**GREATER WICHITA YMCA 2020 SUMMER CAMP**

**PARENT INFORMATION and CAMP POLICIES**

11 WEEKS | 9 LOCATIONS | LIMITLESS DISCOVERY

- **CHOOSE WEEKLY SESSIONS** Monday-Friday* May 26th-August 6th*
- **FULL DAYS OF FUN** Up-to 10 Hours/Day from 6:30AM-6PM
- **FUN FOR YOUTH AGES 5-16** (must have completed Kindergarten)

**JOIN THE Y AND SAVE ALL SUMMER LONG**

Save $20/camper/week for any kid included on an active, Greater Wichita YMCA Family Membership®. The entire family benefits all summer-long, too, with unlimited access to our branches, outdoor water parks, and discounts on all sports, and programs. Join now at any branch location or ymca wichita org/join.

**INCOME-BASED RATES AVAILABLE**

Every kid should have a great summer regardless of ability to pay. The Greater Wichita YMCA’s Strong Community Fund provides income-based financial assistance to those who qualify. Learn more and apply at ymca wichita org/ibfa or at any of our ten branch locations.

**PAYMENT OPTIONS AND TIMING**

- **BY MAIL**: Mail a check or money order (do not mail cash) to Camp Accounts, 402 N. Market Street, Second Floor, Wichita, KS 67202. Allow extra time for postal delivery, deadlines still apply.
- **DFC ELECTRONIC BANK TRANSFER (EFT)** - Visit any of our ten locations to complete forms and paperwork for EFT payment of fees. Proof of payment is required prior to each camp week and parents/guardians are responsible for all balances due, without exception.
- **Enrollment and payment deadlines close, PROOF OF PAYMENT (including all applicable late fees) is REQUIRED PRIOR TO CAMPER ADMISSION**. Our staff will accept a paper receipt from branch staff, an email from online payment, or an email from our Camp Accounts team. Parents/Guardians are responsible for providing documentation.

**REGISTRATION POLICIES**

- Registration forms are available at ymca wichita org/camp or at any of our ten branch locations
- A per-week, per-camper deposit of $15 ($65 for Frontier Horse Camp) is required at registration. Deposits are non-refundable and non-transferable.
- Campers must register, weekly, for camp before registration closes at 10PM CT Monday one full week prior to the beginning of the enrolled session (Mon. 05/18 for Week 1, etc.).
- Cancellations must be finalized before registration closes for each week (see above). NO refund will be given after registration closes. To avoid charges, contact Child Care and Camp Accounts at campaccounts@ymcawichita.org or 316.776.8842 prior to the closing of registration.
- Failure to properly cancel or modify registration prior to enrollment closing will result in the full assessment of weekly fees, regardless of attendance, without exception.
- Full instructions online at ymca wichita org/camp.

**IN-PERSON** - Pay by cash, check, credit or debit card at any of our ten branch locations (ymcawichita.org/locations).

**WHAT TO BRING TO CAMP EACH DAY**

- **SUN PROTECTION** - Campers should arrive, daily, with waterproof sunscreen pre-applied. They will be prompted to apply more during the day. Hats, for sun shade, are also encouraged.
- **SWIM SUIT AND TOWEL** - Campers have access to swimming and water activities. Bring a bag or backpack for wet suits/towels.
- **CLOSE-TOED SHOES** - Are required for all campers and all camps. Flip Flops may be worn only in swim areas.
- **T-SHIRTS** - Should be worn on all Field Trip Days (see weekly overviews) and are welcome any day.

