



**2024**

**Day Camp**

**Parent Handbook**

# YMCA of Frederick County: Day Camp Parent Handbook 2024

## Our Mission

The Y is a charitable, non-profit organization dedicated to strengthening our community. Our mission is to build healthy spirit, mind and body for all.

## Our Focus

**YOUTH DEVELOPMENT:** The Y nurtures every child and teen's potential by supporting their unique youth development journey through holistic programming. From cradle to career, the Y provides all youth with the tools and resources they need to succeed.

**HEALTHY LIVING:** The Y aims to improve our community's health and well-being by providing programs and activities that promote wellness, reduce the risk for disease, and help others reclaim their health. These programs and everything else the Y does are in service of making us - our Ys and our communities - better. The result is a society that values health and communities that support healthy choices.

**SOCIAL RESPONSIBILITY:** We know that when we work together, we move individuals, families, communities forward. The Y responds to society's most pressing needs by developing innovative, community-based solutions to help those in need reach their full potential. We are also committed to inspiring a spirit of service by uniting individuals from all walks of life to participate in and work for positive social change.

## An Overview of What We Offer

Our summer camps provide children (ages 5-17) with supervised activities that teach character values, conflict resolution, and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork, and developing self-reliance.

Our camp programming varies from week to week. Offerings are diverse and include sports, arts & humanities and specialty options such as Cooking, Video Arcade and Pinball, and Horsemanship.

## Program Hours

### Downtown Y

9:00am - 4:00pm Day Camp

Extended Hours: 7:00am-9:00am for before care, and 4:00pm-6:00pm.

There is no additional charge for these extended hours.

### Natelli Y

9:00am - 4:00pm Day Camp

Extended Hours: 7:00am-9:00am for before care, and 4:00pm-6:00pm.

There is no additional charge for these extended hours.

Daily transportation is available with an additional registration and fee to and from the Downtown Y and Arts Center in Frederick. This bus leaves at 7:30am.

### Y Arts Center

9:00am - 4:00pm Day Camp

Extended Hours: 7:00am-9:00am for before care, and 4:00pm-6:00pm.

There is no additional charge for these extended hours.

### Camp West Mar

Day Camp - 9:00am - 4:00pm, bus will leave at 8:00am from the Downtown Y.

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Extended Hours at Camp West Mar: 7:30am-9:00am for before care, and 4:00pm-5:30pm. Extended Hours when taking a bus are the same as the sites where dropping off/picking up.

There is no additional charge for these extended hours.

**Overnight Camp** - Camp West Mar operates from Sunday evening to Wednesday or Friday Evening, depending on the session. Pick up and drop off for Overnight camp is directly at Camp West Mar. No transportation from the YMCA is provided.

### **Transportation**

Transportation from the Natelli YMCA to the Arts Center and to the Downtown Y (and thus to West Mar) is available with an additional registration and fee. There is limited space, so please sign up early.

Transportation from the Downtown YMCA to Camp West Mar is included in the West Mar Day Camp fees.

## **Camper Arrival/Departure and Pickup Process**

We ask for your patience over the first few weeks of camp and on Monday of each week as families familiarize themselves with the process.

### **Downtown Y**

Downtown drop off/pick up has changed for Downtown camps this year. We will no longer have drop off at Staley Park. Instead, you will drop off at the Downtown YMCA (1000 North Market Street).

Enter the Y parking lot, pass in front of the Y, and take the first right to go down the side of the building passing the fenced soccer field. At the stop sign, make a left. Go to the back of the parking lot where staff will greet you to drop off your child. Same process for pick up.

We use a school-style process where we ask drivers to remain in their cars when dropping off or picking up.

### **Natelli Y**

Please drop your child off at our Natelli Family YMCA (3481 Campus Drive). Enter our property and just beyond our digital sign, take a right (it's the second right after the sign). Go around the outside of the parking lot, all the way to the far end. At this point, staff will greet you to drop off your child. Same process for pick up.

