

# Brad Akins YMCA Summer Day Camp 2025

## Parent Handbook



**GREAT SUMMERS**  
START AT THE YMCA

## **MISSION STATEMENT**

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

## **GOALS AND OBJECTIVES**

Our cause is for youth development, healthy living and social responsibility. Our camp program, as being part of the YMCA, reflects these values and is designed for our camp participants to grow physically, mentally and spiritually within a safe, fun camp environment. Our staff is trained to act as an aid as they lead your child through challenging activities that will help them grow developmentally.

All YMCA camps are designed to meet the following goals that are established for these three causes.

Each camper will:

- Have Fun!
- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets

## **CHARACTER DEVELOPMENT**

At the YMCA, character development and values are a part of who we are. At our YMCA, that means more than just activities. We believe character development is an important challenge for all of us—staff, volunteers, members, participants and parents—to accept and demonstrate the positive values of faith, caring, respect, honesty and responsibility.

## **SUMMER DAY CAMP**

The YMCA Summer Day Camp is the perfect solution for parents looking for a safe, fun and affordable summer camp experience for their child. Campers are grouped together by the grade they will be going into at the end of the summer and their days are filled with fun, age appropriate activities that include: arts and crafts, physical activities and games, character development, devotions, and daily swim time.

## **REGISTRATION, ADMISSION, IMMUNIZATIONS**

Pre-registration is required. As we have a limited number of spaces, our enrollment is taken on a first come, first serve basis. No child will ever be refused admittance to the program due to race, religion or gender. Please allow a 24-hour process for registration. Children are not allowed to attend on the same day of registration. If your child has any special needs/requirements, please contact the Camp Director to discuss prior to registration.

All immunizations must be current. You must provide Form 3231 prior to your child attending camp.

## **THIRD PARTY SUBSIDIES**

All participants who receive third party subsidies may register online. You must provide proof of the subsidy from your employer before any adjustments can be made to your account. Proof of subsidy can be emailed to our Camp Director or Coordinator. If you believe that we already have the documentation on file, please contact our Camp Director or Coordinator. If documentation is required to be signed by both parties, you must contact our office to schedule an appointment. Please email us at

[todd@gapiedmontymca.org](mailto:todd@gapiedmontymca.org).

For CAPS participants, please register under the CAPS ONLY for the weeks you want your child to attend.

## **CAMP OPENINGS**

In the event that a camp fills prior to your registration, we will not be maintaining a waitlist. **Please text @Yreginfo to 81010.** We will put out a notification that we have spaces available, and at that time you may register online for any available camp weeks.

## **AGE EXCEPTIONS**

Campers must be the age/grade indicated in the camp registration form by camper's start date. Due to our licensing requirements, there will be no age exceptions. Camps are designed with curriculum and programming for campers going into 1st - 8th grades.

## **PRORATING CAMPS**

We believe that a true camp experience is a weeklong experience. For this reason, we do not prorate camps.

## **ABSENCES**

Please contact our camp staff by phone or email if your child will be absent.

## **DAY CAMP FEES**

- \$35 Registration fee per child (non-refundable)
- \$140 YMCA Member weekly fee
- \$165 Non-YMCA Member weekly fee

## **PAYMENTS**

When registering for camp, you must pay the registration fee, and a \$25 deposit for each week that you register. The registration fee and deposits are non-refundable. Weekly fees are required to be drafted. When you register online, the draft will automatically be set up for you using the payment method you choose for the registration fee and deposits. The amount to be drafted will be the applicable fee minus the deposit fee that has already been paid at registration. Fees will be drafted the Wednesday prior to the week of service. If your payment is rejected, you must pay your balance by Friday at 12pm (before the session begins), or your child will be removed from the roster. If space is available, you must re-register your child and make full payment in order for your child to attend.

## **CHANGES IN DRAFT PAYMENT METHOD**

To change your draft payment method, please email the Program Director at [todd@gapiedmontymca.org](mailto:todd@gapiedmontymca.org). You may add the new or updated payment method via your online account, but changes must be applied by the Program Director or Coordinator.

