



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**YMCA OF STEUBEN COUNTY**  
**2026 Summer Day Camp**  
**Parent Information Packet**



# WELCOME!

The YMCA is a non-profit, charitable organization whose focus is on youth development, healthy living, and social responsibility. With a mission to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Our impact is felt when an individual makes a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

## CHARACTER DEVELOPMENT

The YMCA of Steuben County Summer Day Camp team strives to improve the quality of life and promote our core values of caring, honesty, respect, and responsibility across Steuben County. This means that camp is about more than activities – it's about building relationships through skill building that emphasizes character growth and development.

## CONDUCT

The YMCA is committed to providing a safe and welcoming environment for all our members and guests. To ensure safety and comfort for all, we ask everyone to act appropriately while they are in our facility and/or participating in a YMCA program. We expect people using the YMCA to behave in a mature and responsible way and to respect the rights and dignity of others.

**Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically, this includes but is not limited to:**

- Angry or vulgar language including swearing, name calling, or shouting.
- Physical contact with another person in an angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation with words, gestures, body language, or other menacing behavior.
- Behavior which intends to or results in the theft or destruction of property.
- Carrying or concealing any weapons or devices that may be used as weapons.
- Leaving designated area without permission.
- Repeated unsafe behavior.

### Bullying Policy

The YMCA maintains a zero-tolerance policy toward bullying.

Bullying includes:

- Physical intimidation
- Verbal harassment
- Social exclusion
- Cyberbullying (if it impacts camp environment)

All reports will be taken seriously and investigated promptly.

Staff are trained and expected to respond to any reported violation of our code of conduct. Our YMCA Summer Day Camp policy invites staff to provide campers with meaningful redirection when needed, followed up with reflection time and/or a parent phone call. In some cases of misbehavior, parent meetings resulting in formal behavior reports may occur and could ultimately result in program termination without a refund.

## GOALS OF YMCA SUMMER DAY CAMP

Our camp programs reflect our YMCA values and mission. Each program is designed to help our campers grow socially, emotionally, academically, and spiritually within a fun and meaningful camp

environment. Well trained, professional role models lead campers in new and challenging activities that act as a catalyst of growth for your child.

The goals and principles of the YMCA camp program are firmly based on the specific program objectives from which our program operates. These principles are related to interactions with others, our environment, and self. The specific principles of the day camp program are:

- The achievement of personal growth in body, mind, and spirit
- The formation and practice of socially constructive habits and attitudes
- The acquisition of knowledge about and the development of skills and interest in the outdoors
- The development of an appreciation of nature and a love of the outdoor environment

## **NOTE TO PARENTS**

As a provider of programs for youth, the YMCA strives to effectively screen and train all staff and volunteers. Our quality programs enrich the lives of thousands of children each year and the safety of every child is a top priority for our Summer Day Camp Staff.

To make sure your child remains safe outside of YMCA supervisions and to protect our staff and volunteers, the YMCA encourages cooperation in the following areas:

- It is a violation of YMCA policy for a YMCA employee to baby-sit, host sleepovers, or spend time one-on-one with your child outside of YMCA programs.
- Please do not leave your child at the YMCA facility or outdoor camp site unless a YMCA Day Camp staff member is there to receive and supervise your child via our formal sign-in process.
- Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- Instruct your child to always remain part of the group. Stress safety in numbers.
- Report any actions by YMCA staff, volunteers, or campers that you deem to be inappropriate to the Camp Director or YMCA of Steuben County COO.

## **STAFF**

The day camp staff members are innovative and creative individuals who love working with children. They hold certifications in First Aid and CPR and participate in continual development opportunities to ensure that they are fully prepared for the Summer Day Camp season.

## **WEEKLY DEPOSIT**

A \$225 non-refundable deposit is due at the time of registration.

## **WEEKLY FEES**

You may pay in full, or you may sign up for weekly Electronic Fund Transfer (EFT). Weekly fees will be scheduled to draft from your checking account, savings account, or credit card on the Friday prior to camper participation.

Once weekly fees are paid refunds for cancellations will not be given. Cancellations must be made by Thursday prior to camper participation.

## **TAX INFORMATION**

Child Care Tax Statements will be mailed by January 31 of the following year.

