



## Berwick Area YMCA



# WELCOME!

Welcome to Summer Day Camp at the Berwick Area YMCA.

Our goal this season is to nurture the potential of every child and teen in order to help them grow and develop into the best person they can be. At our Summer Day Camps, children will experience new activities, develop communication skills and make new friends in a safe, secure environment.

The Summer Day Camp experience at our Y provides programs that encourage campers to:

- Grow personally
- Learn values

- Improve personal and family relationships

- Become better leaders and supporters
- Develop specific skills

- Have fun!

Thank you for choosing the Berwick Y for your child this summer. We look forward to getting to know you and your child even better and making this summer the best summer ever!

As always, if you have any questions, please email the Camp Director at [innovation@berwicky.org](mailto:innovation@berwicky.org), call 570-752-5981, or come to the front desk of the Y.

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# ADMISSION POLICY

## EQUAL OPPORTUNITY PROVIDER

The Berwick Area YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, color, disability, sexual orientation, political beliefs, family status, or national origin. We celebrate diversity and know that our children benefit through an enriched learning environment.

## REGISTRATION PROCEDURES:

Each camper's parent or guardian is required to complete the camper registration packet. The following forms must be completed and returned to the YMCA for our permanent files:

Summer Day Camp Agreement Form

Emergency Contact/Parental Consent Form  
Getting to Know You Form

Parent Acknowledgement  
Child Health Report  
Kids Café Registration

## HOURS

The typical day for traditional Summer Day Camp is **9am to 4pm**.

Extended hours are available prior to the camp day (6:30am to 9am) and after the camp day has ended (4pm to 5:30pm). Extended hours are included in your weekly camp fees. All children enrolled in the program must be picked up by 5:30pm each day.

## LATE FEES

If your child is picked up late, the late fee is \$1/per minute/per child for every minute after 5:30pm. Our Vine St doors are locked promptly at 5:30pm. Please use the main entrance after 5:30pm.

## SIGN IN/OUT POLICY

Parent(s)/Guardian(s) must sign their children in at the beginning of the day and sign them out at the end of the day. Drop off and Pick up is done "drive through" style at the Vine St entrance to the YMCA. Please pull up to the door and place your flashers on. Our staff member will meet you with the sign in / sign out sheets.

**Kinder Camp campers should be dropped off and picked up in the Preschool Room.**

Regular Camp check-in times are as follows:

Drop-off is from 6:30am and no later than 9:00am  
Pick-up begins at 4:00pm and ends at 5:30pm

Please bring identification (PHOTO ID) every day when picking up your child.

For safety purposes, **children will not be permitted to leave with anyone except those designated on the emergency contact/parental consent form.** Prior written notification must be given to the Director for exceptions. Only proper identification (driver's license or state-issued identification card) will be accepted. Once the responsible person arrives at camp to pick up the camper, the child is the responsibility of the adult.

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# PAYMENTS/FEES

## CAMP PAYMENTS

Payments are due the Friday prior to the first day of the camp week. Most major credit cards (except AMEX), cash, checks and debit are accepted. Failure to make payment will result in the forfeiture of your camp deposit in addition to losing your child's spot in camp.

### **SIGN UP FOR AUTOMATIC DRAFT**

**Pay for Y Summer Camps with Ease ... Use EFT. By taking advantage of this opportunity, you will have the ability to manage your payments easier by signing up for EFT! When you sign up for EFT you are saving time and energy.**

## CANCELLATIONS/CHANGES

We realize situations can occur that require you to change your camp enrollments. Any changes in scheduling or withdrawal must be executed according to the fee agreement.

- Registration requires a non-refundable, non-transferrable \$25 deposit/week. Deposits are applied to camp fees.

Any requests for credits must be made to the Berwick YMCA Associate Executive, who will consider the circumstances and has the authority to grant or deny requests.

The YMCA asks for notice of withdrawals no later than one week in advance of camp start date. If such notice is not given, you are responsible for payment for the enrolled camp week. **If a child is asked to leave camp, there will be no refund for the remainder of the camp week.**

# PAYMENTS/FEES (CONTINUED)

## CONFIRMATION

When your registration is complete and your deposit has been paid, you will receive a receipt of the child's registered camp week. If there are any discrepancies between the requested program registration and the receipt, it is the responsibility of the parent to notify the YMCA immediately so the child can be registered in the proper program.