## **CUSTOMIZED PAYMENT PLANS**

If you choose to opt out of the pre-scheduled weekly draft payment process, you must meet with our Program Director to schedule a draft suited to your needs. All payments are due prior to the week of service. We know it is hard to pay for your camp sessions all at once. Let us help you create a payment plan that will allow you to pay for camp in installments as early as March. This way, you can secure the childcare you need, while breaking your payments into more manageable amounts. Families that require split payments between two different payment methods will need to discuss a payment schedule with our Camp Director. To create a customized payment plan, contact the Program Director at [todd@gapiedmontymca.org](mailto:todd@gapiedmontymca.org).

## **FINANCIAL ASSISTANCE (SCHOLARSHIPS)**

We want every child to be able to experience the fun and excitement of YMCA Summer Day Camp. For this reason, we have a number of scholarships available for families who need help paying for their sessions. Interested applicants can find information and request forms at the YMCA front desk.

The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in 2 weeks before camp starts.

Online registration is available for scholarship applicants. If your camp fees were not adjusted to your scholarship amount, please email our office.

## **CAPS PARTICIPANTS**

We work with DECAL to ensure that children who receive CAPS assistance can attend our YMCA Summer Day Camp. Families MUST have current certificates with the Brad Akins YMCA named as the childcare provider. If families do not have the certificates in place at the time of registration, they are responsible for payment until the certificates are active. The YMCA does not refund back-dated payments. Families must seek reimbursement from CAPS. Rate Sheets are provided by the YMCA to ensure correct rates for your certificates. To request a Rate Sheet, please contact our [Camp Director](#) or our [Camp Coordinator](#).

## **GENERAL WITHDRAWAL AND REFUND POLICY**

- All withdrawal requests must be emailed to the Camp Director at [todd@gapiedmontymca.org](mailto:todd@gapiedmontymca.org) by Tuesday at 5pm before the week of service. No withdrawals will be accepted after this time.
- No refunds will be given for Registration Fee or Deposit.
- No refunds or credits will be given for any time that a child was registered and did not attend.

## **CAMP OPERATING DAYS/HOURS**

Day Camp starts Tuesday May 27, 2025 and ends Wednesday July 30, 2025.

- Camp Operates Monday through Friday
- Camp Hours: 7:00am-6:30pm

**There will not be camp on Friday, July 4th, 2025 and Thursday, July 31, 2025.**

## **ARRIVAL & DEPARTURE**

Summer Day Camp is located at the Brad Akins YMCA, at 50 Brad Akins Drive in Winder. The Camp Desk is located at the back entrance to the YMCA, just off the small parking lot to the left of the entrance (Pryme Tyme parents know it as the pick-up door). Signs will be posted to help you find it. Please remember the following:

- You must sign your child in every day. Do not drop them off and send them into the building on their own. The YMCA is not responsible for children who have not been signed in by an adult.
- Drop-off and pick up are located at the back entrance.
- There will be a staff member there between the hours of 7:00am-9:00am and 3:30pm-6:30pm. Between the hours of 9:00am-3:30pm, please park and come to the front desk to drop off or pick up your child.
- You, and anyone picking your child up, must have a driver's license or photo ID with them.

## **AUTHORIZED PICK UP**

We will not release your child to anyone who is not on the Authorized Pick Up List. Additions and removals of people on the list can be made online from your account. If there is an emergency, and you need to send someone not on the list, you may email the [Camp Director](#) or [Camp Coordinator](#).

## **LATE PICK-UP**

Failure to make arrangements to pick up your child(ren) by 6:30 p.m. will result in a late fee charge. The late fee is \$5.00 for the first 10 minutes and \$1.00 for each minute thereafter. Late fees must be paid at the time of pick-up – children with unpaid late fees will not be allowed to return to camp until it is paid.

