



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# SUMMER CAMP MADE EASY

**Family Guidebook**  
**YMCA OF SILICON VALLEY**



# WELCOME TO SUMMER AT THE Y

We believe all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors and better health.

Our goal at the Y is to nurture the potential of every child and teen. Each camp is specifically designed to meet the following expectations:

- Create an environment that fosters growth and development
- Provide campers with opportunities to build positive relationships
- Offer activities that teach the values of caring, honesty, respect, and responsibility
- Teach children the importance of asset development through the use of Project Cornerstone activities
- Plan activities with a balance of youth development and healthy living activities along with a lot of fun!



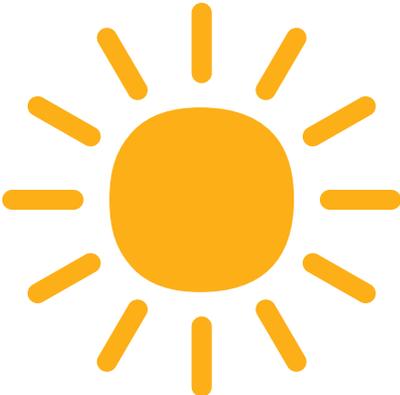
The Y is committed to providing the most exceptional camp experience possible. As such, we are a member of the American Camp Association. All of our day camps are accredited by the American Camp Association (ACA). We exceed the highest standards in camping services including health, safety, personnel, transportation, and facilities. For more information regarding ACA standards, please visit [acacamps.org](http://acacamps.org)

We are pleased and excited to care for your child this summer. Please take a moment to read through this guide to learn more about camp and answer frequently asked questions. Thank you for choosing YMCA of Silicon Valley for your child's summer camp experience.

YMCA of Silicon Valley Camp Leadership Team

**Thank you  
for being part  
of our family**

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# FREQUENTLY ASKED QUESTIONS

## **1. Why is a government issued identification required when picking up a camper?**

For the safety of all our campers we require a Government issued identification with photo to confirm the adult listed on the authorized pick up list matches the adult present to sign out each camper daily.

## **2. What happens if I forget my government issued identification?**

You will be asked to leave and return in order to present the Government issued ID or another authorized adult can pick up the camper who is able to provide their Government issued ID.

## **3. What if I need to pick up my child early? Or drop off late?**

We do our best to accommodate late arrivals and early departures, however a bus cannot wait. Communicate with your child's director in person prior to the schedule change. Ensure that you know where to meet the director at least a day in advance.

## **4. Can parents volunteer for field trips?**

Yes, parents are welcomed to attend field trips as long as they complete our YMCA Volunteer process including being fingerprinted and cleared as part of our volunteer background check. Please speak with your Camp Program Director for further information.

## **5. Does the YMCA offer financial assistance for summer day camp?**

Yes, financial assistance is available for all families. Please follow the financial assistance application guidelines which include completing our financial assistance form in its entirety and submitting the needed supplemental documentation. Our financial assistance form is located on our YMCA of Silicon Valley website.

## **6. Does the YMCA provide lunch?**

Campers must bring their own lunch and drink everyday unless specified in the camp schedule. We will have access to water for refilling camper's water bottles. We do not have a refrigerator or microwave available for campers.

## **7. Will campers be outside all day?**

Day camp programming takes place outdoors daily unless there is inclement weather. Shaded areas will be available throughout camp. Water stations are available as well and Camp Staff provides water breaks throughout our camp day as well as time to reapply sunscreen.

## **8. My child needs to take medication during the camp day. How does this work?**

The camp director will administer your child's medication as directed. In order to administer the medication, we will need the following to happen: Give your child's medication to your child's camp director in a zip lock bag. The medication needs

to be prescribed by a doctor, and in its original prescription bottle with your child's name printed on the label. A completed Medication Release Form must be completed every Monday morning. A completed YMCA Medical Release Form must be on file in order for our staff to give your child medication.

**9. What is Extended Care?**

Extended Care takes place during the hours of 7:30am-9:00am and 4:30pm-6:00pm. These are the additional hours outside of our main camp hours and are provided at no additional fee. Our Extended Care consists of a variety of camp stations, such as; arts, challenges, STEM activities, sports, and group games. During this time campers will have an opportunity to meet other campers and make new friends while participating in fun station activities!

