



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



2021 BATTENKILL YMCA SUMMER DAY CAMP PARENT HANDBOOK

184 Main Street • Greenwich, NY 12834
www.srymca.org • 518-587-3110



SARATOGA REGIONAL YMCA
Where Charity Meets Opportunity

SARATOGA
REGIONAL YMCA
www.srymca.org

Board of Directors

Richard Schumaker, President
Sue Commanda, Vice President
Lou Bush, Treasurer
James Cox, Secretary
Kate Forer
Joan Gerhardt
Renee Rodriguez-Goodemote
Paul Loomis
Martin Mbugua
Jeffrey Methven
Allison Meyers
Lisa Nagle
Andrew Rubino
Mark Stratton
Brian Straughter
Taylor Ulrich
Natalie Wait

Board of Trustees

James Hill, Chair
Jeffrey Vukelic, Vice Chair/Treasurer
Ronald Riggi, Secretary
Jeff Ames
Alysa Arnold
Sonny Bonacio
William Dake
Richard Schumaker

Saratoga Springs Branch
P 518 583 9622

Battenkill Branch
P 518 587 3110

Corinth Branch
P 518 583 9697

Malta Branch
Fitness
P 518 583 9623
Child Care
P 518 583 4342

Wilton Branch
P 518 587 3000

The Saratoga Regional YMCA is a charitable
association that is dedicated to building a healthy
spirit, mind and body for all.

Saratoga Regional YMCA
Association Services
290 West Avenue
Saratoga Springs, NY 12866

Dear Summer Camp Parents,

On behalf of our entire staff, I would like to thank you for allowing the Saratoga Regional YMCA to be part of your child's summer. Our goal is to provide a quality camp experience to the families in our community. We strive to ensure that you and your child will have a positive experience this summer and build long-lasting relationships.

The key to our success is our well-trained and caring staff who love to work with children. We encourage you to attend our Parent Orientation/Meet the Counselors Night: Thursday, June 17, 2021 at 5:30pm to meet the staff team who will be spending their summer with your child. At the Parent Orientation, your Camp Director and leadership staff will be available to answer any questions you may have. Please note that this orientation may take place via zoom, depending on COVID protocol at that time. Links will be sent out at least 1 week in advance.

Please take a few moments to read through this guide with your child. It will help familiarize you and your child with our policies and procedures as well as explain details about payments, activities, and more.

We look forward to welcoming you and your camper, and to having the Best Summer Ever!

Sincerely,

Theresa Cooper
Executive Director for Child Care Services
Theresa.cooper@srymca.org
518-583-9622 ext. 155

TABLE OF CONTENTS

Weekly Themes	4
Check in and Check out	4
A Typical Day at Camp	4
What to Bring to Camp	5
Registration and Policies	5-6
Payment and Late Fees	6
Health and Safety	7-8
Staff Training and Qualifications	8
Contact Us	8

WEEKLY THEMES:

Week 1: July 12 - July 16, 2021 - Art Camp

Painting, pottery, sketches, and more will bring out your child's inner artist

Week 2: July 26 - July 30, 2021 - Harry Potter Camp

Experience the wizarding world of Harry Potter as we explore quidditch and earn points for our house!

Week 3: August 9 - August 13, 2021 - Sports Camp

Experience soccer, gaga, basketball, and more as this sports camp encourages team work and cooperation.

CHECK IN/CHECK OUT

Drop off Location:

Battenkill YMCA
184 Main Street
Greenwich, NY 12834

Camp Hours:

9:00AM-1:00 PM, Monday-Friday

Check-In/Drop Off:

Campers may be dropped off by a parent/guardian beginning at 9:00 AM. Every child must be escorted to the check-in desk by an adult and signed in — children may not sign themselves in!

Check-Out/Pick Up:

Daily, parents or authorized pick-up persons should be prepared to provide a photo ID upon request when picking up. For the safety and security of your Camper, until he/she is signed out by a parent or guardian or an authorized pick-up person, he/she will remain with the day camp program. This includes possible encounters with family and friends during field trips.

A TYPICAL DAY AT CAMP

- 9:00 AM: Drop off
- 9:15 – 11:00 AM: Morning workshops and activities
- 11:00 AM – 11:30 PM: Lunch Time
- 11:30 AM – 1:00 PM: Afternoon workshops and activities
- 1:00 PM: Pick up

WHAT TO BRING TO CAMP?

Being Prepared for the Weather

Though we may spend time indoors due to inclement weather, your camper should expect to be outside 80% of their day.

Sunscreen

Should your camper be required to use sunscreen while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen in the original container, labeled with your camper's name
- Camp staff will remind campers to apply sunscreen multiple times per day.
- Camp staff will help apply sunscreen to campers under the age of 9 years old, if needed.

Bug Spray

Should your camper be required to use bug spray while participating in the camp day, the application procedures will be largely the same as sunscreen application. Keep the insect repellent in the original container, labeled with your camper's name.

REGISTRATION POLICIES

Registration

Registration is accepted on a first-come first-serve basis. You can register online beginning March 1, 2021. You may register for all 3 weeks of camp, 1 week, or any combination of weeks.

Deposits

A \$50 deposit for each registered week must be paid in full at the time of registration. Deposits are non-refundable, but transferable within camp only, and will be applied to the total weekly payment due.