## PHONE CALLS TO CAMP

Please **DO NOT** call to speak to your child. If your child is experiencing problems, we will call you immediately. You may call the YMCA with your questions or concerns at any time; your call will be passed on to the YMCA Summer Day Camp Director and will be returned as soon as possible.

Camp Director: [camp@ymcasteuben.org](mailto:camp@ymcasteuben.org) or call the YMCA at 260.668.3607 ext. 108 and leave a message.

## COMMUNICATION

Friday newsletters will offer additional schedule details, camp donation needs, and special information. Please read all information carefully and save it for future reference. Additional camp communication will be done using the Remind App.

Remind Info: Text @3bce63h to 81010 to join our Remind Class

## PARENT PARTICIPATION

Parents and community members are an important part of our camp program. We encourage you to share your talents, hobbies, and/or profession with our campers. Please contact the camp director to volunteer your services.

### Parent Partnership

We believe camp works best when families and staff partners are together. Please:

- Communicate concerns promptly.
- Keep emergency contacts updated.
- Review weekly schedules with your child.
- Encourage independence and responsibility.

## SPECIAL NEEDS

For the YMCA to provide the best day camp experience for your child, we ask that prior to registration you consult the Camp Director regarding any special needs of your child. There are some medical treatments and procedures that the YMCA staff are neither legally trained nor qualified to perform. We will make our best effort to accommodate children with special emotional and/or behavioral needs; however, we must always take the best interest of all children into consideration. Staff cannot provide one-on-one care for children at any time. We will make every attempt to serve all children.

## DAILY SCHEDULES & PROCEDURES (Schedule subject to change)

7:00 am - 8:30 am	Camper Sign-In ( <b>all campers must arrive by 8:30 am</b> )
8:30 am - 9:30 am	Morning Meeting/Summer Day Camp Begins!
9:30am - 12:00 am	Activities – Creative – Games – Sports – Outdoor Play / Snacks
12:00 pm - 12:30 pm	Lunch ( <b>please make sure to send a lunch everyday</b> )
12:30 pm - 1:00 pm	Quiet Time
1:00 pm - 3:00 pm	H2O Time – Pool – Splash Pad - Outdoor Play / Snacks
3:00 pm - 5:30 pm	Camper Sign-Out ( <b>all campers must be picked up by 5:30 pm</b> )

## ARRIVAL

Campers may be dropped off at the YMCA between 7:00 am – 8:30 am. Camp begins promptly at 8:30 am, Monday-Friday. We do ask you to have your child at camp no later than 8:30 am due to our busy daily schedule. Camp ends at 3:00 pm so we do ask that you don't start picking up your child(ren) until 3:00 pm or later. That time may be flexible dependent on field trip days and the travel time.

**Parents/Guardians are required to sign their child in and out camp daily.**

**\* Instructions:** Camper drop-off will be done at room 2 at the YMCA. Parents must be with their children(s) at drop-off. A camp staff member will meet you to sign your student in/out. Parents/Guardians are required to sign out their student(s). **Photo ID required to pick up child every day.**

## DEPARTURE

Camp concludes at 3:00 pm, Monday – Friday. Campers must be picked up between 3:00 pm – 5:30 pm at YMCA, Room 2. Please be prepared to show identification to YMCA staff every day. **Campers will only be released to individuals who are listed on the camper registration form.** If campers are picked up after 5:30 pm, there will be a \$2 per minute/per child charge added to your camp payments.

If you plan to pick up your child early you will need to check with camp staff to confirm that morning for the schedule of that day. **We frequently leave the YMCA and cannot guarantee that your child will be at the YMCA before 3pm.**

## ABSENCES

If your child is not going to attend camp for the day, please report his/her absence before 9 am by calling the YMCA 260-668-3607 ext. 108 and leaving a message for the Camp Director. You may also email this information to [camp@ymcasteuben.org](mailto:camp@ymcasteuben.org) or let the counselors know via Remind.

**Refunds will not be issued.**

## CLOTHING

Children should wear clothing suitable for an active, outdoor day at camp. Appropriate items include shorts, t-shirts, light jackets/ sweatshirts (for chilly mornings), and athletic shoes; sandals, Crocs, and flip flops are NOT permitted except at swim time.

**Please label all items sent to camp with your camper's first and last name.** Please send a bathing suit and towel, in a bag, with your camper every day. Staff cannot be held responsible for your child's personal belongings. Please do not send new or expensive clothing or toys to camp.

