



**Summer Day Camp 2025
Parent Handbook with Multi-child
paperwork**

**Minimum Age: Must have completed Kindergarten
Max Age: Entering 6th Grade**

Our Mission

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

Objectives

- To provide a safe and fun summer camp experience
- Learn and develop social skills through group activities, sports, arts and crafts, games, swimming, and peer interaction
- To improve health and fitness through physical activities and recreation
- To learn to function in a group with emphasis on team building, leadership, group identity, and involvement
- To develop self-confidence and self-worth, which is accomplished by the treatment of campers as individuals and through positive reinforcement

Parents Expectations

- Timely manner of registering your child and payment of all program fees
- Camper Drop-off is no earlier than 8:45am (unless you paid for early drop-off)
- Camper Pick-up is no later than 4:30pm and 4:00pm on Fridays
- Treat our YMCA staff with respect
 - If a counselor comes to you with a behavioral issue/concern of your child, please show them respect.

A camper may be dismissed from the program if a parent does not meet the above responsibilities on a consistent basis.

Communication is key to keeping the program innovative, safe, and fun. Please feel free to talk to a counselor or the camp director if you have any questions or concerns.

- Download the "Remind App" and request to join class "rgscamp25"
 - This is the quickest and easiest way to make announcements to parents and a way for parents to ask questions
 - This is the form of communication we use to announce any type of changes for camp that day or week.

Drop-off and Pick-up

No child will be released to anyone other than parent, guardian or those named on the child's release form, unless we have written permission from the parent whose signature appears on the child release form. A photo I.D. will be required of any person who is unfamiliar to the staff. Children will not be released from our care to another child.

A child must be signed in and signed out.

- **Custody:** If there are court ordered paperwork for any parties who are not able to have contact with your child enrolled in our YMCA Day Camp, it is required that the legal custodial parent/guardian provide documentation of any custody and/or guardianship agreement prior to the start of the program.

Proper Camp Attire

- It is important that your camper be dressed appropriately for any weather
- **NO Sandals.** We require that each child wears closed-toed shoes
- Tennis shoes and socks
- Swimsuit and towel (Bring everyday)
- Clothes, swimsuits, towels, bags and all other belongings should have the campers names on them
- **SUNSCREEN** – apply prior to camp, staff members are not allowed to apply sunscreen on campers

Please monitor your child's clothing to ensure it is appropriate for summer camp.

Note: Y Camp Staff are not responsible for lost or stolen money, clothing and/or equipment. A backpack to carry essentials is recommended.

Lunches and Snacks

Thanks to Armstrong School District and The Summer Food Programs, the Y will provide lunch and snack for the campers at no cost. If anything changes, we will notify all parents.

- If your child wants to pack their own lunch, they are more than welcome to bring their own food. We always do a count of who needs/wants our lunch each day.
- **Always** pack them a water bottle

Illnesses/Medications

- Please do not send your child to camp if they are not feeling well or are unable to participate fully.
- If the child has a contagious illness/infection, a fever of 100 degrees or higher, is vomiting, or has diarrhea: parents must make arrangements for their child to be picked up immediately to ensure the safety of all campers.
- The child must be symptom-free and fever-free for 24 hours to return to camp.
- If a child is found to have head lice at camp, the child will be isolated with supervision and the parent must pick up immediately. All other parents will be notified that lice was found at camp with campers' discretion.
- If your child becomes ill or sustains any injury in our care, all efforts will be made to contact a parent, guardian, or emergency contact. Please keep your contact information up to date in case of emergency.

If it is necessary for your camper to take medication while at camp, please remember to list that medication on the health form and give the sheet to the Camp staff. All medications must be in the original prescription bottle with the appropriate labels attached.

*****Staff will NOT give medications to a child. The child must be able to give it to themselves. We can remind them but aren't authorized to give medications.*****

Allergies

Allergies to foods, chemicals, or other environmental issues (such as nuts, pollen, bee stings, etc.) must be listed in the "Allergies" section of the child's registration. Please include any reactions and treatments.

Emergency Procedures

All emergency procedures including building and facility emergencies, bomb threats, fire emergency, missing person, life-threatening injury, aquatic emergencies, blood borne pathogen control, and hazardous materials control are available in the Emergency Procedures Flip Book.

Safety Procedures

All staff will be required to wear staff shirts and staff IDs. Only staff and campers are permitted in program areas. A federally issued picture ID (driver's license or military ID) must be provided to sign a child out of the YMCA's care.

Weather

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions.

During periods of extreme heat: the camp staff will scale down the physical camp activities outdoors. Campers will not be outside for long periods of time. Indoor facilities will be utilized more during the extreme heat. This is to prevent any heat related injuries.

- Please try to provide extra drinks when extreme heat is expected. We do have places to refill water bottles as well.
- Drinking water is encouraged at camp.

