



2025

Summer Day Camp

Parent Packet



Henderson County Family YMCA Summer Day Camp

The Henderson County Family YMCA welcomes you and your child to our program. We are pleased that you have chosen the Y! It is our goal to help each child soar to new heights by offering a variety of fun activities and the opportunity to make friends in a safe, healthy environment. The entire staff is committed to making time at the Y a positive experience. Children will experience the Y's four core values: Caring, Respect, Honesty, and Responsibility in all YMCA programs. Our purpose is simple: To have a positive impact on all children attending our programs.

To help with questions, we have prepared this handbook for you. Please read it and keep it for future reference. You are responsible for understanding all policies and procedures outlined. We realize that in such a large setting there may be problems that arise. Please contact our office immediately if you have concerns about a situation. We will do our very best to rectify the situation. It will be very beneficial for you and your child to review our Disciplinary Action Plan. If you have any questions, please feel free to talk with us; and again, we look forward to the privilege of working with your child.

Heather Polley, Senior Program Director
hpolley@hcfymca.org
270-827-9622

PROGRAM STAFF

We take a great deal of pride in the quality of our staff. All staff members participate in a series of comprehensive training sessions including CPR and First Aid with emphasis on safety, programming, skill development, and the needs of children.

REGISTRATION PROCESS

Before your child can attend Y Programs, you must have:

- All previous balances on the account paid in full.
- Completed registration forms.
- Up-to-date Immunization record on file.
- Registration fee and the first week's payment paid.

CONTACT VIA E-MAIL & REMIND 101

Our primary form of communication will be the Remind 101 app. This will keep you informed of upcoming events and provide any additional information that you may need for your child. Please also verify that you have a valid email on file with the Y, as we will also utilize this type of communication. Weekly text reminders will be sent through Remind 101. You can also privately message the Director in this app.

PAYMENT

All weekly payments are due by the close of business on Friday of each week before the week your child attends camp. If we do not receive your fee on time, a \$15 late charge will be added to your account. If payment is not received by Monday afternoon, your child will not be allowed to check in to camp for the remainder of the week. Check payments can be dropped off in the carpool line on any morning that you drop off your child. All other payment methods must be processed at the welcome center of our YMCA.

REFUND POLICY

The YMCA cannot deduct days missed from your fee. Your fee pays direct operational costs, i.e., staff, snacks, craft, and program supplies. All these things must be available for the number of children we have in the program. When you enroll, you are reserving the time, space, staff, and provisions for your child whether he/she attends or not.

CHANGE/ CANCEL FORM

A one-week written notice is required to cancel a week of camp. If cancelation is not received on time, you will be charged for any week you were registered.

FINANCIAL ASSISTANCE/ SCHOLARSHIP

A limited amount of scholarship money is available for Youth Services Programs. Applications for financial assistance can be obtained at the welcome center and must be returned with a copy of the most current year's income tax return.

PROGRAM HOURS:

–Drop off is 6:45 am – 9:00 am

YMCA Summer Day Camp activities will be offered each day from 9:00 am until 4:00 pm.

–Pick up is from 4:00 pm–6:00 pm

PICK- UP & DROP OFF PROCEDURES

Pick up and drop off will be "car line" style behind the building. Children will only be allowed to be picked up or dropped off at the YMCA. Drop off will be from 6:45 am-9:00 am and pick- up will be from 4:00 pm-6:00 pm. You must remain in your car and a staff member will meet you to get your child. You will receive a sign with your child's name on it. Please make sure to put it in the right-side corner of your windshield or be prepared to hold it up when you arrive.

If you need to pick up or drop off outside of designated times, you will need to send a message in the Remind 101 app to ensure a staff member will be present. Children will not be released to any person other than the parent or other persons authorized to pick up the child. Only persons authorized in writing by the parents may pick up a child. Staff will question those with whom they are unfamiliar and check their authorization. Your camper will not be allowed to leave with anyone who does not have proper authorization.

DOORS WILL NOT OPEN FOR DROP OFF UNTIL 6:45 AM - PICK UP BEGINS at 4:00 PM.

LATE PICK UP POLICY

Our program ends at 6:00 pm. If you arrive after 6 pm, the late pick up fee is \$1.00 per minute. Payment will be charged to the account listed for camp payments. The balance will need to be paid to ensure your child can continue attending camp that week.