**10. How does the Y create an inclusive environment for day camp programs?**

Our Day Camp program operates with a maximum staff-to-child ratio of 1:10. Many of our daily activities revolve around group interaction. If your child has any special need, please let us know during enrollment. We want to provide the best environment for everyone and will make reasonable accommodation to fully include every child in activities. Failure to inform the Y at time of enrollment may result in a delayed program start date as we work to provide the appropriate accommodations. The Y welcomes inclusion aides who are contracted by Easter Seals and other reputable agencies. Parents or guardians who would like to provide their own aide must discuss prior with Day Camp Program Director, aides are subjected to fingerprinting clearance and TB tests.

**11. Can I transfer between different camp locations?**

Yes, you can transfer to any Y of Silicon Valley camp location as long as there is availability.

**12. Can I receive a refund?**

If you cancel your reservation, in writing, no later than 14 days before the start of the session, you may choose one of the following options:

- Transfer monies, including deposit, to YMCA of Silicon Valley Camp.
- Credit monies, including deposit, for use in YMCA of Silicon Valley programs in the future.
- Refund monies, less \$20 deposit and \$15 processing fee; refund will be made by check or credit card; Please allow 3 weeks for the refund to be fully **processed**.

**13. What happens if I don't sign the camp specific waivers?**

Unfortunately your child will not be able to participate in camp activities unless all camp specific waivers are completed. Our Camp Staff will make every effort to contact you prior to the start of camp and on the first day of camp if needed via phone and email in order to obtain the needed signed waiver.

# THE QUICK GETAWAY

To help the drop-off/pick-up process run smoothly and efficiently for all, please follow the following guidelines:

- Prior to the first day of camp, ensure you have completed all required items: registration, payment, health history, medication, additional waivers.
- If you made changes to your child's registration since your initial registration, bring your receipt to the first day of camp.
- Know where camp is located – its address and specific parking/drop-off/pick-up instructions.
- Know what camp your child is registered for: Ensure the Y has your correct email on file. Weekly camp newsletters are sent via email the Thursday before camp begins. Parent/Guardians can also expect to receive a pre-camp phone call the weekend prior to camp.
- All forms completed via Campspace website. A unique link will be sent after registration.
- Every day pack your child's backpack with lunch, sunscreen and water. Please label your child's belongings.

• Camp hours of operation

**Drop-off** 7:30\* – 9:00 am

**Pick-up** 4:30 – 6:00\* pm

**The busiest times are 8:30 – 9:00 am and 5:00 – 5:30 pm**

\* Barret will operate 7:00 am to 6:15 pm.

Camp Campbell will operate 7:00 am to 6:30 pm.

- **When you pick up your child:** Always bring a valid government issued photo ID. (i.e. – driver's license, military ID, passport, ID card)
- Ensure that every person who will pick up your child is listed on Authorized Pick-up through CampSpace and matches the name on their government issued photo ID.



# CAMP RULES

## Our camp rules:

The YMCA has 7 basic rules for all campers:

- Speak for yourself . . . not for anyone else.
- Listen to others . . . then they'll listen to you.
- Practice caring and honesty...be a bucket filler.
- Stay with the group.
- Show respect . . . every person is important.
- Take charge of yourself . . . you are responsible for you.
- Have fun!



# GENERAL CAMP INFO

## Hours of Operation:

<b>AM Extended Care</b>	7:30* – 9:00 am
<b>Camp Program</b>	9:00 am – 4:30 pm
<b>PM Extended Care</b>	4:30 – 6:00* pm

\* Barret will operate 7:00 am to 6:15 pm.  
Camp Campbell will operate 7:00 am to 6:30 pm.

## Extended Care:

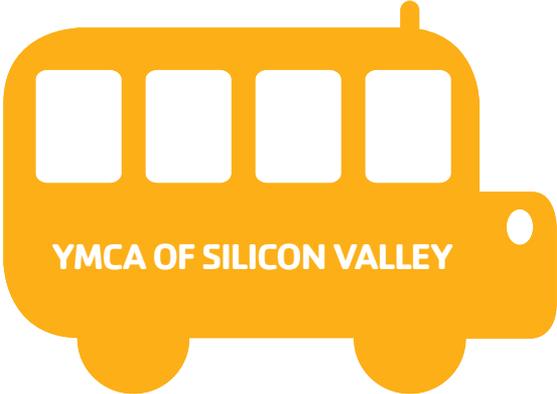
During the morning and late afternoon, campers may pick from a variety of activities as we will have stations available for campers to rotate through. Each week we will have a variety of stations to choose from, including crafts, board games, creative play and playing field games.

