

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 2 – June 1	Camp Director	AndrewL@lhymca.com
	June 1 – August 25	Camp Office Administrator	camp@lhymca.com
Camp Changes · Extended Care & Lunch · Switching sessions · Cancelling sessions	January 2 – June 1	Camp Director	AndrewL@lhymca.com
	June 1 – August 25	Camp Office Administrator	camp@lhymca.com
PlayerSpace Help · App Download · Finding Schedules · Finding Camper Group	June 1 – June 16		
	10:00 am – 4:00 pm	Camp Office Administrator	camp@lhymca.com

During the week of June 17-20 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 21.

Bookkeeping Questions

- Billing Questions
- Missing Paperwork &

PlayerSpace

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

January 8 –
August 25

Nancy Dunham
Camp Bookkeeper

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. 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 . If you wish to speak with someone in person, please stop by the camp office between 9:15AM – 3:30PM and we will be happy to assist you.

WEEKLY EMAILS

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, Foodie Fridays, etc.