



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Northfield Area Family YMCA
2018 Day Camp
Parent Handbook

Northfield Area Family YMCA

1501 Honeylocust Drive
Northfield, MN 55057

507-645-0088

www.northfieldymca.org

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Northfield Y Mission & Vision

Our Mission

The Northfield Area Family YMCA builds strong kids, strong families, and a strong community.

Our Vision

We aspire to be a premier gathering place for our community. We will work as a trusted partner and collaborator with the many other organizations in our community that provide programs and services to enrich Northfield, building a healthier, more active and more engaged community.

Our Values

The Northfield Area Family YMCA will operate by the values it hopes to cultivate in the communities it serves: caring, honesty, respect, and responsibility. These values will direct the governance of the organization, the creation and operation of its programs, and the conduct of its leaders, staff, and volunteers.

We are a Value driven Day Camp! What does that mean? We incorporate the Y Core Values into every activity, every day. Camp is a place to develop character, feel a sense of belonging, accomplish new things and build meaningful friendships.

Important Contact Information

Northfield Area Family YMCA

507-645-0088
1501 Honeylocust Drive
Northfield, MN 55057

Virginia Kaczmarek, Executive Director

507-301-2653 (cell)
virginia@northfieldymca.org

Alison Haider, Program Director

507-645-0088 (office)
507-581-2396 (cell)
alison@northfieldymca.org

Registration Policies

Important Dates

1. March 3, 2018 – Registration opens
2. April 21, 2018 – Early Bird Deadline (receive \$10 or \$5 off per week for YNavigators or Tween Extreme when you register for your whole summer)

How to Register

In order to register for camp, you may choose any of the methods listed below. Enrollments are subject to availability.

- Via the website at www.northfieldymca.org by clicking on Camps.
- In person at the Northfield Area Family YMCA, 1501 Honeylocust Drive, Northfield, MN 55057
- E-mail your registration to admin@northfieldymca.org
- By mail to Northfield Area Family YMCA, 1501 Honeylocust Drive, Northfield, MN 55057 (Attn: Camp)

Financial Assistance

Thanks to the generosity of our community and donors, the Y will not turn anyone away from its membership or programs because of an inability to pay. Please let us know if we may assist you in this way by completing a financial aid form and returning it to us. Either the program staff or office manager can provide parents with financial assistance applications. All information is kept strictly private and confidential.

Tuition Payments

All weekly fees are due in advance and must be paid **1 week prior to your child's attendance at camp.**

Payments may be made by Electronic Funds Transfer (EFT), check, cash, or credit card. Please mail or drop off at Northfield Y 1501 Honeylocust Drive Northfield, Minnesota 55057.

Refund Policy

All withdrawals from a camp session and/or refund requests must be done in writing. The e-mail address for withdrawals or transfers is alison@northfieldymca.org. Our refund policy is as follows:

- 100% Full Refund given with written notice of cancellation by 8am Monday **two weeks** prior.
- 50% Refund given with written notice of cancellation by 8am Monday **one week** prior.
- No refunds or credits will be given after the one week prior deadline.

Camper Age Policy

Campers must be the age and grade indicated in the camp brochure by September 30, 2018. Camps are designed with curriculum and programming for campers of a certain age.

Tax Information

The Y does not issue automatic statement for individual tax purposes. Please keep your own documentation of childcare payments or call the Y at the end of summer and a tax document can be mailed to you.

Forms

Please use this as your checklist of what forms need to be filled out for your children to attend the Y Summer Programs.

These forms must be completed and turned in to the Northfield Area Family Y prior to your child participating. Your child cannot begin the program without the proper forms on file. Submitting these forms prior to your first day is helpful for our staff to get all paperwork organized. Please fill them out online when registering or deliver or mail them to: Northfield Area Family YMCA, 1501 Honeylocust Drive, Northfield, MN 55057.

- **YNavigators, Tween Extreme, & Teen Camps:**
 - Registration & Health Emergency form
 - As Needed:
 - Medication form
 - Change of Schedule or Cancellation Form (online)
- **Prairie & Wood:**
 - Registration & Health Emergency form
 - Carleton Waiver & Release Form
 - As Needed:
 - Medication form
 - Change of Schedule or Cancellation Form (online)
- **Wee Camp:**
 - Health and Emergency Form
 - Carleton Waiver & Release Form
 - As Needed:
 - Medication form
 - Change of Schedule or Cancellation Form (online)

Termination Policy

The YMCA reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by YMCA staff parents will be informed of reasons for termination of services. Whenever possible, the Y will work with parents on any issues that may arise in order to keep the child in camp programming.