## Camp Family Nights:

Our Summer Day Camp Sites will host two Camp Family Nights throughout Summer. Please check with your camp location for Camp Family Nights dates and times.



# MAP AND LOCATIONS



## Day Camp Locations:

**1 PA Walsh Elementary School**

353 W Main St. Morgan Hill CA 95037

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**2 Berryessa Youth Center**

1970 Morrill Ave, San Jose, CA 95132

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**3 East Valley Family YMCA**

1975 S White Rd, San Jose CA 95148

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**4 Fairmeadow Elementary**

500 East Meadow Dr, Palo Alto, CA 94306

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**5 Hoover Middle School**

1635 Park Ave, San Jose, CA 95126

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**6 Lewis and Joan Platt East Palo Alto Family YMCA**

50 Bell St, East Palo Alto, CA 94303

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**7 Lincoln Elementary School**

21710 McClellan Rd, Cupertino 95014

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**8 Oak Elementary**

1501 Oak Ave, Los Altos, CA 94024

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**9 Prospect High School**

18900 Prospect Rd, Saratoga, CA 95070

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**10 Santa Rita Elementary School**

700 Los Altos Ave, Los Altos 94022

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**11 Stevens Creek Elementary**

10300 Ainsworth Dr, Cupertino, CA 95014

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**12 Terrell Elementary School**

3925 Pearl Ave, San Jose, CA 95136

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**13 YMCA Camp Campbell**

16275 Highway 9, Boulder Creek, CA 95006

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# SUPERVISION OF CAMPERS

## Who is watching and caring for my child?

- We are confident that we have the best staff around. Our staff is as diverse as our campers. The majority of them are college students and a small percentage are finishing high school. 80% of our staff are at least 18 years of age and older.
- All camp staff are fingerprinted and undergo background and reference checks. All staff are certified in basic or pediatric CPR, first aid and Child Protection Training.
- Most importantly, our staff are people who love kids. They want to spend their summer playing, teaching, and working with children. They are caring, energetic and responsible people with big hearts who are silly enough to sing camp songs at the top of their lungs.

## What training do camp staff receive?

- All camp staff are required to attend 3 days of training prior to the first day of summer camp. The camp directors attend additional training.
- In addition to learning all the policies and procedures of the YMCA of Silicon Valley Summer Camp program, staff learn techniques for how to best interact with children and how to use positive discipline techniques. They also learn songs, games, skits, and arts & crafts projects.

## What are your staff/camper ratios?

We follow the ratios recommended by the American Camp Association:

Ages 4-5

Ratio: 1/6

Ages 6-8

Ratio: 1/8

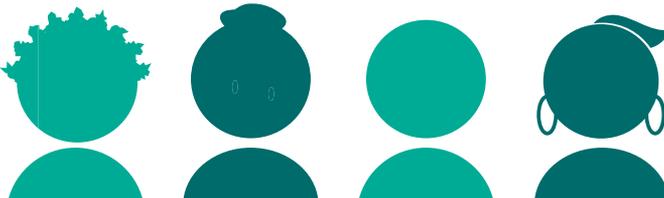
Ages 9-15

Ratio: 1/10    1/8\*

\* Ratios for overnights  
and open bodies of water

## Can YMCA staff babysit my child?

Although our staff work well with children, our policy does not permit YMCA staff to babysit for families involved in our YMCA programs.



### **What happens if my child has a discipline issue at camp?**

Our camp staff are trained and are expected to resolve misbehaviors in a positive manner. Our staff speaks with the child, allows him/her to take time out to think about the issue, discuss the issue/solution with the child, then let the child return to the activity. In more severe cases, the child will be kept out of the activity and the parent will be asked to pick the child up. Together, parents and YMCA staff will work out a custom-designed behavior modification method depending on the severity of the issue.

In the event the issue persists, the child may be suspended or expelled from the program. Some acts may result in immediate suspension or expulsion, including but not limited to: fighting, intentionally harming others, theft, and possession of weapons or drugs. Our policies do not grant refunds or credits for missed program days due to behavior issues.

### **What if my child becomes ill or gets injured while at camp?**

If your child becomes ill while at camp, our camp staff will contact you to pick him/her up. If your child is injured, the staff will take whatever steps are necessary to obtain medical attention. Your child may be transported to the hospital by an ambulance or by a YMCA vehicle. All expenses for emergency medical care are the responsibility of the parent or guardian.



