



GAME ON ALL SUMMER!

2025 SUMMER CAMP

Parent Handbook
Bell Family YMCA of
Hartwell, GA
706-856-9622





WELCOME TO Y SUMMER CAMP!

We are excited that you have chosen the Bell Family YMCA as your day camp of choice this summer. Our goal is to provide a safe, quality environment for families in our community so that their children may have the best summer camp experience possible. Please read all information provided so you are aware of the great things going on at our Y, to help keep you and your camper safe, and on the same page all summer.

POSITIVE ROLE MODELS

We take steps toward success with our program by staffing our summer camp with well-trained and caring staff who enjoy working with children. Here at the YMCA, we highly encourage parents to communicate with us. Strong communication between staff and parents is essential to running a successful summer camp.

EATING HEALTHY, LIVING HEALTHY

We are committed to increasing the amount of time campers spend being active during the day. As a part of this, we make sure children are eating healthier throughout their day too! We provide healthy meals and snacks through our partnership with USDA's Summer Food Service Program.

FRIENDS

At the Y, we believe that one of the most memorable parts of camp is making lasting memories and the friendships made at camp. We believe that if every camper does not meet and have at least one new friend by the end of summer, we've failed! Encourage your camper to branch out, try new things, and meet new people- this is a great life skill for them to learn now!



WHAT MAKES Y SUMMER CAMP SPECIAL?

- Our day camp activities create a foundation for building emotional intelligence and problem-solving skills in your child.
- Y Camps are led by caring and trained youth developers who are dedicated to bringing out what is special and unique about your camper.
- At Y Camp, your camper will gain independence, build confidence and develop a sense of responsibility for themselves.
- At Y Camp, your camper will learn about character development and the positive values of caring, respect, honesty, and responsibility.
- Campers will grow personally, build friendships, become better leaders and supporters, all while having loads of fun.
- The YMCA Summer Day Camp is a safe, fun and affordable experience for your child. Campers are grouped by the grade they will be in at the end of the summer. 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.



PARENT HANDBOOK

This Parent Handbook is your passport to all things summer camp. We have clearly published all of our policies, processes, and other important information that you need to know for camp. Please keep this handbook somewhere safe so you can look back on it throughout the summer!



PARENT RESPONSIBILITY

WHAT'S GOING ON AT HOME?

Children's actions in our program often reflect problems they are experiencing at home (e.g., a pet's death, a parent's divorce, a fight with a sibling, etc.). Please inform your child's Camp Director if any such disruptive or traumatic experience should occur. This will enable us to better meet your child's needs.

CAN DAY CAMP STAFF BABYSIT FOR MY FAMILY?

- Y staff may not babysit participating children outside of the program. Please support this policy by not asking Y staff to care for your child outside the program.
- Y staff may not be in contact with participating children outside of the program for any reason
- Y staff members are not allowed to communicate or engage with participating students via Facebook or any other form of social media.

PARENT UNDERSTANDING

- I understand the policies and procedures, including those regarding deposits, payments, cancellations, and withdrawals.
- I understand that YMCA staff and volunteers are not allowed to transport children in personal vehicles outside the Bell Family Y program.
- My child is allowed to be transported off day camp site by YMCA Camp buses to attend other YMCA activities.
- I understand that I am not to leave my child at the Y or program site unless a Bell Family YMCA Staff member or volunteer is there to receive and supervise my child.
- I understand that the Bell Family YMCA is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I understand it is my responsibility to read this handbook and understand its contents as it relates to my child's camp experience.
- I understand policies and guidelines may change to meet state, federal, or local requirements. Parents will be notified of any changes to our guidelines or policies.
- I understand that my child will have to bring their lunch the first week of camp. The food program Step of Faith will start providing meals on June 2nd.



MISSION STATEMENT:

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

DAY CAMP FEES

- \$35 Registration fee per child (non-refundable)
- \$130 YMCA Member weekly fee
- \$155 Non-YMCA Member weekly fee

Weeks June 30th & July 28th ONLY:

- \$100 YMCA Member fee
- \$125 Non-YMCA Member fee

DAY CAMP GROUPS

Explorers Camp: 5 yr olds

Summer Camp: 6 & 7, 8 & 9, 10-12



CAMP OPERATING DAYS/HOURS

Day Camp starts Tuesday, May 27, 2024, and ends Wednesday, July 30, 2024.