Camp Hours, Pick-Up and Drop-Off Info

Camp Hours

YNavigators & Tween Extreme

The YNavigators & Tween Extreme Camps open at 6:45am and closes at 6:00pm, with programmed activities from 9:00am to 4:00pm. Program pick-up and drop-off is at the Northfield Y.

Prairie & Wood (PAW)

The Prairie and Wood Camp hours are from 8:30-11:30am, with drop-off between 8:15-8:30am. Program pick-up and drop-off is at the Carleton College Farm House.

Wee Camp

The Wee Camp hours are from 9:00-11:30am, with drop-off between 8:45-9:00am. Locations for Wee Camp this year are at the Dundas Memorial Park and Carleton Farm House.

Teen Specialty Camps

The Teen Specialty Camps are from 1:00-5:00pm, with drop-off between 12:45-1:00pm. Program pick-up and drop-off is at the Northfield Y.

Absences

To ensure the safest possible environment, please report any absences by calling the Northfield Y office at 507-645-0088 if your child is not going to attend on any given day. Refunds will not be issued unless one week notice is given (see refund policy on page 5).

Sign-In

The YMCA requires that all children are to be properly signed in by an adult and turned over to a YMCA staff person. This helps ensure the safety of your child. The YMCA does not assume responsibility for children that arrive before the start time at any location.

Early Pick-Up

If your child will be leaving early, please notify the site director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Pick-Up

Sign your child out when you pick them up from camp. It is our responsibility to see that your child leaves with the appropriate person each day. We may ask for identification. Please do not be offended. This is done with your child's safety in mind. Please bring a photo ID with you every day. Children will be released only to those authorized by the parent on the child's Registration Form. Please let us know of any changes in authorization.

Walk Home Permissions

Campers under the age of 9 are not allowed to leave by him/herself and/or sign him/herself out of camp, unless written permission from a parent or guardian is provided in advance and approved by the camp director. Teen Camp participants ages 12 and over (Counselors in Training) may sign themselves out of their programs with expressed written permission by a parent or guardian.

About Our Camps

Day Camp, like many Y programs, is about learning skills, developing character and making friends. Few environments are as special as camp; where kids learn and master skills, see what they can accomplish, make new friends and feel like they belong. Every new experience at day camp is a chance for kids to stay active, address summer learning loss and have fun. Each of our day camps offer a fun, safe and affordable option for your kids over the summer.

Our Staff

Our staff is as diverse as our campers. Many members of our staff team are enrolled in teaching credential programs, are college students, or are full-time teachers. The YMCA strives to hire a highly qualified, well-trained staff to conduct all YMCA childcare programs. Our junior staff members are at least 16 years old and our senior staff members are at least 18 years old, have all been properly screen and trained. All camp staff have basic first aid and CPR/AED certifications.

Y Staff model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids. They are good people with good hearts who are silly enough to sing "The Y Cheer" at the top of their lungs!

Camp staff each choose a nickname for campers to call them throughout the summer. This tradition stems from wanting to make camp feel like a special place, where kids can bond with adults in fun, safe space.

Volunteers

The Y welcomes program volunteers and matches them with programs that they are best suited for. All volunteers are interviewed and are required to complete a background check before working in the program. Volunteers are not counted in the Adult to Child ratios.

Staff Training

Camp staff are required to attend a week of training prior to the first day of Summer Camp. Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the Northfield Area Family Y Summer Camp programs, they learn how important it is to apply sunscreen throughout the day, how to do head counts, how to check children in and out, and how the drop-off and pick-up operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with campers.

Camper Ratios

To ensure that each child receives the supervision and care required to provide a positive camp experience. The adult to child ratios will be followed stringently. State licensing law requires staffing ratios for children ages 8 and younger should be a minimum 1 staff to 14 campers or less. For children 9 and older a minimum of 1 staff to 17 campers or less. **Y ratios are much lower than these.**

- YNavigator ratios are 1 staff to 6 or 1 to 8 campers (based on age).
- Tween Extreme ratios are 1 staff to 8 campers.
- Prairie & Wood ratios are 1 staff to 5 or 1 to 6 campers (based on age)
- Wee Camp ratios are 1 staff to 5 campers
- Teen Specialty Camp ratios are 1 staff to 10 campers

Outside Contact between Staff & Children

Y Staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation and any non-Y events. Any exceptions require a written explanation prior to the event and are subject to administrator approval.