# SUPERVISION OF CAMPERS

## **Will my child have an opportunity reapply sunscreen throughout the day?**

Of course! We count on parents to apply sunscreen in the morning before children come to camp. Campers apply sunscreen, provided by parents, several times a day, including before boarding the bus, after lunch and before PM extended care. All children will apply sunscreen. If you do not want sunscreen applied to your camper, or would like a special type of sunscreen applied, please send a note to your child's camp director on Monday and provide them with the special sunscreen.

## **What is camp's bathroom procedure?**

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 camp and/or camp groups escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

## **What if I need to speak with my child while she/he is at camp?**

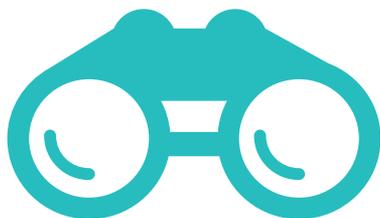
We understand that urgent situations come up. If you should ever need to reach your child while s/he is at camp, please call our Camp Dispatch. They will take your message and the camp staff will return your call.

## **How do I communicate with the YMCA Camp Staff?**

Most communication can be either routed through our Camp Dispatch or by speaking directly with your child's camp staff during drop-off and pick-up each day. It is vital that you inform us of changes happening in your family. Such changes include moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

**In case of an emergency:** If you need to get in touch with your child in case of a family emergency, call our Camp Dispatch.

To contact campers at **Camp Campbell**, call Camp's main line at 831-338-2128.



# PARENTS AS PARTNERS

**Welcome to our Y programs.** We consider parents/guardians as our partners in protecting children in our programs. Below is a summary of our key policies and procedures. We welcome your feedback and participation in our most critical and important job – providing quality care and ensuring your child’s safety at all times.

1. Hiring and screening process:
  - a. All new hire candidates are interviewed in person by multiple Y supervisors.
  - b. A minimum of three references are checked before an offer is made.
  - c. All Y staff are fingerprinted and cleared through the Department of Justice (DOJ). The Y will be notified immediately if there is an arrest of any employee thereafter.
  - d. In addition, all Y staff working on a school campus are fingerprinted and cleared through the Federal Bureau of Investigation (FBI).
  - e. No staff members may start work until their fingerprints are cleared.
2. Guidelines for staff – children will be supervised at all times by YMCA staff unless self-supervision for middle school (see #4) is in place:
  - a. At no time during a Y program will a staff person be alone with a single child or two children where he or she cannot be observed by others.
  - b. Two staff members working in program could each supervise their own group of three or more children in separate spaces.
  - c. When a staff member is supervising a group of children in a building or classroom, he/she must have doors and window blinds open.
3. We will meet our ratio requirements and there will be a minimum of two staff working at all times – no exceptions.
  - a. In the event that one staff member arrives late or is absent for unforeseen circumstances, the other scheduled staff will open all doors and blinds and remain near the doorway in full sight (while still supervising the child). He/ she will immediately call a supervisor for a substitute.
4. There are self-supervision practices in place for middle school and high school youth on very specific field trips. YMCA staff are on site and have specific check-in protocols and procedures.
  - a. Self-supervision is planned ahead and only permitted when a parent signs a permission slip.

# PARENTS AS PARTNERS

5. Restroom supervision:
  - a. Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
  - b. Staff will stand in the open doorway of the restroom while children are using the restroom. This allows for audio supervision of children, privacy for children and protection for staff (not placing them in the position of being alone with a child).
  - c. In case a younger child needs assistance, doors to the facility must remain open and a second staff is asked to be present.
  - d. No child, regardless of age, should ever enter a bathroom alone on a school campus, field trip or at another off-site location. Children must always be sent in threes (known as the rule of three) with a staff member.
6. Other than diapering, medical emergencies, or in parent approved special needs situations, children are not to be touched on areas of their bodies that would be covered by a swimsuit (the majority of the torso). Staff is trained how to deliver appropriate touch (as long as the child is comfortable) including high fives, a gentle hand on a shoulder, or a shoulder-to-shoulder side hug, if a hug is initiated by the child, etc.
7. Y staff may not be in contact with participating children outside of the program for any reason.
8. Y staff may not baby-sit participating children outside of the program. Please support this policy by not asking Y staff to care for your child outside of the program.
9. Y staff members are not allowed to communicate or engage with participating students via Facebook or any other form of social media.