Lightning/Thunder: At the first sight of lightning or thunder, children will be brought indoors. The pool will be cleared. Activities may resume 30 minutes after the last observed thunder/lightning.

Reporting Suspected Child Abuse

To ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow the Pennsylvania statute for mandatory

reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents about reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

Bus Rules

1. Be seated, facing forward while the bus is in motion
2. When seat belts are provided, they must be worn
3. Keep all heads, arms, legs and objects inside the bus
4. Maintain a reasonable noise level

Pool Rules

1. Running, shoving and horseplay are not permitted on the pool deck, in the water, or in the locker rooms.
2. Do not hang on staff or fellow campers. Hands to yourself.
3. Always obey lifeguards and staff.

Swimming

A completed swimming permission slip is required for children to swim during the Y Summer Day Camp Program. Your child will also be required to take a swimming test at the beginning of the week to determine whether your child is restricted to certain swimming areas or permitted in the entire pool. Swim tests are given once a week by a certified lifeguard. Your child may retake the test the following week if he/she did not pass.

Financial Assistance

Financial assistance is available for those who qualify. A financial assistance application must be filled out and submitted with all proper documentation to be accepted. The deadline is 2 weeks prior to your child starting.

Age Expectations

Youngest Campers: Completed Kindergarten.

Oldest campers: Entering 6th grade.

Payment Information

- All payments are due by the Thursday prior to the week attending.
- If you do not make payment by the Thursday before the desired week, you will not have a spot for that week.
- For your initial registration, you must come in to register so you can turn in the filled out/signed paperwork. All the rest of registration can be done in person at the front desk, over the phone, or online.
- Early drop-off fee is due at the time of registering
- To participate in Field Trip Fridays: the child must be registered for a minimum of 3 days that week.
- To participate in any other Fridays: the child must be registered for a minimum of 2 days that week

Cancellation and Refund Policy

- If you cancel by Thursday prior to week you want to cancel: you will get a full refund.
- If you cancel the week of, the day of, or no show: there is no refund issued. When you enroll in camp, you are reserving the time, space, staff and resources for your child whether he/she attends or not.

Early Drop-off Fee

Early Drop-off

- If your child needs dropped off between 7:30 am and 8:45am, that is considered early drop-off
- \$25 fee each week when registering

Camp Closures

In observance of Independence Day, we are closed July 4th.

Director of Youth and Family Contact Information

Email: bwilliams@rgsymca.org

Phone: 724.545.9622

Movies shown at camp are rated G. We utilize Disney+ streaming services. We will also be walking during the day on the Armstrong County Trail.



Sample Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am – 8:45am	Early Drop-Off				
8:45am – 9:30am	Drop-off/Free-Time				
9:30am-10:00am	Morning Assembly/Snack Time				Fun Fridays: Groups/companies come to us or we plan a fun-filled day Or Go on a Field Trip
10:00am – 11:45am	Organized games/activities/sports/arts and crafts 2-4 different planned activities				
12:00pm – 1:00pm	Lunch Time				
1:00pm – 2:00pm	Swim Time				
2:00pm – 3:30pm	Gymnasium Activities Or Movie Time in the Studio with snacks				Pick-up by 4:00pm
3:30pm – 4:30pm	Playground and Pick-up				

CAMPER BEHAVIOR POLICY

We strive for your child and for you to have the best experience possible. It is important that the staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help children understand clear definitions of acceptable and unacceptable behavior. Campers are managed through focusing on their positive choices, redirecting their behavior and offering them new strategies.

Behavior Expectations:

1. Respect other children and staff, equipment and facilities, personal belongings of others, and yourself.
2. Cooperate with staff and follow directions.
3. Aggressive behavior is not allowed.
4. Always keep hands to self.
5. Always stay in program areas and in sight of a counselor/staff member.

Unacceptable behavior:

1. Any action that could threaten or pose a direct threat to the physical/emotional safety of the child/other children/staff.
2. Aggressive behavior: Fighting, hitting, kicking, biting, spitting, bullying
3. Possession of a weapon of any kind.
4. Vandalism or destruction of YMCA property or property of others.
5. Sexual misconduct.
6. Running away/leaving the group.
7. Inappropriate language.
8. Stealing
9. Disrespecting the rules and staff
10. Camper that is unwilling to work toward improvement of their behavior.

Discipline Policy

1. Parents will be notified the day of the behavior with an incident report signature. Depending on the behavior, it would be labeled as a warning or a suspension.
2. If a camper's behavior continues to be disruptive, he or she will receive some time off from camp. The parents will again sign a behavior incident report.
3. The YMCA reserves the right to suspend or expel a child from the program. They can do so without giving a warning about the behavior first, if the behavior is severe enough.
4. NO refunds will be given for a camper being removed from the program due to their behavior.