Parent Communication Log

At each camp, you will find a binder or notebook in which you can leave messages for the Camp Director or Counselor. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

Parent Participation

Parents are an important part of our camp program. We encourage you to share our talents, hobbies, and/or profession with your child's group. Please contact the camp office to volunteer your services. Parents of enrolled children may make unannounced visits at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time in order to avoid having too many people in the room at one time. Visitors other than parents are welcome to visit, but should make an appointment with the Director ahead of time.

Special Needs/Accommodation Process

In order to provide quality programming for each child, we develop curriculum by considering each child's individual needs. Please inform the counselor or teacher if you or your child has a need that requires an accommodation. This information enables the Y to better meet your needs or those of your child, within available resources and to the extent reasonable.

What We Can and Cannot Accommodate

At Northfield Y Day Camps, we strive to be welcoming and inclusive of all participants. We can accommodate several special needs, but not all. We are not a special needs camp and our staff are not trained or certified in Crisis Prevention (CPI). However, we are happy to refer you to other programs in the area which might be a better fit.

We can accommodate the following needs:

- Food allergies or dietary restrictions
- Medication distribution (with Medication Form on file)
- Behavior that requires one-on-one attention for limited time, occasionally

In accordance with the Americans with Disabilities Act, we cannot accommodate campers who would pose a direct threat to the health and safety of others, or whose presence or necessary care would fundamentally alter the nature of the program. This includes, but is not limited to, the following:

- Campers who wander, run, or aren't willing to stay with the group
- Campers who are violent towards others, themselves, or staff
- Campers who require regular one-on-one attention, care or assistance
- Campers who aren't able to self-transfer, dress or toilet

Medical/Health Information

Illness/Injury

Children must be healthy enough to participate in the program's daily routine. We unfortunately do not have the facilities to care for sick children. If you are keeping your child home due to illness, please contact the camp by 9:00am and let the staff know of your child's absence. If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.

Sick Children

A child should not attend summer programs with any of the following symptoms:

- Fever of 100 degrees or above
- Vomiting
- Head lice
- Untreated eye infections
- Undiagnosed rash
- Diarrhea
- Chronic cough
- Chronic runny nose with colored discharge

A child must be free of above symptoms for at least 24 hours prior to returning to the program. The child should not attend programs if he/she is in the communicable stages of illness. For the safety of all children, if a child has a communicable disease, a notice must be posted on the sign-in table to inform parents. Please inform the camp counselor or the teacher if your child has a communicable disease. (No specific children's names will be posted.)

Medication

Prescription and non-prescription medication requires a completed, signed Medicine Dispensing Permit from a parent or guardian. The staff will have these available for your use. When possible please schedule dosages of short-term medication (such as antibiotics) outside of program hours.

Prescription medication and non-prescription medication must be in the original prescription container appropriately labeled identifying medication, dosage, and directions for administration. We must be notified of any changes in your child's medication.

Allergies

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, please let us know so we can make necessary accommodations.

Sunscreen

Campers are required to wear sunscreen (liquid or spray) while participating in the camp day. The following procedures will be followed in accordance with YMCA policies.

- With signed parent permission, counselors are allowed to assist campers with liquid sunscreen application.
- Keep the sunscreen in the original container, LABELED with your camper's name.
- Camp staff will remind campers to apply sunscreen multiple times per day.
- Camp staff will apply sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own sunscreen.

Bug Spray

Campers are required to use bug spray while participating in the camp day. The following procedures will be followed in accordance with Y policies.

- Keep the insect repellent in the original container, LABELED with your camper's name.
- Camp staff will remind campers to apply bug spray multiple times per day.
- Camp staff will apply bug spray to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own bug spray.

Participant Expectations

Safety is paramount to the camp program. Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child.

General Safety Rules

- Listen to the staff and follow their directions.
- Campers should not be alone at any time while in camp.
- No cell phone or electronics are allowed. If you have one, please give it to a counselor.
- Please do not climb trees.
- Please respect nature; do not pick leaves, grass, and do not harm plants or animals.
- Please do not throw sticks or stones.
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.

Camper Expectations

Please review with your child daily the types of behaviors that we expect (outlined below) and perhaps even spend some time discussing their importance in order for your camper to have a successful time at camp.

