



# YMCA CAMP LAKE HELENA

## DAY CAMP INFORMATION PACKET

Dear Parents and Caregivers,

Thank you for choosing YMCA Camp Lake Helena as your child's summer day camp. This Information Packet will familiarize you with our program and help your family prepare for your child's summer experience. Reading through this guide with your child is important and should answer any questions you may have. Please hold onto this packet as it has important information for before and during your child's experience at Camp Lake Helena Day Camp.

Sincerely,

Makenzie Good | Senior Program Director  
360-895-5390 | MGood@ymcapkc.org

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### GOALS AND OUTCOMES

#### FRIENDSHIP

Caring adult role models lead activities and games that foster friendships.

#### ACHIEVEMENT

Campers build skills and confidence through camp activities like archery, boating and so many others.

#### BELONGING

By participating in Lake Helena traditions, campers feel like they belong.

### DAY CAMP GROUPS

#### AGE-APPROPRIATE PROGRAMMING

All campers are placed in a family group of 8-10 campers and 1 staff member for the week. Each group will participate in activities as a group to encourage new friendships and allow for age-appropriate structure for activities. Groups are based off of age and number of registrations, an effort is made to keep all campers in a group within 1 year each other. Buddy request for campers who are not the same age may not be honored. However, campers registered in the same unit will have several opportunities to participate in choice activities together.

#### PRE-CAMP CHECKLIST

- ☐ Review the Day Camp Information Packet
- ☐ Pay any unpaid balances
  - ☐ July sessions due June 5
  - ☐ August session due July 5
- ☐ Complete forms and return to camp prior to your camper's session.
  - ✓ Health History and Camper Release Form
  - ✓ Agreement to Participate Form
- ☐ Help your child pack using the daily checklist as a guide.
- ☐ Check-in is at 9:00 am on the first day of camp. See bus schedule specific location times.

#### SAMPLE SCHEDULE

9:00 Camper Check In  
9:10 Group Activity  
10:10 Choice Activity  
11:10 Lunch  
11:40 Choice Activity  
12:40 Waterfront Rec Time  
1:40 Unit Game  
2:40 Closing Activity  
3:00 Camper Pick Up

## PLANNING FOR YOUR WEEK OF DAY CAMP

### DAILY CHECKLIST

- ☐ **Sack Lunch** (No nut products, please)
- ☐ Sunscreen and hat
- ☐ Water bottle
- ☐ Swimsuit and towel
- ☐ Small Comfortable Backpack
- ☐ White cotton shirt for tie dye.
- ☐ Closed-toed shoe – No flip flops or sandals
- ☐ Water shoes for swimming/boating (No flip flops)
- ☐ Plastic bag for wet items
- ☐ Weather appropriate jacket

White Lake Helena t-shirt are available for purchase for \$12 (pre-order only).

\*Please mark all clothing and equipment with the camper's full name.

The following items are not allowed at camp: money, personal electronic devices including cell phones, snacks containing nuts, chewing gum, makeup, knives, pets, fireworks, aerosol sprays and weapons of any kind.

### ARRIVAL AND DEPARTURE

The day camp program hours are 9:00 am to 3:00 pm each day. We ask that all campers are present for these hours. Day camp drop-off is at 9:00 am, and pick-up is at 3:00 pm. **We require photo ID for pick up.**

If you have a day when you need to pick up your child before 3:00 pm, please inform the day camp staff in writing. If you need to pick up your camper early, please plan on picking him/her up prior to 2:30 pm, as our staff are busy with closing ceremonies during the last half hour of camp. Our staff will make arrangements to have your child ready to pick up at the camp office at the time you request. Children must be accompanied by an adult when they arrive and leave the day camp program. You must sign your child in and out daily. For the safety of your child, only you or the other adults you designate in writing on the release form may pick up your child. Please be prepared daily with photo identification.

The standard YMCA late pick up fee of one dollar per minute will be in effect for children left at camp after 3:15 pm or not picked up from the Y bus within 10 minutes of arrival time listed below.

### TRANSPORTATION OPTIONS

Transportation is available to and from day camp from select locations. Spots are limited; please register early to ensure your reservation. Please have your camper at their bus stop 5-10 minutes early. See additional transportation information for your bus stop for schedule changes, missed stops, and safety expectations for your campers. \*Departure/Arrival times subject to change.

Morgan Family YMCA	8:10 am Departure	3:25 pm Arrival
Artondale Elementary	8:00 am Departure	3:45 pm Arrival
Tom Taylor Family YMCA	8:20 am Departure	3:20 pm Arrival
Harper Church Park & Ride	8:20 am Departure	3:20 pm Arrival

### FAMILY OPEN HOUSE | SUNDAY, JUNE 9 FROM 1:00 – 3:00 PM

Day Camp families are invited to join us for a family open house on Sunday June 9<sup>th</sup> from 1:00-3:00pm. Participate in camp activities including archery, canoeing, and hiking. Bring a picnic lunch and learn more about YMCA Camp Lake Helena while connecting with other day camp families.

## FORMS AND HEALTH INFORMATION

### HEALTH HISTORY AND CAMPER RELEASE FORM

All campers are required to have a completed health history form.

Please complete the online form prior to your camper's session. <http://bit.ly/InformationPacketsandForms>

### INSURANCE

You, as the parent or guardian, are responsible for any medical costs incurred as a result of injury or illness while your child is at camp. Be sure to provide accurate information (carrier and policy number) regarding your health insurance on the health history form.

