



GREATER WICHITA YMCA 2023 SUMMER CAMP PARENT INFORMATION and CAMP POLICIES



10 WEEKS | 7 LOCATIONS | SUMMER CAMP FOR ALL
CAMP NOW OPENS AT 7:00AM FOR ADVENTURE, SPORTS AND ALL BUS STOPS

- **CHOOSE WEEKLY SESSIONS** Monday-Friday May 30-August 3, Monday-Friday unless otherwise noted, varies by location
- **FULL DAYS OF FUN** Up to 10 hours/day from 7:00AM-6:00PM
- **FUN FOR YOUTH AGES 5-14** (programs require minimum age and completed Kindergarten)
- **BUS TRANSPORTATION** available for Camp Hyde campers (additional \$30 fee)

CAMP FEES

A one-time enrollment fee (\$15) and weekly deposit (varies) are due at registration and are non-refundable. Deposits can be transferred to a different camp week through May 1, 2023. After May 1 deposits are non-transferable and non-refundable. Weekly Camp fees are due by 10PM CT on the Monday, one full week prior to the beginning of the enrolled session. Monday, May 22 for session 1, for example. Failure to cancel registration in writing one full week prior to camp selected will result in full fees due regardless of attendance.

SCHOLARSHIPS

Every child should have a great summer, regardless of ability to pay. Scholarships for Summer Day Camps are available to those who qualify, covering up to 50 percent of weekly fees. Details and confidential applications can be found at ymcawichita.org/camp. Camp scholarships are a separate program and approval process from Y membership income-based financial assistance. Email scholarship@ymcawichita.org with questions.

JOIN THE Y AND SAVE ALL SUMMER LONG

Save **\$20/week** for any camper included on an active Greater Wichita YMCA Family Membership (youth memberships do not qualify). 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 ymcawichita.org/join. The Y's Strong Community Fund provides income-based financial assistance to membership applicants who qualify. Learn more and apply at ymcawichita.org/ways-to-save or at any of our 10 branch locations.



PARENT INFORMATION AND GREATER WICHITA YMCA CAMP POLICIES

WEEKLY CAMP FEES COVER

- **EXTENDED HOURS TO SERVE ALL FAMILIES-** YMCA Branch Adventure Camps, Farha Sports Camps and Camp Hyde bus stops open at 7:00AM and close at 6:00PM Drop off at Camp Hyde as early as 7:30AM Camp Hyde closes at 5:30PM
- **FIELD TRIPS-** All costs and expenses included in weekly fee.
- **BREAKFAST AND A HEALTHY SNACK-** Campers are provided breakfast and a healthy afternoon snack daily. **CAMPERS MUST BRING THEIR OWN LUNCH DAILY.**
- **RAIN-OR-SHINE FUN-** Camp will happen no matter the weather. Activities may be modified for inclement weather. No refunds will be issued for missed/altered activities.

REGISTRATION POLICIES

- Full instructions and enrollment forms available at ymcawichita.org/camp.
- A per-week, per-camper deposit of \$20 (\$70 for Frontier Horse Camp) and a one-time enrollment fee of \$15 are required at registration. Deposits can be transferred to a different camp week through May 1, 2023. After May 1 deposits are non-transferable and non-refundable.
- Cancellations or modifications must be finalized before registration closes for each week (see above). NO refunds will be given after registration closes, and weekly fees will be assessed, regardless of attendance. **To avoid charges, contact Child Care and Camp Accounts at childcare@ymcawichita.org or 316.776.8842** prior to the closing of registration.

PAYMENT OPTIONS AND TIMING

- Camp fees must be paid in full by 10PM CST on the Monday one full week prior to Camp session. A late fee of \$10/camper/week will be assessed after that time, without exception.
- Payment options include:
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 ymcawichita.org (membership is not required, a site account is) and pay due balances with a credit/debit card.
IN-PERSON- Pay by cash, check, credit/debit card at any of our 10 branch locations (ymcawichita.org/locations).

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. **DCF ELECTRONIC BANK TRANSFER (EBT)-** Visit any of our 10 locations to complete forms and paperwork for EBT payment of fees. DCF is accepted at select locations.

Once enrollment and payment deadlines close, **PROOF OF PAYMENT** (including all applicable late fees) is **REQUIRED PRIOR TO CAMPER ADMISSION** on the first morning of each week's Camp, without exception. 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.

