



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
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## ***Welcome to YMCA Summer Camp!!***

Hello and welcome to Frederick County YMCA Summer Camp Programs for 2023. We hope this letter finds you well. As we begin the new season, we would like to share our gratitude to all our families for choosing the YMCA as a summer experience for your children. Our dedicated staff at the YMCA looks forward to another great summer season.

It's with great excitement that we can again open our camp doors to your family. We pride ourselves in creating a safe, fun-filled summer full of laughter and great memories that last a lifetime. Our camp's locations have supervised activities teaching our Y core values: caring, honesty, respect, and responsibility. Campers have fun while making new friends, building self-confidence, appreciating teamwork, and developing self-reliance. We will continue to follow all protocols necessary to keep our campers safe, and we ask for your continuous support throughout this camp season.

The YMCA of Frederick County offers over forty different camps annually, including sports, art and humanities, outdoor adventure, overnight, and specialty camps. Our qualified and dedicated staff provide diverse activities to keep all campers engaged throughout the day. We also have pools at most camp locations with certified lifeguards supervising our swimming activities.

**Brightwheel Information - Please treat this with urgency, as this is our primary source of communication during camp.**

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.

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 (please use the same email address you use when signing up for programs with the YMCA)**
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.

Additionally, a PDF with further instructions has been added to the end of this document.

**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. In most cases, the profile without a picture will be the account used for this year. The other 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.

\*\*\* BASE Summer Camp has separate forms required by the state. This is because there is a different department that oversees Summer Camps (Dept of Health) versus those that oversee what is considered child Care - BASE (Dept of Education). These forms are emailed from [childcarebusiness@frederickymca.org](mailto:childcarebusiness@frederickymca.org). Preschool Adventure will need the emergency card sent from the childcarebusiness email. \*\*\*

### Forms and Other Documentation

Please review and complete the forms located in each student's Brightwheel account. Please note that your child will not be allowed to participate in camp if these forms are not completed before the start of camp.

The **required forms for everyone** are:

- Summer Camp Health Form
- Waiver Form

The required forms for those with diagnosed allergies, asthma, or will be taking medication while at camp are: (If these conditions do not apply to your child, it is not necessary to fill out these forms)

- Medication Authorization Form
- Allergy Action Plan
- Asthma Action Plan

If you are enrolled in Horsemanship Camp, you are required to fill out:

- Horsemanship Waiver (it is required in order to participate)

### What To Bring To Camp

Please ensure 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 a 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 or wet.
- Lunch - a non-perishable lunch and drink should be packed every day. The camp does not provide food, microwaves, or refrigeration.
- 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, towel, and old shoes for daily outdoor water activities.
- Shoes and Socks - closed-toed, closed-heel shoes.
- Sunscreen and Bug Spray - we recommend applying sunscreen before you arrive at camp each day and sending your camper a spray sunscreen they can apply throughout the day without assistance.

The residential camp packing list will be available in the Resident Camp Handbook.

### **Disenroll/Change Information**

If you are trying to disenroll from a camp or change camp weeks, you must fill out the form on Array by clicking on the link below or scanning the QR code. For your cancellation or change to be processed, this form **MUST** be completed, and please note that the \$25 deposit is **NONREFUNDABLE** if you cancel a camp.

<https://www.buildarray.com/u/LXFj>



## **Campers Drop off and Pick-ups.**

Camp day is 9am-4pm with before care starting at 7am and after care ending at 6pm.

Drop off and Pick up will occur on our campus' this summer. 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. Should you need to drop off your camper later than 9am or before 4pm, please enter the front doors and ask to speak to the Camp Coordinator.

- Downtown - 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.
  - It is absolutely ESSENTIAL that every person dropping off or picking up has their individual CHECK-IN CODE. This can be found under your parent profile (and you can even change it to something you will remember). Please always have your ID with you at camp. For the safety of your child, she/he will be released only to those individuals listed as emergency and/or authorized pick up in their Brightwheel information.
- Natelli - Please drop your child off at our Natelli Family YMCA (3481 Campus Drive). Enter our property and just past 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.
  - It is absolutely ESSENTIAL that every person dropping off or picking up has their individual CHECK-IN CODE. This can be found under your parent profile (and you can even change it to something you will remember). Please always have your ID with you at camp. For the safety of your child, she/he will be released only to those individuals listed as emergency and/or authorized pick up in their Brightwheel information.
- 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).
  - 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.
  - It is absolutely ESSENTIAL that every person dropping off or picking up has their individual CHECK-IN CODE. This can be found under your parent

profile (and you can even change it to something you will remember). Please always have your ID with you at camp. For the safety of your child, she/he will be released only to those individuals listed as emergency and/or authorized pick up in their Brightwheel information.

