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YMCA OF YOUNGSTOWN SUMMER DAY CAMPS 2026

CENTRAL YMCA DAY CAMP PARENT HANDBOOK

CENTRAL YMCA
17 N Champion St
Youngstown, OH 44503

ACCREDITED BY
PRAESIDIUM
2021-2026



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INTRODUCTION

In the interest of making your child's experiences at YMCA Camps enjoyable and providing for his or her health and safety, please take time to read this handbook. Please ask any questions or discuss any concerns you might have with the appropriate Camp Director/staff.

- **OUR MISSION...** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.
- **OUR CAUSE...** Youth Development, Healthy Living, Social Responsibility.
- **OUR VALUES...** Building character through the promotion of Caring, Honesty, Respect & Responsibility.

PROGRAM PHILOSOPHY

- The Day Camp philosophy for the YMCA of Youngstown as well as the YMCA of the USA, is to help participants grow spiritually, mentally, and physically through a variety of activities that promote character development, sportsmanship and teamwork. Under the guidance of well-trained staff, YMCA camp programs can give children an experience that will last a lifetime.

ENROLLMENT PROCESS

- Day Camp is open to children ages 6-13.
- Children are enrolled on a first-come, first-served basis. Any child with special needs will be discussed with the Camp Director and the child's parents. Efforts will be made to accommodate special needs circumstances. Please see Camp Director for more information on our accommodation for those with special needs. YMCA Camps will not discriminate in the employment of staff, or the enrollment of children based on race, color, religion, sex, or national origin.

To complete enrollment of your child in Day Camp, you will need to complete the following steps:

Complete the Forms online at Ymcao.org with DocuSign:

- Handbook Acknowledgement
- Permission to participate in water and swimming activities
- Child Enrollment and Health Information
- Escort/Video Release Form

- Camper Code of Conduct
- Trip Transportation Form
- Child Medical/Physical Care Plan (as needed per physician)
- Water Safety Form

PAYMENT SCHEDULE

- Payments are due in full upon registration for Camp.
- All fees must be paid no later than the Friday before the week you wish your child to attend.
- Late fees automatically begin on the Saturday before each week.
- For families that do not qualify for the TANF grant, and need assistance, you can apply for Financial Assistance through the YMCA. Please request this form at the service desk.
- Day Camp is FREE if your application is approved by TANF. To see if you qualify for TANF, inquire and apply as soon as possible as it can take some time to process the paperwork and be approved. Your child must be approved prior to starting Day Camp.

EXTRA CHARGES

- Returned checks result in a \$30 charge. Recurrent returned checks result in “cash only” terms.
- Families of children picked up more than 30 minutes after camp (or extended hours for those who have paid) ends without having called to inform Camp staff will be charged with a \$15 per child late pickup fee. This fee will be applied to the next registration. Calls to inform must give an estimated arrival time, which may not be extended. After the estimated arrival time has passed, the \$15 per child late pickup fee will be applied, along with an additional \$1 per minute. Three late fees will result in a required meeting with the Camp Director to discuss possible solutions to the problem.
- A late fee of \$20 per child will be added if registering after Friday for the upcoming week of camp. *Director has authority to not allow late registration.
- A \$10 T-Shirt replacement fee will be charged if your child loses or needs to purchase another shirt.

ABSENCES & WITHDRAWAL POLICY

- Because we have secured staff and supplies to provide quality experience for your child(ren), please notify the director of withdrawal by the Friday before the week your child(ren) was scheduled to attend camp. Children who do not attend camp for five consecutive days without prior communication to the camp director will be withdrawn from the program to allow another child the opportunity to participate.
- The YMCA is a not-for-profit institution. We base our operating costs on annual registration projections. To continually assure the highest quality of staff, equipment and supplies, we cannot offer fee reductions for absences due to illness or otherwise. Unfortunately, no refunds will be issued due to a child’s absence.