We use a school-style process where we ask drivers to remain in their cars when dropping off or picking up.

Those who have paid for Transportation from the Natelli Family YMCA to the Downtown, the Arts Center, or Camp West Mar have the same drop off/pick up points.

### **Y Arts Center**

Those that have a Camp at the Y Arts Center will need to drop off/pick up at the location on 115 East Church Street (unless taking transportation from the Natelli Family YMCA).

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There is metered street parking on Church Street, and there are often open spots a block up on 3rd street. The Church Street Parking garage is also available.

Enter through the front doors for Drop off/Pick Up. A staff member will greet you upon entry.

### **Camp West Mar**

If you are not heading directly to Camp West Mar, please follow all directions for drop off/pickup for the Downtown Y.

If you are dropping off or picking up directly from Camp West Mar (14509 Brown Road, Savillasville), you will enter where the sign for Camp West Mar is located. Before care at Camp West Mar is 7:30-9am and after care is 4-5:30pm.

Drive the long driveway, and go over the bridge. Park up at the dining hall, the large white building. For drop off, walk to the covered pavilion on the other side of the dining hall. For pickup, go into the dining hall on the side door near the bell.

## **Meals at Camp**

### **Day Camp**

- All lunch boxes and all food containers should be labeled with your child's first **AND** last name.
- We recommend packing your campers' lunch in a cooler with an ice pack.
- Food, beverages, and refrigeration are not available so please plan accordingly.
- Send your camper with a reusable water bottle each day, water will be available throughout the camp day. Please make sure your water bottle is labeled with campers first **AND** last name.

### **Overnight Camp**

- Please refer to the West Mar Overnight Handbook for this information

### **Dress Code**

- Campers should wear comfortable and appropriate clothing that allows for movement and can get dirty!
- Campers must wear closed toe and back shoes at Camp. We understand that sandals and Crocs may seem more comfortable during the summer months, but you will not be able to safely participate in all camp activities unless you are wearing the proper footwear.
- Flip flops or sandals may only be worn during swim time.
- During swim time and water activities we recommend campers wear a 1 piece bathing suit or swim shorts. T-shirts over swimsuits are permitted.
- Please label all items, especially clothing, with your first and last name.

**Not permitted:** Clothing with foul language or images, undershirts as clothing, flip-flops, Crocs, or sandals (unless only during swim). Campers without the proper attire will not be accepted into camp as they cannot participate safely in camp activities.

## What To Bring To Camp

Please make sure that your camper brings the following items to camp each day. Please be sure that everything is labeled with your campers first **AND** last name. Any additional camp-specific requirements will be communicated via our weekly newsletter. The Frederick County YMCA is not liable for lost, damaged or stolen items.

- Backpack - to store items such as water bottle, lunch, swim gear, or an extra change of clothes.
- Change of Clothes - our days are full of outdoor adventure and clothes may get dirty.
- Lunch - a non-perishable lunch and drink should be packed every day. Camp does not provide food, microwaves, or refrigeration. Camp provides one snack in the afternoon. If your camper needs more than one, please pack extra snacks.
- Reusable Water Bottle - water will be available throughout the day to refill bottles.
- Swim Gear - swim days vary from camp to camp. Please bring a swimsuit and towel, and old shoes for outdoor water activities every day.
- Shoes and Socks - closed-toed, closed-heel shoes.
- Sunscreen and Bug Spray - we recommend applying sunscreen before you arrive to camp each day and send your camper with a spray sunscreen that they can apply throughout the day without assistance.

Resident camp packing list will be available in the West Mar Overnight Camp Handbook.

## What To Leave At Home

Any prohibited items that are brought to camp will be stored in the camper's backpack for the remainder of the day with their belongings. The Frederick County YMCA is not liable for lost, damaged or stolen items.