- Pre-Camp- 7:00 am - 9:00 am
- Camp Hours- 9:00 am - 4:00 pm
- Post Camp- 4:00 pm - 6:00 pm

The camp will be closed on Thursday, July 3rd, and Friday, July 4th.

DROP OFF

For the safety of staff and campers, campers may not be dropped off at the campsite earlier than 7:00 a.m. Drop-off will be on the poolside from 7:00 to 9:00 a.m. After 9:00 a.m., the camper must walk into the front with an adult to sign in for camp. The front desk staff will call for a counselor to escort the camper where he/she needs to go.

EARLY PICK-UP

We understand that there will be times when you need to pick up your child early. When this occurs, it is extremely important that you call the Front desk, use the Remind app, or email the Camp Director with the details of the early pickup. Please understand that we use many areas of our facility, and children may be participating in activities that are outside the building. We have a hand-held radio system that allows us to communicate effectively. However, retrieving the child from the program area may take a few minutes. Your patience is appreciated.

PICK -UP

- Pick-up is from 4:00 - 6:00 pm.
- A picture I.D. is required to pick up your camper
- A camp counselor will come out to your vehicle, ask who you are picking up, ID you, have you sign your child out, and then call on the radio for your child to be brought out to the car.
- Only authorized people you listed on the authorized pick list will be allowed to pick up your child.
- Campers must be picked up by 6 pm to avoid a late fee.

LATE PICK-UP

In fairness to our staff and because of subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00 p.m. The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01 p.m. If a child is not picked up by 6:15 p.m., we will begin calling parents and/ or emergency contacts. If the child is not picked up by 7:00 p.m., local authorities will be called.

LICENSING

The YMCA of Georgia's Piedmont, Bell Family Branch follows the standards for a licensed center by Bright from the Start, the state of Georgia licensing program. To fully comply with these standards, parents must complete each enrollment form and update the information throughout the summer as necessary. It is your responsibility to keep your child's records up to date.

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.

Determining our ability to provide services will be done on a case-by-case basis. The YMCA reserves the right to request IEPs 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 the YMCA staff is legally 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 cannot be met.

STAFF TRAINING & QUALIFICATIONS

All camp staff receive many hours of training before 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 operate. 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.



REGISTRATION

Pre-registration is required. As we have a limited number of spaces, 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 them before registration.

WAITING LIST

In the event that a week fills before your registration, your child/ren will be placed on a waiting list. You will be contacted if a spot becomes available 3-5 days before the session

AGE EXCEPTIONS

Campers must be the age/grade indicated in the camp registration form by the 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 Kindergarten- 7th grades.

PRORATING CAMPS

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

THIRD-PARTY SUBSIDIES

All participants who receive third-party subsidies (except for CAPS subsidy) 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 proof 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 amy@gapiedmontymca.org.

FINANCIAL ASSISTANCE (SCHOLARSHIPS)

We want every child to experience the fun and excitement of YMCA Summer Camp. For this reason, we offer several scholarships 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 DFCS to ensure that children who receive CAPS assistance can attend our YMCA Summer Camp. Families MUST have current certificates with the Bell Family 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 their local DFCS office. The YMCA provides Rate Sheets to ensure correct rates for your certificates. To request a Rate Sheet, please contact our Camp Director at amy@gapiedmontymca.org or our Camp Coordinator at Kristih@gapiedmontymca.org



PAYMENT POLICIES

When registering for camp, you must pay the registration fee and a \$20 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.
- The amount to be drafted will be the applicable fee minus the deposit fee that was already paid at registration.
- Fees will be drafted the Wednesday before the week of service.
- If your payment is rejected, you must pay your balance by Friday at 12 pm (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 for your child to attend.



CHANGES IN THE DRAFT PAYMENT METHOD

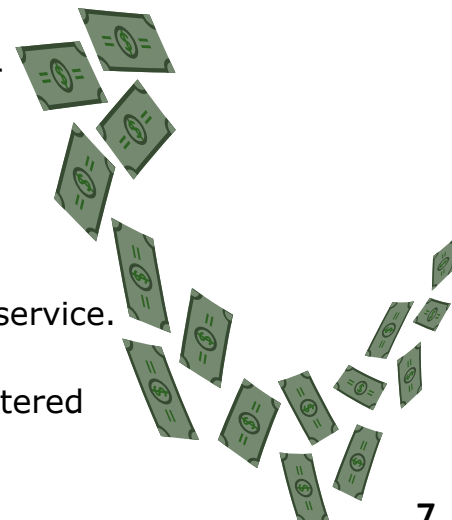
- To change your draft payment method, please email the Program Director at amy@gapiedmontymca.org. You may add the new or updated payment method via your online account, but changes must be applied by the Program Director or Coordinator.

