



YMCA CAMP LAKE HELENA DAY CAMP PARENT GUIDE

Dear Parent,

Thank you for choosing YMCA Camp Lake Helena as your child's summer day camp. This Parent Guide will familiarize you with our program and help your family prepare for your child's summer experience. Reading through this guide with your child is important and should answer any questions you may have. Please hold onto this guide as it has important information for before and during your child's experience at Camp Lake Helena Day Camp.

Sincerely,

Christian Isaac | Day Camp Director
253-460-8903 | cisaac@ymcapkc.org.

FRIENDSHIP

Caring adult role models lead activities and games that foster friendships.

ACHIEVEMENT

Campers build skills and confidence through camp activities like archery, boating and so many others.

BELONGING

By participating in Lake Helena traditions, campers feel like they belong.

DAY CAMP UNITS

AGE-APPROPRIATE PROGRAMMING

Upon registration, you were asked to select a "Unit" for your child. These units are designed to create a camp experience that is meaningful for your camper, and creates a fun and exciting adventure each summer. Please look over your registration confirmation to ensure that your child was registered for the correct unit.

PRE-CAMP CHECKLIST

- Review Parent Packet
- Pay any unpaid balances by June 1
- Complete forms and return to camp two weeks prior to your camper's session.
 - ✓ Health History Form
 - ✓ Camper Release Form
 - ✓ Agreement to Participate Form
- Help your child pack using the daily checklist as a guide.
- Check-in between 9:15-9:30 AM on the first day of camp

SAMPLE SCHEDULE

9:15-9:30 AM	Drop Off
9:30 AM	Morning Rally
10 AM	Activity 1
11 AM	Activity 2
12 PM	Lunch
12:45 PM	Rest
1:30 PM	Choice Time
2:30 PM	Unit Game or
3:30 PM	Family Group
4 PM	Closing
4:30 PM	Check-out

PLANNING FOR YOUR WEEK OF DAY CAMP

ARRIVAL AND DEPARTURE

The day camp program hours are 9:30 AM to 4:30 PM each day. We ask that all campers are present for these hours. Day camp drop-off is from 9:15 – 9:30 AM, and pick-up is from 4:30-4:45PM. **If you have a day when you need to pick up your child before 4:30 PM, please inform the day camp staff in writing.** If you need to pick up your camper early, please plan on picking him/her up prior to 4pm, as our staff are busy with closing ceremonies during the last hour of camp. Our staff will make arrangements to have your child ready to pick up at the camp office at the time you request. Children must be accompanied by an adult when they arrive and leave the day camp program. You must sign your child in and out daily. For the safety of your child, only you or the other adults you designate in writing on the release form may pick up your child. **Please be prepared daily with photo identification.**

The standard YMCA late pick up fee of one dollar per minute will be in effect for children left at camp after 4:45 PM or not picked up from the Y bus within 10 minutes of arrival time listed below.

TRANSPORTATION OPTIONS

Transportation is available to and from day camp from select locations. Spots are limited; please register early to ensure your reservation.

Morgan Family YMCA	8:25 AM Departure	5:15 PM Arrival
Lake Katherine Village	9:10 AM Departure	4:45 PM Arrival
Artondale Elementary	8:10 AM Departure	5:45 PM Arrival
Tom Taylor Family YMCA	8:30 AM Departure	5:15 PM Arrival
Port Orchard at Bravo Terrace	9:00 AM Departure	4:45 PM Arrival
Haselwood Family YMCA	8:30 AM Departure	5:45 PM Arrival
Harper Church Park & Ride	9:00 AM Departure	5:05 PM Arrival

DAILY CHECKLIST

- Sunscreen and hat
- Water bottle
- Swimsuit and towel
- Small Backpack
- Inexpensive white cotton shirt for tie dye (Wednesday)
- Closed-toed shoe – No flip flops or sandals
- Water shoes swimming/boating (No flip flops)
- Plastic bag for wet items

*Please mark all clothing and equipment with the camper's full name.

The following items are not allowed at camp: money, I-pods, MP3 players, video games, cell phones, snacks containing nuts, chewing gum, makeup, knives, pets, fireworks, aerosol sprays and weapons of any kind.

FORMS AND HEALTH INFORMATION

HEALTH HISTORY AND CAMPER RELEASE FORM

All campers are required to have a completed health history form. **Please complete and return enclosed paperwork two weeks prior to your camper's session.**

INSURANCE

You, as the parent or guardian, are responsible for any medical costs incurred as a result of injury or illness while your child is at camp. Be sure to provide accurate information (carrier and policy number) regarding your health insurance on the health history form.