IMPORTANT RESPONSIBILITIES FOR TANF FAMILIES

- TANF must be pre-approved by filling out an application ahead of time on our website, YMCAyo.org
- Your approval must be noted on your Camper's YMCA account
- You must be aware of your TANF expiration date before preregistering
- If you register your camper for weeks outside of your TANF expiration date you will be responsible for payment in full before your camper can attend any YMCA Youth Programs.
- If your camper is registered for a week of camp and does not attend, you are responsible for payment in full before they can attend any YMCA Youth Programs. Any individual with a balance on their account will have their membership privileges restricted in the facility.

PARENT COMMUNICATION

- We will be communicating via the Band app and will also be asking for the email addresses of all legal guardians. We will be using the Band app this year to improve communication when running late on the way home from field trips or changing plans due to the weather. The class code will be given out at the parent meeting.
- Day Camp Orientation will be held on Wednesday, May 27, 6-7:30pm or Thursday, May 28, 10-11:30 am in the YMCA Central Manchester room. This orientation is mandatory and provides helpful information for your child's first day of camp. If you are unable to attend either date or are registering with your child after the start date, you must contact the Youth and Teen Coordinator at 330-744-8411 ext. 157 or KManley@youngstownymca.org.

PARENT INVOLVEMENT

- There will be minimal opportunities for you to participate in our camp program without going through our YMCA Volunteer application process. Please discuss this with the Camp Director/coordinator prior to the start of camp if you are interested in assisting with daily activities.

CAMP PROGRAM OPERATIONS

• CAMP HOURS

- Camp Activities run from 9:00 a.m.- 4:00 p.m. Monday-Friday
- Extended Hours 7:00-9:00 a.m./4:00-6:00 p.m.

• DAILY SCHEDULE

- 9:00-9:15 a.m. - Sign In
- 9:30 a.m.-4:00 p.m. - Group Rotations
 - Arts and Crafts

- Skits
 - Sports
 - Board Games
 - Education
 - Outdoor Play
 - Swimming/Swim Lessons
 - 4:00 p.m. – Check Out
- Every day is carefully planned, so please drop off and pick up your child at the scheduled time. However, we know things happen. If you arrive late one day, please go to the front desk and inform them your child is here for Day Camp. A camp coordinator will come pick them up and take them to their appropriate group. Tuesday, Wednesday and Thursday are trip days. Children must arrive by 9:30 am to catch the bus.

ARRIVALS AND DEPARTURES

- To promote a sense of independence and age-appropriate socialization, we suggest that parents encourage their child(ren) to meet new friends and enjoy a camp-like atmosphere by making your departure a positive and smooth transition. All children are our staff's responsibility once they are signed into our program.
- **DROP-OFF/PICK-UP**
 - Drop-off
 - Extended hours drop off will begin at 7:00 a.m.
 - Non-Extended hours drop off will begin at 9:00 a.m.
 - Parents/Guardians are expected to escort their child(ren) to the main entrance located on N. Champion St. where the Day Camp sign in table will be located
 - All children must be signed in upon arrival
 - Pick-up
 - Pick-up will begin at 4:00 p.m.
 - Pick-up will be located at the main entrance located on N. Champion St. Pick up location is subject to change on travel days and may be held in the outdoor play area. Any updates will be sent via the Band App.
 - All children must be signed out when departing. Photo identification is required for all pick-ups.
 - If a child is not arriving or departing at the normal time, please notify staff so we can be prepared to accommodate your schedule.

OUTDOOR SPACE

While on the Central YMCA's campus, outdoor play will take place in the parking lot. For your child's safety, the zone will be fenced off, and a canopy tent will be available as a respite from the sun when necessary. When the group travels to the Davis Family YMCA on Tuesdays, they will have access to an outdoor track, pool, and playground all contained in a confined space. The group will travel to Mill Creek Park Wick Recreational Center on Wednesdays.

