



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SUMMER DAY CAMP FAMILY HANDBOOK

**LINCOLN COUNTY FAMILY YMCA**  
1402 East Gaston Street, Lincolnton, NC 28092  
704-716-4503

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**LINCOLN COUNTY FAMILY YMCA PARENT ORIENTATION**  
**MAY 13, 2023 AT 10AM – IN PERSON**  
**JUNE 4, 2023 AT 10AM – VIRTUAL**

**Meet counselors, leaders, camp director, ask questions, and see camp program areas at the 2023 parent orientation on either date/time listed above.**

**ABOUT LINCOLN COUNTY FAMILY 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 children in day camp programs each summer and we are excited to have your camper experience what the Lincoln County YMCA has to offer. This year you have the unique opportunity to take part in the Lincoln County YMCA day camp. We are excited for your child 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 Lincoln County 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 child 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:

- 1.) Healthy Choices
- 2.) Building Relationships
- 3.) Skill Development
- 4.) Servant Leadership

Through this we will achieve our goal to provide a safe, wholesome Christian environment so that your child 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 AND COUNSELOR NAMES**

Throughout your campers’ experience, he/she 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 numbered, starting with A and ending with 11.

**Counselor Names-** This is one of the many fun and unique ways our counselors have to connect with each camper. These names are either chosen by the counselor or given to him/her by their peers.

## 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 child development and conflict resolution. We recruit our Day Camp staff through local churches, leadership organizations, local high schools and college students.

All camp staff is trained in: CPR & First Aid, Child Abuse Prevention, and Working with Children.

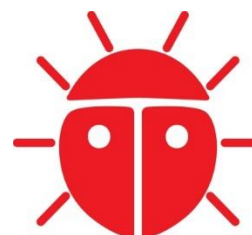
**\*Due to our policy on Child Protection, our camp staff is not allowed to babysit for participants they meet in the program.**

Communication is a key component of staff responsibilities. We are committed to addressing parents' 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. Be sure to let us know of any issues, news and successes your child may be experiencing. Also please make sure we have your correct email so you receive camp news and updates.

## CAMP LEADERS

Kailanne Burleson  
Lance Friday  
Morgan Ellis

Youth Development Director  
Branch Operations Director  
Membership Director



## CAMP DATES

WEEK	CAMP DATES
A	June 5 – June 9
1	June 12 – June 16
2	June 19 – June 23
3	June 26 – June 30
4	July 3 – July 7
5	July 10 – July 14
6	July 17 – July 21
7	July 24 – July 28
8	July 31 – August 4
9	August 7 – August 11
10	August 14 – August 18
11	August 21 – August 23

## REGISTRATION

Welcome, we are happy you have decided to send your child to Lincoln County Family YMCA Day Camp. Before your child 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 non-refundable deposit for each session per child registering. Deposits are applied to the camp balance and are non-refundable.

Transfers or Cancels must be made at least 8 days prior to the camp beginning. Registration opens February 1st for YMCA members and February 15th for Program participants.

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.
6. The Day Camp Program is not licensed by the State Department of Child Development. 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.** All payments/balances for camp registration must be made by the following payment schedule:

<b>Week A</b>	<b>Payment Due Date: May 1<sup>st</sup></b>
<b>Weeks 1 &amp; 2</b>	<b>Payment Due Date: May 15<sup>th</sup></b>
<b>Weeks 3 &amp; 4</b>	<b>Payment Due Date: June 1<sup>st</sup></b>
<b>Weeks 5 &amp; 6</b>	<b>Payment Due Date: June 15<sup>th</sup></b>
<b>Weeks 7 &amp; 8</b>	<b>Payment Due Date: July 1<sup>st</sup></b>
<b>Weeks 9 &amp; 10</b>	<b>Payment Due Date: July 15<sup>th</sup></b>
<b>Week 11</b>	<b>Payment Due Date: August 1<sup>st</sup></b>

**PROGRAM SCHOLARSHIP ADJUSTMENTS**

As part of our My Y Scholarship Program, an adjusted program rate is available to all who qualify. Only members will be eligible for scholarships and must provide income verification at the Sales and Service Desk in order to receive a scholarship. 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 2019). 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 2012/2013 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 Lincoln County Family YMCA. After two returned checks, we will accept money orders only. Outstanding balances resulting from uncollected returned checks must be rectified before the child 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. Parents should include their personal health insurance information on the child’s health form. This information will only be used to facilitate medical treatment if required. Parents are responsible for prescriptions and charges incurred for outside medical treatment of their child if such services are required while in attendance at the YMCA Day Camp.