**PROHIBITED ITEMS POLICIES**

- **CELLULAR PHONES** - No mobile devices are allowed except TEEN CAMP (with staff approval).
- **SNACKS AND OTHER FOOD** - Campers should bring a healthy lunch, our staff will provide breakfast and a healthy afternoon snack.
- **ELECTRONICS** - Tablets, laptops, gaming devices, cameras, and other electronic devices are strictly prohibited.
- **NON-REQUIRED PERSONAL ITEMS** - Games, toys, and other items not required should be left at home. The YMCA is not responsible for damaged, lost, or stolen items.
- **CAMP MONEY Field Trip costs are covered in weekly fees.**
- **ZERO TOLERANCE POLICY** - The YMCA is not responsible for damaged, lost, or stolen personal items.
- **TOBACCO PRODUCTS of any kind**
- **Alcohol or drugs of any kind**
- **Weapons of any kind including ’toys**
- **CAMPERS who bring prohibited items will be required to turn them over to camp staff and/ or parents will be required to return to camp to take the items.**
- **Repeated violations can result in suspension and/or dismissal from camp programs.**
- **The YMCA is not responsible for damaged, lost, or stolen personal items.**

**GENERAL CAMP CONCERNS**

With general questions, please contact our Child Care and Camp administrative team: JON McREYNOLDS [Senior Program Director, Camp] jon.mcrey@ymcawichita.org, 316.776.8243 KATIE SUTTON [Director, Camp Hyde] katie.sutton@ymcawichita.org, 620.545.7290 ANDREA ELLIOT [Branch Director, Child Care and Camp] andae.elliott@ymcawichita.org, 316.776.8241 KELSEY MEYER [Administrative Assistant] kelsey.meyer@ymcawichita.org, 316.776.8251

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**CAMP OFFERING and LOCATION(S) AGES WEEKLY FEES BUS FEE**

<table>
<thead>
<tr>
<th>CAMP OFFERING</th>
<th>AGES</th>
<th>DEPOSIT</th>
<th>Y FAMILY MEMBER</th>
<th>NON-MEMBER</th>
<th>BUS FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVENTURE CAMPS (Y Branches)</td>
<td>5*-12</td>
<td>$15</td>
<td>$125</td>
<td>$145</td>
<td>N/A</td>
</tr>
<tr>
<td>SPECIAL INTEREST CAMPS (Bel Air Rec. Complex)</td>
<td>5*-12</td>
<td>$15</td>
<td>$180</td>
<td>$190</td>
<td>N/A</td>
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<tr>
<td>FSC SPORTS CAMPS (Farha Sports Centers)</td>
<td>5*-12</td>
<td>$15</td>
<td>$125</td>
<td>$145</td>
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<tr>
<td>TRADITIONAL CAMP AT CAMP HYDE</td>
<td>6*-12</td>
<td>$15</td>
<td>$130</td>
<td>$150</td>
<td>$25</td>
</tr>
<tr>
<td>SPORTS CAMP at CAMP HYDE</td>
<td>7*-12</td>
<td>$15</td>
<td>$130</td>
<td>$150</td>
<td>$25</td>
</tr>
<tr>
<td>FRONTIER HORSE CAMP at CAMP HYDE</td>
<td>7*-12</td>
<td>$65</td>
<td>$200</td>
<td>$220</td>
<td>$25</td>
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<tr>
<td>TEEN CAMP at CAMP HYDE</td>
<td>13-16</td>
<td>$15</td>
<td>$130</td>
<td>$150</td>
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| PAYMENT OPTIONS AND TIMING | | | | | |
|---------------------------|---|---|---|---|
| AUTOMATIC PAYMENT- Set up “AutoDraft” when you register. We’ll charge the bank account or credit/debit card provided each week. | | | |
| ONLINE PAYMENT- Log on to ymca wichita.org (membership is not required, a site account is) and check and pay balances with a credit/debit card. | | | |
| IN-PERSON- Pay by cash, check, credit or debit card at any of our ten branch locations (ymcawichita.org/locations). | | | |
SPECIAL NEEDS POLICIES
- The Greater Wichita YMCA and our Camp programs strive to meet the needs of each child within the structure of our program, while maintaining a safe and healthy environment for all of the children and staff.
- Children with special needs and/or medical conditions are accepted for participation once the program has been determined to be in the best interest of the child.
- Parents/guardians enrolling campers with special needs and/or medical conditions must schedule an appointment with the Child Care and Camp Branch Director or the staff member to discuss needs and options prior to consideration of enrollment.
- The Greater Wichita YMCA will make all reasonable accommodations.

