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FOR HEALTHY LIVING  
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# BEST. SUMMER. EVER.

**SUMMER CAMP PARENT HANDBOOK 2018**  
**HOPEWELL VALLEY YMCA**



## WELCOME TO CAMP!

Welcome to Hopewell Valley YMCA's Camp Reign. We are excited that your child will be joining us this summer. We hope that this parent handbook helps answer any questions that you may have about the Hopewell Valley YMCA Summer Camp Programs. Please read through this handbook carefully and keep it as a reference throughout the summer. Your child's safety is our number one priority.

## ABOUT OUR CAMP

Hopewell Valley YMCA's summer camp gives you peace of mind while you are at work. Kids have fun while building self-confidence, appreciating teamwork and gaining independence. Our focus at day camp is to encourage campers to demonstrate four key character traits; Caring, Honesty, Respect, and Responsibility. Day Camp activities allow kids to create arts and crafts, explore science, swim, and participate in field trips.

The Hopewell Valley YMCA Summer Day Camps are licensed by the State of New Jersey. Our camp follows the YMCA National Camp Standards in addition to being accredited through the American Camp Association (ACA). Being accredited by the ACA means the Hopewell Valley YMCA meets over 300 standards in health and safety, assuring you that we are providing the best possible camp environment for your child.

If you have any questions, please feel free to contact us at the main office. 609-737-3048. Once camp starts, you may contact each camp group on their assigned phones. If you are unable to reach your group, please call the main office.

- Daniel Williams, Senior Program Director

## HOPEWELL VALLEY YMCA MISSION

The Hopewell Valley YMCA is a charitable organization dedicated to building a healthy spirit, mind, and body through programs which promote good health, strong families, youth leadership and community development. YMCA's are open to men, women, and children of all ages, abilities, races and religions.



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# REGISTRATION AND PAYMENT

A current Hopewell Valley YMCA Membership is required for all camp participants. If membership expires during any camp session, memberships must be renewed for continued participation.

A registration form and all camp paperwork must be completed and submitted for each camper by June 16<sup>th</sup> at 5:30pm. If your child(ren) is(are) enrolled after June 16<sup>th</sup>, all paperwork must be immediately returned (no later than 12pm on the Friday prior to the start of your child's desired camp week) with payment. **Any paperwork not received will delay the start date of your camper(s).**

Please see camp paper work section for a list of all required paperwork. \$75 non-refundable, non-transferable **deposit is due** for each week at the time of registration. **All changes must be submitted to the main office in writing by Thursday at 12pm (at the latest) prior to the week of coverage needed.** Accommodations depend on available space.

WEEKS 1-5 PAYMENT IS DUE BY JUNE 15

WEEKS 6-10 PAYMENT IS DUE BY JULY 20

\$25 per session per child late fee will be issued for payments made after dates listed!

## CANCELLATIONS

Camp cancellations must be submitted in writing to the main office either by fax (609-737-8081), email ([info@hvymca.com](mailto:info@hvymca.com) OR [dwilliams@hvymca.org](mailto:dwilliams@hvymca.org)) or letter. Refunds will be issued, less the deposit if received two (2) weeks prior to the start of the camp week. No credit or refund will be granted if withdrawal is within two weeks of the start of the camp week. If a child is removed from camp (due to behavior, homesickness, etc.) there will be no refund of camp fees for the period concerned.

# SIBLING DISCOUNT

Families with siblings registering for any camp the SAME WEEK(S) will receive a 10% reduction on camp fees for the oldest child(ren) (the youngest child will be charged at full rate); excludes specially arranged half-day schedules. A sibling discount will not be given in conjunction with any other discount or pro-rated fee.

# FINANCIAL ASSISTANCE

The Hopewell Valley YMCA is committed to serving our community. Based on the availability of funds, financial assistance will be available to assist with camp tuition costs. Applications are available on the website ([www.hvymca.org](http://www.hvymca.org)) or from Dan Williams, Camp Director. All applications must be submitted no later than June 16, 2017 and are strictly confidential.

## FORMS FOR ENROLLMENT

In order for your child to attend the Hopewell Valley YMCA- Summer Camps, we must have the following items prior to first day of attendance:

1. Registration Form – completed and submitted online.
2. Signed Acknowledgement of Receipt of Parent Handbook.
3. ACA Health History Forms (4 pages completed by the parent & 5<sup>th</sup> page completed by a physician) and with complete record of month/day/year of immunizations.
4. YMCA Program Membership Fee (non-refundable).