## **MEDICATION POLICY**



The Lincoln County Family 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 child'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. No medications, including over the counter items such as vitamins, creams, lotions, aspirins, allergy medication or liquid medications will be distributed.

### **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 children 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 child will be praised for good work and made to feel important and successful. Negative behavior will be addressed and the child 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 child 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 child is then sent to the camp office.
3. If the problematic behavior continues, the parent/guardian is notified and the behavior is documented.
4. If these steps do not correct the problem, the parent/guardian, child, counselor and director will meet to discuss corrective options.
5. Should this process prove unsuccessful and behavior is not corrected, the child may be dismissed from the program.

Parents may be assured of the following:

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

### **PHOTO ID PROTECTION**

At the Lincoln County Family YMCA your child's safety is a top priority! To further protect your child, we will request a photo id from any person picking up a child within all of our childcare facilities. It is the parent/guardian's responsibilities to inform us who is authorized to pick your child up and to inform those individuals authorized to pick up your child from camp that they will need to show a Photo ID. Lincoln County Family YMCA reserves the right to deny custody to all

persons who do not show a Photo ID, are not on the list of persons authorized for pick-up, does not have a properly-secured child passenger restraint device and/or appears to be intoxicated.

### **PARENTS VISITATION**

You are always welcome at camp and we encourage you to visit and talk with our staff about our programs. However, when visiting you must check in at the program office, show them your photo ID and get a visitors badge prior to visiting your child/children. No one is allowed to walk around the campgrounds without checking in with the program office and receiving a visitor's badge. If there is no one available in the program offices, please see the sales and service staff.

### **CAR SAFETY**

All children must be buckled up when leaving day camp. Children 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 child's weight and height. This device must be in the back seat of the car.

The safety of your child is paramount. Your child will not be placed in a car that is not properly equipped with a child safety seat for your child. Furthermore, your child 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 program office 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 child for you. We appreciate your patience in this matter. If a parent emails or calls at least four hours prior to early pick-up, then the staff will have the child waiting in the program office. If child is on a field trip, then we will be unable to retrieve your child 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 parent continues to be late, the fee will increase and a meeting will be scheduled with a director.

### **PARENT INTOXICATION**

At times, we are called to make decisions concerning their safety. If a YMCA staff member has reason to believe that a parent is under the influence of drugs or alcohol at time of pickup, then we will detain the child until an alternate plan of transportation can be arranged for the parent and child. 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 parent's expense. If the parent 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 parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is filed with our program office expressly forbidding such parent from picking up the child 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 parent. 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.

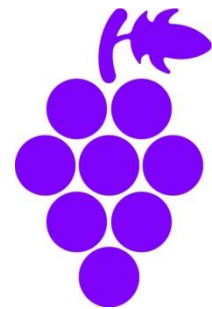
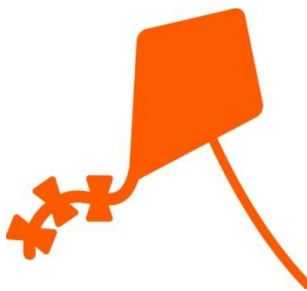


The camp director and branch will stay alert for weather advisories issued over the radio. Counselors are trained to handle severe weather conditions such as storms, tornadoes and heat conditions. During heat advisories, campers continue activities at a slower pace. During ozone alerts of orange or red 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 children 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 new 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 children and the staff to operate in this way.

## **DIRECTIONS**

When you come to the YMCA please use the secondary entrance to check in with one of our team members that will be outside waiting to greet you each day for drop off and pick up. When you pull up to our camp staff please remain patient until your check in your child safely. After check in, our camp staff will open the door on the right side of the car and instruct the camper to exit the car. Once campers are dropped off, families can exit our facility by using the main entrance. 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.