- 10.** Y staff may not take photos of children under 18 in our programs on any personal electronic devices.
  - a.** If a staff member wants to take participant photos for Y communications, the camera must be owned by the Y (or a professional photographer may be engaged).
  - b.** Staff will check for the photo/video release on the signed Health History online form through Playerspace.
- 11.** Staff may not sit in seats with students on field trip buses.
  - a.** Staff either sit together or by themselves.
  - b.** Staff will spread out on the bus for supervision.
  - c.** Staff will visually supervise students at all times.
- 12.** Cleaning practices
  - a.** End-of-day facility cleaning may only be done by staff that are not supervising children.
  - b.** On-going cleaning (i.e. wiping a table before and after snack) may continue to be conducted over the course of the day as long as supervisory responsibilities are not interrupted.
- 13.** There will be a designated program supervisor on campus at all times.
- 14.** Parents/guardians of our program participants are invited and encouraged to observe our operations at any time, ask questions, provide feedback and suggest improvements as appropriate.

# PROGRAM CONTENT

## **Will there be camp evaluations?**

Evaluations will be available during each week of camp. We value your feedback. Please fill out evaluations and drop them off at the check in/out tables. We will also be sending a mid-summer and an end of summer evaluation via e-mail.

## **How do I find out if my child will have a family show during their week of camp?**

Some of our camps have family shows on Fridays. We invite you to see your child's new skills and to meet the staff and the new friends your child has been talking about all week. Even camps without scheduled shows often perform a skit, song, or routine at the morning or afternoon rally, so families are always encouraged to attend. For specific information about time, location, and whether your child's camp will be performing, see your camp Highlight sheets and/or ask your child's camp director.

## **How much instruction will my child receive in his/her sports camp?**

Sports Camps will spend 2-4 hours on the field/court/gym. Please remember, you enrolled your child for a sports camp – not a sports clinic. Our sports camps are designed to develop self-esteem, leadership, teamwork and character values. Children will execute drills, learn new techniques, play games and practice the sport. If your child would like more intensive instruction, encourage him/her to ask the camp staff.

## **Can my child and his/her friend be in the same group during the day?**

We'll do our best. Many of our camps are divided into groups by ages/grades and/or ability. Please send a note to your child's camp director on Monday morning and we will make our best effort to keep your child with his/her friend. If we are unable to meet your request, there are plenty of opportunities throughout the day when all of the campers can interact with each other. And remember, camp is for making new friends too! Camps do combine for extended care times.

## **What if it rains?**

On the rare occasion that it rains during camp, our staff will judge the intensity of the weather and make decisions accordingly. Remember, much of camp is about getting wet (the pool, water balloons, and water parks) so a little rain may not impact your child's day. If weather conditions require it, we will relocate camps to other areas of our facility or plan alternative trips. In the event of camp relocation, parents will be notified.

## **Will there be animals at camp?**

To ensure everyone's safety, campers won't be permitted to pet or feed any stray animals. Additionally, family pets need to stay at home. Activities might occasionally feature wildlife presentations with animal visitors that campers may have the opportunity to touch in supervised encounters. These animals have been trained for interaction and meet health and safety standards. Likewise, we will make reasonable accommodation for working service animals at camp.

# POOL AND BEACH SAFETY

## Where do children change into their swimsuits?

Children change in designated same-sex changing areas. These areas are supervised by staff whenever children are present.

## What if my child does not want to swim or forgets his/her swim suit?

If your child doesn't want to swim or forgets their swim suits, she/he simply won't go swimming. Most children choose to swim, and those who do not, engage in other camp activities, including games and arts & crafts.

## What if my child cannot swim?

Please inform your child's camp director. All children who wish to swim in the deep end of the pool are required to take a swim test. The children line up and lifeguards watch as each child swims from one end of the pool to the other. If a child is unable to swim the full length of the pool without holding on to the side or stopping, or if a child chooses not to take the swim test, she/he will be required to stay in the shallow end of the pool where they will be closely supervised.

## How often do campers take a swim test?

In order to keep your child safe, campers who wish to swim in the deep end must take the swim test at the start of the first free swim session of the week.

