



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **Summer Camp 2024**

**ANYTHING IS POSSIBLE  
At Sawmill Summer Camp 2024**

**Hamilton Area YMCA Sawmill Branch  
Family Handbook**

# Summer Camp at the Hamilton Area YMCA Sawmill Branch Family Handbook

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# WELCOME

Dear YMCA Camp Parents/Guardians,

Welcome to Summer Camp at the Hamilton Area YMCA, Sawmill Branch location.

YMCA Day Camps offer children positive developmental experiences and encourages your child them to create friendships with each other and with our staff. Our camp programs focus on building confidence through skill-building age-appropriate activities. Children experience a sense of achievement through opportunities in the outdoors and are welcomed to a physically and emotionally safe and stimulating environment.

Day campers are able to explore creativity, teamwork and leadership in a wide range of physically active programs that influence lifelong healthy living.

Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun, safe camp environment. Our day camps challenge children to grow in imagination, creativity, self-directed initiative and leadership.

We are dedicated to changing the lives of our campers by creating friendships and memories that will last a lifetime.

Counselors are selected for their skills, enthusiasm, and dedication to building strong kids. All summer camp staff members complete an extensive pre-camp training that includes character development, age appropriate activities, program planning, positive discipline, basic first aid and emergency procedures, child abuse prevention and recognition because Safety is our number one priority at camp.

As you read through this handbook, you will receive a better understanding of how our program operates. Our hopes are that it will help prepare you and your child for a safe and fun camp experience. Set aside some time with your child to read this handbook, it will give you some suggestions to help prepare for our exciting summer together. However, if you have further questions or concerns please feel free to contact us.

We look forward to 49 days of ANYTHING IS POSSIBLE!

Sincerely,

Camp Leadership Team

## ***Program Goals***

The YMCA Day camping experience is grounded in a set of seven objectives that characterize all Y programs, and help people:

1. Help campers realize their potential
2. Learn values and embody our core values
3. Foster Achievement, Relationships and Belonging
4. Build friendships
5. Master skills
6. Appreciate diversity
7. FUN!

## ***Volunteer Opportunities***

The YMCA welcomes volunteers into our programs for many different activities. Summer Camp welcomes parents who want to come in and read a story to the campers, teach a foreign language, or just help out with running camp wide activities. Day Camp offers volunteering opportunities for teens looking to work with campers who have completed the CIT (Counselor in Training) program or our Buddy Program (Diverse abilities volunteer). If you would like to engage in our volunteer opportunities, please speak to the camp director.

## **BUSINESS POLICIES AND PROCEDURES**

### ***YMCA Membership***

#### **No Membership Required**

simply pay a \$35 registration fee

### ***Registration***

Campers are not considered registered until the session is paid in full and the required paperwork is received and signed by a parent/guardian. A medical form is part of the registration packet and must be completed at the time of registration. No child will be allowed to participate without a completed medical form. Registration is on a first come, first served basis. Completed Camper Registration applications will be filled out on our camp managing system called Playerspace.

Camp payments and deposits can be made in the form of check or credit card (Visa, MasterCard, American Express and Discover).

All current childcare and program fees must be paid in full to sign up for camp. If there are any outstanding balances from last year's camp under dispute, they must be clarified and settled prior to registration day or you will not be permitted to register.

### ***Deposits***

A \$100.00 deposit is required for every week/session you are registering your child. Deposits are due at the time of registration. Deposits are non-refundable and non-transferable. Deposits are applied to each session balance.

### ***Registration Deadline***

Payments and registration will not be accepted after 8:00 p.m. TWO WEDNESDAYS prior to the camp session desired, without approval from the Camp Director.

### ***Camp Payments***

All payments are to be directed to the Hamilton Area YMCA Sawmill Branch at 185 Sawmill Road, Hamilton, NJ 08620.

**Camp Payments can be made online after proper registration has been done.**

### ***Payment Due Dates***

All outstanding balances will be at the full cost of camp and must be paid in full on or before April 1st.

- **Camp balances remaining April 1st will incur a \$50 late fee per week**
- **A camper may not start a week if the week is not paid in full and if registration forms aren't complete**

In the event of payment default you will be responsible for reasonable collection agency fees and/or attorney fees in addition to delinquent balance.

### ***Late payments***

Late payments will jeopardize your child's space in camp. If we do not receive payments by the specified due dates, the YMCA will assume you are no longer interested in those sessions and we will offer the spot to the next camper on wait list.