HOURS OF OPERATION POLICIES
- Unless otherwise notified (see below) Greater Wichita YMCA Summer Camp programs are available from 6:30AM–6:00PM, Monday through Friday.
- Camper’s daily attendance may not exceed ten hours. Campers must be signed in and out daily using a parent’s or guardian’s full signatures at the end of the week to verify attendance. Parent/guardians are responsible for coming into camp facilities to pick-up and drop-off and to sign out the child.
- Only authorized adults will be permitted to pick up campers from Camp. Parents/Guardians are required to proudly sign in and sign out each day for each camp at check-in, in advance, for any ad ult that is not listed on the enrollment form as an authorized pick-up person. All adults (including parents/guardians not known to the staff) will be asked to provide a photo ID.
- Parents/guardians should notify staff when drop-off or pick-up times will vary from established schedules.
- Emergency contact information for parents/guardians and alternate contacts should be kept current at all times. If the primary contact will not be available, please notify the camp staff before leaving the child and let us know who should be contacted in case of an emergency.
- Parents/guardians are welcome to visit camp at any time, please check in with staff upon arrival.

LATE PICK–UP POLICIES
- With the exception of Camp Hyde (closed at 5:30PM), all campers will be picked up by site closing time.
- Please contact the program site immediately if you are going to be late. All attempts will be made by staff to contact the parent/guardian and emergency contacts when a child is not picked up by the site’s closing time.
- An automatic fee of $10 fee will be charged for each child not picked up by site closing time.
- An additional fee of $1 per minute/child will be charged starting at 10 minutes after closing time until the child(en) is/are picked up.
- All late pick-up fees must be paid, in full, before a child(ren) can return to Camp.
- Chronic late pick-up may result in termination of services and Greater Wichita YMCA policy requires staff to notify their supervisor and law enforcement of children still at Camp program sites one hour after the site closes.

HEAT POLICY
- Daily outdoor activity schedules will be adjusted as appropriate based on the index.
- Campers are given frequent water breaks. They are encouraged to bring water bottles and re-apply sunscreen throughout the day.

ILLNESS POLICY
- The Greater Wichita YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable for the YMCA to exclude a child based on this alone. The YMCA staff has been trained to determine this for participating children. This is the responsibility of the child’s legal guardian, with the help of the child’s health care provider.
- Parents/guardians will be notified any time a child has a fever with or without additional symptoms.
- Children will be excluded from the program when:
  1. The illness prevents the child from participating comfortably in facility activities.
  2. The illness results in a greater care need than the camp staff can provide without compromising the health and safety of other children; or
  3. The child exhibits signs or symptoms of illness, including but not limited to the following:
     - Presence of a fever and other signs of illness or behavioral change
     - An acute change in behavior including lethargy, disinterest, diurnal variation, change in eating and sleeping patterns.
     - Uncontrolled coughing, rash, diarrhea, vomiting, abdominal pain, mouth sores, pink or red eyes
     - Untreated head lice, scabies, or other infestation
     - Known or suspected contagious diseases while in the communicable stage
- Children excluded for a fever must be fever free, without fever reducing medication, for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary parents/guardians present until they are returned to the program.
- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease, a doctor’s release may be required for returning to the program.
- All families will be notified anytime a participant or staff has a confirmed communicable disease; confidentiality will be maintained. (Individuals will not be named)

MEDICATION POLICIES
- KDHE licensing regulations do not permit childcare agencies to administer prescription or non-prescription medication to children without the authorization of a physician and/or the written authorization of parent(s)/guardian(s).
- Please try to modify dosage timing for campers to preclude administering during camp participation hours.
- IF a camper must take medication during camp:
  - Discuss the need for medication with your site director or a member of our administrative team in advance to determine what forms and/or documentation will be needed.
  - Complete all required forms (available from site staff).
  - Nonprescription medications such as Tylenol, cough medicine, etc., if a guardian completes a medication form. This policy includes all medications, including nonprescription items.
  - Aspirin cannot be administered without a physician’s written authorization.
  - All medication to be administered must be given directly to Camp staff in its original container and clearly marked with the child’s first and last names.
  - Prescription medication must contain written instructions as to time, quantity, and administration, name and telephone number of the physician and any other pertinent information.
  - Greater Wichita Camp staff will not be responsible for administering injectable medication (except epinephrine).

