



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUMMER DAY CAMP FAMILY HANDBOOK

LOWE'S YMCA

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ABOUT LOWE'S YMCA

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The YMCA of Greater Charlotte serves over 19,000 campers in day camp programs each summer and We are excited to have your camper experience what the Lowe's YMCA has to offer. This year you have the unique opportunity to take part in the Lowe's YMCA day camp. We are excited for your camper to participate in a fun-filled, exciting summer. For a complete list of camps, camp guides and add-ons for each age group; please visit the Lowe's YMCA sales and service center or ymcacharlotte.org.

OUR VALUES (CHARACTER TRAITS)

Caring, Honesty, Respect, Responsibility, Faith

OUR FOCUS

For Youth Development: Nurturing the potential of every camper and teen.

For Healthy Living: Improving the nation's health and well-being.

For Social Responsibility: Giving back and providing support to our neighbors.

PURPOSE AND GOAL

As an aspect of our organization's focus, Youth Development, we strive to help campers learn and grow through carefully planned, mission-focused curriculum that teaches the following four pillars:

- Healthy Choices
- Skill Development
- Building Relationships
- Servant Leadership

Through this we will achieve our goal to provide a safe, wholesome Christian environment so that your camper may achieve their greatest God-given potential.

DIVERSITY AND INCLUSION

The YMCA of Greater Charlotte recognizes that individuals, families, and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity.

CAMP JARGON

Throughout your campers' experience, they will refer to certain terms known only throughout the YMCA Day Camp. Below is a list of terms we use and a brief definition.

Camp Session- Day camp is broken up into weeks, which we refer to as a session. Each session is lettered/numbered, starting with A, B then 1 ending with 10.

Camps- Day camp is comprised of multiple "mini" camps focusing on a specific area (Sports, Art, Themed, etc.). Those "mini" camps are then divided into smaller groups called camps to allow your camper to have the best camp experience possible to offer.

CAMP STAFF

What's the key ingredient to a great camp? Great staff! We start by hiring counselors with excellent character, strong values, enthusiasm, and working with kids. Before camp starts, we add to their skills with more than 30 hours of training such as camper development and conflict resolution. All camp staff is trained in: CPR & First Aid, Camper Abuse Prevention, and Working with Campers. *Due to our policy on Camper Protection, *our camp staff is not allowed to babysit for participants they meet in the program.*

Communication is a key component of staff responsibilities. We are committed to addressing families' questions and needs as timely as possible. Camp Directors and counselors are interacting with your camper and may only receive messages once per day. To speak with day camp staff, please contact our camp office at 704-716-4043. Be sure to let us know of any issues, news and successes your camper may be experiencing. Also please make sure we have your correct email so you receive camp news and updates.

CAMP LEADERS

Ryan Swengros
Francine Molina
Jessica West

Senior Program Director
Youth Development Director
Youth Development Coordinator

Ryan.Swengros@ymcacharlotte.org
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CAMP DATES:

Session A: May 28-May 31
Session B: June 3-June 7
Session 1: June 10-June 14
Session 2: June 17-June 21
Session 3: June 24-June 28
Session 4: July 1-July 5
Session 5: July 8-July 12
Session 6: July 15-July 19
Session 7: July 22-July 26
Session 8: July 29-August 2
Session 9: August 5-August 9

REGISTRATION

Welcome, we are happy you have decided to send your camper to the Lowe's YMCA Day Camp. Before your camper can start enjoying this wonderful, enriching program, please download and complete the registration form (located on our website). Bring the completed form, updated immunization records and either payment in full or a \$10 nonrefundable deposit for each session per camper registering. Deposits are applied to the camp balance and are nonrefundable. Transfers or Cancellations must be made at least 8 days prior to the camp beginning. Registration opens February 1st for YMCA members and February 15th for non-members.

The YMCA strives to:

1. Welcome all individuals in its programs and facilities.
2. Develop programs that respond to the needs of its membership, participants and community.
3. Work to provide hiring and employment practices that is unbiased.
4. Hiring and maintaining diverse staff and volunteers.
5. Use resources to maintain a safe environment without discrimination to harassment against individuals.