### ***Sibling Discounts***

We do not offer second child discounts

### ***Changes***

One camp change made before 8:00 p.m. on a Wednesday prior to camp start date is free. All subsequent changes will be assessed a \$25.00 fee each time. **In order for a change to be made to an existing camper's registration after June 1, you must email the camp director. If you registered between August 2023 – December 2023, you have until December 31<sup>st</sup> to change or drop the registration for the 2024 Camp Season.**

*\*Please note: No changes to an existing camp registration may be made at the JKR branch*

### ***Additional Weeks***

During the summer, many campers choose to join us for additional weeks. You may call the Sawmill Branch and add weeks or register at either facility (Sawmill Branch or JKR Branch). Additional weeks will not be added without receiving full payment. **We require that you add weeks, no later than 8:00 p.m. Two Wednesdays prior to the camp session you are registering for.**

### ***Credits/Refunds***

The Hamilton Area YMCA Sawmill Branch will does not provide refunds for payments made towards summer camp.

### ***Tax ID Number***

Camp expenses qualify as deductible child care expenses. Our tax ID number is 210702879. Visit the download section of our website [www.Hamiltonymca.org/camp](http://www.Hamiltonymca.org/camp) for directions in accessing your camp payments from the previous camp year for tax purposes or click on the following link. [Access Camp Records for Tax Purposes.](#)

***Everyone belongs at the Y.***

We believe in serving the needs of all members of our community including those who may be unable to pay the full cost of membership or programs.

We are an approved summer camp for State Subsidies such as Child Care Connection. For more information visit [www.childcareconnection-nj.org](http://www.childcareconnection-nj.org)

Financial assistance is available for those denied subsidy from Child Care Connections. Assistance based on a number of factors including total household income and number of dependents in the household.

Financial assistance applications are required and are due by May 1. The process is confidential. E-mail: [rturner@hamiltonymca.org](mailto:rturner@hamiltonymca.org) for more information.

**PROGRAM INFORMATION**

***Communication with Camper Families***

*Phone:* Please provide us with the phone number you would like us to use to contact you for accidents/incidents with your child, emergency closings, and other information we deem important.

*Personal Meetings:* If there is an issue you would like to discuss with the Summer Camp Director or Assistant Director, we will arrange meeting times with the necessary parties. We may also request a personal meeting with you, if necessary.

*Email:* Please provide us with the email address you would like us to use to contact you for any update and important information.

***Sawmill Branch Contact Information:***

*Camp Absentees*

[camp@hamiltonymca.org](mailto:camp@hamiltonymca.org)  
609-581-9622 x 21105  
(Please leave a message)

*Sawmill Summer Camp  
Camp Office  
General camp questions*

609-581-9622 x 21100  
Office hours June 18 –September 4  
8:30 a.m. – 7:45 p.m.

*Sawmill Summer Camp  
Camp Director*

*Rudy Turner*  
[rturner@hamiltonymca.org](mailto:rturner@hamiltonymca.org)  
609-581-9622 x 21105  
(Please know that during the camp day he will be active out on the camp grounds and not at his desk. Please leave a message and he will return call at the end of the day)

*Vice President  
Branch Operations*

*Ryan Young*  
[ryanyoung@hamiltonymca.org](mailto:ryanyoung@hamiltonymca.org)

- Follow us on Facebook, twitter and Instagram!
- Each week your child is in camp you will receive a welcome to the week email and a recap of the week email so you will know what fun your child is experiencing.

### ***Hours of Operation:***

Summer Camp hours are 7:30 a.m. – 6:00 p.m. The camp day begins at 9:00 a.m. and ends at 4:00 p.m. During these hours, campers will participate in their scheduled activities (sports, games, arts and crafts, swimming, etc.). During the hours of 7:30 a.m. and 9:00 a.m. and 4:00 p.m. and 6:00 p.m. campers will engage in small group activities and games. That is called pre and post camp for extra cost you can send your campers to camp early or have them stay later. Parents are urged to have child (ren) on time for the beginning of each day and picked up promptly at the end of the day.

### **Desk Hours:**

The Summer Camp desk will be staffed from 8:30 a.m. to 7:45 p.m. from June 18 – September 4.

### ***Weather/Emergency Procedures and Closings***

Camp is held everyday. Dress your child (ren) according to weather conditions. Please provide sun protection, as our program is an outdoor camp. Hats and insect repellent may provide additional protection.

Should severe weather conditions and other emergency situations arise during the time of Summer Camp operations the Camp Director or designated person will determine what action is to be taken. Should it be determine that the camp is to be closed all will be advised as soon as possible for immediate pick up.

We do operate emergency drills during are camp season such as fire drills completed every two weeks. Lost camper drill which we complete that drill several times during the camp season.

### **Afternoon Camp Swim Lessons (ages 5 – 11)**

Our swim lesson curriculum begins with basic swimming readiness skills and, as results are achieved, progresses to stroke introduction, refinement, and technique. This approach provides students with a solid foundation for refining their swimming skills as they progress through the stages of the program.