While every effort will be made to locate lost items, the YMCA is not responsible for replacing them. When leaving the YMCA of Steuben County, all campers will be required to wear a camp shirt/pinnie. **The YMCA Summer Day Camp shirt must be worn EVERY THURSDAY.** We will be going to Trine University on Thursdays, and our campers must be easily identified.

## MEALS & SNACKS

You will need to provide **lunch each day. Lunch will be provided on Thursdays.** Snacks will be provided daily.

A daily snack will be provided, in the morning and afternoon, by the YMCA. This snack will also be healthy. You are welcome to send a snack for your child; we encourage the snack to be a healthy choice.

**Do not send any food that contains nuts for the safety of all children.**

**Items from home will not be able to be refrigerated OR microwaved. The lunch/snack will need to be prepared and ready to eat ahead of time.**

## **RULES & SAFETY**

**Safety is our top priority each and every day.** Camp rules will be established at the beginning of each session and reviewed regularly to ensure safety. Please review the following list of rules with your child along with our YMCA day camp contract.

### **General Rules:**

- Follow staff instructions the first time given.
- Campers must always stay with their activity group and camp counselor.
- Always walk, unless playing a staff-lead game that involves running.
- Please follow camp van or bus safety rules whenever we take a field trip.
- Be sure to always use kind and respectful words and language.
- We always keep our hands, feet and objects to ourselves.
- Listen to and respect the rules/boundaries of all activities played at camp.
- Participate willingly in all camp activities.
- Respect camp property and the belongings of others.

### **YMCA Day Camp Contract:**

When I am at the Summer Day Camp I will ...

1. Treat myself and others with respect.
2. Listen carefully to directions.
3. Make responsible choices.
4. Care for materials and activity spaces.
5. Have Fun!

## **BEHAVIOR MANAGEMENT**

Positive behavior choices will be supported with kind and positive reinforcement by day camp staff while negative choices will be redirected with meaningful consequences that relate directly to the choice made. (i.e., if a child fails to abide by pool rules, they may sit out during the remainder of swim time.)

All children will be given understandable guidelines for their behavior so they may develop internal control of their actions. The staff will work cooperatively with parents, keeping them informed of behavior complaints, concerns, and strategies implemented to guide the child towards socially acceptable behavior. Behavior problems that cannot be resolved may result in dismissal from camp without a refund. Certain abusive behaviors will result in immediate dismissal.

## **SPECIAL ACTIVITIES**

### **SWIMMING**

YMCA Summer Day Campers will have an opportunity to swim daily during the summer. Send your child with a swimsuit, towel, and plastic bag for wet clothing every day. Some children prefer to bring additional toiletries for after swimming – please label everything and provide your child with strategies to help keep track of his or her belongings. The Y Camp staff will support your child in organization management but are not responsible for lost items.

Campers will be swim tested at the beginning of every camp week. Some Summer Day Camp staff are also certified lifeguards and will supervise all swim times while other Summer Day Camp staff will swim with campers. Swim time is designed for recreational purposes only; however, we often see swimmers advance in their confidence in the water during the summer. Campers will have an opportunity to participate in the free Safety Around Water program this summer. Campers will also have the opportunity to enjoy the Sheets Family Park often.

All campers and staff are required to follow rules posted in swimming areas.

## **FIELD TRIPS**

Summer Day Camps will participate in field trips to Trine University each week. When checking in/out please read the sign for TOMORROW'S activities and be sure to bring required items. In case of rain, a field trip may be changed or cancelled. Transportation to and from field trips will be provided. **Care will not be available at the YMCA for campers who are unable to participate in a field trip for any reason;** we ask that you plan accordingly.

## **MONEY**

Please do not allow your child to bring money to camp unless requested for a field trip. Children will **not** be permitted to make purchases at camp. The Y staff are not responsible in the event of loss or theft.

## **WEATHER**

Outdoor play is an important part of our daily camp schedule – The majority of this year's camp activities will take place outside. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings. While we will enjoy the outdoors on cool and/or rainy days, should steady rain or thunderstorms occur, the day camp program will be held indoors at the YMCA.

During periods of extreme heat, the Camp Staff will reduce the amount of intense outdoor activities. Frequent water breaks are enjoyed throughout the camp day. All precautions will be taken to prevent heat-related injuries during these times. **Please send your camper with a labeled water bottle every day.** Sugary drinks/soda will **not** be permitted as they contribute to dehydration.