### **The following items are not permitted at any of our YMCA camps.**

- Toys or games
- Trading card (baseball cards, Pokemon, cards, etc.)
- Valuable items such as jewelry
- Electronics of any kind (cell phone, speakers, headphones, gaming devices, kindles, etc.)
- Animals
- Weapons or anything that looks like a weapon
- Alcohol, drugs, or other related paraphernalia
- Personal sports equipment, unless specifically requested to from camp staff

## Lost and Found

Please let us know right away when an item is lost. During the summer, items are donated to local charities at the end of each week. Lost and found bins are located at each camp location and will be accessible during before and after care.

## **Inclement Weather Activities**

### **Rainy Days**

Rain never stops the fun at the Y summer camps! Our staff prepare for rainy days with back-up plan options that include songs, skits, games, and other indoor activities. If it is light rain, campers may stay outside continuing normal activities. As needed, campers will be kept under pavilions or heavy duty tents. ***Under no circumstances will any camper be kept outside during thunder and/or lightning.***

### **Code Red Days**

Code Red days are hot, hazy, and humid days where there is extreme heat, and no breeze. Campers' time in the direct sunlight will be minimized, as well as time spent running or doing other strenuous activities. Shady trees, tents, and pavilions will be used for outdoor activities. Indoor space will be utilized for these days as well. Water will be available for campers to refill their water bottles. Please pack swim gear even on non-swim days for these kinds of days for water play opportunities.

On mornings or afternoons where we have inclement weather care will be held at various indoor locations. Messages will be sent to families letting them know about this change. Some locations will require parents to park and enter into the YMCA.

### **Emergency Preparedness Plan**

Our camps are licensed under the State of Maryland Department of Health. As a result, we are required to submit an emergency plan for approval. Emergency plans vary greatly depending on camp location. All camp staff have access to our written emergency plans. Additionally, our staff is trained in basic emergency procedures. Issues regarding weather, fire, natural disasters, and evacuation scenarios are covered in annual staff training. Fire drills are conducted every week for all camps. Updates to regular camp plans will be communicated via email and/or text message through Brightwheel.

## **Water Activities**

### **Swimming**

Campers will have the opportunity to swim one time during the week of camp. Campers are required to take a swim test the first swim time to find out which section of the pool they can safely access to swim. Campers will have the opportunity to retest if they choose to.

**Any camper who is unable to pass the swim test must stay in the shallow end. Those unable to pass the test AND cannot stand in the shallow end will wear a Coast Guard approved/Y provided floatation device.** All campers will be supervised by Y Camp Counselors and certified lifeguards at all times while swimming.

**All campers are required to go to the pool area with their group during assigned swim times. Campers who do not swim will be required to sit on the pool deck area to assure their safety until their group finishes swimming.**

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*The Health Department requires that bodies of water, including indoor pools, close during thunder and lightning storms and in the event of bodily fluid contamination. **No refunds or credits will be issued due to water closures.***

### **Water Games and Water Play**

During the week, and on hot days, camps may keep cool by playing different water games. Please send shoes that can get wet and a change of clothes for these activities.

### **Group Assignments**

Campers are grouped according to age and grade. Camp groups and counselors can change from week to week due to counselor vacations, the number of campers enrolled, a special activity happening that week, etc.. While your campers may not be grouped with the same counselor or campers each week, there are many opportunities to see friends and siblings during the day. Each week camps will play 'get-to-know-you' games so that every child has a chance to meet new friends.

Specific written requests regarding groups must be submitted to the camp director prior to the camp week. All requests will be considered but can't be guaranteed.

### **Speciality Camps**

Each specialty camp will receive at least 3 hours of specialized instruction per a day. For the other portion of the day, they will mirror the curriculum of one of our traditional camps.