WHAT TO BRING TO CAMP EACH DAY

- Please label all items with your camper's full name.
- **HEALTHY LUNCH-** Each camper is responsible for their own lunch daily. Campers will not have access to facilities to (re)heat foods.
- **WATER BOTTLE-** A large, resealable bottle for water (only) is strongly encouraged.
- **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.
- **SWIMSUIT 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.
- **CAMP 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.
- **MONEY-** Field trip costs are covered in weekly fees. Youth should not bring money to Camp.
- There is a **ZERO TOLERANCE** policy for the following items. Any violation will result in immediate termination from all Camp activities.
 - Tobacco products of any kind.
 - Alcohol or drugs of any kinds.
 - 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.

SPECIAL NEEDS POLICIES

- The Greater Wichita YMCA and our Camp programs strive to meet the individual 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.

CAMP ACCOUNTS (Enrollment/Modification/Cancellation and Payments)

For help with making, changing, or cancelling a reservation or for support with payment options and concerns, please contact our **Camp Accounts** team. To do so, use the form at ymcawichita.org/camp, email childcare@ymcawichita.org or call 316.776.8842. **NOTE:** All stated registration, modification, cancellation and payment deadlines apply regardless of method and timing of inquiry.

GENERAL CAMP QUESTIONS

With general questions, please contact the YMCA Administrative offices at 316.264.1610. YMCA Administrative offices are open Monday-Friday from 8:00AM-5:00PM. All calls will be returned within 24 hours during business hours or the next business day.



GREATER WICHITA YMCA 2023 SUMMER CAMP PARENT INFORMATION and CAMP POLICIES

- Parents/guardians enrolling campers with special needs and/or medical conditions must schedule an appointment with the Senior Program Director 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 7:00AM-6:00PM, Monday through Friday.
- Camper's daily attendance may not exceed 10 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. Parents/guardians are responsible for coming into Camp facilities to drop-off and pick-up children.
- Only authorized adults will be permitted to pick up campers from Camp. Parents/guardians are required to provide written authorization, in advance, for any adult who is not listed on the enrollment form as an authorized pick-up person. All adults (including parents/guardians not known by the staff) will be asked to provide a photo ID.
- Parents/guardians must 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 (closes at 5:30PM), all of our Camp program sites close promptly at 6:00PM daily.
- 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 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 is picked up.
- All late pick-up fees must be paid in full before a child can return to Camp.
- Chronic late pick-up may result in termination of services.
- 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 heat 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 and inappropriate for staff 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 anytime 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 Child Care 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, irritability and/or persistent crying;
- 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 illness must be symptom free for 24 hours before returning to the program.
- Ill children will be monitored and isolated with necessary supervision until a parent/guardian or other authorized adult picks up.
- Parents/guardians should make arrangements to ensure pick up within an hour of notification.
- Parents/guardians are required to notify the program when a child is diagnosed or exposed to a communicable disease; a doctor's release may be required to return to the program.
- All families will be notified any time 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 child care 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).
- 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 name.
- Prescription medication must contain written instructions as to quantity, time for administering, 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 epipens).

MAJOR AND MINOR EMERGENCIES

- All Greater Wichita YMCA Camp staff are certified in pediatric CPR/AED and basic First Aid.
- Minor injuries will be treated on site and parents will be informed at pick-up and/or provided an "Ouch Report."
- Parents 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 any time a situation warrants.
- 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's Camp programs philosophy on discipline is based on respect for the child's self-esteem, setting reasonable limits, consequences and encouraging increased self-discipline.
- 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 on the child's actions and behaviors. Immediate suspension may occur if a child:
 - ▶ Threatens harm to another;

- ▶ Attempts to and/or strikes a staff member;
- ▶ Demonstrates violence and/or aggressiveness;
- ▶ Willfully leaves or does not return to the program area without permission from the staff;
- ▶ Uses profanity;
- ▶ 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 property, equipment or the facility, 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 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 and included on the permission slip.
- Optional activities are not available on Field Trip Days. Children cannot remain at the branch or camp site.

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 camper'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. Accordingly:
- Each Camp location has a cellular phone on-site for emergencies.
- The phones are not monitored throughout the day but messages 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 leave a message on the YMCA Administrative offices phone at 316.264.1610. YMCA Administrative offices are open Monday-Friday from 8:00AM-5:00PM. All calls will be returned within 24 hours during business hours or the next business day.