## How deep are the areas at the lake or beach where children will swim?

Children are required to take a swim test. If a camper successfully passes: ages 6–8 are permitted to go ankle deep; ages 9–11 are permitted to go knee deep; ages 12 and above may go waist deep. If a camper does not pass or chooses not to take the test, access to the lake or ocean is not permitted. Children at no time are allowed to go beyond a staff person while in the water. **A FULLY CERTIFIED BEACH/LAKE LIFE GUARD MUST BE PRESENT FOR ANY ACCESS TO THE OCEAN OR LAKE.** The Y does not allow the use of diving boards.



# PREPARING FOR CAMP

## **How will I be informed of what is going on in my child's camps?**

Prior to each camp session, you will receive an email or phone call with relevant information regarding the upcoming week's schedule. If you sign up for a camp after 8 pm on Thursday through Sunday the week before camp, you will not receive an email. If you do not receive an email and registered prior to the deadline, contact the camp dispatch and leave a message. We will return your inquiry as soon as we can. Please be sure that we have your correct phone number.

## **How can I get a camp schedule/highlight sheet?**

You can get a highlight sheet at the day camp location. Highlight sheets include weekly themes, what to bring to camp, field trip dates and reminders. These highlight sheets are available upon request five days prior to the start of each camp week. You will also receive an e-newsletter on the Thursday prior to each camp week.

Please review the weeks activity before the start of camp. Please note that your registration acknowledges your child to participation in all Y activities. If there are specific activities you do not want your child to participate, please contact the Camp Director.

## **When do I get my camp t-shirt?**

You will receive a camp t-shirt at the day camp site. Each camper will receive one shirt per summer. You may purchase additional t-shirts for \$10. We may run out of some t-shirt sizes and we will reorder as needed.



# PICK UP / DROP OFF AND TRANSPORTATION

## **Drop-off and Pick-up**

Park in the parking lot and proceed to the tables for sign-in and sign-out. You and your child(ren) will be greeted by our camp staff who are happy to assist you with all of your questions. We will escort your child(ren) into the camp area in the morning. After showing your government issued ID and signing out your child(ren) in the afternoon our camp staff will assist you in locating your camper(s).

## **What if my child is going to be absent?**

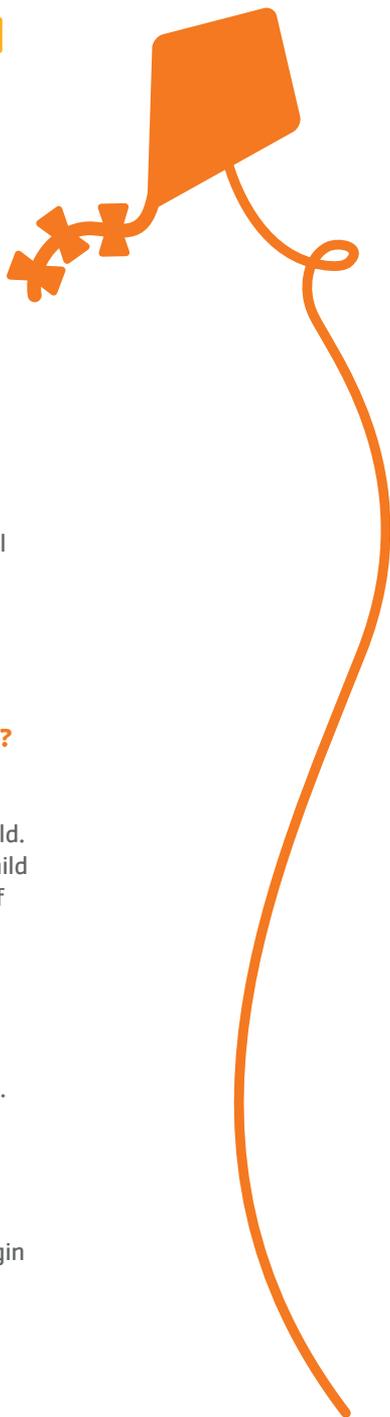
If your child will be absent from camp, please call our camp dispatch by 8:30 am. Give your child's name and his/her camp name. There will be no credits or refunds for missed days unless a doctor's note is provided.

## **What if I am late picking up my child from camp?**

Participants not picked up at the end of the day will be supervised by YMCA staff. A fee of \$1.00 per minute after 6:00 pm will be charged per child. For example, program ends at 6:00 pm, and a child is picked up at 6:25 pm, there will be a charge of \$25.00. Every attempt will be made to contact parents and Emergency Contacts listed on your camper's Health History form. If by 7:00 pm (6:30 pm for Camp Campbell) we cannot get a hold of the parents and the child has not been picked up, we will contact Child Protective Services.