### **Health Forms**

**Allergy, Asthma, Medical Care Plan Forms, and Medication Authorization forms can be found in your Brightwheel account.**

### **Allergies**

It is the parent/guardian's responsibility to inform the YMCA of Frederick County of their campers health conditions, especially any known or probable allergies in the Camper Health History form completed through Brightwheel. You will need to provide additional information on signs, symptoms, treatment, and medications, when necessary. *Please also see Allergy or Medical Emergency Care Plan form and Medications and Medication Administration Policy.*

### **Allergy or Medical Emergency Care Plan Form**

If your camper has an allergy or medical condition, whether minor or emergency, that may cause a reaction or require emergency medical attention, please complete an Allergy and Medical Care Plan. *Please also see Medications and Medication Administration Policy.*

## Medications and Medication Administration Policy

If your camper may require any kind of medication administration, whether prescription or over the counter, during camp hours, please indicate this in your Camper's Health History.

### Medication Authorization Form

Medical Authorization Forms require a *physician's signature* for prescription and over the counter medications. The medication must be in the original bottle with your child's name on it. All medications will be kept in a locked box, carried by your campers leader. The physician's and guardian's signature must be on the Y Camp paperwork. We cannot accept paperwork from your school or other camps. Medications that are not accompanied by fully completed paperwork are not able to be accepted. There are no exceptions!

### Medication Check In and Check Out Process

Campers are not allowed to keep medication, prescription or over the counter, on them or in their personal belongings, except when emergency self-carry medication is authorized in writing by the prescribing physician and guardian. We recommend having this form completed prior to the start of the camp season. At the end of camp, all medication must be signed out by a parent/guardian. Medications not signed out will be promptly destroyed in accordance with Maryland recommendations.

## Immunizations

The Camper Health History form requires the state of your campers residency. For campers that reside in the United States, a US territory, or the District of Columbia, submission of immunization records are not necessary. If your camper is exempt from immunizations, state licensing mandates that you list which immunizations your camper has not received. No further documentation is needed. For campers that live outside of the United State, a US territory, or the District of Columbia an original state-mandated Maryland Department of Health immunization form must be submitted.

## Sick Camper Policy

The health and safety of our campers is a priority to all of us. If your child becomes ill in our program, we will call you to come and pick up your child. If we send your child home with a fever, they may not return until they have been without a fever for 24 hours. **No refunds/credit will be issued without a doctor's note.**

Please keep your child home if they have any of the following symptoms (not just COVID-19):

- ★ Had a fever over 100 F and/or chills
- ★ Congestions or a running nose
- ★ A heavy eye or nasal discharge
- ★ A constant cough
- ★ Recurrent vomiting or diarrhea

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- ★ Symptoms of a communicable disease
- ★ Muscle aches or soreness
- ★ Headaches
- ★ Ear aches
- ★ New loss of sense of taste or smell

### **General Health Practices**

Please let us know immediately if your child has a communicable illness or infection. This will allow us to notify the parents of children attending camp with your child. Campers with communicable conditions will be welcomed back in camp with a note from their physician indicating that they are able to return. Campers with head lice will be welcomed back to camp just as soon as they are free of head lice.

### **Sunscreen**

Y camp does not provide sunscreen. Please apply sunscreen on your camper before leaving for camp each morning. Throughout the day, sunscreen breaks will be taken. Campers should be able to apply their own sunscreen. When necessary, under counselor supervision, another camper may assist in this application to areas the child cannot reach on their own (i.e. back, shoulders). In each case that a child or counselor assists in application, the "bathing suit rule" applies. This rule means they will apply only to areas that are not covered by a one-piece swimsuit.

### **Injury**

Your camper's safety is our top priority. In the event your child needs medical attention, you will be contacted immediately. To ensure we always have your current contact information, please update your child's Brightwheel account. If we cannot reach you, the Camp staff has the authority to seek medical attention.

In case of an emergency requiring immediate medical attention, Y Camp staff are trained to:

- Administer appropriate first aid
- Make the child comfortable
- Call for an ambulance
- Notify the parent/guardian
- Notify Y Association Leadership
- Accompany the child to the hospital
- Y Leadership may follow up on any injuries by contacting parents that evening or following day

### **Communication from Camp**

#### **Brightwheel**

Communication is essential throughout the camp week, and we do this through our Brightwheel software. We communicate updates, inclement weather, pick-up, and share other important information like our camp documents through Brightwheel.