CAMPER SUPERVISION AND GUIDANCE POLICY

DISCIPLINE POLICY: We believe that children need to become independent, self-sufficient individuals with the ability to engage in active problem solving; therefore, we encourage the development of self-discipline skills by:

- **Setting realistic limits for children based on individual developmental needs.**
- **Planning an environment which is developmentally appropriate and encourages responsibility and independence.**

The following approaches are unacceptable:

- 1. Use of physical restraint to confine campers.**
- 2. Humiliation and/or shaming of campers or staff.**
- 3. Use of profane language or other verbal abuse.**
- 4. Discipline imposed for failure to eat or for toilet accident**
- 5. Campers placed in time-out for more than 5–10 minutes.**
- 6. Use of unusual, harsh, and/or cruel punishments.**

CENTRAL YMCA DAY CAMP CAMPER CODE OF CONDUCT

At the Central YMCA Day Camp, all campers are expected to follow the rules below. These guidelines help ensure a safe, respectful, and positive environment for everyone.

- **I will be respectful of my fellow campers and all staff. This means I will speak to others in a respectful manner and tone of voice.**
- **I will follow the directions of my counselors and/or camp staff.**
- **I will not threaten or cause physical or emotional harm to others.**
- **I will respect the personal space of others and keep my body to myself.**
- **I will be respectful of nature, the YMCA buildings and property, and any other location I may visit while attending camp.**
- **I will not litter, vandalize, steal, or destroy items that do not belong to me.**
- **I understand that disrespectful behavior includes, but is not limited to: hitting, punching, kicking, biting, spitting, swearing, lying, or refusing to comply with reasonable directives given by staff.**
- **I understand that any form of verbal, physical, or other types of harassment qualifies as disrespectful behavior and will not be tolerated.**
- **I agree to follow all camp rules, including those not listed here, as set forth by the camp director, coordinators, and counselors during the camp day.**
- **Phone use is strictly prohibited in camp, especially in bathrooms and locker rooms. This includes talking, texting, listening to music, checking email, browsing social media, internet sites, and Face Timing/video calls.**

Consequences for Failure to Follow the Code of Conduct

Failure to adhere to the Camper Code of Conduct will result in the following escalating consequences:

- 1. Level 1 – Refusal to Comply, Lack of Respect for Self and/or Others, Inappropriate Behavior, Swearing, or Behavior Contrary to Camp Values**

First Incident: Time out – short removal from activity or loss of minor privileges followed by a debrief and behavior improvement plan.

Second Incident: Coordinator Intervention – longer removal from activity or loss of privileges followed by a debrief and behavior improvement plan. This will include a meeting with camp counselors and the Director/Coordinator and/or a phone call home.

Third Incident: Suspension from Camp – phone call home by Director/Coordinator and either a request for immediate pickup, a behavior improvement plan, or suspension from camp depending on severity and progress. Repeated behavior issues or any single act that causes harm to others, threatens safety, or significantly disrupts camp operations may result in immediate dismissal from the camp program.

Bullying Policy

At the Central YMCA, bullying is inexcusable. Bullying occurs when a person or group seeks to have power over another through force or the diminishment of the victim's ego. We have a firm policy against all types of bullying. If a camper has difficulty meeting this expectation, we will follow the behavior policy to work with the child to improve behavior. Camp leadership addresses all incidents of bullying seriously and educates staff to identify and intervene as soon as possible.

Additional Policies

- There will be no credits or refunds for removal from camp due to behavior.
- The Central YMCA reserves the right to immediately terminate a camper's participation if behavior becomes destructive to the well-being of others.
- Parents or guardians are responsible for removing their child from camp within 24 hours of a decision by camp administrators.
- If a parent or guardian refuses to make these arrangements, camp staff may reluctantly seek assistance from state and/or local authorities.

SAFETY AND EMERGENCY PROCEDURES

All common and reasonable efforts to ensure safety are always made.

1. Emergencies and accidents will be handled as requested by the parent(s) per emergency forms.
2. No child shall be left alone or unsupervised.
3. There is always immediate access to a working telephone.
4. Fire Emergency and Weather Alert plans are in place for each site.
5. A plan for Water Safety, including swimming and other water activities, is in place.
6. Extreme caution is taken when walking near the parking lot.
7. Incident reports will be completed for accidents or injuries.
8. Emergency information will be available during out-of-camp activities.
9. Camp Director/Coordinator will notify parents of any emergency.

