

# CAMP COMMUNICATION

## WHO TO CONTACT?

Refer to the chart below for the person who can best help you with your camp needs.

Topic	Time Frame	Point of Contact	Contact Information
Camp Information & Availability	January 1 – June 1	Camp Director	<a href="mailto:AndrewL@lhymca.com">AndrewL@lhymca.com</a>
	June 1 – August 25	Camp Office Administrator	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a>
Camp Changes · Adding or Deleting AM/PM · Switching sessions · Cancelling sessions	January 1 – June 1	Camp Director	<a href="mailto:AndrewL@lhymca.com">AndrewL@lhymca.com</a>
	June 1 – August 25	Camp Office Administrator	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a>
Playerspace Help · App Download · Finding Schedules · Finding Camper Group	June 1 – June 16 10:00 am – 4:00 pm	Camp Office Administrator	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a>

During the week of June 19-22 staff will only be available to answer calls and emails regarding camp inquiries between 10 am – 2 pm. No one will be available on Friday June 23.

### Bookkeeping Questions

- Billing Questions
- Missing Paperwork & Camp

### Space

- Payment Plans
- Financial Aid Information
- Tax Statements
- Childcare Flex Spending  
Statements

January 9 –  
August 25

Nancy Dunham  
Camp Bookkeeper

[nancyd@lhymca.com](mailto:nancyd@lhymca.com)

## PARENT COMMUNICATION DURING THE CAMP SEASON

Whenever you have questions or concerns related to the camp program, please direct them to the Camp Director or your child's Activity Leader. Proper action can only be taken when clear communication happens. All phone messages will be answered within 24 hours. Camp Director will return calls between 4:30PM and 5:30PM. If you prefer, you may email us at [camp@lhymca.com](mailto:camp@lhymca.com). If you wish to speak with someone in person, please stop by the camp office between 9:00AM – 4:00PM and we will be happy to assist you.

## WEEKLY EMAILS FROM OUR CAMP MEDIA SPECIALIST

We will be sending home emails once per week outlining camp happenings that are specific to your camper's division. Please understand that the emails will be sent to the address that you have

provided on your camper's registration form. These emails will highlight group activities, upcoming events, camper and staff highlights, Big Fun Time, Group Photos, etc.

## WALDO APP

Lakeland Hills YMCA is excited to announce we're offering Waldo's facial recognition powered mobile app this summer! If you download and sign up for this FREE app, you will be able to get pictures of your camper sent straight to your phone!

## GROUPING AND FRIEND REQUESTS

Day Camp is separated into categories:

- Junior Boys (1<sup>st</sup> -3<sup>rd</sup> grade): *Groups in the Junior Boys division have 10 campers and 1 counselor.*
- Junior Girls (1<sup>st</sup> -3<sup>rd</sup> grade): *Groups in the Junior Girls division have 10-12 campers and 1 counselor.*
- Senior Boys (4<sup>th</sup> – 7<sup>th</sup> grade): *Groups in the Senior division have 15-20 campers with 2 counselors.*
- Senior Girls (4<sup>th</sup> – 7<sup>th</sup> grade): *Groups in the Senior division have 15-20 campers with 2 counselors.*
- SKOR Camp (1<sup>st</sup> – 7<sup>th</sup> grade): *These campers have a counselor with a maximum of a 1:3 ratio.*

The groups are determined by age, gender, and the grade they are entering in Fall 2023. We will do our best when grouping, but it is extremely important that we have grade and friend request at time of registration due to the number of campers in the program.

Specialty Camps– Specialty camp options are made up of campers going into 4-7<sup>th</sup> grade.

- Esports Camp (Session 1-4) is a group of up to 10 campers and is co-ed.
- Dance & Cheer camp (Session 1 only) is a group of 15 campers, primarily girls.
- Travel Sports Sampler camp (Session 2 only) has between 30-35 campers and is co-ed (although primarily boys).
- Travel Basketball camp (Session 3 only) has between 30-35 campers and is co-ed (although primarily boys).
- Travel Bowling and Soccer camp (Session 4 only) has between 30-35 campers and is co-ed (although primarily boys).