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It is also the system we use for checking campers in and out for the day. A different Brightwheel Code is required for each individual person dropping off or picking up a camper. Example: mom will have her own code, grandma will have her own different code, neighbor that is picking up will have his own code. It is important that each person knows their code before arriving at the camp location.

Every parent, guardian, or pick up on a camper's account will receive an email or text requesting them to create a Brightwheel account. The email has the subject: **[Action Required] [Camp Name] has invited you to their Brightwheel community.** The easiest way to complete the sign-up process is to click the "**Connect to STUDENT NAME**" button directly from the message, enter a password, and click **Create Account**.

If the message can not be located, a new account can be created manually. Here's how:

1. Navigate to the [brightwheel signup page](#)
2. Click the **Parent** option
3. Complete the signup form and click **Get Started**
4. Click **Create your Account**
5. A verification code will be delivered to the contact used, with the subject line: **brightwheel verification code: XXXXXX**
6. Enter the confirmation code and click **Confirm**

Parents who need to add or update their authorized pick-up can go into their child's profile, go to "contacts," and hit the "+" sign to add contact information. This will send an invite to the person and provide them with a check-in code.

**Alumni families** will need to update any information that is outdated or incorrect. Please note, we are aware that there might be duplicate children on your accounts. We are working with Brightwheel to update this information so only one profile per child is active. The way to recognize the correct account is when you click on the child's name, if you see a "documents" icon, you know you have the correct profile. All other inactive children's profiles will not have the "documents" icon.

### **Weekly Newsletters**

Each camp location creates and sends a parent newsletter by the Thursday evening prior to your registered camp week. Newsletters are sent to the email address used when registering for summer camp.

### **Child Abuse Prevention**

Y Associates receive training on the Prevention and Identification of Child Abuse. As state in the Maryland State Board of Education Child and Family Daycare Center Licensing Regulations, it is mandatory for child care providers to report any suspected cases of child abuse and/or neglect to Child Protective Services. All Y associates are mandated to report any suspected child abuse.

### **Policy on Staff Working with Campers Outside of Y Time**

Staff are often asked by Y families to provide child care (babysitting) and other services on their own time to Y members and their families. The YMCA of Frederick County does **NOT** permit staff to provide babysitting or other services to families or children they meet through Y programs. In addition, staff should not provide transportation in a personal vehicle or be in personal contact in any way with your campers outside of Y programs. This includes personal communications not related to Y programs through email, texting, phone calls, letters, or contact over the internet. Such policies are designed to protect children and staff from child abuse and/or false allegations. Parents are asked to report any violation of this policy to Y Leadership.

### **Sign-In and Sign-Out Policy**

For the safety of our campers, parents/guardians (or another authorized individual) must sign camper(s) in and out each day. Campers will be released only to listed authorized adults. Authorized pick up contacts are required to show photo ID every day, every time they pick up a camper.

We use Brightwheel as our system for checking campers in and out for the day. **A different Brightwheel Code is required for each individual person dropping off or picking up a camper. Example: mom will have her own code, grandma will have her own different code, neighbor that is picking up will have his own code. It is important that each person knows their code before arriving at the camp location.** Please refer to the Brightwheel section above for questions on how to set up an account.

### **Identification Required for Camper Pick Up**

Your child will not be released to any individual including a parent or guardian without proper photo identification. Your Brightwheel account enables you to place contact information for each parent, guardian, emergency contact, and family member. Camp Leadership reserves the right to ask for a government issued identification in any circumstance.

The safety of your child is considered more important than any inconvenience that may occur from showing identification on a daily basis. **A PHOTO ID IS STILL REQUIRED EACH DAY** even if your name is listed as an authorized pick-up person.