If forms are not completed and submitted, the Hopewell Valley YMCA will not permit the child(ren) to start camp. All paperwork is required as a part of our State License and American Camp Association (ACA) Accreditation. (If your child(ren) is(are) enrolled after June 16<sup>th</sup>, all paperwork must be immediately returned with payment.) All children will need immunization records submitted with paperwork.

## OUR STAFF: PROFESSIONAL ROLE MODELS

The YMCA camp director, supervisors and counselors have all been well trained in an extensive YMCA training program. Camp directors and head counselors are professionals; college graduates or trained adult YMCA staff. All Assistant Counselors are 16 years of age or older and have received extensive professional training. We take pride in the high expectations we set for our summer camp staff each year. We know you will love our staff too, but staff members are NOT allowed to babysit any active members or family members of the YMCA.

## CAMP LOCATION

The Hopewell Valley YMCA Summer Camps for Weeks 1-9 will be hosted at **Toll Gate Grammar School**, which is located at 275 S. Main St, Pennington, NJ 08534; for week 10 camp will be held at the ADMIN Gym. The summer camps will also use the ADMIN Gym and fields from time to time. The ADMIN Gym and fields are located at 425 S. Main St., Pennington. Swimming will be held at The Pennington School at their indoor pool which is located at 112 West Delaware Ave., Pennington NJ 08534. Camp will also be using the Pennington Library (30 N. Main St, Pennington, NJ 08534), during the course of the summer.

## CHOOSE YOUR EXPERIENCE

Hopewell Valley YMCA Camps offer something for everyone including traditional day camp and the Tom Jackson Sports Camp.

## OUR DAILY ACTIVITIES

With every new experience comes a chance to learn and grow. Our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Camper's activities include arts and crafts, games, science, field trips, instructional swim and free swim. The Tom Jackson Sports Camp also incorporates a variety of sports in a fun inclusive atmosphere.

# SWIMMING

All camp groups will participate in instructional and recreational swim. The Y is “America’s Swim Instructor”, teaching more than a million children invaluable water safety and swimming skills each year. Campers will swim on Monday, Tuesday, Wednesday and Friday at The Pennington School. Thursday is reserved for weekly field trips. We ask that campers wear their bathing suits under their camp clothes or bring them in a separate bag with their belongings. Remember to bring under garments to change back into after swimming. In the presence on thunderstorms and/or lightning, swimming will be cancelled for that day.

# FIELD TRIPS

A contracted busing service will provide our transportation for all trips. We have included a blanket permission slip in the packet that must be signed by the parent or legal guardian in order for your child to attend camp, as the trips are a part of camp participation. There will be no staff members available to stay behind with campers with unsigned permission slips. Pick up and drop off for the students will still be located on Curlis Ave. next to the cafeteria. Field Trips are currently scheduled as follows:

Week 1:	June 25 <sup>th</sup> to June 29 <sup>th</sup>	Franklin Institute
Week 2:	July 2 <sup>nd</sup> to July 6 <sup>th</sup>	Magicians / Circus Workshop
Week 3:	July 9 <sup>th</sup> to July 13 <sup>th</sup>	Liberty Science Center
Week 4:	July 16 <sup>th</sup> to July 20 <sup>th</sup>	Philadelphia Union Soccer
Week 5:	July 23 <sup>rd</sup> to July 27 <sup>th</sup>	iPlay America
Week 6:	July 30 <sup>th</sup> to August 3 <sup>rd</sup>	Sahara Sam’s
Week 7:	August 6 <sup>th</sup> to August 10 <sup>th</sup>	Colonial Bowling
Week 8:	August 13 <sup>th</sup> to August 17 <sup>th</sup>	Pirate Adventure / Pirates on the Manasquan
Week 9:	August 20 <sup>th</sup> to August 24 <sup>th</sup>	Lego Land
**Week 10:	August 27 <sup>th</sup> to August 31 <sup>st</sup>	Daily Trips. List will be available closer to week 10.