Leader in Training Teen Travel Camp is for campers going into 8<sup>th</sup>-10<sup>th</sup> grade and is co-ed.

## FRIEND REQUESTS:

- Friend requests can only be submitted for the Day Camp (1<sup>st</sup>-7<sup>th</sup> grade/6-12-year-old).
- If you would like your child grouped with a friend, you can make that request at the time of registration.
- You must provide the friend's first and last name. Without a full name, the request cannot be honored.
- For consistency and staff ratio purposes, requests are limited to one friend for the summer – not one per session.
- Please remember a request is not a guarantee.
- All Day Camp groups are separated by age and gender, making it impossible to place a boy and girl in the same group, or children of different ages.
- No friend requests will be accommodated for Vacation Camps due to limited number of groups.
- Remember, camp is a great opportunity for children to meet and make new friends!

## ***CAMPER CARE TEAM, ZEN ZONE, AND DISCIPLINE POLICY***

### Behavior Policy:

The Summer Day Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate and/or challenging. Counselors will try positively to redirect a child's behavior and, if necessary, will seek the assistance of the Behavior Team. If the inappropriate conduct issues continue, the parents will be notified, and further disciplinary action will be taken.

### Camper Care Team:

We will have a team of Behavior Specialists on staff this summer. They are responsible for effecting positive behavioral changes in campers; providing supportive intervention; complying with Federal & State policies and regulations. This key aspect of working on the team is identifying needs and being responsible for creating a safe, stimulating and supporting environment for all campers in our care. Communication with parents regarding major incidents will be conducted by Administrative Staff. Discussion will take place regarding an appropriate plan of action.

### Zen Zone:

The Zen Zone is a place where campers can go during the day when they are having a rough moment to decompress and have a little bit of time away from their group. This area will provide

campers different sensory techniques to calm down including stress balls, sensory bottles, therapeutic games and toys, journals to write in, books, etc. This space allows campers with learning activities to redirect unwanted behaviors. This nurturing environment is designed to help campers succeed in building relationships and develop new skills for a positive camp experience.

## BULLYING

Bullying is when one or more children continually target a child and their actions would know that the bully's actions physically or emotionally harm the victim, damage their property or insult / demean the victim.

Camp Administration has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for everyone. The Camp Administrative Staff reserve the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of camp. Please understand that there will be no refunds given to children who are suspended or terminated for behavior issues. Behavior Specialist will provide behavior chart outline when needed.

## ***MEDICATION, ALLERGIES, ILLNESS AND INJURY PROCEDURES***

MEDICATION: If your child needs to take any medication during camp hours, the medication must be delivered to the Health Office Administrator (who is certified in CPR / 1st Aid and AED for the Professional Rescuer) in the camp office. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at camp. A Medication Consent Form must be completed prior to the first day of your camper's session.

ASTHMA: Campers are not permitted to keep asthma inhalers in their bags for safety reasons. Other campers should not have access to that medication. In addition, our certified staff need to document all medication dispensation according to state guidelines.

ALLERGIES: If your child suffers from severe allergies, diabetes, or any other debilitating condition, you must also fill out a Food Allergy Action Plan (signed by a doctor) for staff to follow in the event of an emergency (allergy sufferers must also provide an Epi-pen and Benadryl to the Office staff). Counselors are going to be advised to wristband all campers with food restrictions for Theme Days and Elective Time activities that involve food.

ILLNESS: If your child has a communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child. The YMCA does not provide care for sick campers. Please understand that children may not return to camp until they are fever free for 48 hours. The same holds true for children who have been vomiting or have diarrhea. In accordance with our State License, parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification.

INJURY: If your child becomes injured at camp, you will be notified. All Camp Administrators are certified in CPR / 1st Aid and AED for the Professional Rescuer, as well as many additional staff located around the campgrounds. The Health Office Administrator will always be available in the camp office for first aid attention. Campers with serious injuries that require emergency medical attention will be transported to St. Clare's Hospital in Denville unless otherwise specified by the Emergency Medical Team or indicated on your camper's medical form. Parent will be notified.