The Day Camp Program is not licensed by the State of North Carolina. The YMCA of Greater Charlotte Day Camp Programs adheres to the YMCA quality standards.

PAYMENT PROCEDURES:

Please refer to the registration packet for information on the following topics:

- > Registration Deposits
- > Cancellations/ Refunds
- > Late Registration
- > Registration Changes (Transfers)

PAYMENT DUE DATES

Any balance due for each session must be paid in full before the camper can attend the session. There will be no exceptions. If you preregister payments will be automatically drafted 2 weeks prior to the start of camp.

FINANCIAL OBLIGATIONS/ASSISTANCE

The YMCA now has a scholarship program in which the YMCA's rate structure designed to help us fulfill our mission to serve all by being affordable, logical and relevant. There are two factors to determine your membership/program rate: the number of people in your household (Adults 18yrs + & Children 17yrs and younger) and your annual household income. In order to verify your annual income we will need to review your current tax return: 1040 line 22 or 1040 EZ line 4 (we are still accepting returns from 2022). If you did not file taxes last year, please call 1-800-829-1040 to receive a free statement of non-filing. If your current income does not reflect 2022/2023 1040, please provide your 1040 along with documents that support change in income (ex. Two current pay stubs from new job, unemployment documentation, divorce documentation, job separation, etc).

RETURNED CHECK CHARGES

There will be a \$25.00 charge for any check returned to the Lowe's YMCA. After two returned checks, we will accept money orders only. Outstanding balances resulting from uncollected returned checks must be rectified before the camper may enroll or attend any YMCA program.

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all programs. It is the program participant's responsibility to provide his/her own accident insurance coverage. Families should include their personal health insurance information on the camper's health form. This information will only be used to facilitate medical treatment if required. Families are responsible for prescriptions and charges incurred for outside medical treatment of their camper if such services are required while in attendance at the YMCA Day Camp.

MEDICATION POLICY

The Lowe's YMCA prefers that all medications be administered at home before camp. However, if medications are absolutely required, please be sure to notify the Day Camp Program Office. A complete and signed medication release form must accompany all prescription medications. Prescription medications must be in the original, prescribed container that identifies the prescribing physician, name of medication, dosage amount and when it should be administered. Place the medication and medication release form in a Ziploc bag with the camper's name clearly written on the bag. Also, provide written clearance if you would like staff to administer medication to camper. All medications must be checked in with the Day Camp Program Office. This can be found on camp central <https://www.ymcacharlotte.org/programs/day-camp/camp-central>.

SPECIAL EMOTIONAL / PHYSICAL NEEDS

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call the Camp Director if you have questions regarding campers with special needs. We will make every reasonable accommodation possible to serve campers with special needs.

DISCIPLINE

The philosophy of our programs is based on the golden rule with respect shown for all participants. Good manners and personal empathy are traits we will foster. We work with campers on an individual basis. Rules, expectations and consequences are clearly communicated to campers at the beginning of camp.

Encouraging good behavior helps discourage unacceptable behavior. Therefore, using this principle of positive reinforcement, each camper will be praised for good work and made to feel important and successful. Negative behavior will be addressed and the camper will be redirected towards positive behavior. Under no circumstance will physical attacks be allowed at camp. Campers who physically harm staff or other campers will be dismissed from camp immediately.

If a discipline problem arises:

1. A warning will be given. The camper is spoken to about the issue and redirected to another activity that may correct the problem.
2. If the discussion and redirection does not seem to help, the camper is then sent to the camp office.
3. If the problematic behavior continues, the family/guardian is notified and the behavior is documented.
4. If these steps do not correct the problem, the family/guardian, camper, counselor and director will meet to discuss corrective options.
5. Should this process prove unsuccessful and behavior is not corrected, the camper may be dismissed from the program.

Families be assured of the following:

- > Food or water will never be withheld as a means of discipline.
- > Campers will never be disciplined for toileting accidents.
- > Physical discipline (shaking, spanking, slapping) will never be used.