# CAMP DATES, HOURS, AND FEES

## TRADITIONAL DAY CAMP (Entering grades K – 8<sup>th</sup>)

Campers will be separated by age group. Each group will have a head counselor and assistant counselors. The groups will operate on a daily schedule which will be provided to each camp group.

## HOURS AND FEES

Hopewell Valley YMCA Camp offers three scheduling options to meet every family's needs.

YMCA Core Camp Day: 8:00 am – 6:00 pm \$340 / week / camper

YMCA Flex Camp Day: 8:30 am – 4:00 pm \$299 / week / camper

YMCA All Day Camp: 7:00 am – 6:30 pm \$375 / week / camper

## SESSION DATES AND THEMES

Week 1:	June 25 <sup>th</sup> to June 29 <sup>th</sup>	Ready to Explore
Week 2:	July 2 <sup>nd</sup> to July 6 <sup>th</sup>	Holiday Fun Week
Week 3:	July 9 <sup>th</sup> to July 13 <sup>th</sup>	Summer Fun Challenge
Week 4:	July 16 <sup>th</sup> to July 20 <sup>th</sup>	Tropical Paradise
Week 5:	July 23 <sup>rd</sup> to July 27 <sup>th</sup>	Summer Olympics
Week 6:	July 30 <sup>th</sup> to August 3 <sup>rd</sup>	Wacky Water
Week 7:	August 6 <sup>th</sup> to August 10 <sup>th</sup>	Color Wars
Week 8:	August 13 <sup>th</sup> to August 17 <sup>th</sup>	Treasure Hunt
Week 9:	August 20 <sup>th</sup> to August 24 <sup>th</sup>	Around the World
**Week 10:	August 27 <sup>th</sup> to August 31 <sup>st</sup>	Bon Voyage! – Daily Trips



# CAMP DATES, HOURS, AND FEES

## TOM JACKSON SPORTS CAMP

Entering Grades 3-7

Campers enrolled in Tom Jackson Sports Camp will receive structured fun drills and activities in various sports during the course of the week, as to strengthen their sportsmanship and personal skills. All campers receive instructional and recreational swimming during the week as well as daily snack and weekly trips.

## HOURS AND FEES

Hopewell Valley YMCA Camp offers three scheduling options to meet every family's needs.

YMCA Core Camp Day: 8:00 am – 6:00 pm \$340 / week / camper

YMCA Flex Camp Day: 8:30 am – 4:00 pm \$299 / week / camper

YMCA All Day Camp: 7:00 am – 6:30 pm \$375 / week / camper

## SESSION DATES AND THEMES

Week 1:	NO OFFERING	
Week 2:	July 2 <sup>nd</sup> to July 6 <sup>th</sup>	Holiday Fun Week
Week 3:	July 9 <sup>th</sup> to July 13 <sup>th</sup>	Summer Fun Challenge
Week 4:	July 16 <sup>th</sup> to July 20 <sup>th</sup>	Tropical Paradise
Week 5:	July 23 <sup>rd</sup> to July 27 <sup>th</sup>	Summer Olympics
Week 6:	July 30 <sup>th</sup> to August 3 <sup>rd</sup>	Wacky Water
Week 7:	August 6 <sup>th</sup> to August 10 <sup>th</sup>	Color Wars
Week 8:	August 13 <sup>th</sup> to August 17 <sup>th</sup>	Treasure Hunt
Week 9:	August 20 <sup>th</sup> to August 24 <sup>th</sup>	Around the World
**Week 10:	NO OFFERING	

## WHAT TO EXPECT

Going to summer camp is a very exciting experience for campers and parents. Campers should expect to have fun, make friends, and have new experiences each week. Camp will continue rain or shine. Coming prepared will make for a safe and enjoyable summer.

## WHAT TO BRING

Please label all items with camper's name.

**WATER:** Please send a water bottle. Staying hydrated on hot days is important.

**LUNCH:** Please send your child with a cooler and necessary drinks and lunch marked with his/her name on it. Refrigeration will not be provided. Please do not send perishable items. We will provide an afternoon snack and drink.

**CLOTHING:** Campers should wear play clothes, as we do a lot of outside play and messy art projects. Every camper will receive a camp T-shirt. **We ask all campers to wear their camp shirt on trip days, which are every Thursday.**

**SNEAKERS:** Sandals and open toe shoes are **not advised!**

**BATHING SUITS:** Please have children wear bathing suits under clothes, and also remember to bring a change of clothes (including underclothes) for after swim.