## INSUFFICIENT FUNDS

Please note that if payment is made with a check that has insufficient funds available at time of deposit, the parents are responsible for paying the amount of the check plus a \$50.00 fee. Credit card payments and EFT payments that are returned for any reason will incur a \$25.00 fee. Payment must be made in full within three days; otherwise, the child must be withdrawn from the program. The YMCA may require that all future payments be made by cash or money order.

## REFUND/CREDIT POLICY

Camp deposits are non-refundable and non-transferrable.

Camp cancellations submitted in writing will be issued a refund if the request is received prior to May 31, 2020. After June 1, 2020 refunds will be issued in the form of credit towards any YMCA program. No credit will be granted for a cancellation requested less than 2 weeks prior to the start of the camp session. Any requests for credits must be made to the Berwick YMCA Associate Executive, who will consider the circumstances and has the authority to grant or deny requests.

## FINANCIAL ASSISTANCE

YMCA financial assistance is available to Berwick Area YMCA member families based on documented need. Scholarship applications are available at the YMCA or on the YMCA website [www.berwickymca.org](http://www.berwickymca.org). Financial Aid is supported through the YMCA Annual Campaign. In addition, the YMCA accepts subsidy through the Commonwealth of Pennsylvania Department of Public Welfare (DPW) and ELRC. **You must first apply for Assistance through ELRC and provide a denial or waitlist letter before applying for a YMCA Scholarship. YMCA Scholarship applications that do not supply all requested documentation will not be reviewed.**

## VACATIONS

There will be no credit for vacation weeks. If your family wishes to take a vacation, do not register for camp sessions during a vacation week.

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# COMMUNICATION

## EMERGENCY CONTACT INFORMATION

Complete emergency information including emergency contact persons is required prior to the start of camp. If there are changes to this information, it is the parent's responsibility to update. Please inform the emergency contact person of their responsibility, and notify them of camp procedures and trip information, should you not be able to be reached. This information is kept on file at the site of the camp.

## INFORMATION BOARD

Each camp has an information area at the sign out table. Parents are encouraged to look for the weekly calendar, newsletters, special events, photographs, and trip information.

## PARENT CALL-IN

**Children are not permitted to bring cell phones to camp.** Parents are welcome to call the YMCA for updates, messages, and concerns. Parents are requested to call the YMCA by 8:30am whenever a child will not be attending on a scheduled day.

## CHANGE IN ARRIVAL OR DEPARTURE TIMES

Our Summer Day Camp Program complies with DHS regulations by staffing programs based on the child's arrival and pick-up times. Please adhere to these times as noted on the agreement. When there are changes, please give the YMCA staff 24-hour notice. Failure to comply with these standards may compromise the ratio of the Summer Day Camp for your child and others. If you arrive after the start of camp and have not given the YMCA advance notice, your child may be denied access if we cannot meet the mandated ratios.

Please notify the YMCA if you are running late.

All children must be accompanied into camp by an adult and be placed under direct supervision of YMCA staff. Children must be accompanied by an approved adult when leaving the YMCA.

## EVALUATION OF PROGRAM

Parents are encouraged to share their evaluation of the program with the Camp Coordinator at any time. Surveys will be distributed near the end of the summer. Your input is welcome and encouraged.

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# **BEHAVIOR MANAGEMENT POLICIES**

## **CHARACTER DEVELOPMENT**

The YMCA embraces the values of Caring, Honesty, Respect and Responsibility as the basis of all YMCA operations, staff development, and program development. The YMCA is committed to a positive approach to improving our community through its future leaders, our children. Character Development challenges others to accept and demonstrate positive values. Our camp staff serves as role models as well as teachers that promote good character.

## **ACCEPTABLE BEHAVIOR**

Based on the Golden Rule, "Treat others as you would want others to treat you".

- Children are guided to respect the rights and feelings of others and avoid disruptive behavior that interferes with program activities. Aggressive behaviors, such as hitting, kicking, spitting, biting, verbal put-downs and bullying are unacceptable behaviors.

- Children will follow directions given by the program leader regarding safety procedures and will stay with the group for all scheduled activities.