PHOTO ID PROTECTION

At the Lowe's YMCA your camper's safety is a top priority! To further protect your camper, we will request a Photo ID from any person picking up a camper within all of our childcare facilities. It is the families' responsibilities to update their campers authorized to pick up list and to inform those individuals authorized to pick up your camper from camp that they will need to show a Photo ID prior to the camper being picked up.

Lowe's YMCA reserves the right to deny custody to all persons who do not show a Photo ID, are not on the list of authorized for pick-ups, does not have a properly-secured camper passenger restraint device and/or appears to be intoxicated.

CAR SAFETY

All campers must be buckled up when leaving day camp. Campers who are under eight years old and weigh less than 80 pounds must be in a properly-secured child passenger restraint device (CRD) that meets federal standards and is appropriate for the camper's weight and height. This device must be in the back seat of the car. The safety of your camper is paramount. Your camper will not be placed in a car that is not properly equipped with a camper safety seat for your camper. Furthermore, your camper will not be released to or placed in a vehicle with anyone that a YMCA staff member suspects is under the influence drugs or alcohol.

EARLY AND LATE PICK-UP

Any time before scheduled pick up time is considered early pick up. You may walk into the lobby at any time to pick up your camper. Please remember that it may take up to 30 minutes for us to sign them out and retrieve your camper for you. We appreciate your patience in this matter. If a family emails or calls at least four hours prior to early pick-up, then the staff will have the camper waiting in the program office. If camper is on a field trip, then we will be unable to retrieve your camper until the bus returns - NO EXCEPTIONS. We will grant a five-minute grace period for late pick-ups. After the grace period, a \$1.00 per minute toll is assessed and payment is expected upon your arrival. If a family continues to be late, the fee will increase and a meeting will be scheduled with a director.

FAMILY INTOXICATION

At times, we are called to make decisions concerning the safety of a camper. If a YMCA staff member has reason to believe that a family member or authorized to pick up adult is under the influence of drugs or alcohol at time of pickup, then we will detain the camper until an alternate plan of transportation can be arranged for the family and camper. We will first attempt to contact another family member or spouse. If unavailable, we will then attempt to reach an emergency contact. If those means are unsuccessful, a cab will be called at the family's expense. If the family who is suspected to be under the influence is unruly, uncooperative or violent, then the police will be immediately contacted.

CUSTODY ISSUES

In cases of separated or divorced families where visitation rights are denied to one family, we cannot deny releasing the camper to such family unless a court decree or separation document is filed with our program office expressly forbidding such family from picking up the camper from our program or at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA/Camp property during camp hours. The court document must specify in writing that visitation is permitted by the non-custodial family member. Otherwise, visitation WILL NOT BE PERMITTED.

WEATHER: INCLEMENT, SEVERE AND TRANSPORTATION PROCEDURES

During severe weather such as thunder storms or tornado warnings we will immediately take cover. Also, campers will not be in the pool if thunder or lightning occurs however, camp will resume as normal for rainy days.

The camp director and branch will stay alert for weather advisories issued over the radio. Counselors are trained to handle severe weather conditions such as storms, tornadoes and heat conditions. During heat advisories, campers continue activities at a slower pace. During ozone alerts of orange or red camp groups will follow an indoor schedule, unless they are scheduled for a water activity. We adjust group schedules so that campers are not participating in field sports during the hottest part of the day.

In the interest of the safety of the campers in our day camp programs, the YMCA of Greater Charlotte recently reevaluated our transportation guidelines concerning early school/camp dismissal due to inclement weather. It is the decision of the YMCA of Greater Charlotte to not operate its vehicles on these days. This policy went into effect January 1, 2004. While we understand this may cause some inconvenience for some families, we feel it is in the overall best interest of the campers and the staff to operate in this way.

HEAT ADVISORY POLICY

The safety and comfort of our campers is always our top priority and we want you to be aware of the changes we will make to our camp schedule on extremely hot days. During extreme heat and heat advisory days, we will adjust our schedule when possible. The safety and comfort of our campers is always our top priority and we want you to be aware of the changes we will make to our camp schedule with the heat is on.

- We will limit the time we spend in direct sun.
- We will spend more outside time in shady places.
- We will take more breaks than usual to "chill out."
- We'll play games that keep kids hydrated and cool (like water fun).
- We will move activities inside when possible.
- We will take extra water breaks and make sure water is always available.