### HEALTH CARE

Our camp staff are trained in emergency first aid and CPR techniques. Emergency transportation is available from the local fire department. Should any serious accident or illness occur at camp, parents or guardians are notified immediately.

Please, if your child is ill, do not send him/her to camp. If your child is ill and cannot attend camp for the entire session, we will try to reschedule as space is available. If your child becomes ill while at camp, you will be contacted to pick him/her up. In case of injury, the day camp staff and/or health care staff will take necessary measures to ensure proper emergency care, which may include: treatment by staff for minor injuries, phoning you for your instructions, calling local emergency care providers, or transporting the camper to a doctor or emergency care facility when necessary. We will notify parents as soon as possible about any communicable diseases affecting children in the program. We report outbreaks of diseases to local health authorities. Children absent due to contagious diseases can return to the program when accompanied by a signed physician's statement indicating they are no longer contagious. Children absent due to lice may not return until there is no sign of lice. The child will be inspected for lice by the day camp staff before they can re-enter the program.

It is very important that you provide us with complete emergency contact information. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have your written authorization (on the health history form) on file to treat an injury.

### MEDICATIONS

All medications must be submitted to the day camp staff. All prescription drugs and over-the-counter medications must be in their original container with a licensed physician's instructions. Please place your packaged medications in a clearly labeled sack (zip lock bags work well, with masking tape for a label) with camper's name, dosage and directions for administering. Any medications that are coming with your child to camp must be listed on the Health History form. All medications are administered by the camp directors or camp health care staff under the doctor's or parent's written orders. Non-prescription drugs must have a parent note attached. Children should not bring or administer their own medication, except where regulations and standards make exceptions for inhalers. Any unused medications will be returned at the close of the camp session. Any changes to medications or medical conditions must be communicated to camp director prior to program beginning.

## CAMPER/PARENT EXPECTATIONS AND GUIDELINES

### BEHAVIOR AT CAMP

Our staff will make every attempt to provide positive, realistic expectations, and guidelines for your child. Attending YMCA camp is a privilege that you as a parent/guardian have chosen for your child. Campers that cannot live within camp rules, or are adversely affecting the experience of other children, will be dismissed without a refund. In these rare instances, it is the responsibility of parents to pick up their child from camp.

### FOOD AND SNACKS

Camp will provide a snack each day usually comprised of fruit or pretzel mix (no peanuts). Please send your camper with lunch, and take care to make sure it is peanut and tree nut free (no peanut butter, please!). We ask that you discuss with your child about not sharing their lunch with others. Lunches should not contain foods that will spoil in warm weather. Day camp has no access to refrigeration or microwaves.

## GROUP ASSIGNMENTS

Day campers are separated into groups based on age and grade. We try to keep groups within 1-2 years of age. Our camp counselors are expert friendship coordinators and most campers will come to camp without a buddy. If you have a buddy request we will do our best to accommodate, however we will not place campers into groups with campers who are significantly older/younger. Buddy requests can be submitted via the camper buddy request form online at <http://bit.ly/InformationPacketsandForms>.

## STAFF

Groups of 8-10 campers are supervised by one staff counselor. Counselors are supported by senior unit leader staff, our assistant camp directors Matt Herndon & Patti Connors, and our senior program director Makenzie Good. Specialty staff with more extensive training/ certifications support other areas like the waterfront and archery range. All staff must participate in a week long staff training and maintain current First Aid/ CPR certifications. All staff and volunteers onsite must all pass character references and background checks.

## LOST AND FOUND

The camp experience is an opportunity for children to learn responsibility for their personal belongings. Prior to camp, please discuss with your child caring for and keeping track of their gear. Also consider that summer camp can be hard on clothing and shoes, so new or expensive items are not recommended. Mark all clothing and equipment with the camper's full name. Any unclaimed items left behind will be held for a period of one week after each session, after which they will be donated to charity. YMCA Camp Lake Helena is not responsible for lost or damaged articles.

## SUMMER PAYMENT INFO

It is the goal of YMCA Camp Lake Helena to offer quality programs at an affordable cost. The following policies help us to properly allocate staff and resources, and ensure that our prices remain as low as possible. Deposit: A \$50 deposit per session must accompany your registration and is applied to the total camp fee. Deposits are not refundable after May 1. The balance of all camp fees are due prior to your camper's week of camp – June 5 for July sessions and July 5 for August sessions.

## REFUND POLICY

Deposits are not refundable under any circumstances. In case of homesickness, dismissal or voluntary withdrawal, there is no refund of any fees. A physician authorized written medical excuse verifying illness or injury is required to be considered for a refund (less deposit). If camp is must close due to Department of Health restrictions or Governor's guidelines, participants will be given a full refund. If you camper is ill or does not pass our health screening, contact the Camp Director to discuss refund options.

## DIRECTIONS

YMCA Camp Lake Helena  
11606 Ranch Drive SW  
Port Orchard WA 98367

### From Highway 16 East

Take WA-160 E/Sedgwick Road exit, turn right onto SW Sedgwick Road, continue onto Glenwood Road SW, turn left to stay on Glenwood Road SW, turn right onto SW Lake Helena Road, turn right onto Ranch Drive SW, the camp entrance will be on your left (one lane road, please drive slow).

### From Highway 16 West

Take the exit towards WA-302/Purdy, continue on Purdy Drive NW, turn left onto 66<sup>th</sup> Ave NW, continue on Bethel Burley Road SE, turn left onto Pine Road, turn right onto Glenwood Road SW, turn left onto SW Lake Helena Road, turn right onto Ranch Drive SW, the camp entrance will be on your left (one lane road, please drive slow).