- Children will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

## **BEHAVIOR MANAGEMENT PROCEDURES**

When a problem arises that threatens the safety or health of a child, other children or staff, the staff will take immediate action to stop the behavior. Depending upon the severity of the inappropriate behavior, it may be necessary to temporarily remove the child from the situation. The Parent/Guardian will be notified and together we will work with the child to correct the behavior. When a child's inappropriate behavior is extremely persistent or the behavior is violent, expelling the camper from the program will be considered. If that happens, the Camp Coordinator will call the Parent/Guardian to inform them that the child is expelled and written notification will follow. In severe cases immediate expulsion may occur, without suspension, at the discretion of the Camp Coordinator. **IN THE CASE OF CAMP EXPULSION, THERE WILL BE NO REFUNDS.**

## **DRUG, ALCOHOL AND TOBACCO FREE**

The Berwick Area YMCA Summer Day Camps and programs are drug, alcohol and tobacco free environments. Any camper who brings drugs, alcohol or tobacco to camp, or on YMCA property will be expelled from the program. No refunds or credits will be issued for a violation of this code.

## **BABYSITTING BY EMPLOYEES**

The YMCA does not permit its employees to babysit children who attend YMCA programs. The YMCA also does not permit YMCA employees to transport children enrolled in YMCA programs in non-YMCA owned or leased vehicles during and outside of program hours. Staff is not permitted to contact children via internet or telephone and should not be receiving emails or calls from children.

## **REFERRAL TO OUTSIDE AGENCIES**

From time to time, because of behavioral or developmental concerns, the Camp Coordinator may ask a parent to seek evaluation or assistance from another agency (e.g. Intermediate Unit or Human Services). If the parent refuses, or does not follow through, we may have to remove the child from the program.

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# **CLOSINGS/EMERGENCY PROCEDURES**

## **EMERGENCY CLOSINGS**

Should severe weather conditions or other emergency situations arise during the time of Summer Day Camp operation, the Executive Director, Director, or designated person will determine what action is to be taken. Should it be determined that the camp is to be closed, all will be advised as soon as possible for immediate pick up.

## **EMERGENCY PROCEDURES**

Procedures have been developed for emergency evacuation. Staff is trained in procedures for evacuation due to unforeseen emergencies and procedures are posted.

## **FIRE DRILL**

Fire drills are completed on a regular basis. An alarm is heard and the staff and children proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time, and length of drill.

## **LOST CAMPER AND LOST BATHER DRILLS**

Drills are completed several times throughout the camping season. Camp staff is trained in the appropriate procedures for each site and review the procedures with the campers prior to the drill.

## **TRANSPORTATION-EMERGENCY PROCEDURES**

Campers are briefed in emergency procedures prior to each field trip or transportation event. The staff has been trained in emergency procedures and reports any event to the camp coordinator and the parents of children involved.

# HEALTH, ILLNESS, INJURY AND ACCIDENTS

## ILLNESS POLICY

Is my child too sick to be in camp? This is a question you must ask yourself whenever your child shows signs of illness, is not eating or sleeping well, or seems unusually "out of sorts". If the staff feels that your child is too ill to remain in the program, you will be called. We will expect you, or someone you designate, to pick the child up immediately, no more than 1 hour after receiving a phone call. If we are unable to reach a parent, another person listed on the child's emergency contact form will be called. Please establish a back-up person upon whom you can depend in an emergency. Illness guidelines established by the YMCA will help you decide whether or not to send your child to our program. He/she should not be sent to camp and will be sent home if any of the following conditions are apparent:

- A temperature of 101.5° or more, or at Coordinator's discretion
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5ths disease
- Hand/foot/mouth only if child has a high fever, blisters in mouth that prevent eating/drinking
- Inability for child to participate in the daily schedule at an acceptable level
- Rashes at Coordinators discretion
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Impetigo, ring worm, or scabies until treated
- Lice, until no nits are found
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis or other throat infections, until treated for at least 24 hours
- Pain reported in stomach or head

The child must remain free of symptoms, fever, nausea, etc., for 24 hours before he/she can be readmitted to the program. Children with signs of communicable or contagious disease will be readmitted only with a signed note from a physician stating they are no longer contagious.