Here are some tips to help your kids stay comfy cool during summer fun:

- Pack a frozen water bottle.
- Dress campers in lightweight and light colored clothing.
- Store lunch in an insulated, chilled lunch box.
- Send your camper with a hat.
- Apply sunscreen before camp.
- Tell your camp staff if your camper has a health condition that makes them more sensitive to the heat.

DROP OFF AND PICK UP LOCATIONS

When you enter the YMCA parking via Joe Knox Blvd lot stay to the right. When you get to the end right before the parking lot begins you will take a right into the parking lot. Drive all the way to the end where you will see a camp table and staff. Camp staff will open the door, on the right side of the car, to allow the camper to exit the car and then bring him/her to the check in. Once campers are dropped turn left and exit. Counselors will direct campers safely to their opening locations. For the safety of all please remain in cars at all times and do not allow your camper to exit the vehicle from the left side of the car.

Preschool will use the front entrance for drop off and pick up.

DROP-OFF / RIDES-IN-PICK UP AND RIDES-OUT

Arrival is a very busy time of the day and we require that the counselors have their full attention on the campers. It is imperative that we keep the line moving, if you have questions at arrival, please call, visit or email the program office. In addition, please remember that Mondays are the busiest day of the week. To better serve you, send in questions prior to camp. This will save you time and prevent you from waiting. A staff member will reply as quickly as possible.

DROP-OFF Schedule:

- ⇒ Drop-off for school-age campers begins at 7:00 AM
- ⇒ Drop-off for preschoolers begins at 8:50 AM

Early care is from 7:00AM until 9:00AM. (No Additional Charge)

Drop-Off ENDS PROMPTLY AT 9:00 AM: If you arrive after this time, please walk your camper into the building and wait until a member of the camp team arrives to sign in your camper. This is done as a safety precaution to ensure that we have accurate attendance. Do not send your camper to sign themselves in to camp. Campers can only enter camp if a staff person takes them out of the car or you walk them into the building.

PRESCHOOLERS

Drop off begins at 8:50am and will end at 9:05am. A quick, yet confident good-bye is the best way to send off a nervous camper.

PICK UP

For the safety of the campers, we require that they be picked up through the car line. Campers will enter from the right side of the vehicle. Staff will open and close the right rear door for your camper. For your safety, please do not exit the vehicle. Please do not pass cars ahead of you at any time; once the camper's in front of you are safely in their car, that car will pull forward. Please have Photo ID ready for pick-up staff to check id prior to releasing the camper. Pick is up from 4:30PM – 6PM no campers will be released from 4:00pm to 4:30pm.

KEEPING US INFORMED

Please let us know if your camper is experiencing any issues at home that may affect his/her experience. Examples include death of a pet, family divorce/separation, death in the family, fight with sibling, changes in health, etc. Staying aware of these issues will help us ensure that we are prepared to meet your camper's needs.

LOST ITEMS

Please label everything that your camper brings to camp with their name on all items. We will make special efforts to return lost and found items to campers. Unlabeled and unclaimed items are until the end of the camp week (Friday) evening and then are donated to charity.

DAILY SCHEDULE

Counselors are with campers all day and get them to and from their daily activities. While individual camp agendas vary, here's generally what a typical day at camp looks like at the Lowe's YMCA:

FULL-DAY CAMP

7:00 AM – 9:00 AM: Drop-off car line and combined group games

9:00 AM – 10:00 AM: Morning snack and morning assembly

10:00 AM – 12:00 PM: Split into specific camps for activities

12:00 PM – 1:00 PM: Lunch

1:00 PM – 4:00 PM: Swim groups on Monday – Friday. Outside of this swim time, campers are in their camp groups doing activities based on their specific camp, literacy, and afternoon snacks in group.