WATER ACTIVITIES AND SWIMMING

There shall be written permission from the parent or legal guardian of a child before a child shall be permitted to swim or otherwise participate in water-based activities. The written permission sheet shall be signed, dated, and shall include:

1. The child's name.
2. A statement indicating whether the child is a swimmer or a non-swimmer.
3. That the parent or legal guardian grants permission for the child to participate in water activities.

Safe Pools Have Rules

TEST – All children who want to swim in water deeper than their chest must pass the swim test. The YMCA reserves the right to test any swimmer regardless of age.

STEP 1: Jump into water and tread water for 20 seconds while keeping ears and face above water.

STEP 2: Perform a back float with ears under water and chest near the surface.

STEP 3: Swim down to the opposite end unassisted and without resting. Swimmer maintains a horizontal body position.

MARK – All children must wear a wristband to designate his/her swimming ability.

Red: Non-swimmer whose chest height is lower than 42 inches and has not passed the swim test this year. ***Yellow:*** Non-swimmer whose chest height is 42 inches or higher and has not yet passed the swim test this year.

Green: Swimmer who has passed the swim test this year.

PROTECT – All non-swimmers must remain in shallow water unless accompanied by a parent or guardian (16+) within arm's reach (5 ft. area only). Child to adult ratios are 3:1 when using lifejackets; 1:1 without lifejackets. All children aged 5 and under must be within arm's reach of a parent or guardian. Non-swimmers wearing striped wristbands must be wearing a Coast Guard approved life jacket and be within arm's reach of a staff person (16+ years of age). Children must meet the height requirement to enjoy the water slide. There shall be written permission from the parent or legal guardian of a child before a child shall be permitted to swim or otherwise participate in water-based activities.

DEEP WATER TEST (FOR CAMPERS AGES 6–13)

Any child wanting to swim in water over their head or go off the diving board must pass a deep-water test, which consists of a 20-second tread and 25-yard front crawl swim. Bracelets will be worn to identify swimmers.

POOL RATIOS

- The YUSA and Ohio Bathing Code dictates that minimum ratios of 1 lifeguard to 25 participants on duty for each aquatic activity, not including Camp Staff that will also be on duty.

MEDICAL EMERGENCY PLAN

- **First Aid Kits are available and are always accessible to staff. A First Aid kit will be available for at least one staff member present during activities.**
- **Emergency Phone Numbers: Emergency 911 – Central YMCA (330)744-8411**
- **All Camps staff members have been trained in First Aid/CPR/O2.**
- **In case of an emergency, the Camp Director and the Camp Coordinator are to be notified immediately. The Camp Director or Coordinator will then immediately notify the parent or legal guardian and contact the appropriate emergency phone contact. If the parent or legal guardian cannot be reached, the requested adult and child’s physician will be notified. If necessary, the child will be transported by the life-squad to the hospital choice on enrollment paperwork.**
- **In case of illness of a child, he/she will be cared for by either the Camp Director or other staff member while the parent or legal guardian or requested adult is notified and requested to come pick up the child.**
- **The Ohio Department of Human Services’ Dental First Aid chart is available at the site. Camp Staff members will follow procedures indicated on the Dental First Aid chart in case of dental emergency.**