## INJURY & ACCIDENT PROCEDURES

It is necessary that you keep the YMCA up-to-date on telephone numbers, emergency numbers and other pertinent information. In the case of minor injury, staff certified in first aid procedures will administer first aid and the parent will be contacted. An accident report will be filled out by the staff person on the site at the time of the accident. At pick up time the parent is asked to sign the incident report. Parents may be asked to pick up the child depending on the nature of the injury and the child's reaction to being injured.

If your child is severely injured while attending the YMCA program, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make a contact, we will have the child transported to an emergency room in the company of a staff member and will provide the hospital with the parent's health insurance information (from your Emergency Contact Form). We use the nearest hospital. If you prefer a specific hospital, we will do our best to honor this request. However, the ultimate decision will be made by the EMT's.

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# HEALTH, ILLNESS, INJURY AND ACCIDENTS

(CONTINUED)

## MEDICATION ADMINISTRATION

Parents must sign the medication log before any medication will be given. We will give your child medication only if the medication is in the original labeled package (bottle/box/container) (prescription or over-the-counter), is handed directly to a YMCA staff person, and is entered on a medication log. Please do not alter any foods or liquids with medication without a doctor's note and informing the child's primary teacher. A medication log must be completed.

It is very important that medications not be left within the reach of any child.

-We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription.

-Over-the-counter medications will not be administered for more than two consecutive days without a doctor's note and specific instructions.

-The YMCA reserves the right to require a doctor's note for the administration of any medications whether they be prescription or over-the-counter.

Berwick Area YMCA Camp Staff will only administer medication to children according to the DHS (State of PA-Dept. of Human Services) policy listed in 055 Pa. Code 3370.133. Child Medication and Special Diets, listed as follows:

The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs.

When medication or special diets are administered, the following requirements apply:

- A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
- A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
- The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.

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# HEALTH, ILLNESS, INJURY AND ACCIDENTS

(CONTINUED)

Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.

A parent shall provide written consent for administration.

An operator is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum information:

- The name of the medication.
- The name of the child receiving the medication.
- A requirement for refrigeration.
- The amount of medication administered.
- The date of administration.
- The time of administration.
- The initials of the staff person who administered the medication.
- Special notes related to problems of administration.

## **POLICY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES**

Children with severe allergies, such as allergies to bee stings, peanut products, etc., may be at risk of a serious allergic reaction in camp setting due to contact with ingestion of the allergen. Contact with these allergens may result in anaphylaxis - a severe allergic reaction with symptoms that may include swelling of the face and lips, hives, vomiting, diarrhea, shortness of breath, and difficulty breathing. Ultimately, anaphylaxis may cause a fall in blood pressure, unconsciousness, or death. The Berwick YMCA is concerned for the health and safety of all children in our care. Accordingly, when an enrolling/enrolled child is known to have a severe, life-threatening allergy, the following is required by Parents/Guardians to complete and/or provide:

1. A signed copy of the Berwick Area YMCA's "Authorization for Emergency Care for Child with Severe Allergies" authorization form. Please request a copy of this form from the Camp Coordinator. This form must be updated every year. The authorization form is designed to provide the Berwick Area YMCA with the information necessary to ensure proper preventative measures and an effective response to a serious allergic reaction. In addition, the parents/ guardians shall provide a copy of any other physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy by completing the "Emergency Treatment to Children with Severe Allergies ("waiver"). The waiver releases the Berwick Area YMCA and its employees from liability for administering treatment to children with severe allergies (including the administration of epinephrine) and taking any other necessary actions set forth in the Authorization Form, provided that the YMCA exercises reasonable care in taking such actions.
2. All equipment and medications needed by the YMCA to comply with the instructions set forth in the Authorization Form (including, but not limited to, a device such as the EpiPen). The parents/guardians are responsible for ensuring that all medication is properly labeled and in the original container by a pharmacist and replaced prior to the expiration date.

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# **HEALTH, ILLNESS, INJURY AND ACCIDENTS**

(CONTINUED)

## **SUNSCREEN POLICY**

It is very important that your child brings sunscreen to camp with them every day. Please label each bottle with your child's name. Campers are required to apply sunscreen multiple times during the day. Camp staff will help with this process for any campers needing assistance. Campers are not permitted to share their sunscreen with other campers, with the exception of siblings.