## **What if I need to add or delete someone from my authorized pick-up list?**

You may change pick-up information at any time, simply update through your CampSpace login to your camper's authorized pick-up release tab.



# PICK UP / DROP OFF AND TRANSPORTATION

## **Am I required to sign my child in and out daily?**

Your child's safety is our top priority. You must sign your child in and out of our summer programs each morning and afternoon. Please do not drop your child off or instruct them to sign themselves in and/or out. This is for the protection of your child as well as the YMCA. The only people that your camper will be released to are the ones you have listed on your Authorized Release through CampSpace. Authorized release information is kept in CampSpace and our YMCA Camp Staff have access to this information on site at all times. If someone other than who is listed on the form will be picking up your child(ren), please add them as authorized pick up in Campspace. We cannot accept notice over the phone. Ensure that every person who will pick up your child always brings a valid government-issued photo ID which matches the pick-up name listed on the Health History form.

## **Can my teen sign themselves out?**

Participants of the Teen Camp program who are at least 12 years old will be allowed to sign him/herself in and out with written consent in Campspace from a parent or guardian. An additional form must be signed before the start of camp. All campers must be signed in/out by parent for Camp Campbell programs.



# THINGS TO BRING/WEAR TO CAMP

## What should my child wear to camp?

Campers are required to wear closed-toe shoes daily. We encourage children to wear comfortable clothes that they don't mind getting dirty. Weather varies during summer, please bring jacket or sweater accordingly.

## What should my child bring to camp?

### Each child must bring:

- Lunch and drink every day (except when noted in the camp schedule)
- Small snack: We highly recommend bringing a morning snack for your child.
- Non-perishable foods: We do not have a refrigerator or microwave/oven at camp.
- Water bottle: This will help your child stay hydrated during the day.
- Sun protection: Don't forget to bring a hat and sunblock to reapply throughout the day.
- Label all items.

## Should I pack water for my child?

Yes, parents are responsible for providing their child with plenty of fluids for the day. We will take several water breaks throughout the day so campers will have opportunities to refill their bottles.

## Will my child receive a snack at camp?

Yes, all campers receive an afternoon snack around 4:00 pm each day. Snack will consist of two food groups. You are welcome to send additional snacks with your child. We encourage healthy snacks, so please do not send your child to camp with candy/soda.

## What if my child forgets his/her lunch?

Every so often, a lunch doesn't make it from the car to camp. The camp staff will make sure your child gets something to eat. If camp is on-site, we will first attempt to contact the parent/guardian. If the parent cannot be reached, or the camper's lunch cannot be delivered, a lunch will be purchased and parents will need to reimburse camp at pick up.

## Can my child buy lunch during camp?

Campers may have an opportunity to purchase lunch on **some** field trips. Your camp director will let you know when this is appropriate.

The following sites provide lunch through the summer food service program.

- Terrell Elementary
- East Valley YMCA
- East Palo Alto YMCA
- Barrett Elementary

# THINGS TO BRING/WEAR TO CAMP

## Should my child bring money to camp?

Camp fees include all day camp trip admission fees and related costs. There is no need for campers to bring money. The only exception is on highlight trips where campers may want to purchase souvenirs or meals. Your camp director will let you know when or if this is appropriate.

## What if my child loses something at camp?

We know that sometimes things get lost. The best ways to prevent the loss of property is to leave it at home and to label all of your child's belongings. Lost and found items are kept at the YMCA for two weeks before it is donated to charity.

**The YMCA is not responsible for possessions that are lost or stolen.**

## What shouldn't my child bring to camp?

- New or expensive clothes
- Video games
- Cell phones
- Personal CD players/stereos/MP3 players
- Expensive jewelry/watches
- Money
- Toys and card games
- Alcohol or drugs
- Personal sports equipment (unless noted)
- Vehicles
- Animals
- Weapons

## What sports equipment will my child need?

Some camps require children to bring their own gear. See below:

- [Equestrian Camp](#) – Appropriate boots and long pants
- [Ice Skating](#) – Socks, sweatshirt or jacket and long pants. Optional to bring helmet.
- [Soccer Camp](#) – Shin guards are required. We provide soccer balls, so please leave yours at home.
- [Tennis camp](#) – Tennis racquet
- [Archery](#) – Arm guards are provided but campers may bring their own.
- [Baseball](#) – Batting helmet is provided but campers may bring their own.
- [Fishing Camp](#) – Fishing pole
- [Street Hockey](#) – Helmet, knee and shin guards

For all other sports camps, the Y will provide all necessary equipment.