TRANSPORATION PROCEDURES

Bus transportation for our field trips will be provided by the Henderson County School System. Campers will be expected to follow the same rules they would when traveling to and from school.

Daily Activity Schedule

A general schedule for the summer will be made available to parents before the start of camp. This schedule is subject to change and does not include special group activities.

Field Trips

Our field trip days will be kept local this year. We have several trips planned to Audubon Park, paint parties, the library, and several other activities that will be done in Henderson. Locations, dates, and times will be on a schedule and made available to parents mid-May.

What To Wear

Please send your child in comfortable, loose-fitting play clothes and tennis shoes. ****Campers must wear camp shirts on field trip days!**

Items to Bring every day

- | | |
|-----------------|-------------------------|
| 1. Backpack | 4. Towel |
| 2. Water Bottle | 5. Sunscreen |
| 3. Swimsuit | 6. Extra Set of Clothes |

Please mark all Backpacks and Lunch Boxes clearly with your child's name.

Please Do Not Send Toys, Electronics, or Trading Cards With Your Camper

Cell Phones and Electronics

Children must leave all cellphones and games in their backpack and may not be on them from 9:00 AM – 4:00 PM. If this becomes an issue, the device will be confiscated and kept in the director's office until pick-up. The YMCA is not responsible for lost, stolen, or broken items.

Medication Forms

If medication needs to be taken during the day, a "Medication Form" must be filled out. This includes epi-pens and inhalers. All medication must be in the original prescription bottle, correctly labeled by a pharmacist. We cannot dispense over the counter medication. In the event your child becomes ill, they must be fever free for 48 hours to return to camp

Due To the Nature of Our Camp Setting, Campers MUST be Potty Trained and Not Require One on One Care.

Breakfast, Lunch, and Snacks

Breakfast– Children must arrive by 9:00am to receive breakfast. Breakfast will serve as morning snack for the children who may have eaten breakfast prior to camp arrival.

Lunch– Lunch is provided for all participants through Henderson County School System.

Snack– Snacks will be made available for campers. They will also have access to our YMCA vending machines. Vending machines will only be available during snack time.

Q: What should I do if my camper is ill?

A: A sick camper is to be kept at home for his or her sake and that of others. Many communicable diseases begin with cold-like symptoms. The Y should be informed of the nature of any illness. If your camper has a communicable disease, please notify the Site Director about the onset of symptoms. If your child is sent home with fever, they must be fever free for 48 hours before they return to camp.

Q: What happens if my camper needs to continue taking medication?

A: Medication that needs to be administered should be brought directly to the Site Director/Asst. Site Director in the original prescription bottle, correctly labeled by the pharmacist. We cannot dispense over the counter medication. Parent/Guardian must complete a Medication Form.

Q: What happens if my camper is injured?

A: If your camper is injured, the Director or Site Director will take whatever steps deemed necessary to obtain emergency medical care. These steps may include but are not limited to the following: contacting the parent or calling for emergency services if needed.

Swim Information

- Children may NOT be picked up early during swim time.
- Swim time is NOT swim lessons. Those unable to pass our swim test will be required to stay in a designated area of the pool.

Swim Test

All campers may choose to take the swim test. The swim test will consist of one length of the pool. Successful completion of the swim test allows your camper to swim in the deep end of the lap pool.

YMCA House Rules

- Speak for yourself.
- Listen to others.
- Avoid put downs.
- Take accountability for yourself and your actions.
- Show respect.
- Take care of YMCA facilities and equipment.

Immunization Policy: Your child CANNOT attend camp without an up to date immunization record on file.

Discipline Policy: It is the goal of our YMCA to provide a healthy, safe, and secure environment for all participants. The YMCA teaches the core values of caring, honesty, respect and responsibility. Children who attend the program are expected to follow the behavior guidelines and to interact appropriately in a group setting.

Behavior Guidelines:

- People are responsible for their actions.
- We respect each other and the environment.
- Honesty will be the basis for all relationships.
- We will care for ourselves and those around us.