Financial Assistance

The YMCA offers financial assistance to those who qualify. Applications must be completed and turned in as early as possible. Applications turned in less than 2 weeks before the draft date may not be eligible.

Absences

Camp weeks will not be prorated based on attendance. If your child does not attend a day or a registered week of camp, you will not be credited or refunded.

Waiting Lists

In the event that a camp week fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available as soon as possible before session start date.

Cancellation Policy

\$50 deposits are non-refundable and non-transferable. For cancellations received after the payment for the week is drafted, the entire payment for the camp week is forfeited. See the 2021 Camp Calendar on our website for cancellation deadlines. To cancel, please complete our Camp Cancellation form and email it to the Coordinator or Executive Director for Child Care Services.

Immunization Records

We are required to keep up-to-date immunization records on file for all children in our program. Please have dates of immunizations handy when registering.

PAYMENT AND LATE FEES

Day Camp Weekly Fees

Camp Battenkill

Member: \$120/wk

Membership

A membership to the Saratoga Regional YMCA is required for participation in camp.

Deposits and Payments

Automatic withdrawals from a checking account, savings account, debit card or credit card are required for the balance of each week. The withdrawals will be made **Mondays before** the camp week. You may also make payment in full at the time of registration for all or any of the weeks that your camper is enrolled. See the 2021 Camp Calendar on our website for payment dates.

Late Fees

A \$20 late fee will be imposed on all payments made after the payment due date (the Monday before the camp week, see the 2021 Camp Calendar on our website for dates). Please note that if payment does not go through on the deadline, you may forfeit your child's spot for that camp week. A child with an overdue balance will not be allowed to attend camp until the balance is paid.

Refund Policy

Cancellation deadlines are available on the 2021 Camp Calendar on our website. Any payments beyond the \$50 deposit made before the deadline will be refunded if cancellation is received before that date.

HEALTH AND SAFETY

Medications dispensing

No medication will be dispensed at camp

Permission to seek medical attention

At the time of your online registration you authorize waivers that include a medical release, giving us permission to seek medical treatment for your Camper in case of an emergency. Please update this form as necessary with any changes in home, work, or medical phone numbers.

Emergency Situations

In case of life-threatening emergencies, a member of our staff will immediately call 911, administer First Aid and/or CPR, and notify you as quickly as possible. If you cannot be reached, your designated emergency contact will be notified. If transportation to the hospital is needed, a staff member will accompany your Camper in the ambulance and will stay with him/her until you arrive.

Special Needs

The YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience for your child, and ask that prior to registration, you consult with the camp director regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Inclusion information for children with special needs must be provided at the time of registration & directly to the child's camp director on the first day of each camp.

Expulsion Policy

Our philosophy when it comes to expulsions is Safety First. The Saratoga Regional YMCA is committed to the inclusion of children from all backgrounds and personality types. However, if a child's behavior poses a threat to themselves, other campers, camp staff, or anyone else, they may be expelled from the program with or without notice. Please see the camper code of conduct for more details on unacceptable behaviors. If you have concerns about your child, please speak with the Sr Child Care Coordinator prior to registering. If your child is expelled from camp, you are not entitled to a refund of any camp fees or payments

Medical Treatment

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children. Please speak with the Executive Director for Child Care Services prior to registration.

Nut Free Policy

We are a NUT FREE program and ask that you do not send your child with any nut products or products processed with other nut products. Please check all food labels before sending them to camp. If you are using an alternative to peanut butter, such as sun butter or soy

butter, please be sure to clearly label the food as such. If we are unable to clearly identify this difference, we will assume that the product contains nuts and will continue to follow our policy.

How we keep camp nut free reading labels: Some manufacturers clearly state if a product has peanuts or nuts in it, while for other manufacturers it is not clearly stated. PLEASE READ THE LABELS each time you purchase. Do not purchase items with the allergy and ingredient alert such as:

- "May Contain Peanut or Tree Nuts"
- "Processed on shared equipment with Peanuts or Tree Nuts"
- "Manufactured in a plant with Peanut or Tree Nuts"
- "Contains Peanut or Tree Nut Ingredients"

Thank you for taking the time to read the labels! Your diligence is keeping an allergic child safe at camp. We are happy to provide a list of nut free alternatives.

What happens when nut products are brought to camp? When the campers arrive for lunch they will sit in front of their unopened lunch containers and wait for a staff member to check for NUT PRODUCTS. Once their lunch is cleared they will be able to enjoy their meal. If a NUT PRODUCT is discovered the camper has an option to not eat the item or save the item for the NUT TABLE. If the item is a major part of the camper's lunch they will immediately move to the designated NUT TABLE

STAFF TRAINING AND QUALIFICATIONS

Staff complete up to 40 hours of training including CPR and First Aid.

Camper Ratio

1:10

CONTACT US

Our Leadership Staff

All camp staff are natural leaders! Each unit has a Lead Counselor. All camp staff are also supervised by the Executive Director for Child Care Services.

You are welcome to speak with staff at drop-off, pick-up, or any other time (please speak with staff who are not actively engaged in supervising children). Please also feel free to contact your camp leadership staff at any time.

Theresa Cooper
Executive Director for Child Care Services
theresa.cooper@srymca.org
518-583-9622 ext. 155