It is our goal to reduce the number of suspensions/expulsions of our children. To reach this goal we will implement the following practices:

1. Families may share 504's or IEPs with staff.
2. Communicate success and challenges between staff and families to help the child's behavior.

Day camp is about having fun and enjoying the summer. We don't want anything to take away from that.

Richard G. Snyder YMCA Day Camp

Child Information

(1) Child's Name: _____

Birth Date: _____ Age: _____ Entering what grade: _____

(2) Child's Name: _____

Birth Date: _____ Age: _____ Entering what grade: _____

(3) Child's Name: _____

Birth Date: _____ Age: _____ Entering what grade: _____

Street: _____ City: _____

State: _____ Zip Code: _____

Parent/Guardian: _____

Relationship to Child: _____

Cell Phone: _____ Home or Work Phone: _____

Emergency Contacts

(other than parent/guardian above)

Name: _____

Relationship to child: _____

Phone Number: _____

Name: _____

Relationship to child: _____

Phone Number: _____

Richard G. Snyder YMCA Day Camp

Health Information Form

Does your child have any special medical conditions or health needs?

Yes or No

If yes, please explain (please specify which child)

Does your child have any food, medication, or environmental allergies?

Yes or No

If yes, please explain and what action is needed for their allergic reaction (please specify which child)

Is your child currently taking any medications? (please specify which child)

Yes or No

Please list _____

If yes, does this medication need to be taken during day camp? (please specify which child)

Yes or No

Staff will NOT give medications to child. Child must be able to take it themselves, staff is not trained/authorized to administer medications. _____

Initial

Parent/Guardian Signature

Date

Richard G. Snyder YMCA Day Camp

Pick-up Release Form

If you, the parent or guardian, are unable to pick up your child from the Richard G. Snyder YMCA Campus day camp, we ask that you list the names of those persons who have permission to pick your child(ren) up from camp. Please give a written note to your camper's counselor if you know in advance that someone else will be picking your child up. Also, if your child needs to leave camp early for some reason, please give a written note to your child's counselor that states when the child will be leaving and who will be picking up the child. Please make sure to include both parents' names.

YOUR CHILD WILL NOT BE RELEASED EXCEPT TO THOSE LISTED BELOW.
(they must show ID at pickup)

The following people have my permission to pick up my child(ren) from camp:

Name	Phone Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

(1)Child's Name

(2)Child's Name

(3)Child's Name

Parent/Guardian Signature

Date

Richard G. Snyder YMCA Day Camp
Swimming Permission Slip

Child's Name _____ D.O.B. _____

My child has my permission to swim at the Y during the Summer Day
Camp Program. A certified lifeguard will be on duty.

My child is a: ☐ Swimmer ☐ Non-Swimmer

Child's Name _____ D.O.B. _____

My child has my permission to swim at the Y during the Summer Day
Camp Program. A certified lifeguard will be on duty.

My child is a: ☐ Swimmer ☐ Non-Swimmer

Child's Name _____ D.O.B. _____

My child has my permission to swim at the Y during the Summer Day
Camp Program. A certified lifeguard will be on duty.

My child is a: ☐ Swimmer ☐ Non-Swimmer

- Water safety will be stressed with the children during their recreational time in the pool.
- Non-swimmers will have the opportunity to take swim lessons (included with Day Camp cost)
- All campers must pass swim test to be allowed to swim in the warm pool and lap pool. They will stay in the shallow pool if not.

Parent/Guardian Signature _____ Date _____

Richard G. Snyder YMCA Day Camp

RELEASE FOR CLIENT PICTURES

Descriptive pictures are needed to educate people about services available at the Y Enrichment Program. Such pictures are used in slideshow presentations, brochures, the Y website, newspaper articles and television programs. Policy prohibits the use of pictures without permission; please help us with our educational work by permitting the use of your pictures.

I, _____, hereby authorize the Y enrichment program to take

(Parent/Guardian of camper)

photographic or electronic pictures of: _____.

(camper name and birthdate)

This release is valid if your child is enrolled in our program and will be subject to revocation at any time by the client or authorized representative. I hereby release the Center from all liability that may be incurred from the use of my photographic or electronic pictures.

Parent/guardian Signature: _____

Date: _____

Parent Handbook/Behavior Chart Agreement

I, _____, the Parent(s)/Legal Guardians of,

(1)Child's Name

(2)Child's Name

(2)Child's Name

have received the 2025 Summer Day Camp Parent Handbook and have read its contents. We understand that the rules listed in the handbook are what is to be followed by the staff members of the Richard G. Snyder YMCA Campus Summer Day Camp. _____

Initial

We understand the updated behavior policy and behavior expectations in the handbook. _____

Initial

We will discuss any questions or concerns with Brooke Williams, Day Camp Director. We will support and adhere to the policies included in this document.

Signature: _____

Date: _____