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 amy@gapiedmontymca.org.

GENERAL WITHDRAWAL AND REFUND POLICY

- All withdrawal requests must be emailed to the Camp Director at amy@gapiedmontymca.org by Tuesday at 12 pm before the week of service. No withdrawals will be accepted after this time.
- No refunds or credits will be given for any time that a child was registered and did not attend.



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. We ask that parents wait to be notified before trying to call camps, as the staff needs to focus on the safety of the children and any weather emergency.

If water or electricity remains off at our camp for more than 1 hour, we will contact each parent to pick up his or her camper as soon as possible.

If 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.



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.

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. An incident report will be filled out and placed in child's records.
- 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.



COMMUNICATING WITH YMCA CAMP STAFF

If you need to reach us at any time throughout the day, you can call us at 706-856-9622. For any comments, questions, or concerns that are not time-sensitive, you can email us at amy@gapiedmontymca.org.

The 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 @bfycamp to 81010. Message and data rates may apply.



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.

NUTRITIONAL MEALS

Breakfast and Lunch will be supplied to all camp participants by the Step of Faith Outreach Inc starting June 2nd until the end of July. Participants must bring a lunch from home the first week of camp. The Y will provide the afternoon snack daily. All meals follow USDA Food Program guidelines. An ice pack must be used to keep items cool. No microwavable meals!

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.

- Breakfast: 8:00am-9:00am
- Lunch: 11:30 am-12:30 pm
- PM Snack: 3:00 pm-4:00 pm



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, passing the sickness along to the other campers is unfair. Please note that when your child has a fever (100.4) or vomiting/diarrhea, please ensure they remain 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 the 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. We will call the emergency contacts listed on your form if you cannot be reached. You or one of your emergency contacts must pick the child up from camp. We will follow the Late Pick Up Policy found on page 6. When your child is sent home due to illness, they may not return the next day.

MEDICATIONS

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for treating 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. It is good for two weeks, after which 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 medication's name, 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 the counselor carries that houses all emergency medications, such as inhalers and Epi-Pens.
- 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 recommend spraying 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 a drawstring camp bag for wet swimsuits. Although you will be provided with your camper's swim schedule, sending your camper daily with their swim gear allows them to participate in any activities in case of a schedule change.

SWIM TEST

Children will take a swim test their first time going to the pool unless it is marked on the swim waiver that they cannot swim and need a life jacket. To receive a green band, a camper must swim the full length of the pool without touching the bottom and tread water for 30 seconds. Successful completion allows them to swim in the deep end of the pool. To receive a yellow band, a camper must swim to the pool's lifeguard stand/middle line without touching the bottom. Successful completion allows them to swim only in the pool's 3 & 4 ft area. Any child who wears a life jacket is restricted to the 3ft area. No exceptions!



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.

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.

- 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 Protection Services or the Police will be called.

CUSTODY ISSUES

In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the camper to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the camper up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the Family YMCA property during camp. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Site Director if you have specific custody issues that we need to be aware of.

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.

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 and sent in one at a time. This includes changing in and out of swimwear.



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 a refund.

YMCA CAMP EXPECTATIONS

- Have Fun!
- Keep hands, feet, body, and objects to yourself.
- Show respect to staff, others, and yourself.
- Speak for yourself, not others.
- Do not willfully destroy YMCA property.
- Do not go anywhere without a YMCA staff person.
- Always clean up after activities.



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 Days), next 3 days of care/without refund
- Conference with Program Director/Parent/Camper
- Removal from the program

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 YMCA's minimum standards for childcare 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.
- »»» Do not confront any camper in a threatening manner.
- »»» Do not confront campers from other families.
- »»» Using profanity in the presence of a child is prohibited and against the law.
- »»» Report concerns to the Camp Director.
- »»» 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.