## **PARKING**

For safety, we prefer that you do not choose this option due to the added confusion and congestion it creates to an already busy time. If you must walk your camper in, please help us keep all campers safe and follow these instructions:



## **RIDES-IN**

Arrival is a very busy time of the day and we require that the counselors have their full attention on the children. 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.



Rides In Schedule:

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

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

Rides-In **ENDS PROMPTLY AT 9:00 AM**: If you arrive after this time, please walk your camper to the Late Arrival sign in table. This table is open until 9:10 AM, after that time, check in for all campers are in the Program Office. If you arrive after rides-in is completed, then you will need to park (in a designated parking space) and walk your camper to the program office to sign in. This is done as a safety precaution to ensure that we have accurate attendance. Do not send your child to sign themselves in to camp. Children can only enter camp if a staff person takes them out of the car or you walk them into the program office.

**Preschoolers:** Rides In is preferred. However, if you choose to walk in, you may drop off your camper at the rides in table located near the sports fields. A quick, yet confident good-bye is the best way to send off a nervous camper.

**School Age (Rising K-5 grade) / Teens:** Rides in is preferred. However, if you choose to walk in, you may drop off your camper at the rides in table located near the sports fields. Counselors will show the campers where to put their stuff and where to go. We expect the children to be independent, during rides-in or rides-out parents a quick, yet confident, goodbye is the best way to send off a nervous camper.

## **RIDES-OUT**

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 rides out staff to check id prior to releasing the camper.

Please go inside and speak with a member of Sales and Service for the following:

- > If parents are walking to the YMCA to pick up their child, follow the early pick up procedures and go inside.
- > If you have questions about camp, please park and go inside, call or email the program office. This will allow for the staff to continue focusing on the departure and safety of campers.
- > If you have a new authorized pick up please call the sales and service center with that information.

## **FAMILY INVOLVEMENT**

We will host special events for families after normal camp hours and encourage you to participate. This is a great way for you to experience a little of the fun your camper gets every day while meeting other camp parents. We will send more information via email and post on the Day Camp page of our branch website.



## **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, parent 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 stored for two weeks then donated to charity.

## **DAILY SCHEDULE**

Counselors are with campers all day and get them to and from their daily activities.

## **ATTENDANCE**

Parents need to call the camp office, (704) 716-4506, if their child 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 child.

## **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 child'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 Lincoln County Family YMCA staff cannot care for sick campers. Parents will be called to pick up sick campers. Please do not bring children to camp that show signs of illness. If parents can't be reached, the emergency contact listed on the registration form will be contacted to pick up the child.

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 parent or emergency contact will be contacted to pick up the child.

## 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; crocs are recommended for water play. 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 parent or guardian can bring a pair of closed toed shoes.

Mark **ALL ITEMS** with camper's name.

## SUGGESTED SUPPLIES FOR CAMP

Please add your child's name on everything they bring to camp.



## WHAT TO BRING TO CAMP

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

- > Lunch and Snacks- Packed in durable cooler with a frozen water or ice pack
- > Swimsuit, clearly labeled- If campers are scheduled for water activities first, we suggest that they wear their suits rather than changing as soon as they get here.
- > Large 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 child's backpack.
- > Diaper/swim diapers (for Preschoolers) – If your preschooler is not potty trained, please supply 2 diapers, 1 swim diaper, wipes AND a plastic swim cover to go over the swim diaper. These are available at the Target, or Wal-Mart. Swim suits alone do not have the proper protection needed to keep the pool clean.
- > Towel (optional) - On hot days, children dry quickly and do not always use them. They actually prefer to be wet to help stay cool.

### Optional Items:

Sports supplies: We have a supply of soccer balls, basketballs, etc. If campers wish to bring their own, be sure to label them and check that they remember to bring them home each night.

## 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 child 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	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 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 to the lifeguard in the office. 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 swimsuits 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 15ft.of any forward stroke without assistance

### 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.





## **CONTACT INFORMATION**

**Youth Development Director**

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**Membership Director**

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**Camp Hotline**

**Camp Leadership Staff**

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**Lincoln County Family YMCA**

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