4:00 PM – 4:30 PM: Groups all combine for group games (**no pick ups during this time**)

4:30 PM – 6:00 PM: Combined group games and pick-up car line

PRESCHOOL CAMP

9:00 AM: Drop-off

9:00 AM – 10:00 AM: Morning activities and assembly

10:00 AM – 11:00 AM: Snack, bathroom and playground

11:00 AM – 12:00 PM: Centers and crafts

12:00 PM – 1:00 PM: Lunch, bathrooms, songs and closing assembly

ATTENDANCE

Families need to call the camp office, (704) 716-4000, if their camper is going to be out more than one day. If we do not receive a call, the office will call home to check the status of the camper.

EMERGENCIES

Our camp staff will treat routine cuts, scrapes, and bumps. In the case of serious illness or an accident involving your camper, we will contact you. In the event that you cannot be reached, your signed authorization on your camper's health form allows us to secure prompt treatment. Be aware that in the case of a life-threatening emergency, we will call 911 first.

ILLNESS

The Lowe's YMCA staff cannot care for sick campers. Families will be called to pick up sick campers. Please do not bring campers to camp that show signs of illness. If families can't be reached, the emergency contact listed on the registration form will be contacted to pick up the camper. Campers must be symptom free for 24 hours before returning to camp. If a camper shows no overt signs of illness, but complains of illness or seems uncomfortable and cannot participate in camp activities, the family or emergency contact will be contacted to pick up the camper.

ASSEMBLIES

During summer camp we start our day with an energetic, faith and fun-filled assembly for our campers. The assemblies are theme related and involve camp chants, morning devotion, singing, dancing and music.

CLOTHING

It's hot! Make sure your camper is dressed in lightweight, light-colored clothing and closed toed shoes are a must; tennis shoes or crocs are recommended. Hat and /or sunglasses are allowed but it is the camper's responsibility to keep track of them. For specialty camps cleats maybe needed or recommended please pack cleats separate so the camper has another pair of shoes to wear in the building.

DO NOT allow them to wear long pants, dark colored shirts, halter tops, jeans, expensive clothing or flip-flops. Campers arriving in flip-flops will have to go to the program office until a family or guardian can bring a pair of closed toed shoes.

Mark ALL ITEMS with camper's name.

WHAT TO BRING/WEAR

Check the weather daily and dress your camper accordingly — the camp day will continue rain or shine! Be sure to label EVERYTHING you send to camp with your camper and check the camp's lost and found at the end of the week before items are donated. Camper's days are filled with fun activities all over the YMCA campus and will have to walk A LOT, carrying their personal belongings! We suggest that campers bring as little as possible to avoid anything special being lost. Each camper should arrive with:

DAILY NEEDS

- Bathing suit (clearly labeled) and towel for full-day camps every day.
- Towels are optional - On hot days, campers dry quickly and do not always use them. They actually prefer to be wet to help stay cool.
- Lunch, packed in durable cooler with a frozen water or ice pack
- Two snacks if full day, one snack if half day
- Water bottle - THIS IS A MUST WITH THE SUMMER HEAT!
- Sunscreen: We expect everyone to have sun block on all body parts prior to coming to camp, regardless of what track they are in. Please make this a part of the morning routine. Day Camp Counselors will take sun block breaks during the day, as many times as necessary. They are NOT allowed to apply sunscreen on the camper. Please pack sunscreen in a 'Ziploc bag' and store it in your camper's backpack.

POSSIBLE OTHR ITEMS DEPENDING ON CAMP AND CAMPER

- Daily medication with release form
- Epi-pen if allergies with release form
- Hats
- Sunglasses
- Sports supplies: We have a supply of soccer balls, basketballs, etc. Please do not allow campers to bring toys and equipment from home.

CAMP SPECIFIC NOTES

Soccer Camp: Shin guards and Cleats are recommended

Basketball Camp: Basketball Shoes are recommended

Golf Camp: Golf Clubs

Tennis Camp: Tennis Rackets

Flag Football Camp: Cleats are recommended

Dance, Tumble and Cheer Camps: Athletic Clothing

WHAT NOT TO BRING TO CAMP

We may ask your campers to bring specific toys/props for use in the program. It is very easy for something to be lost or damaged that is precious to your camper. Unless your camper is specifically asked to do so, we ask for your help in making sure they refrain from bringing any of the following items to camp:

*Money *Valuables *Weapons *Balls *Alcohol * Cell Phones * Drugs *iPads/Pods

*Vehicles *MP3players *Animals *Novelty Items

Toys/Other Electronics Electronic games (including Game boys, Play Stations, Nintendo DS, etc.)

