



**HALF DAY SUMMER CAMP  
PARENT HANDBOOK  
2012**

**Director: Kim Castro**

**404-371-3311**

**[kimc@ymcaatlanta.org](mailto:kimc@ymcaatlanta.org)**

Welcome to the Decatur Family YMCA half day summer camp program. Thank you for allowing us to provide your child with a wonderful summer experience. Please take a minute to read through this handbook. It will answer all of your camp related questions. If you have any additional questions at the end, please feel free to contact me.

Kim Castro  
Program Director – 404-371-3311

## **CAMP AT A GLANCE**

**CAMP HOURS:** 9:00am – 12:45pm

**AGES:** 3 – 5 years old **(Must be 3 by week attending camp)**

**FEES:** \$70.00 for facility members  
\$100.00 for program members

- Based on per week per child
- A \$25.00 deposit is required for each week to reserve your spot. The deposit is applied towards your total due.
- Full payment **MUST** be made one week prior to week attending.
- Scholarships are available (apply February 1<sup>st</sup> – April 15<sup>th</sup>)

### **WHAT TO PACK DAILY:**

- Snack
- Change of clothes for those who have water or swim time.
- Towel (if your child has water related activities)
- Splish splash should wear swim suit to camp daily
- Jedi & Super hero campers, please wear your swim suit on Tuesdays & Thursdays for water activities

### **WHAT TO WEAR DAILY:**

- Sneakers (if your child has water activities, they can bring water shoes)
- Clothes that campers can get messy
- Sun screen (staff can not apply on children)

**LABLE EVERYTHING!**

## **CAMP STAFF**

Kim Castro, Program Director, supervises the Decatur Family YMCA Camp. She has been with the YMCA since 1997. Kim also supervises gymnastics/ballet, family and teen programs.

Staff is required to be role models focusing on the needs of campers during group and activity time. All staff will attend training prior to the beginning of the camp season. All staff is CPR and First Aid Certified; drug tested and has passed a background check.

Many of our summer camp staff are with us year round working in areas such as Prime Time After School Sites, gymnastics and swimming. Specialty Camp Staff are well trained in the area of their specialty. We take pride in the expectations we set for our summer camp staff and continue to evaluate our staff on a regular basis.

## **DROP OFF**

**Location:** Large conference room

**Time:** 9:00am – 9:15am

**Sign in:** Parents are required to sign in on the appropriate clip board. Please make sure your emergency contacts are correct. You can update them online. Campers will have a name tag placed on their back the first day so that staff know their names. There will be different stations set up for campers to play at while everyone is arriving.

## **PICK UP**

**Location:** Play ground (enter through the play center)  
If it is raining, pick up will be in the large conference room.

**Time:** 12:30pm – 12:45pm

**Sign out:** Parents/guardians are required to show photo ID to pick up a child. A child will not be released to anyone without a photo ID. There may be a sub who doesn't know you. This is for the safety of your child. Please help us abide by this policy. Please let grandparents, nannies and others on your pick up list know about this policy.

## **DAILY EVENTS**

At 9:15am, camp staff will sit all campers down for camp role call. They will go over camp rules and sing songs. Campers then have a bathroom break. After bathroom, all camps move into their designated activity areas for their specific camp.

## **SNACK TIME**

Please pack a snack daily. Each camp will have snack time. Please remember that we do have children who are allergic to peanut products. Please do not send peanut products.

## **CAMPERS**

### *Potty accidents:*

Campers must be potty trained. Staff are not permitted to change diapers or pull ups. We do understand that accidents happen. Parents will be notified if this happens.

### *Behavior:*

We expect that campers model our YMCA core values: caring, respect, honesty, and responsibility. Staff will speak to campers if a behavior is unacceptable. If the behavior occurs again, staff will speak to the parents. Hitting, slapping, biting will not be tolerated and parents will be spoken to immediately. 1<sup>st</sup> offense child will receive a warning, 2<sup>nd</sup> offense child will be suspended, & 3<sup>rd</sup> offense child will be asked not to come back to camp.

## **PARENTS**

If you ever have any questions or concerns, please feel free to speak to Kim Castro. We want your child(ren) to have a wonderful experience and always welcome feedback. Please help us by supporting our policies.

## **ILLNESS POLICY**

If your child is sick, please keep them at home for the day. In the event that they have something contagious please contact the camp director at 404-371-3311 so that appropriate actions can be taken.

## **CANCELLATIONS/REFUNDS**

- Cancellations/Refunds must be in writing on the appropriate form located at the YMCA.
- Deposits are non-refundable.
- There are no refunds for days missed due to illness or other special reasons.
- Children sent home for disruptive behavior will not receive a refund.

## **PAYMENTS**

Parents are encouraged to set up auto-charge for payments. Please view payment schedule below for payment due dates. Payments can be made by check or credit card. We can not accept cash. You can pay online or at membership.

<b>Week</b>	<b>Date</b>	<b>Balance Due Date</b>
1	May 29 - June 1	May 18
2	June 4 - 8	May 25
3	June 11 - 15	June 1
4	June 18 - 22	June 8
5	June 25 - 29	June 15
6	July 2 - 6 <b>*No camp on 7/4</b>	June 22
7	July 9 - 13	June 25
8	July 16 - 20	July 6
9	July 23 - 27	July 13
10	July 30 - August 3	July 20
11	August 6 - 10	July 27

## **SCHOLARSHIPS**

The Decatur Family YMCA would like to be able to provide scholarships for as many children as possible. Our YMCA provides over 1,000 scholarships each year so children in need can participate in our programs. During these hard economic times, there are even more request for scholarships. Any amount can help a child enjoy camp. A receipt for tax purposes will be forwarded immediately. Thank you for giving a child or a family a chance to enjoy the wonderful programs at the YMCA.

**Have a great summer and remember the camp director's door is ALWAYS open!**