**SUNSCREEN:** Apply sunscreen to your child every morning. We ask that you also send extra sunscreen in their backpacks.

**BACKPACK:** A backpack is a good way to keep your child's belongings together.

**UMBRELLA:** For rainy days.

## WHAT NOT TO BRING

Please do not bring the following items: iPods, iPads, weapons, alcohol, drugs, animals, vehicles, walkmans, skateboards, rollerblades, radios, Gameboys, DS's, PSP's, large amounts of money, jewelry or other valuable items. We may from time to time have days that you will be allowed to bring in special items. We are not responsible for lost, stolen, or broken articles.

# GETTING HERE AND HOME SAFELY

## SIGNING IN AND OUT

Each group will have a sign-in and sign-out sheet. A **parent** or authorized **adult** (18 years of age or older) is required to sign daily at delivery and pick up times. Minor siblings and/or the child in our program **cannot** sign out under any circumstance. To ensure that all campers are safe when arriving and departing from Hopewell Valley YMCA Summer Camp we ask that all authorized adults have their photo ID ready to be checked at the time of sign out. **PHOTO ID's WILL BE CHECKED UPON SIGNING OUT A CHILD.**

## DROP-OFF

Drop off and pick up for Toll Gate will be located on **Curlis Avenue** by the curb of the cafeteria next to the playground. The sign –in and out books will be located on the field near the drop-off area. In the event of rain, drop-off and pick up of your camper will be located in the cafeteria.

## LATE PICK-UP POLICY

To get our campers and staff home on time, it is important that parents pick up their children by the required time. While we realize that there are times when you will be held up, we have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

1<sup>st</sup> time – more than 5 minutes late a written warning.

2 or more late pick-ups – a \$25.00 fee for **the first** half hour (or part of). \$50 fee for every subsequent half hour thereafter. After three late fee assessments, continued program participation will be reviewed. We hope this policy will not be needed.

This policy is a matter of mutual respect between the YMCA staff and our participants. Children grow quite anxious when their parents are tardy.

# **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) or guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) or guardian(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times.
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual.
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
- 3) If the center is unable to make alternative arrangements, a staff member shall call the 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

The YMCA cannot allow an unsupervised child to be released from the program unless we have written instruction from the child's parent(s).

## TAKING GOOD CARE

Our camper's health and safety is first and foremost our top concern. Please help us keep campers healthy this summer by following these guidelines.

### MEDICATION

Please note to one of the Directors any special medication needs that your child has. The Director or other Senior Staff members must keep medication with complete **written instructions** about administering it. This applies to all medication, both prescription and non-prescription, (i.e. Epi-Pen, cough syrup, cold tablets, asthma medication, etc.) The exact dosage and time to be administered must also be included. The medication must be in its original container with its original instructions.

### ILLNESS

If your child is ill, please keep them home. If your child becomes ill at the YMCA and cannot participate in activities, we will notify you and ask you to pick up your child as soon as possible. If you are unavailable, we will call the emergency phone contact on your child's form. Please keep this information up-to-date. Refunds for two or more sick days will be honored only with receipt of a doctor's note.

### MEDICAL EMERGENCIES

Camp staff will treat minor injuries, such as small cuts, bumps, and insect bites. If the injury needs further treatment, the camp director will contact the parent. Please be sure that the emergency phone numbers are up-to-date. If your schedule changes daily, please provide the temporary numbers or a cell phone number, to one of the Director's. The camp physician is Dr. Suzuki and he is affiliated with the Fuld Campus of Capital Health and Princeton Medical Center. Dr. Suzuki recommends Mercer Hospital for any child needing to go to the emergency room.

## **HEALTH RECORDS**

Each camper is required to have an American Camp Association Health Form completed prior to starting our camps. Also, each camper is required to have an up-to-date copy of immunization records on file with the Hopewell Valley YMCA prior starting camp. Due to HIPPA regulations, the Hopewell Valley YMCA will keep all campers forms secure. However, any information regarding allergies and/or specific medications that a child may have or need will be dispersed accordingly to camp staff for the safety of your child(ren).

## **ATTENDANCE**

If your child is going to be absent, please call their group cell phone by 8:30AM. We will be leaving the campsite at different times and need to know that we have accounted for all children. No payment credits are made for absences.