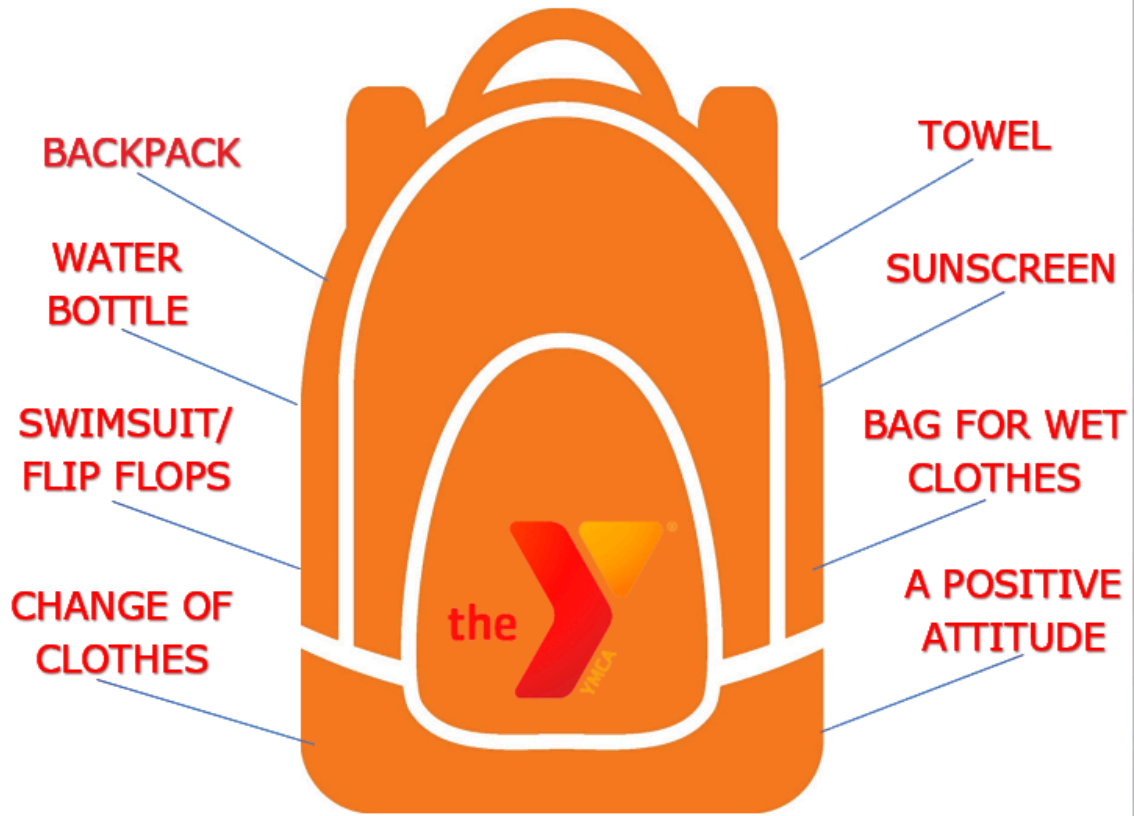
Day Camp program:

- 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 or use tobacco products, e-cigarettes, or Vape Pens at the YMCA, on the premises, on the playground, or in transportation vehicles.

CONSEQUENCES OF PARENT MISBEHAVIOR

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

What to Bring to Camp:



What to Leave at Home:

Toys (stuffed animals, Pokémon cards, etc), Electronics (cellphones, tablets, iPods, earbuds, laptops, handheld gaming console etc.), money, Pets, non-prescription drugs (all medication must be documented and given to Camp Staff) and weapons.

BECOME A PART OF THE YMCA

Now that you have chosen our summer camps for your child, consider how you might become even more connected with our Y family. With a YMCA family membership, you can enjoy the following additional benefits:

- Save \$10 - \$40 per week on summer camp fees, which may cover your monthly Y cost (weekly rates vary by camp).
- Receive special rates on youth sports, swim lessons and other programs.
- Enjoy the flexibility to access YMCAs across the nation, providing you with a wide range of fitness, recreation, and wellness opportunities wherever you go.
- Child watch is a fun, safe environment where youth can play under adult supervision while you are working out (2 Hour Limit)
- At the Y, we make sure that everyone, regardless of age, income or background can learn, grow and thrive. We have affordable membership and program rates for everyone. If you are not already a Bell Family Y member, stop by for a tour.

I have received the 2025 Bell Family YMCA Summer Camp Parent Handbook and have read through all of the Information. I am aware of the Y's policies and procedures, what my child needs to bring to camp, and what to leave at home.

Childs name: _____

Parents signature: _____

Date: _____