When a child does not follow the behavior guidelines we will take the following steps:

- **First Offense:** Counselor will direct the child to an appropriate behavior. The child will be reminded of the behavior guidelines, and a discussion will take place.
- **Second Offense:** Time-Out from the activity child is currently participating in.
- **Third Offense:** Site Director/Parent conference.
- **Fourth (Final) Offense:** Site Director/Child/Parent conference for determination of camper's continued participation in the program.

Write Up Process:

- Write Up 1-2: Documentation or verbal warning making parent aware of child's behavior.
- Write Up 3-4: 1-3 Day suspension from program. (Director Discretion and Incident Severity)
- Write Up 5: 1 Week suspension from program.
- Write Up 6: Expulsion from the Youth Services program.

In the event of severe discipline problems, you will be contacted by the Site Director for immediate pick-up.

The following behaviors are not acceptable and may result in the immediate suspension or expulsion from the program at the Youth Services Director's discretion.

- Endangering the health and safety of children and/or staff, members, and volunteers
- Stealing or damaging YMCA or personal property
- Leaving the program without permission
- Running from a staff member
- Continuing to disrupt the program
- Refusing to follow the behavior guidelines or Y rules
- Using profanity, vulgarity, or obscenity
- Acting in a lewd manner
- Fighting
- There is a **zero-tolerance** for bullying in our program. Bullying will result in a possible suspension or expulsion from the YMCA Summer Day Camp program. If you suspect your child is being bullied, please contact the Heather Polley, the Senior Program Director, at hpolley@hcfymca.org or call 270-827-9622.

Henderson County Family YMCA Summer Day Camp Registration 2025

Information

Camper Name: _____ Age: _____ DOB: ____/____/____

School: _____ Grade: _____ Gender: M ____ F ____

YMCA Member: Y ____ N ____ Shirt Size: Youth: S/M/L/XL Adult: S/M/L/XL

Parent/Guardian 1 Information

Relationship to Camper: _____ Authorized to Pick Up Camper: Y ____ N ____

First Name: _____ Last Name: _____ DOB: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Occupation _____

Email: _____

Parent/Guardian 2 Information

Relationship to Camper: _____ Authorized to Pick Up Camper: Y ____ N ____

First Name: _____ Last Name: _____ DOB: ____/____/____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Work Phone: _____ Occupation _____

Email: _____

Emergency Contacts and Authorized

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Name: _____ Phone: _____ Relation: _____

Allergies/Medications

Allergies: _____/_____/_____/_____

Medication: _____ Time Administered: _____

Medication: _____ Time Administered: _____

Medication: _____ Time Administered: _____

Medication: _____ Time Administered: _____

INFORMED CONSENT and WAIVER OF LIABILITY: In consideration of the YMCA accepting this registration, I, for myself, and/or the minor for whom I am signing, release and discharge the Henderson County Family YMCA and all connected with the YMCA, from any and all rights, claims, demands, and actions of any nature, for any and all loss, damage, injuries sustained by me or my property, or by the minor(s) for whom I am signing on his/her property at any time. I declare that the above minor(s) is/are physically sound and medically approved to participate in the activities of the YMCA. I also authorize use of any and all photographs taken of my child(ren) with the YMCA or on YMCA related trips to be used for the publicity of the YMCA, facility, and programs.

Parent Signature: _____ **Date:** _____

Remind 101	Payment
Refund Policy	Change/Cancel Form
Program hours	Pick-up/Drop off Procedures
Late Pick-up Policy	What to Wear
Items To Bring	Vaccinations
Breakfast, Lunch, & Snacks	Discipline Policy
Behavior Guidelines	Zero-Tolerance on Bullying

I have read and understand the topics listed above as they are listed in my parent packet. I understand that if my child does not follow the Behavior/Bullying guidelines, they are subject to expulsion from the 2025 YMCA Summer Day Camp.

Parent Signature: _____ **Date:** _____

Week	Dates	Check Box
1	May 27 – May 30 (Closed May 26)	
2	June 2 – June 6	
3	June 9 – June 13	
4	June 16 – June 20	
5	June 23 – June 27	
6	June 30 – July 3 (Closed July 4 th)	
7	July 7 – July 11	
8	July 14 – July 18	
9	July 21 – July 25	
10	July 28 – August 1	

\$25 Non-refundable registration fee due at registration.

\$10 Deposit Per Week Reserved.

****Pricing does NOT include 6% KY Sales Tax****