### **Pick-Up Backup Plan**

Because the unexpected sometimes happens, we strongly recommend that you establish a backup plan should you be unable to pick up your camper. Remember that all adults who may need to pick up your camper should be listed on the authorized pick up list.

### **Custody Agreements**

If necessary, it is required that official, current court documents be submitted to your camper's file if custody or visitation is a concern. Without court orders, we cannot withhold a parent from their camper, even if that parent is not listed as an emergency contact. The

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parent who registers for enrollment is responsible for the camp fees. We cannot subdivide fees and establish multiple accounts.

### **Unauthorized Pick-up**

Please inform the Camp Director if you have specific concerns that an unauthorized person may attempt to pick up or visit your camper while at camp. If a visitation at camp is required for any reason by any person, please inform the Camp Director in advance so that proper arrangements can be made.

### **Late Pick-up Policy and Fee**

All campers must be picked up by the close of the camp day, 6:00pm, unless otherwise stated. Parents are considered late if the camper is not picked up by the close of camp. If you are running late, please call and inform camp staff as children become anxious when their parents are late. A late pickup fee of \$1.00 per minute will be assessed for pickup past 6:00 pm. Camp staff will call emergency contacts listed on your Brightwheel account. If emergency contacts cannot be reached within a reasonable amount of time, Child Protective Services will be contacted.

If payment is not received by sign-in the next morning, your child will not be permitted to attend camp until the fee is paid. There is no cut off time for this fee and the authorities will be notified for any children left at camp one hour past the close of camp. Habitual lateness is cause for termination of camp.

### **Behavior and Discipline Policy**

Our staff strives to provide a fun and safe environment for all of our campers. Campers and staff are expected to reflect the YMCA core values of Caring, Honesty, Respect and Responsibility at all times.

#### Objectionable Behavior:

- ★ Refusing to follow behavior guidelines or camp rules
- ★ Using profanity, vulgarity, or obscenity
- ★ Stealing or damaging property (personal or camp property)
- ★ Refusal to participate in activities or cooperate with staff
- ★ Disrupting a program
- ★ Endangering the health and safety of self, other campers and/or staff
- ★ Teasing, making fun, or bullying of other campers or staff
- ★ Fighting of any kind

#### Progressive Discipline:

- ★ A camper will be removed from the activity for a brief cool down
- ★ If a second removal from activity is required, a call to parents/guardian will be made and a behavior continues past a second removal, a parent conference is required
- ★ If the behavior continues past a second removal, a parent conference is required. Additionally, the camper may be suspended from camp.

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Cumulative incidents over the course of multiple camp weeks will be taken into consideration when determining discipline.

Major offenses may result in immediate suspension and/or expulsion from the program.

- ★ Physically harming another person
- ★ Threatening, harassing, or otherwise verbally abusing another person
- ★ Endangering him/herself
- ★ Intentionally destroying property
- ★ Possessing or using any illegal substance
- ★ Possessing or using any weapon

Immediate suspension will result from behaviors that threaten the safety and well-being of oneself, another child, or Y employee (physical abuse, threats) as well as behaviors that place the camp program and the Y at risk (running away, threats to camp, endangering of self/others). The incident will be reviewed and evaluated for possible termination. **Credits and/or refund are not issued for days of camp missed due to suspension or termination, behavioral issues, and/or adjustment issues.**

It is always the mission of camp leadership to mediate and work through issues with discipline in order to provide a welcoming and inclusive environment for all.

Our camp staff looks forward to providing a positive experience this summer!

### Transportation Policy

#### Field Trips/Special Events

A few of our camps include one or more field trips. Any necessary permission forms from outside organizations must be completed prior to the trip date in order to attend the field trip. Permission forms will be on Brightwheel for parents to complete prior to the camp week starting.

We transport the campers using YMCA operated school buses with our professional bus drivers. Camp staff are trained in bus and field trip safety.

