comes to a complete stop and campers are instructed to load.
- Campers are to remain seated while the bus is in motion.
- Reaching or leaning out of bus windows or doors is not allowed.
- Throwing objects inside the bus OR out of windows or doors is not permitted.
- Opening the **Emergency Exit Door**, except in an emergency or under the direction of a staff member, will not be tolerated.
- Disturbing other passengers is rude and will not be allowed.
- Disobeying the bus driver or monitor may result in loss of transportation privileges.
- Proper language and behavior is expected of all campers at all times.

## Bus Schedules

There is a bus schedule on the next page. You must Register for the Bus separately and choose the route that works best for you. Due to limited capacity, campers must ALWAYS go on the same bus. We will NOT be able to accommodate campers taking different buses in the AM vs. PM or different days of the week.

Parents should be aware that the buses tend to be late the first day of each session. **As a rule, please allow fifteen minutes on each end of the schedule time.** For bus delays of 20 minutes or more, contact the Camp (401) 364-6535 for information. Please make sure we have all your contact numbers and an emergency number in case we need to contact you about any last-minute situations that cause a change in the bus schedule.

**SESSIONS A & F:** There is transportation ONLY available from the Arcadia and Westerly-Pawcatuck YMCA branches at 8:30am/4:30pm.

# YMCA Camp Watchaug 2024 Bus Schedule



## SESSIONS A & F (June 17-21 & August 19-23):

Transportation ONLY available from Arcadia (BLUE ROUTE) and Westerly-Pawcatuck (RED ROUTE) YMCA Branches at 8:30am/4:30pm.

## SESSIONS B-E (June 24- August 16):

### RED ROUTE

**AM PM**

8:30 4:30 Westerly-Pawcatuck YMCA Branch, 95 High Street, Westerly, RI 02891

9:00 4:00 Camp Watchaug, 160 Prosser Trail, Charlestown, RI 02813

### BLUE ROUTE

**AM PM**

8:30 4:30 Arcadia YMCA Branch, 1190 Main St, Wyoming, RI 02898

9:00 4:00 Camp Watchaug, 160 Prosser Trail, Charlestown, RI 02813

### GREEN ROUTE

**AM PM**

8:00 5:00 Stonington High School, 176 S Broad St, Pawcatuck, CT 06379

8:15 4:45 St Pius Church, 44 Elm St, Westerly, RI 02891

8:30 4:30 Shore Road & Crandall Avenue, Westerly, RI 02891

8:45 4:15 Wal-Mart, 258 Post Rd, Westerly, RI 02891

9:00 4:00 Camp Watchaug, 160 Prosser Trail, Charlestown, RI 02813

### PURPLE ROUTE

**AM PM**

8:00 5:00 Regal Cinemas, Stonington, 85 Voluntown Rd, Pawcatuck, CT 06379

8:10 4:50 Dollar General, 330 Clarks Fall Road, North Stonington, CT 06359

8:25 4:35 Richmond Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898

8:35 4:25 Charlestown School, 363 Carolina Back Rd, Charlestown, RI 02813

8:50 4:10 Hungry Haven, 5000 S County Trail # D, Charlestown, RI 02813

9:00 4:00 Camp Watchaug, 160 Prosser Trail, Charlestown, RI 02813

# CAMP COVE ADDENDUM

## Drop Off/Pick Up Procedures

Drop off time is between 8:45am-9:15am. Pick-up time is between 3:30pm-4:00pm.

If you are picking your child up early or dropping off late call or text the camp phone: 401-487-4352. We will meet you at your drop off/pickup location to sign your child in/out. Please communicate ahead of time to ensure we have your child ready for pickup. We have many activities spread throughout the campgrounds; it may take up to 20 minutes to get your camper ready for pickup.

Specific directions on drop off/pick up procedures will be emailed to registered campers prior to each session.

**You must have your photo ID ready when picking up your child each and every time.**

No pets allowed at camp outside your vehicle.

**Late Pick Up Fee:** Your child's camp day will end at 4:00pm unless registered for extended care. If your child is not signed up for extended care they must be picked up on time. A late fee will be charged for tardy pick-ups (\$20 for the first 10 minutes and \$10 for every 5 minutes thereafter). When a child is not picked up as planned and there has been no contact with the YMCA, staff will call parent/guardian within ten minutes of the designated pick-up time. If parents cannot be reached, staff will call the first name on the emergency list (and so on) to have the child picked up. If all contacts have been exhausted and no one is available, the local Police Department will be notified, and they will make arrangements to pick up your child.

## Sunscreen/Insect Repellent

If your child needs help with applying sunscreen or insect repellent an Authorization for the Administration of Non-Prescription Topical Medication must be completed. This form is in the registration packet. All medications must be brought to the Health Director on the first day of the session, or as needed.

## Medical Forms

- **Health Form:** According to State Licensing Regulations, each child enrolled must have had a physical exam within the past three years. Children without a completed Health Form on file, two weeks prior to the start of camp will not be permitted to attend camp.
- **Medication Administration Form:** This form is required if child brings **ANY** (over the counter or prescribed) medication which is required during camp hours. This form must be completed including the signature of the physician and parent/guardian. Children who have Epi pens are required to bring two EpiPens to camp.