- ❖ **Friends Helping Friends!** Honesty and respect will be the basis for all relationships and interactions. Reach out and make a new friend each week. We respect each other and the environment. If we listen to others; they will listen to us. Use your magic words, please and thank you often. Be courteous with the words you use. Inappropriate language, verbal threats, fighting and tactics used to humiliate or intimidate another simply will not be tolerated.
- ❖ **Social Inclusion:** Teamwork and cooperation will be the basis for including every one. Politeness and courtesy go a long way. People are responsible for their actions. Use positive language at all times. Speak for yourself, not anyone else. Encourage others by avoiding put downs, who needs them? Show respect. Every person is important. Keep your hands and feet to yourself at all times. You are not allowed to touch another camper/staff member in a negative way.
- ❖ **Building a community:** Every child is part of the Y day camp. You are here to make new friends, play with old friends, learn new games, try something new, build on an old skill and just have fun. Respect all Y staff, Y members, counselors and other campers. The proper use and cleanliness of the locker rooms, equipment, supplies, etc. is the responsibility of all. Clean up is important and we need your support. Not only do we respect each other but also we respect our camp environment by putting litter in its place, by not destroying property that belongs to camp or to others and putting equipment up in its proper place. We are all responsible for our words and our actions. Be responsible for personal belongings. More things are lost than found. Leave important things at home. Stay in program areas with your counselor. Cooperate with staff and follow directions.

Bullying Policy

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else.

We are open to all to develop the spirit, mind and body. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories. Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer at our Y camp.

At the Northfield Y Camp programs bullying is not tolerated, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper is accepted.

Discipline Process

When positive behavior is displayed, campers create a positive, welcoming community for everyone. In case of negative or inappropriate behavior, the following process will be followed.

1. **Reasoning:** Every effort will be made to help the child understand the inappropriateness of his or her actions and agree to an alternate form of behavior. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Redirection:** When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.
3. **Child/Y Staff Conference:** When the program leader is not successful in correcting behavior, the site Director/Coordinator is consulted and may decide on further appropriate action/consequences.
4. **Conferences:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for non-compliance outlined. This is usually accomplished through the use of a Fix-It Plan.
 - a. A **Fix-It Plan** is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help children understand the desired behavior and the time line is fair and realistic.
5. **Suspension for inappropriate Behavior:** In order to provide a safe, effective program, a break from program participation may occur for children unable to follow the General Safety Rules and Camper Expectations. The Program Director will work with parents to determine the length of the break.
6. **Removal from the Program:** If the above process has not resulted in corrected behavior, as a last result, the family may be asked to remove the child from the program.

Safe Zone

Our camp programs provide a safe place for all children and are zero-tolerance, non-violence programs. This means that hitting, fighting, verbal threats or violent statements will not be tolerated. Weapons of any kind are not allowed in Y programs. If a child is found to have a weapon, they will be removed from the program immediately. Our policy also means that toy guns, knives, or weapons of any kind are not allowed and will be confiscated.

Serious behaviors that may result in immediate camp suspension

If a child is removed from camp no refunds will be given.

- Any behavior that endangers the health and safety of children, staff or members
- Leaving the day camp program and/or assigned group without permission
- Inappropriate touching of other campers or sexual misconduct
- Theft, defacing or destruction of property belonging to the YMCA or others
- Any kind of physical assault such as hitting, kicking, biting
- Possession of weapons, tobacco, alcohol or illegal drugs

Camp FAQs

What do we need to do on our first day?

Parents:

1. When you arrive and pick-up, please sign your son/daughter in and out.
2. Check in with staff to introduce yourself and your son/daughter.
3. Please make sure you have all the forms needed for camp are completed.
4. Ensure your camper has all of the items they need for the day (see below).

Campers:

1. Once you are signed in, you will have the opportunity to choose from a variety of activities until the camp program begins. Check in with a camp counselor to find out the schedule for the day!
2. Counselors will announce when it is time for opening ceremony.

What should campers bring each day?

- Nutritious lunch and a drink for YNavigator participants
- Swimsuit and towel (even on non-swimming days, we may have water activities)
- Bag for wet swim suit
- Water bottle
- Sunscreen and bug repellent that is labeled with your child's name
- **Tennis shoes are required** and must be worn at all times
- A light jacket or sweatshirt for a change in weather
- A bag or backpack to keep your things together

***PLEASE LABEL ALL ITEMS WITH YOUR CAMPER'S NAME!**

Please have your camper leave toys, electronics, stuffed animals, water flavors, candy, and other personal items at home so they don't get lost, stolen, or damaged.

What If I Need To Contact My Child's Counselor?

There will be a designated area to place notes to camp staff at the check-in table. This is for parents to write a note to the staff they wish to speak to. Staff will return a call by the end of their shift that day. Parents may also talk to a Lead Camp Counselor, the Assistant Camp Director, or the Youth Program Director.