MAJOR AND MINOR EMERGENCIES
- All Greater Wichita YMCA Camp staff are certified in Basic CPR, AED, and Basic First Aid.
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided a “ouch report”.
- Parents/guardians will be notified immediately of any serious injury or major emergency situation.
- In accordance with Greater Wichita YMCA emergency procedures, “911” will be called prior to parent notification and action at the scene.
- YMCA staff will complete an incident/accident report on a KDHE form after all MAJOR incidents; a copy will be provided to the parent/guardian.

GUIDANCE AND DISCIPLINE POLICIES
- The Greater Wichita YMCA follows KDHE guidelines for exclusion of children who are ill and/or show one or more sign or symptom of illness. While fever alone does not always indicate a serious condition, it is unreasonable for the YMCA to exclude a child based on this alone. The YMCA staff has been trained to determine this for participating children. This is the responsibility of the child’s legal guardian, with the help of the child’s health care provider.
- All children will be expected to act in a manner that demonstrates the four YMCA core values of caring, respect, responsibility, and honesty.
- The Greater Wichita YMCA reserves the right to suspend and/or dismiss any child based the child’s actions and behaviors. Immediate suspension may occur if a child:
  - Threatens harm to another
  - Uses profanity
  - Demonstrates violence and/or aggressiveness
  - Willfully leaves or does not return to the program area without permission from the staff
  - Is verbally disrespectful to peers or adults
  - Damages or takes the property of the program or others
  - Refuses to comply with verbal directions from staff
  - In any way compromises their safety or the safety of others.
- The Greater Wichita YMCA understands that, from time to time, all children need support and redirection. When consistent and/or escalating behavior compromise the staff’s ability to facilitate program activities and/or supervise the group, suspension from the program may be required until a conference with the family can be established and a plan for improvement implemented.
- If a child’s behavior or actions cause destruction or damage to the facility or the property, the family will be held responsible for any and all costs for repair or replacement.
- Greater Wichita YMCA staff are there to support campers. To ensure a timely response, we ask that campers and parents/guardians go directly to a staff member to report any concerns or incidents immediately.
- NO refunds (full or partial) will be issued when a camper is suspended for inappropriate behavior.

FIELD TRIPS
- Campers must ride on a Greater Wichita YMCA bus to and from all scheduled field trips.
- A parent/guardian signed field trip permission form including arrival and departure times for each trip is required prior to camper participation.
- Field trip arrival and departure times will be posted at each camp location & included on the permission slip.
- Greater Wichita YMCA buses will NOT wait for late camper arrivals.

LOST AND FOUND ITEMS POLICIES
- The Greater Wichita YMCA and our staff do not accept responsibility for any damaged, lost, or stolen items.
- All personal items should be labeled with the child’s name.
- Please notify a camp staff member as soon as you notice an item missing.
- Each camp location has a designated place for found items. All unclaimed items will be donated or destroyed after a two (2) week period.

CAMP CONTACT INFORMATION
- The Greater Wichita YMCA’s staff is focused on providing an excellent experience, every day, for every camper. According to the Cambridge, NY camp location has a cellular phone on-site for emergencies.
- The phones are not monitored throughout the day but are checked at the start and end of each camp day.
- The on-site phone for each camp location is available on each camp’s on-site Check-In table.
- Parents/Guardians needing to reach camp staff should contact the Child Care and Camp administrative staff. Call 316.264.1610 or find specific contacts and numbers on previous page or at ymcawichita.org/CAMP.