## **IMPORTANCE OF KEEPING INFORMATION UPDATED**

The health and safety of your child depends on the accuracy of the information you provide us. It is very important to keep us notified of changes in address, phone numbers, emergency contacts, medications and any other vital information about your child. In addition, we also need copies of the most recent family court documents in order to abide by custody decisions and release of records to non-custodial parents.

- All forms must be completed, with the exception of the Child Health Report, prior to camp registration.
- Child Health Reports must be returned within 30 days
- If your child has had a physical exam within the last year, a new exam is not necessary. However, your doctor will still need to complete the Child Health Report Form.
- Summer Camp child files are kept separate from all other YMCA programs. For that reason, the YMCA will not transfer any forms that you may have completed for other YMCA programs.

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# **SUMMER DAY CAMP STRUCTURE**

## **DAILY PROGRAM**

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening and closing ceremonies, small group time for each age group and their counselors, large group or all-camp activities (special events), lunch, quiet time (or story time for the preschoolers), and activity periods. The camp programs include but are not limited to: games, sports, drama, swimming (instructional and free swim) art and crafts, cooking, music and singing, outdoor living skills activities, academic enrichment activities, special events, speakers and special presentation, and trips. Age-appropriate program offerings are expanded relating to the interest of the campers and the expertise of the counselors.

## **GROUP AND ACTIVITY PROGRAMMING**

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. This group will have the same counselors with them for the week. This allows the counselors to get to know each camper in depth. For specific activities, such as swimming, the campers will be divided into groups by ability or interest group. This allows the camper to progress more quickly when grouped with campers of the same skill level. Swim tests will be given weekly. Campers will have pool rules assigned based on their swimming ability.

## **SUPERVISION POLICY**

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA camp programs. Camp staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the components of the Berwick Area YMCA Supervision Policy at all times for preschoolers and school-age children within care- whether on or off YMCA sites. Children in camp shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility of supervising specific children.

## **FEEDING PROGRAM**

Breakfast, lunch and an afternoon snack will be provided to each camper. Breakfast is only served from 6:30am until 8am. If your child arrives after 8am, please be sure to give them breakfast before arriving at camp. A monthly menu will be available at the sign in/out table. You are welcome to pack your child's lunch; however, we do encourage each camper to try new things.



# STAFFING

## STAFF ORGANIZATIONAL STRUCTURE

1. **Executive Director**
2. **Associate Executive Director**
3. **Youth Education Director**
4. **Camp Coordinator**
5. **Counselor**

## STAFF/CAMPER RATIO

Summer Day Camps adhere (at minimum) to the staff to camper ratio of the Pennsylvania DHS:

Young School Age Campers	1:12
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## STAFF QUALIFICATIONS & TRAINING

All Counselors, camp staff and lifeguards are required to complete 40 hours of pre-camp training including CPR, First Aid, AED and Child Abuse Prevention. We conduct background checks on all camp staff and employees.

During the 40-hour pre-camp training, our counselors also learn games, skits, songs, nature activities and team building. Camp staff are trained to highlight teachable moments and emphasize accomplishments and successes in all campers.

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# THINGS TO KNOW

## FIELD TRIPS

Newsletters will be distributed on Mondays and Fridays highlighting the week's events and information in regards to the upcoming Camp week and field trip. **Campers are required to wear the camp T-shirt on trip days.** Some field trips may depart early or arrive later than normal camp times. These times will be listed in the weekly newsletter. Once the bus departs, it will not stop or return for late campers.

## SWIMMING

Swimming programs are conducted using the Berwick Area YMCA Aquatic standards. Swimming facilities meet all state regulations under the State Swimming pool and Bather's code. Children may participate in either or both recreational swim and safety and instructional swim, depending on the program provided by each camp. Prior to any swimming activity, campers will be swim-tested and assigned to appropriate swim level groups. Campers will receive a level-appropriate band to let the counselors and lifeguards know the differing swimming levels of each child. Campers will have an opportunity to be re-tested (Fridays) and assigned to a higher swim level group.

## DRESS

Children should be dressed in "camp clothes" such as shorts and t-shirts. Please do not dress children in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and special events- all have the potential to be messy!

Children may NOT wear sandals, open-toed shoes or jelly shoes. Closed shoes only.