MANAGEMENT OF ILLNESS

- **A staff person is trained to recognize the common signs of communicable disease and other illness through First Aid training and “Childhood Disease” training certified by the Red Cross, a licensed physician, or a registered nurse. All staff are trained in the proper hand washing and disinfecting procedures. A staff person, trained as explained above, will observe each child during the camp day.**
- **A copy of the “communicable disease” policy will be given to each parent or legal guardian during the registration process.**
- **A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or legal guardian:**
 - **Diarrhea (more than one abnormally loose stool within a twenty-four (24) hour period)**
 - **Severe coughing, causing the child to become red or blue in the face or to make a whooping sound**
 - **Difficult or rapid breathing**
 - **Yellowish skin or eyes**
 - **Conjunctivitis**
 - **Temperature of 100 degrees Fahrenheit taken by the axillary method (armpit) when in combination with any other sign of illness**
 - **Untreated infected skin patch(es)**
 - **Unusually dark urine and/or gray or white stool**
 - **Stiff neck**
 - **Unusual spots or rashes**
 - **Sore throat or difficulty in swallowing**
 - **Elevated temperature**
 - **Vomiting**
 - **Evidence of lice, scabies, or other parasitic infections**

- A child will be readmitted to camp after he/she has been checked by a staff member trained in Communicable Disease, or another authorized person. There must be a twenty-four (24) hour period free of symptoms, including fever, before the child can return to camp. (The day of the child's return will be determined by the Camp Director.)
- Parents will be notified in writing of any Communicable Disease present at Day Camp.
- Those children experiencing minor common cold symptoms, or if the child does not feel well enough to participate in activities, but is not exhibiting any symptoms specified above, are classified as a mildly ill child. It is our policy to care for mildly ill children, if the parent has been notified of the child's condition. The child will be watched for conditions or other symptoms that would result in the child's discharge for the day.
- Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician states that their illness is not contagious.

CHILD ABUSE AND NEGLECT

- **REPORTING**
 - A staff member shall immediately notify his or her supervisor when the staff member suspects that a child has been abused or neglected. A child will always be safe from any form of abuse or neglect when in the care of the YMCA. No YMCA staff are permitted to babysit members that they meet while working at our camps.

FOOD AND ALLERGIES

ALLERGIES

- If your child has an allergy to anything including, but not limited to, food, sunscreen, hand sanitizer or medication it must be indicated on the Enrollment form. Additionally, the Child Medical/Physical Care plan will be required for any medicine that will need to be given to a child while signed into our camp. School age campers are permitted to carry their own medicines.

DAY CAMP LUNCHES

- Breakfast and Lunch are provided at no additional cost. Water is available on site throughout the day.
- Lunch items that require a microwave will not be microwaved. We do not have the time and resources to fulfill these requests.
- Children will not be permitted to use concession stands, vending machines, or Door Dash while at camp. Campers must either pack a lunch or enjoy a camp provided lunch. If you must drop off a packet lunch for your child, please do so before their lunch period ends at 11:30. Packed lunches must not contain peanuts or tree nuts.

SNACKS

- We cannot provide snacks during Day Camp hours. It is advised to pack campers with snacks and bottled drinks (we recommend two).

CAMPER EXPECTATIONS

DRESS

- Each day children should dress for active/outdoor play. Comfortable clothing and shoes made for running and climbing are a must.
- Please avoid flip flops and open-toe sandals.
- Please wear weather appropriate clothing and protect your child by applying sunscreen before you arrive.
- Since children will be outside and using water, paint, and other messy materials, it is recommended children do not wear expensive or dressy clothing.
- The YMCA is not responsible for clothing or hair that may become stained, wet, or dirty while at camp. Children will not be excluded from activities due to maintenance of appearance. Campers should bring a backpack that they can carry on their own with a beach towel and backup set of clothing. Please label all clothing and personal items. The YMCA is not responsible for lost or stolen items.

WHAT CAMPERS SHOULD BRING FROM HOME

Campers should come prepared with the following items

- A water bottle and snacks
- A bathing suit and towel
- We recommend an extra change of clothing for emergencies
- A bookbag
- A smile 😊

WHAT CAMPERS SHOULD NOT BRING FROM HOME

Campers who bring the following items will be asked to put them away until 4:00 p.m. If they take them out, the items will be confiscated and returned at pickup.

- money
- music players (headphones)
- electronic games
- Phones – We understand phones are an important part of communication and safety before and after camp, but they are unnecessary during structured camp activities. If you need to contact your child, please call the reception desk (330)744-8411, and they will communicate with staff members.