Note: When a child is not picked up in situations including, but not limited to: sickness, behavioral issues, inclement weather, or natural disasters, we will follow the above "late pick-up" policy starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

## **ILLNESS POLICY**

If your child does not feel well, please do not send them to camp. While it may interfere with your plans for the day, it is unfair to pass the sickness along to the other campers. Please note when your child has a

fever (fever 100.4) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms return to normal. We may require a physician's release for any medical or health issues. Your child will not be allowed to attend camp if he/she has:

- Conjunctivitis (pink eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever, or knowledge that child has had a fever in the past 24 hours
- An open rash
- Show evidence of lice, scabies or other parasitic infections
- Vomiting/upset stomach
- Diarrhea

If your child falls ill while at camp, we will separate him/her and notify you immediately. If you cannot be reached, we will call the emergency contacts listed on your form. You or one of your emergency contacts will need to pick the child up from camp. We will follow the Late Pick Up Policy from the previous section. When your child is sent home due to illness, they may not return the next day.

### **ACCIDENT & EMERGENCY POLICIES & PROCEDURES**

At all times, we have staff onsite who are trained in First Aid and CPR. All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp Incident Report
- The child will be periodically observed after the First Aid has been applied

In case of an emergency, staff will call Emergency Services and the Camp Director will notify parents or emergency contacts. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment. If a camper needs to be transported to the hospital and a parent has not arrived, a staff member will accompany the child with all necessary registration and medical release forms. Please make sure to keep these forms updated at all times. The YMCA does not incur the cost of medical treatment and it is imperative that you indicate all allergies or special needs your child has concerning medical treatment.

### **LOSS OF POWER/WATER**

From time to time, the center may experience a power or water outage that causes the level of care in the center to be diminished for a period of time. Should this occur during normal program hours, we will evaluate the situation and make a call for an emergency closing if necessary. If at any time the facility is without electricity or water for more than 1 hour, the decision will be made to close for the remainder of the program day.

### **CHILDREN AT RISK**

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be used are:

- Call the other parent
- Call another person on the child's emergency contact list

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

### **LICENSING**

The YMCA of Georgia's Piedmont, Brad Akins Branch follows the standards for a licensed center by Bright from the Start, the state of Georgia licensing program. In order to obtain full compliance of these

standards, parents must complete each enrollment form in its entirety and as necessary, update the information throughout the summer. It is your responsibility to keep your child's records up to date.

## **CHILD ABUSE PREVENTION POLICY**

By law, all agencies that provide programming for children are required to report questionable bruises or marks that are repetitive or obvious to the staff. Likewise, should a child indicate to a staff member that abuse (physical, mental or sexual) is happening to them, it is our obligation to report the discussion to the proper authorities. Know that if we file such a report, it has been done with much consideration on the part of our staff and with the child's best interest in mind.

## **STAFF TRAINING & QUALIFICATIONS**

All camp staff receive many hours of training prior to the first day of Summer Camp. Our comprehensive training and development program includes behavior management, conflict resolution, planning age appropriate activities and risk management. In addition to learning all the policies and procedures of the YMCA Summer Camp program, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in/out and how drop-off and pick-up operates. They explore techniques of how to better interact with children, build others self-esteem and confidence, and become experts in songs, games and craft projects.

## **CAMPER RATIO**

We work to maintain a 1:15 ratio in all our age groups.

## **SPECIAL NEEDS/INCLUSION**

YMCA Child Care Classes make every effort to accommodate children with special needs and welcome them into our classrooms. The YMCA will do everything possible to make our center accommodating to all children. While our teachers have extensive training, we currently do not employ anyone who is certified in Special Education. Determining our ability to provide services will be done on a case by case basis. The YMCA reserves the right to request IEP's and other documentation for review to determine our ability to provide required services.

We recognize that there are some medical treatments, special needs and procedures that legally the YMCA staff is not trained for or qualified to perform. While every attempt will be made to accommodate all children, the YMCA may not be able to provide service for children if it has been determined that their needs are unable to be met.

## **BATHROOM PROCEDURES**

No camper is ever alone and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire group or a smaller group escorted by a staff member. Campers will only use bathrooms inspected for safety by camp staff.