# KEEPING THE PEACE

The Y expects all campers and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

## PROGRAM RULES

- Campers must always be in the presence of a counselor.
- Campers are expected to respect the counselors, and must treat others in a caring, respectful, honest and responsible manner.
- Inappropriate language is NOT allowed.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.

## DISCIPLINE POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. Each counselor is required to maintain a log of disciplinary concerns. Should a difficult behavior problem occur, an established series of steps will be followed:

1. When necessary, the child will be spoken to by a staff member.
  - a. If the child continues to misbehave, he or she will be asked to sit and think about why he/she is sitting.
  - b. Once a few minutes have passed, the counselor who sat the child out will talk to the child and revisit the pros and cons of the child's actions and then he/she will be asked to come back and join the group.
  - c. If the child continues to misbehave, a second time-out will be issued. The parent will be informed at pick-up time.
2. If poor behavior continues, parents will be called and asked to pick up their child.
3. On the second call to the parent, the child may not attend the program for 1 day (more as deemed necessary by the Director). Serious infractions will result in an immediate suspension.

4. Any further problems may result in a request for that child to withdraw from the program. Biting, spitting, inappropriate language, inappropriate touching or use of physical force will not be tolerated and are grounds for immediate dismissal from the YMCA Summer Camp.

Any person who has reasonable cause to believe that a child enrolled in camp has been subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any person, whether working at the center or not, is required by the State Law to report such allegations to the New Jersey Department of Children and Families (toll-free hotline 877-652-2873). Such reports may be made anonymously, and parents may secure information about child abuse and neglect by contacting the Community Education Office of the Division of Youth and Family Services, 20 West State Street, 4<sup>th</sup> floor, PO Box 729, Trenton, NJ 08625. One South Montgomery Street CN717, Trenton, New Jersey 08625.

## **CHILD ABUSE POLICY**

Our YMCA protects and serves children. We follow all states, federal, and county regulations. We are obligated under law to report any visible or suspected child abuse, whether it is physical, emotional, or neglect, to Children Youth and Family Services and/or the police. Further, we will be concerned with behaviors, which may be at risk to any of the children in our programs.

Alcohol, weapons or drugs are prohibited on YMCA property. Anyone who appears to be under the influence will be denied access to the facilities. While a custodial parent cannot be barred from picking up their child from camp or any other program, if the custodial parent is found to be under influence of drugs or alcohol, the following policy will be adhered to:

**It will be recommended by the YMCA staff to hold the child, call a cab, or find an alternate means of transporting the child to their home. If the custodial parent refuses, the police will be called. In the case of a recurring problem, the child's enrollment in the program will be in jeopardy of termination.**

We ask all parents to be sensitive to this issue and not put the staff in the position where the police must be called. This policy is in effect for all YMCA facilities and premises.



## LOST AND FOUND

All lost and found items will be kept for two weeks. If they have not been claimed after that time, we will discard them. Please label your child's belongings.

## VOLUNTEERS

Volunteers to lead a special program are always welcome. If you are interested please contact the Director.

## DONATIONS

We accept any gently used board games and sports equipment. Also, we are always looking for odds and ends, fabric, buttons, jars, etc. for our arts & crafts projects. Please ask staff first if you have any items, as our space is limited. If you would like to make a monetary donation to subsidize the cost of camp and other programs in your community, please contact our CEO, Doug Pszczolkowski.

## BABYSITTING

YMCA employees who are responsible for the care, supervision or instruction of children are not permitted to perform similar duties, such as babysitting outside the YMCA for the children who participate in the YMCA programs. We ask that parents please follow these guidelines and recommendations set by the YMCA by not asking staff to baby-sit your children.

**If you have any questions, please don't hesitate to call. Thank you for choosing Hopewell Valley YMCA Summer Camp. Let's make this the BEST SUMMER EVER.**



## ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

This is to acknowledge that I have received a copy of the Hopewell Valley YMCA Summer Camp Parent Handbook. I understand that the handbook is intended to serve as a guide of the YMCA's policies and procedures for summer camp.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and the YMCA for summer camp.

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Parent/Guardian Signature

---

Date

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Child's Name

Please sign and SUBMIT to the YMCA for your records.

Policies and procedures are reviewed periodically and are subject to revision.