- West Mar - 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.
  - Drive the long driveway, and go over the bridge. Make a right just before the caboose, and park on the left side of the pool. Staff will greet you.
  - It is absolutely ESSENTIAL that every person dropping off or picking up has their individual CHECK-IN CODE. This can be found under your parent profile (and you can even change it to something you will remember). Please always have your ID with you at camp. For the safety of your child, she/he will be released only to those individuals listed as emergency and/or authorized pick up in their Brightwheel information.

### **Transportation from Natelli**

If you are dropping off at the Natelli Family Y for transportation to Y Arts Center, Downtown Y or to Camp West Mars you **MUST** register for Camp Transportation (Natelli to DT/Arts Center/West Mar) **for EACH week of camp** cost is \$25.

**If you do not register for transportation**, you will need to drop off your child at the Downtown YMCA (1000 North Market Street) for Downtown/Camp West Mar or to the Y Arts Center (15 E Church St, Frederick, MD 21701). If you drop off at the Downtown Y for transportation to West Mar, there will be no additional fees or registration needed.

**The Bus leaves Natelli at 7:30am.** We will not wait as this time is determined by all transportation that is required to happen after. The bus is meant to return to Natelli at the end of the day around 5:30pm

**The Buses from Downtown to Camp West Mar leave at 8:00am.** We will not wait as this time is determined by all transportation that is required to happen after. The bus is meant to return to Downtown at the end of the day around 4:45 pm.

### **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.

Please reach out if you have any questions regarding camp.

- General Camp information; Summer Camp Administrators, Arts Center/Downtown/Natelli questions, 301-663-5131 ext. 1238, [summercamp@frederickymca.org](mailto:summercamp@frederickymca.org)
- Victoria Anderson, West Mar - 240-931-9283 - [west-mar@frederickymca.org](mailto:west-mar@frederickymca.org)
- BASE Summer Fun Camp or Preschool Adventure Camp- Child Care Business - 301-228-9225 or [childcarebusiness@frederickymca.org](mailto:childcarebusiness@frederickymca.org)
- Kids Unlimited - Kelly Presnell - 301-663-5131 ext. 1248 or [KPresnell@frederickymca.org](mailto:KPresnell@frederickymca.org)

For Camp site specific information, please see contacts below:

#### **Natelli**

- Coordinator - Sigrid Gray - 301-748-4387; [sgray@frederickymca.org](mailto:sgray@frederickymca.org)
- Leadership - Hannah Davis - 240-405-8476; [hdavis@frederickymca.org](mailto:hdavis@frederickymca.org)

#### **Downtown**

- Coordinator - Matt Collins and Metha Hunt - 301-748-4388; [mcollins@frederickymca.org](mailto:mcollins@frederickymca.org); [mhunt@frederickymca.org](mailto:mhunt@frederickymca.org)
- Leadership - Evan Bates - 240-549-3314; [ebates@frederickymca.org](mailto:ebates@frederickymca.org)

#### **Y Arts Center**

- Coordinator - Kim Barnes - (301) 835-7118; [kbarnes@frederickymca.org](mailto:kbarnes@frederickymca.org)
- Leadership - Anthony Brock - 240-578-3407; [abrock@frederickymca.org](mailto:abrock@frederickymca.org)

#### **West Mar**

- Program Director - Justin Speirs - [jspeirs@frederickymca.org](mailto:jspeirs@frederickymca.org)
- Leadership - Victoria Anderson - 240-931-9283; [vanderson@frederickymca.org](mailto:vanderson@frederickymca.org)

#### **BASE: Staley and North Frederick**

- Leadership - Tammy DeGrange - 301-663-5131 ext. 1279 or [TDeGrange@frederickymca.org](mailto:TDeGrange@frederickymca.org)

#### **ALL**

- Sara Robertson-Ryan - 301-663-5131 ext. 1286; [srobertson-ryan@frederickymca.org](mailto:srobertson-ryan@frederickymca.org)

We look forward to a wonderful summer with your children.

Thank you!