LIFEGUARDS

Lifeguards are either American Red Cross or YMCA certified and are on duty at the pools at all times. As with all YMCA staff our lifeguards are trained and certified in first aid, CPR-PRO, AED, and oxygen.

SWIM ASSESSMENT

Before swimming at camp, all campers are swim tested in the pool under the direct supervision of certified lifeguards and/or camp staff. Families can help speed up our swim testing by having your camper swim tested before camp begins. Swim tests can be given at any YMCA of Greater Charlotte branch. If you are planning to have your camper take the swim test prior to his or her session, it must be completed by close of business the Wednesday before the session begins. Certified Life Vests are available for any camper not able to successfully pass our swim test.

SWIM BAND LEVELS

Swim bands are distributed to each camper every day prior to swimming. They are collected by counselors at the end of the rotation and given the camp leadership staff. All three and four year olds must wear a lifejacket.

⇒ Green Band = Allowed to swim without a lifejacket and in all areas of the pool.

⇒ Yellow Band = Allowed to swim without a lifejacket in the shallow areas of the pool only, and will not be allowed to pass the rope that divides the shallow end from the deep end.

⇒ Red Band = A Camper who either doesn't want to test or did not pass the shallow swim test will wear a lifejacket and must stay in the shallow end.

SWIMMING SKILLS ASSESEMENT

Before swimming (at any pool in the YMCA community) and prior to the campers changing into swim-suits the lead lifeguard will review rules of the pool. All campers who want to swim without a lifejacket must take a swimming skill assessment. A swimming skills assessment will be administered on Mondays to all campers who wish to be tested.

Shallow water/ yellow band:

- > Swimmer demonstrates a horizontal floating position on their back. Swimmer must then stand up regaining a vertical position, without assistance.
- > Swimmer demonstrates any forward stroke without assistance to the half way mark of the pool

Deep Water/green band:

- ⇒ Swimmer completes the entire yellow band requirement and completes the green band assessment.
- ⇒ Swimmer continues to swim the entire length of the pool (25 yards/meters) unassisted, and without resting. Swimmer maintains positive body position.
- ⇒ Plunge – Swimmer jumps into water that is over their head and easily returns to the surface.
- ⇒ Tread – Swimmer must tread water for one minute.

FAMILY FAQS

Here are some answers to frequently asked questions about summer day camp at the Y:

IS THERE SWIMMING AT CAMP?

Yes. Campers will swim in the afternoons in separate groups between the hours of 1:00 PM and 4:00 PM. If campers are off site they will not swim that afternoon.

SHOULD WE PUT OUR NAME ON OUR CAMPER'S BELONGINGS?

Yes! Please label ALL items you are sending with your camper to camp. Check the camp's lost and found at the end of the week before items are donated.

WHERE DO WE UPDATE PICK UP INFORMATION OR OTHER PERSONAL INFORMATION?

To ensure the safety of all campers in our programs, we need your most current information. The quickest and easiest way is to go to your account on the website and update your information online. You can also update your information at the branch. This information can be found on camp central <https://www.ymcacharlotte.org/programs/day-camp/camp-central>.

WHO IS CARING FOR MY CAMPER WHILE HE/SHE IS AT CAMP?

Well-trained and energetic staff! Our counselors, camp staff and lifeguards are required to complete 30 hours of pre-camp training including CPR, First Aid, AED and Camper Abuse Prevention. We conduct background checks and drug screenings on all camp staff and employees. Our counselors also learn camper development best practices as well as techniques to encourage all campers to be inclusive and celebrate our differences.

WHAT IS YOUR COUNSELOR TO CAMPER RATIO? HOW MANY CAMPERS IS ONE STAFF MEMBER RESPONSIBLE FOR?

- ⇒ For our Pre-School Aged Camps and Kinder Camp, our ratio is 1:8
- ⇒ For our School Aged Camps, our ratio is 1:10
- ⇒ For our Teen Camps, our ratio is 1:12