## **COMMUNICATING WITH YMCA CAMP STAFF**

If at any time throughout the day you need to reach us, you can call us at 770-868-2917. For any comments, questions, or concerns that are not time sensitive, you can reach us by email at [todd@gapiedmontymca.org](mailto:todd@gapiedmontymca.org). Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, altercations in the parent relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will keep this information confidential and only use it to better provide for your child.

## **CONTACTING YOUR CHILD AT CAMP**

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the Camp Director at any time.

\*Campers are not allowed to have cell phones or any other electronic device at our camp.

## **REMIND 101 TEXT MESSAGE ALERTS**

We encourage all parents/guardians to sign up for Remind 101 text alerts, so that you may be informed of any upcoming events or changes to our programs. To sign up, text **@prymetyme** to **81010**. Message and data rates may apply.

## **WHAT TO BRING TO CAMP**

Each day your child will need to make sure that they have the following items with them, in order to make sure they are ready for the day. Please make sure all items are labeled with your child's name.

- Back pack
- Water Bottle
- Closed toed shoes to wear
- Towel
- Swim Suit
- Sunscreen
- Flip Flops (for pool only)

## **WHAT TO LEAVE AT HOME**

All electronics: including mp3 players, mobile phones, tablets, laptops, any handheld gaming consoles, toys and pets.

## **SOCIAL MEDIA/TEXTING FREE CAMP**

Camp is a mobile phone free and social media free zone. It becomes disruptive to camp life and distracts from the camp experience. If cell phones or other electronics come to camp they will be collected and placed in the camp office until pick up.

**The YMCA is not responsible for lost or broken items.**

## **NUTRITIONAL LUNCH**

Thanks to our food program sponsor, Georgia Nutritional Services Inc, lunch will be supplied to all camp participants, as well as an afternoon snack daily. All meals follow USDA Food Program guidelines.

**Our camp is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts to ensure the health and safety of all the children in our camp.**

Meals and snacks are served by our camp staff which have been trained in proper food handling procedures. Please note no additional meals will be served after the times listed.

- Lunch: 11:30 am-1:00 pm
- PM Snack: 3:00 pm-4:00 pm

## **MEDICATIONS**

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form. This form is good for 2 weeks, then a new form is required.
- Keep all medication in the original container with the prescription label/directions attached.
- Medication must be labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.

- Hand all medication (including inhalers etc.) to the camp counselor. Campers are not allowed to keep medications on their person, in their backpacks or lunch bags. Each group has a backpack that the counselor carries that houses all emergency medications such as inhalers and epipens.
- All medications will be given to your child at the prescribed time and logged into our medication notebook.

## **SUNSCREEN**

Should your camper be required to use sunscreen while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies:

- Keep the sunscreen in the original container labeled with your child's name.
- Camp staff will remind campers to reapply sunscreen multiple times a day.

Please note that due to state regulations we are NOT allowed to apply sunscreen to your camper. We recommended spray sunscreen as we cannot rub the lotion on them. We can assist them in spraying sunscreen.

## **SWIMMING**

Please send your child to camp with a swimsuit and towel EVERY DAY, along with their drawstring camp bag for their wet swimsuits. Although you will be provided with your camper's swim schedule, sending your camper daily with their swim gear allows for them to participate in any activities in case of a schedule change.

## **SWIM TEST**

To earn a green band, campers will begin in the shallow end of the pool and swim the entire length of the pool unassisted and without resting. Swimmers must maintain a horizontal body position without touching the bottom or side of the pool, then tread water for 30 seconds while keeping ears and face above water. Campers with a green band may access shallow and deep areas of the pool designated for camp.

To earn a yellow band, campers will begin in the shallow end of the pool and swim ½ the length of the pool unassisted and without resting. Swimmers must maintain horizontal body position without touching the bottom or side of the pool, then rollover on back and float for 10 seconds. Campers with a yellow band may only access the shallow area of the pool designated for camp.

If a camper does not receive a green or yellow band, they will receive a red band. Campers with a red band must wear a life vest and may only access the designated shallow area. Life vests are available at the pool for campers to use, it is not necessary to send a life vest to camp with your child.