1st Offense– Camper will be redirected to put their phone away in their bookbag

2nd Offense– Parent or guardian will be contacted

3rd Offense– Camper will be sent home for the day. If no one can pick up the camper, they will be suspended for the following day.

Grounds for immediate release from Day Camp without refund include the following:

- Alcohol
- Drugs
- Weapons

- **Animals of any kind**

SUSPENSION AND EXPULSION POLICY

We are committed to providing a safe, supportive, and positive environment for all campers, families and staff. While we use developmentally appropriate guidance and consistent techniques to guide and discipline children, including setting clear boundaries, redirecting behavior, modeling positive actions, teaching self-control, and problem-solving, there may be situations in which a camper's behavior significantly disrupts the program or poses a risk to others. This policy outlines the circumstances and procedures under which a camper may be removed from our programs due to behavior.

Campers are expected to:

- **Follow program rules and staff directions**
- **Treat others with respect**
- **Avoid physical aggression, bullying, or harassment of any kind**
- **Use appropriate language**
- **Refrain from damaging property**

If a child's behavior remains disruptive, we will document incidents and schedule a conference with parents/guardians to develop a behavior plan. Expulsion will be considered for repeated violent behavior or when other interventions have been exhausted. If a camper exhibits unmanageable or unsafe behaviors, the parent/guardian or any emergency contacts listed on enrollment packet will be called to pick up their camper immediately. This includes but is not limited to destination trips. Furthermore, an exit meeting will be arranged with the camp director.

FIELD TRIPS

● TRIP SAFETY PROCEDURES

- **The camp's transportation practices promote safety, minimize risk, and help administrators consider all traffic control, vehicular safety, and camper education possibilities.**
- **Procedures are as follows:**
 - **Vehicles are loaded only within the seating limit established by the manufacturer.**
 - **All persons are to wear restraint devices when available/required.**
 - **All passengers remain seated while the vehicle is moving.**
 - **All vehicles follow convoy travel procedures when applicable.**
 - **Rosters of individuals will always be readily available on the bus.**
 - **Persons in wheelchairs will be strapped into wheelchairs, in locked positions, in secure spaces on vehicles.**
 - **Staff will be staggered throughout the bus to provide ample supervision.**
 - **Campers may have assigned seats on buses while traveling if deemed necessary.**
 - **Campers who fail to follow Trip Rules or Safety Procedures will not be able to attend camp on field trip days.**

- **CAMP SHIRTS-** Campers **MUST** wear the Day Camp shirts given to them on **ALL** Thursdays or they will be sent home. A \$10 replacement shirt can be purchased one time. Payment will be due at pick up. No exceptions.
- **The YMCA will not be responsible for any lost or stolen items brought on field trips.**

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:

Our programs will not discriminate against persons with disabilities based on disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in our camp's programs and services. Our facility is accessible to people with disabilities and will be responsible for the following:

- **We will not exclude children with disabilities from our programs unless their presence poses a direct threat to the health or safety of others or requires a fundamental alteration of the program.**
- **We will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into our programs unless doing so constitute a fundamental alteration.**
- **We will provide appropriate services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden.**
 - **We will administer medications as needed for medical conditions such as asthma, allergies, etc.**
- **A medical care plan and medication forms are provided to all families that are registered in our program. These help us to follow a written plan provided by the family and the primary care physician for the student.**
- **Our program ensures compliance with the American with Disabilities Act including administering medications to children with disabilities and administering any medical care procedures to children with disabilities.**

CONTACT

- **For any questions or concerns regarding the Day Camp program please contact our Day Camp staff:**
- **Kelsey Manley | Central Youth and Teen Coordinator
330-744-8411 ext. 157 | kmanley@youngstownymca.org**
- **Adele Taylor | Senior Youth Development Director
330-480-5657 | ataylor@youngstownymca.org**
- **Mike Brown | Central Youth/Teen & Sports Director
330-744-8411 ext. 125 | mbrown@youngstownymca.org**