

# Parent's Handbook for Spring Camp

Thank you for choosing Embarcadero YMCA, Spring Camp Program. Below is some information that you will find useful.

## Hours of Operation:

Camp hours of operation are 7:30 a.m. until 6:00 p.m. Campers must be at the YMCA no later than 9:00 a.m. Your child can be picked up as early as 4:30 p.m. at the Embarcadero YMCA. Unless special arrangements have been made with the Camp Director, campers may not be picked up early.

## Pick Up and Drop Off of Campers:

Please use the front door of the Y located on Steuart Street to pick up and drop off your child. The drop off registration desk for all camps will be located just inside the Y on Steuart Street. The pick up registration desk will be located in the lobby of the Embarcadero Y. The only people allowed to pick up children are those listed on the Camper Information Form. A valid photo I.D. will be required. Repeated late drop-offs and pick-ups may result in terminating day camp services.

## Late Policy:

Please help our staff to go home to their families by picking your child up by 6:00 p.m. There will be a late fee of \$1 a minute past 6:05 p.m. We realize that emergencies do come up. Please contact the camp staff on the emergency contact sheet, if you know you will be late so we may reassure your child and make special arrangements. The only people allowed to pick-up children are those listed on the Camper Medical Consent Form. A valid photo I.D. will be required.

## Signing Your Child In & Out:

Please sign your child in, noting the time, on the sign-in sheet each day when you arrive. We allow children to leave only with the adults listed on the YMCA Medical Consent and Authorization Form. These adults must present a valid I.D. for us to release the child to their care. Never pick-up your child without signing out. Elves campers may have special permission to leave the facility on their own (see Elves Parent Consent Form).

## Unexpected Schedules Changes:

Unexpected schedule changes due to transportation delays, unsuitable weather, or other factors may affect your child's arrival or departure. Camp staff will notify the Member Services staff at the YMCA if campers will be late. We will also post all changes at our check-in/out table.

## When Your Child is Absent:

We are concerned when your child does not arrive as scheduled. If your child will be absent, please call and leave a message before 8:30 a.m. with child's camp director number. Unfortunately, we are unable to offer refunds for missed days.

## Illness and Medications at Camp:

If your child becomes ill at camp, we will notify you as soon as possible so that you may pick up your child. If you are not available, we will call emergency phone numbers on your child's health form. If you will not be at your regular work telephone number on a particular day, please note that on the sign-in sheet. Please keep all of this information up to date for your child's safety.

Please note any medication needs in the child's Medication Disbursement Authorization Section of the Camper Information Form. Also, please inform the Camp Director. Medication must be in the possession of the director and in its original container. Campers are not allowed to have medication in their possession at any time (inhalers excluded). The YMCA can not distribute any medication to a child without parental authorization.

## Behavioral Issues:

In the event of behavioral problems, parents will receive a phone call or behavioral slip to be informed about the issue. If the behavior continues, the parents are asked to meet with the camp counselor and director. If behavioral problems still continue, expulsion may occur.

## Transportation:

- All participants will always be with more than one adult in addition to being paired with a camper buddy to ensure safety *(unless guardian has authorized Middle School camper to have independent dismissal and independent field trip supervision).*
- All participants will review general travel safety guidelines at the beginning of the week with their counselor.
- All counselors will ensure safe walking routes to and from transportation.

## What to bring to Camp

- **Backpacks** – This is the best way to keep track of your child's belongings. Never send your child with more than what fits in their backpack!
- **Bag Lunch** – Please send a bag lunch and a drink with your child's name every day. There will be no time or place for campers to buy lunch or drinks. Please don't send lunch boxes because they could get lost or broken and are hard to carry all day. Please don't send perishable items (milk, mayonnaise, etc.). We will provide a morning and afternoon snack.
- **Clothes** – Day campers will be going to parks, playgrounds and beaches throughout the Bay Area. Any clothes that your child can play and run in are appropriate. Clothes that restrict activities should not be worn. Please, sneakers only; no black soled or open-toe shoes. Weather will vary, so always send a warm sweater or jacket.

## Other Important Information

Please mark everything that belongs to your child. The YMCA is not responsible for lost, stolen or damaged belongings. MP3 players, skateboards, skates, toys, video games or any other hand held games are not allowed, due to the fact that these items are



easily lost or broken, and also take away from the camp experience we have designed for your child. Please do not send spending money with your child. Your payment covers the cost of all materials and entrance fees. Announcements will be made beforehand if campers are allowed to bring extra money on special trips. Please label all of your child's clothing. A lost and found area will be available for parents to check for lost items. All items in lost and found will be donated to a charitable organization one week after day camp ends.

**Strong Communities Support Campaign:**

Every year the Embarcadero YMCA recruits volunteers to participate and “share the YMCA story” in the Strong Communities Support Campaign. The funds raised during the campaign support the educational, recreational and leadership programs and services offered at the YMCA. We raise \$30,000 each year for camp scholarships. To find out more about this annual event and the programs the funds support, become a volunteer and/or make a donation, please call **(415) 615-1318** or visit **www.ymcasf.org/embarcadero**.

**Refund Policy:**

- All refund requests must be submitted in writing.  
*You may fax to Troy O’Leary at (415) 957-1260 or e-mail toleary@ymcasf.org.*

**YMCA Cancellation:**

If the YMCA must cancel a program, you may request one of the following:

- A full credit for an Embarcadero YMCA program, which may be used by any member of your immediate family.
- A full refund to be mailed to you within 15 working days.
- A full credit to your credit card, if applicable.

## 2008 Embarcadero YMCA Spring Camp Calendar

We’re excited that you and your child have chosen our Spring Camp at the Embarcadero YMCA. Below you will see our daily destinations and some guidelines for drop off, pickup, what to bring and what to leave home. All age groups will be attending the same field trips each day, but will be splitting into groups upon arrival.

<b>Monday March 24</b>	<b>Tuesday March 25</b>	<b>Wednesday March 26</b>	<b>Thursday March 27</b>	<b>Friday March 28</b>
San Francisco Zoo	Exploratorium	Zeum	Movies at the Metreon	Bowling at Yerba Buena Gardens

*All field trips are subject to change*

**What to bring:** *(Each day please send your child with the following)*

- Back pack
- Raincoat/umbrella *(if needed)*
- Warm jacket
- Lunch *(snacks will be provided)*
- Swimsuit
- Water bottle
- Any medication *(to be handed to Camp Director)*

**What not to bring:**

- Toys
- Money *(unless in 6<sup>th</sup>–8<sup>th</sup> grader)*

**Drop off** begins at 7:30 am. Please have your child here no later than 9:00 am.

**Pickup** begins at 4:30 p.m. and ends at 6:00 p.m. Please help our staff go home on time. There will be a late fee of \$1 per minute past 6:05 p.m. Please be prepared with ID. No child will be released to an adult who is not listed as an emergency contact or as a person authorized to pick up that child.

**Unexpected schedule changes** due to transportation delay, unsuitable weather, or other factors may occur. Camp staff will notify member services if camp will be late. All changes will also be posted at the check-out table.

**All questions and concerns** should be directed to Troy O’Leary at (415) 615-1309. During camp hours, please call the front desk at (415) 957-9622.