## **SWIM LESSONS**

Group swim lessons will be offered to campers at no additional cost and will meet at our indoor pool. One session will consist of 4- 45 minute lessons Monday through Thursday from 9:15-10:00 am. Led by certified Y Swim Instructors, our program focuses on water safety, stroke development, and building confidence in the water. This is a learn-to-swim program with limited spots available. Please indicate on your child's swim waiver if you would like for them to participate in swim lessons. Swim waivers must be turned in by May 16th, 2025. You will be notified ahead of time which week your child will be taken to swim lessons.

## **SAFETY AROUND WATER PROGRAM**

Drowning is a leading cause of death for children in the United States. Prevention is the key to saving lives. The Y believes that one way to prevent drowning is to teach children about how to be safe in, on and around the water in a fun and entertaining way. Our dry-land Safety Around Water program is taught by a Y lifeguard in the classroom. We will meet on Fridays for a 30 minute session. Each lesson will include water safety discussions, activities and videos.



## **EMERGENCY OR INCLEMENT WEATHER POLICIES**

The YMCA Summer Camp has a disaster/emergency plan. In the event of a disaster/emergency the YMCA Program Administrators will follow our current policies and plans that are in place. We ask that parents wait to be notified before trying to call camps, as the staff need to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our camp for more than 2 hours, we will contact each parent to pick up his or her camper as soon as possible.

In the case that our location is compromised significantly and deemed dangerous, we may transport campers to an alternate location until we feel it is safe to return.

During heat advisory days we will take extra precautions to keep children in the shaded areas and well hydrated. When possible, indoor spaces will be utilized. Activities will be modified to give campers plenty of rest during extreme heat. It is imperative to keep emergency contact information current so we can reach you in an emergency.

## **YMCA CAMP BEHAVIOR POLICIES**

Our YMCA Day Camp program strives to meet the needs of all of our children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA School Age Child Development programs have established rules consequences and a zero tolerance policy for specific behaviors.

**The YMCA reserves the right to suspend or expel a child immediately following the violation of the Zero Tolerance guideline without refund.**

## **YMCA CAMP EXPECTATIONS**

- **Have Fun!** We're all about smiles, laughter, and adventure.
- **Be Kind:** Kindness is cool. Spread kindness and help out a friend.
- **Keep Your Hands to Yourself:** Personal space is important. Keep your hands to hives, and thumbs up.
- **Listen to Your Counselors:** Counselors know the way - so stay on track when they lead.
- **Have a Good Attitude and Use Positive Language:** Be your best self. Lift others up with your words and spread positivity.

## **YMCA CONSEQUENCES**

- Verbal Warning
- Redirection to another activity
- Time away without activities
- Parent notification at pick-up time
- Meeting with parent and behavior contract created
- Notice of Suspension (1 Day), next day of care/without refund
- Notice of Suspension (3 Day), next 3 days of care/without refund
- Conference with Program Director/Parent/Camper
- Removal from program

Due to the seriousness of behavior any step can be taken at any time.

## **ZERO TOLERANCE**

- Inflicting physical harm on another individual.
- Verbal threat that may cause physical harm to another individual.
- Verbal threat that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program)

## ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, minimum standards for child care centers. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

- Communicate with the Camp Director or staff daily.
- Give detailed information to the Program Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are in care.
  - o Do not confront any camper in a threatening manner.
  - o Do not confront campers from other families.
  - o Using profanity in the presence of a child is prohibited and against the law.
  - o Report concerns to the Camp Director.
  - o In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
- Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA. Controlled substances/medications must be accompanied by a written doctor's prescription when used during Day Camp, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol or controlled substances in the presence of the day campers and staff.
- Day Camp program:
  - o Children will not be released to parents, guardians or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol or a controlled substance.
- People must not smoke, use tobacco products, E-Cigs, or Vape Pens at the YMCA, on the premises, on the playground, in transportation vehicles

## CONSEQUENCES OF PARENT MISBEHAVIOR

In regards to the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Camp Director's decision ranging from verbal warning to the maximum penalty being parent removal from the building or the camper's removal from the program.

