

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	linneab@lhymca.com
	June 1 – August 25	Camp Office Administrator	camp@lhymca.com
Camp Changes <ul style="list-style-type: none"> • Extended Care & Lunch • Switching sessions • Cancelling sessions 	January 2 – June 1	Camp Director	linneab@lhymca.com
	June 1 – August 25	Camp Office Manager	camp@lhymca.com
PlayerSpace Help <ul style="list-style-type: none"> • App Download • Finding Schedules • Finding Camper Group 	June 1 – June 16 10:00 am – 4:00 pm	Camp Office Manager	camp@lhymca.com
	During the week of June 16-19 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 20.		
Bookkeeping Questions			
<ul style="list-style-type: none"> • Billing Questions • Missing Paperwork & PlayerSpace (approval and rejection of paperwork). • Payment Plans • Financial Aid Information • Tax Statements • Childcare Flex Spending Statements 	January 1 – August 25	Nancy Dunham Camp Bookkeeper	nancyd@lhymca.com