HEALTH CARE

Our camp has a well-equipped health center with resident health care staff trained in emergency first aid and CPR techniques. Please, if your child is ill, do not send him/her to camp. If your child is ill and cannot attend camp for the entire session, we will try to reschedule as space is available. If your child becomes ill while at camp, you will be contacted to pick him/her up. In case of injury, the day camp staff and/or health care staff will take necessary measures to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you for your instructions, calling local emergency care providers, or transporting the camper to a doctor or emergency care facility when necessary. We will notify parents as soon as possible about any communicable diseases affecting children in the program. We report outbreaks of diseases to local health authorities. Children absent due to contagious diseases can return to the program when accompanied by a signed physician's statement indicating they are no longer contagious. Children absent due to lice may not return until there is no sign of lice. The child will be inspected for lice by the day camp staff before they can re-enter the program.

It is very important that you provide us with complete emergency contact information. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have your written authorization (on the health history form) on file to treat an injury.

MEDICATIONS

All medications must be submitted to the day camp staff. All prescription drugs and over-the-counter medications must be in their original container with a licensed physician's instructions. Please place your packaged medications in a clearly labeled sack (zip lock bags work well, with masking tape for a label) with camper's name, dosage and directions for administering. Any medications that are coming with your child to camp must be listed on the Health History form. All medications are administered by the camp directors or camp health care staff under the doctor's or parent's written orders. Non-prescription drugs must have a parent note attached. Children should not bring or administer their own medication, except where regulations and standards make exceptions for inhalers. Any unused medications will be returned at the close of the camp session. Any changes to medications or medical conditions must be communicated to camp director prior to program beginning.

CAMPER/PARENT EXPECTATIONS AND GUIDELINES

BEHAVIOR AT CAMP

Our staff will make every attempt to provide positive, realistic expectations and guidelines for your child. Attending YMCA camp is a privilege that you as a parent/guardian have chosen for your child. Campers that cannot live within camp rules, or are adversely affecting the experience of other children, will be dismissed without a refund. In these rare instances, it is the responsibility of parents to pick up their child from camp.

FOOD AND SNACKS

Camp will provide lunch and a snack each day. The snack is usually comprised of fruit or pretzel mix (no peanuts). **Please be sure to indicate your camper's dietary needs (food allergies, vegetarian, etc.) on the health form.**

GROUP ASSIGNMENTS

Day campers are separated into groups based on unit, grade and age. We try first to place campers who are within one grade level in school AND in the same unit, then within one year of age, into the same groups. An important part of camp is meeting and making new friends. Our staff is trained to build unity within the group. Group changes are not possible once camp begins. Camper to staff ratios are as follows: Grades 1-3: 8 campers to 1 staff | Grades 4-8: 10 campers to 1 staff

STAFF

Groups of 12-20 campers are supervised by two college-aged+ day camp staff. All leaders are selected for their willingness to work with children and undergo a rigorous training program prior to the opening of summer day camp. Character references and background checks are conducted on each staff. The overall program is supervised by a professional YMCA director. We put a great deal of effort into finding the finest people to lead and inspire our campers.

LOST AND FOUND

The camp experience is an opportunity for children to learn responsibility for their personal belongings. Prior to camp, please discuss with your child caring for and keeping track of their gear. Also consider that summer camp can be hard on clothing and shoes, so new or expensive items are not recommended. Mark all clothing and equipment with the camper's full name. Any unclaimed items left behind will be held for a period of one week after each session, after which they will be donated to charity. YMCA Camp Lake Helena is not responsible for lost or damaged articles.

SUMMER PAYMENT INFO

It is the goal of YMCA Camp Lake Helena to offer quality programs at an affordable cost. The following policies help us to properly allocate staff and resources, and ensure that our prices remain as low as possible. Deposit: A \$50 deposit per session must accompany your registration and is applied to the total camp fee. Deposits are not refundable under any circumstances. The balance of all camp fees is due by June 1 for all weeks of camp.

REFUND POLICY

Deposits are not refundable under any circumstances. In case of homesickness, dismissal or voluntary withdrawal, there is no refund of any fees. A physician authorized written medical excuse verifying illness or injury is required to be considered for a refund (less deposit). We will refund program fees, less deposit, for cancellations made before June 1.

DIRECTIONS

YMCA Camp Lake Helena
11606 Ranch Drive SW
Port Orchard WA 98367

From Highway 16 East

Take WA-160 E/Sedgwick Road exit, turn right onto SW Sedgwick Road, continue onto Glenwood Road SW, turn left to stay on Glenwood Road SW, turn right onto SW Lake Helena Road, turn right onto Ranch Drive SW, the camp entrance will be on your left (one lane road, please drive slow).

From Highway 16 West

Take the exit towards WA-302/Purdy, continue on Purdy Drive NW, turn left onto 66th Ave NW, continue on Bethel Burley Road SE, turn left onto Pine Road, turn right onto Glenwood Road SW, turn left onto SW Lake Helena Road, turn right onto Ranch Drive SW, the camp entrance will be on your left (one lane road, please drive slow).