## **HEALTH INFORMATION**

### **ILLNESS**

If your child is sick, please keep him/her at home. If your child is sent to camp with an illness/medical condition, we will notify you to pick up your child. If your child is sent to camp, they will be expected to participate in **all** activities that day; please remember that camp is a physically exerting program that is held primarily outdoors. Children will be sent home from camp for the following reasons: fever, diarrhea, untreated open wounds, unexplained rash, lice, bed bugs, upset stomach, headache, vomiting.

A child who has vomited, had a fever or diarrhea must be kept home for a minimum of 24 hours after the symptoms have subsided. Children with lice must be nit free before returning to camp. When a child is sent home with a communicable disease, he/she cannot return to camp without a note from a doctor. Remember, the health of all campers and staff is taken into consideration by our YMCA Summer Day Camp team.

### **MEDICINE**

A camp director will administer prescription and over-the-counter medications to children **ONLY** when the parent, legal guardian, or physician has completed a written medication form. A doctor's signature will be required for prescription medications. All medication must be in the original container with the child's name on the label. There will be NO EXCEPTIONS. All medications must

be turned in to the camp director each morning. Please hand the medications to the Camp Director personally. The medicine will be placed in a medication lock box located in the camp director's office.

**Sunscreen Sprays will not be permitted unless special arrangements have been discussed with the Camp Director. Please leave special instructions on a medication form if your child needs a specific brand of sunscreen due to allergies.**

## **EMERGENCY PROCEDURES**

All precautions will be taken to prevent serious health risks to all campers. If a minor injury occurs, a certified staff person will administer first aid, and a YMCA Incident Report Form will be completed along with a Parent FYI Form that is to be signed by a parent upon pick-up.

YMCA staff are trained in First Aid/CPR. It is imperative that parents indicate their health insurance information on their Camper Registration Form prior to the start of camp. When assigning emergency contacts, we ask that parents consider individuals who can be easily reached if the need arises. The YMCA does not pay for treatment due to injury at camp. Health cost/treatment is the sole responsibility of the parent.

In the event of a major injury or health problem, the following procedures will be followed:

- 911 will be called.
- YMCA staff will administer immediate first aid until professional services arrive.
- Parents will be contacted. If we cannot reach parental parties, listed emergency contacts will be notified.
- YMCA Staff will accompany camper to the hospital. Staff will remain with the child until the parent or emergency contact person arrives.
- The incident will be recorded and filed at the YMCA, listing all procedures administered.

In the event of minor injury, the following procedures will be followed:

- First aid will be provided, and the incident will be recorded in the health log and communicated to parents via Parent FYI Form which is to be signed by parent upon pick-up.
- Camper will be observed throughout the remainder of the camp day and made as comfortable as possible.

## **Day Camp Packing List**

1. Comfortable closed-toe shoes and socks for walking and running.
2. Water shoes are only permitted at swim time. No jelly shoes, sandals or Crocs during the rest of camp activities.
3. Swimsuit, towel, and plastic bag for wet clothes.
4. Please send plastic grocery bag or "wet bag" with camper to place wet items to prevent dripping from backpack.
5. Backpack to carry personal belongings.
6. Change of clothes.
7. Water Bottle, labeled with camper's name.

## **What NOT to bring to camp:**

- Personal electronics of any kind, including cell phones.
- Weapons including knives, guns, and ammunition.
- Toys or games from home.
- Drugs, alcohol, paraphernalia.
- Pets of any kind.

Please label your camper's belongings with a permanent marker. The Y is NOT responsible for lost, stolen, or damaged items.

## **LOST & FOUND**

Those items left at camp will be placed in the lost and found bin at the YMCA at the end of each camp week. During the week, items left at camp will be located in Room 2. Unclaimed items will be donated to a local shelter at the end of every camp session.

## **CAMP EVALUATIONS**

To ensure our programs meet the expectations of campers and families, surveys will be distributed at the end of the summer camp session. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the Camp Director at any time.

As always, if you have any questions, concerns or suggestions please contact us:

**Sonja Waters - Camp Director**

[camp@ymcasteuben.org](mailto:camp@ymcasteuben.org) | 260.668.3607 ext. 108

**Here's to a great year of summer day camp!**