What are the camp Field Trips?

Each of our camps incorporate weekly field trips, either walking field trips to nearby locations off-site from camp or bussed to a fun program away from camp. Children are expected to go on each trip and participate to the best of their abilities. If you have a concern or question about any of the trips, please do not hesitate to speak with the counselor or teacher.

Calendars with field trip locations and dates for each camp program will be distributed prior to the start of camp. Also, please watch for any special items or additional permission forms that should be brought for each trip.

What is a Typical Day at YNavigators like?

- 6:45-9:00 **Before Care:** free play and supervised activities for campers (legos, drawing, music, reading, board games)
- 9:00-9:30 **Opening Ceremony:** Songs, flag raising, funny counselor skits and more!
- 9:30-3:30 **Main Camp Day** - Structured activities including the following:
- **Small Group Time & Healthy Snack** – campers build community through ice breakers & team building games while enjoying a healthy snack (ex. fresh fruit, cheese sticks, trail mix)
 - **Activity Rotations** (ex. Arts & Crafts, sports skills, Gaga Ball, swim lessons)
 - **Lunch & Camp Readers Program** – 30 minutes of intentional reading everyday
 - **Field Trip or Camper's Choice** (ex. Quiet Zone, gym games, pool time, crafts, park playground, field games)
 - **Small Group Reflection Time & Healthy Snack** – campers have the opportunity to talk about their day with counselors and peers while enjoying a healthy snack (ex. Fresh fruit, cheese sticks, trail mix)
- 3:30-4:00 **Closing Ceremony:** Camper awards, reflections, songs, and flag lowering.
- 4:00-6:00 **After Care:** free play and supervised activities for campers (field games, gaga ball, drawing, music, reading)

Do campers go swimming?

YNavigator and Tween Extreme participants will have the opportunity to swim at both the Northfield Memorial outdoor pool and the Northfield Y indoor pool throughout summer. Both locations have certified life guards on duty.

Your child will have the opportunity to take a swim test to swim in the deep end. Please let us know any important information about your child's swimming abilities on the water activity portion on Permission Form.

What is the Swim Mastery program?

Swim Mastery is available for YNavigator and Tween Extreme participants only at this time. In this exclusive week to week Mastery Program these campers only, campers will learn about

swim technique, safety skills, and goal setting. Not in YNavigator Camp all summer? You can sign up for a week at a time! Space is limited so sign up early. \$15 each week for 3 lessons, 45 minutes each on Tuesdays, Thursdays and Fridays.

Regular swim lessons are available throughout the summer, not in conjunction with camp. Please check the program brochure for more details or call the Y at 507-645-0088.

What is the Camp Readers Program?

Research shows us that 16% of children who are not reading proficiently by the end of third grade do not graduate from high school on time—a rate four times greater than that for proficient readers. At YNavigator camp, participants will be given opportunities to do 30 minutes of reading per day throughout the week. The Camp Readers program helps kids tackle summer learning loss by motivating them to:

- Read for fun
- Build general reading skills
- Increase their reading confidence when they are out of school

What is the Mindful Moments program?

At times, camp can be stressful or overwhelming for kids. Everyone needs a moment to stop, reflect, and be mindful of the world around them. At Day Camp, we strive to introduce campers to new ways they can grow in mind, body and spirit, be in control of their bodies, and learn how to “reset” emotionally. Each day will include 15-30 minutes of mindful moments, such as intentional stretching, breathing, and centering practices (journaling, reading, or drawing).

Does the Y provide lunch and/or snacks?

Morning snacks are provided for participants in YNavigators, PAW & Wee camps. Afternoon snacks are provided for participants in YNavigators and Teen camps. These are included in the cost of the program.

We do not provide lunch for any of our camp programs. YNavigators participants are required to bring a packed lunch each day.

Do You Have A Lost and Found?

Yes. At the end of every day, areas are cleaned. If anything is found, it is put in lost and found box. Unclaimed things are kept for 1 month. After that time, lost items are given to an area charity organization. The Y is not responsible for lost articles. In order to prevent possible lost items, everything a child brings to the summer programs should be labeled with the child’s name.

Will There Be Camp If It Rains?

We have lots of fun outdoor and indoor activities planned for each day. Rain or shine we will run all of our camp programs, including PAW & Wee at the Carleton Farm House. Each camp has a “shelter”. However, weather may cause us to have to change a field trip location. Parents will be given as much advance notice as possible.