### Explanation of Fees

#### Deposits

A \$30.00 per week/per camper deposit is required for all day camps. **Deposits are NON-REFUNDABLE, and are only transferable when changing from one camp week for another in the same camp season. Camp cancellations and transfers must be done at least two weeks in advance.**

Camp West Mar Resident camp has a \$60.00 per week/per camper NON-REFUNDABLE deposit required.

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### **Balance of Weekly Camp Fees**

Payments are automatically drafted to the Credit Card/EFT used at the time of registration, and on the Monday 14 days prior to the start of each camp week. Payments can be made anytime on your online Daxko account. If the balance is not paid, the camper will not be permitted to attend camp and the slot will be reassigned.

### **Transportation Fees**

Transportation fees are due at the time of registration and are NON-REFUNDABLE. Registration for transportation from the Natelli YMCA to other camp locations (Arts Center, Downtown YMCA, Camp West Mar) is separate from camp registration. Please make sure that you register for both!

Transportation from the Downtown YMCA to Camp West Mar is included in the camp fees.

### **Payments**

All payments will be processed automatically with the credit card/EFT that you used at the time of registration. Credit cards can be changed online when needed.

### **Non-Payment**

If full payment is not received by the Balance Due date, your camper's space will be forfeited. Any fees previously paid will also be forfeited. Re-enrollment is on a first come-first served basis depending on availability.

### **Credits & Refunds**

A credit and/or refund will be issued in situations where the Y cancels a camp session. Credits and refunds will NOT be issued for weather related issues, ill/sick campers, damaged property and/or a camper's/parent's behavior. Camp fees will not be prorated for absenteeism.

### **Financial Assistance**

Families may be eligible for financial assistance through the YMCA of Frederick County. Forms can be found on our website.

### **Cancellation Policy**

#### **Cancellation Deadlines**

The last day to submit a cancellation is 15 days prior to the start of each camp week (at 14 days, automatic payments are taken). Credit/refunds will not be issued if camp weeks are not cancelled within this timeframe.

### **Transfer/Change of Camp Week**

The last day to submit a transfer/change is at least 15 days prior to the start of each camp week. The deposit is transferable when changing one camp week to another in the same camp season.

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### If a week of camp is transferred or changed at least 15 days prior to the start of each camp week:

- Deposit - may be transferred to a new camp week if transferring to a new week. If you are canceling your week, the deposit is nonrefundable.
- Balance - may be transferred to a new camp week.

### If a week of camp is NOT transferred or changed at least 15 days prior to the start of each camp week:

- Deposit will be forfeited.
- Balance will be forfeited.

## Cancellation and Payment Schedule

2024 Draft Dates		
Camp Week	Draft Date	Last day to change or cancel
Week 1 (06/17 - 06/21)	06/03/2024	06/03/2024
Week 2 (06/24 - 06/28)	06/10/2024	06/10/2024
Week 3 (07/01 - 07/05*)	06/17/2024	06/17/2024
Week 4 (07/08 - 07/12)	06/24/2024	06/24/2024
Week 5 (07/15 - 07/19)	07/01/2024	07/01/2024
Week 6 (07/22 - 07/26)	07/08/2024	07/08/2024
Week 7 (07/29 - 08/02)	07/15/2024	07/15/2024
Week 8 (08/05 - 08/09)	07/22/2024	07/22/2024
Week 9 (08/12 - 08/16)	07/29/2024	07/29/2024
* Closed for 4th of July		

## Membership

### Member Camp Rates

Y family membership receives savings on Y camps. To receive the discount for camp, your membership must be active throughout the entire camp season. If a membership is purchased after camp registration, **written notification should be made before the start of camp to [summercamp@frederickymca.org](mailto:summercamp@frederickymca.org).**

## We Welcome Your Suggestions

Knowing how important the success of your child's camp experience is with us, we welcome open communication between parents and staff. We welcome your suggestions regarding program expectations, ideas, and comments on how we may improve our service to you and your family. You're welcome to share your suggestions, concerns, and complaints with the Camp Director at any time.