# FIELD TRIPS

## How are children transported to the different camp trips?

We transport all children to their trip destination using a chartered school bus managed by a chartered busing company.

At the beginning of each week, the bus driver will go over the bus rules and safety and evacuation procedures. Here are the bus rules:

- Basic program rules apply at all times.
- Children will follow their leader's directions.
- Children/Staff will stay seated while in the bus, unless asked to stand.
- Children/Staff are required to sit properly in their seat at all times.
- Throwing objects is not permitted.
- Only air may pass through windows; arms, head, legs, and belongings remain in the bus.
- Singing and other loud noises will be permitted only when appropriate.
- Silence will be required when the bus is approaching and crossing railroad tracks.
- Eating and drinking are not permitted on the bus.
- Children and staff will walk while on the bus.
- Staff must sit next to emergency exits.
- Only the front door will be used to enter and exit the bus except during an emergency.
- Children/Staff will participate in roll calls, as requested.
- Children may be on the bus only when staff is on the bus.
- Staff are required to sit on their own or with other staff.



# REGISTRATION / TRANSFER/PAYMENT

Complete Summer Day Camp registration online through our website or in person at our YMCA facility locations.

After completing registration, families will receive an email from YMCA of Silicon Valley Association with a prompt to create their online account on CampSpace and provide all needed information for their camper's health history, authorization to pick-up and liability waiver. Returning families will be asked to update their CampSpace profile.

## **Additional Vendor Waiver**

Some of our camps require additional waivers that are required by our vendors. All waivers can be located through CampSpace. The following is a list of camps that may require an additional waiver:

Equestrian	Go Karts	Tennis
Gymnastics	Martial Arts	Fencing
Rock Climbing	Golf	Paintball
Ice Skating	Surfing	
Kayaking	Climbing	

There may be additional waivers needed depending on the field trip location.

## **What is the YMCA's refund policy?**

**If you cancel your reservation, in writing, no later than 14 days before the start of the session, you may choose one of the following options:**

- Transfer monies, including deposit, to YMCA of Silicon Valley camp.
- Credit monies, minus deposit, for use in YMCA of Silicon Valley programs in the future.
- Refund monies, less \$20 deposit and \$15 processing fee; refund will be made by check or credit card; Please allow 3 weeks for the refund to be fully processed.
- If you cancel your reservation less than 14 days prior to the start date of your camp session no refund will be given.

**If the YMCA cancels the program, you may choose one of the following options:**

- Full credit of monies, including deposit, to be used by any member of your household for any YMCA of Silicon Valley program.
- Full refund of monies, including deposit, by check or credit card. Please allow 3 weeks for the refund to be fully processed.

### **Will I be billed for the remaining balance of a camp?**

Campers who have registered with a deposit for a camp will receive a camp bill. We will send out monthly invoices for any payment due in that month. Camp invoices will be sent in the months of May for June camps, June for July camps and July for August camps. Campers who do not register at least 14 days prior to the start of the session will not receive a camp bill and are required to pay for the camp in full at the time of registration.



### **When is the balance due for a camp?**

The remaining balance for each camp is due 14 days prior to the start of the session or the deposit will be forfeited and the camper's registration will be cancelled. See below for exact camp payment due dates.

<b>Session Start Date</b>	<b>Payment Deadline</b>
June 8-12	May 25
June 15-19	June 1
June 22-26	June 8
June 29 - July 2	June 15
July 6-10	June 22
July 13-17	June 29
July 20-24	July 6
July 27-31	July 13
August 3-7	July 20
August 10-14	July 27

### **What is the YMCA Transfer Policy?**

Transfer requests are accepted 14 days prior to each session in writing if space is available. Paperwork must be submitted on time. If a transfer occurs within two weeks start of each session, a \$15 processing fee will be charged.

# ALL ABOUT ME

Have each child complete and give this section to his/her group leader on the first day of camp.

**The one thing I'm most looking forward to in camp is:**

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**My favorite hobby is:**

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**If I am having a hard time following directions my leader can help me by:**

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**If I'm sad, you can cheer me up by:**

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**This summer my goal in camp is to achieve:**

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**YMCA OF SILICON VALLEY**

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