Campers must purchase a camp T-shirt at the start of the summer. Camp shirts are to be worn on **all** field trip days. **Any camper without a camp shirt on field trip days will be provided a new shirt and your account will be charged \$9.00.**

## LOST ARTICLES

Children's belongings should have the camper's name on it with permanent marker. To prevent loss, campers are encouraged to bring and keep their belongings in a labeled backpack. Lost items will be held in the camp's lost and found until the end of the week. Articles not claimed will be donated to organizations for families in need. The YMCA is not responsible for lost or stolen items.

## SENDING MONEY TO CAMP

The YMCA cannot be held responsible for what is in every child's camp bag. For this reason, we request that all money being sent with your child be given directly to the Liaison during the drop off process. The Liaison will only accept money that is in an envelope clearly labeled with your child's name on it. We DO NOT visit gift shops on field trips in the interest of time and fairness to all campers.

## PHOTOGRAPHS AND VIDEOS

By signing the waiver, you have agreed to allow the Berwick Area YMCA to use pictures of your child at Y camp for promotional material for the Y. No compensation will be paid and at no time will a child's name be used in the promotional material.

## TRANSPORTATION PROCEDURES

Camp staff may not transport campers in their personal vehicles.

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# WHAT TO BRING/WHAT TO LEAVE

## BRING TO CAMP

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty. All items that a child brings to camp must be labeled with his/her name.

Campers will need to bring in a camp bag or backpack daily:

- Appropriate clothing for outdoor activities
- Bathing suit & towel for the days that swimming is scheduled
  
- Plastic bag for storage of wet bathing suit
- Water bottle
  
- Sunscreen
  
- Sweatshirt or rain gear if weather is inclement

## LEAVE AT HOME

- Dolls or toys
- Pets
  
- PSPs, Nintendo DS's, or any other electronic game
- Ipods, MP3s, or any other personal music device
- Sports equipment
  
- Expensive equipment or jewelry
- Cell phones
  
- Skateboards, roller blades and scooters
- Weapons

\*\* **Please Note:** Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home.

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## **Non-Discrimination Policy**

The Berwick Area YMCA ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental disability (including use of a guide dog, hearing dog, or service dog), religion, creed, sex, pregnancy, childbirth or related medical conditions, sexual orientation or affectional orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, uniform service member status, genetic information, atypical hereditary cellular or blood trait, marital status, domestic partnership status, civil union status, familial status, or any other protected class under federal, state, or local law. We are proud to be an equal opportunity employer and provider of services to the community.

### **Nondiscrimination in the Provision of Services to Persons with Disabilities**

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA will work with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations. The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include: working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters.

All requests for modifications or for auxiliary aids and services should be directed to the Camp Coordinator. The Camp Coordinator may be reached by calling 570-752-5981.

The YMCA will work with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications. The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program.



## Payment Schedule Summer Camp 2020

Session Beginning Date	Session Ending Date	Payment Due Date (All payment methods)
6/8/2020	6/12/2020	6/5/2020
6/15/2020	6/19/2020	6/12/2020
6/22/2020	6/26/2020	6/19/2020
6/29/2020	7/3/2020	6/26/2020
7/6/2020	7/10/2020	7/3/2020
7/13/2020	7/17/2020	7/10/2020
7/20/2020	7/24/2020	7/17/2020
7/27/2020	7/31/2020	7/24/2020
8/3/2020	8/7/2020	7/31/2020
8/10/2020	8/14/2020	8/7/2020
8/17/2020	8/19/2020	8/14/2020

**Payments are due the Friday prior to your child's camp session.  
The YMCA accepts most major credit cards (except AMEX).**

### Pay for Y Summer Camps with Ease .... Use EFT!

By taking advantage of this opportunity, you will have the ability to manage your payments easier by signing up for EFT! When you sign up for EFT you are saving time and energy.

**\*\*\*PARENT/GUARDIAN COPY\*\*\***



## ACKNOWLEDGMENT OF RECEIPT OF FAMILY HANDBOOK

This is to acknowledge that I have received a copy of the Berwick Area YMCA Camp Family Handbook. I understand that the handbook is intended to serve as a guide of the YMCA's policies and procedures as well as a program overview and resource.

I acknowledge that I have read the information herein and understand that it describes the responsibilities of both the parents/guardians and the YMCA for the camp program.

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Parent/Guardian Signature

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Date

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Child's Name

Berwick Area YMCA