See our registration form for weeks offered.

Fee: \$80 per week

Campers not registered for post camp must be picked up at 4:45 p.m.

### **Parental Involvement**

***Parent Observation*** – We have an open door policy with our parents. You are welcome at camp any time to observe your camper’s day, participate in a special activity, or maybe come have lunch with them. Please let the Summer Camp Director know if you are interested in observing. If you do come and visit our camp at any time, you must check in at the main building before walking on camp program area.

### **Attendance**

***Absence*** - Attendance will be taken on a daily basis and for safety reasons, it is important that we know when your child is not in camp. Please email our camp office if you plan on not being in camp. Camp office email: [camp@hamiltonymca.org](mailto:camp@hamiltonymca.org)

**Late Arrivals** – After 9:00 a.m. All late arrivals must report to the Main Building/Camp Office by a parent/guardian. After campers are signed in, campers will be escorted to their group.

**Early Pick Up** – If a child must leave camp for any reason, a written notice signed by the parent/guardian must be given to the Camp Office at the beginning of the day. Campers will not be dismissed prior to 3:45 p.m. without a written notice signed by the parent. The children are in constant motion during the day. If a note has not been sent in we ask that you call (609-581-9622 x21100) the camp prior to picking up your child early from camp so we can have your child ready for you when you arrive.

### **General Pick Up Procedures**

When the authorized pick up person arrives at the pick up location, they simply need to let the staff know who they are picking up, show their photo ID (drivers license), and sign out the camper.

### **Authorization on the Release of Children**

We will not release a child to anyone NOT on the emergency contact form authorized by the parent. A child will not be released to anyone under the age of 18. If there is someone prohibited from picking up your child, we must have legal documents stating the restrictions. Please do not be offended if our staff asks for ID. This procedure is to ensure the safety of your child. Whether we already know you or not, you must bring your ID to the sign in/sign out table at all pick up locations.

### **Special Situations**

The Summer Camp Director should be notified in writing of any changes in routine, or any legal issues involving any camper.

### **Pre Camp and Post Camp Hours**

Extended care is offered at the Sawmill Branch. Our Pre Camp hours are 7:30 a.m. – 9:00 a.m. and our Post Camp hours are 4:00 p.m. – 6:00 p.m. Extended camp hours can be added during the summer. To do so, you need to contact the camp office (581-9622 x 21100) no later than 8:00 p.m. the Wednesday prior to the designated week your child will need to be in Extended Camp. Full payment is required at the time of registration.

### **AM drop off and PM pick up information**

Sign In/Out – Your child must be signed in and out at drop off and pick up. You must indicate the time and initial the attendance roster. An authorized parent or other adult over 18 must accompany and sign-in campers when arriving in the morning. Signing in and out is a critical part of us tracking the children throughout the day. Campers may not be dropped off before their registered time.

Campers not using extended camp hours may be dropped off at 8:45 a.m.

Campers not using extended camp hours must be picked up at 4:00 p.m.

### **Pre Camp Procedures at Sawmill Branch**

When dropping off campers in the morning you will have two options:

- Option one: Drive up toward the front of the main building. There will be counselors with clipboards waiting for you. (Please form two lanes). This is where you will sign your child(ren) in and let them out of the car. Staff will be available to take your child(ren) to the proper pre camp location. This is the easiest, fastest and most convenient option.



- Option two: Park in our parking lot and walk you child(ren) to the table along the path in front of the main building. You will be required to sign in your child (ren) in here. Counselors will be available to walk your child (ren) to the proper pre camp location.

### ***Sawmill Branch Pick Up Procedures (4:00 and Post Camp)***

When picking up campers in the afternoon:

- **4:00 Pick-Up:** Campers who are picked up at 4:00 p.m. (those not registered for post camp) will be in the gym or outside at pavilion two. The sign out table will be at the front right corner of the gym. **Parents should enter the gym door facing the pavilion and playground.** At this time, you will be asked which camper(s) you are picking up and for your authorized photo ID card. Anyone picking up campers must be listed on that camper's application as an authorized pick up person. To avoid waiting in line along the pathway please do not line up before 3:55 p.m. The kids are dismissed at 4:00 p.m.
- **Extended Camp Hours:** Campers will be in designated groups throughout the camp. Parents will report to the sign out table located near the pavilion to the right of the building (in front of the playground). At this time, you will be asked which camper(s) you are picking up and for your authorized ID card. Anyone picking up campers must be listed on that camper's application as an authorized pick up person. Our staff will use walkie talkies to bring your child (ren) to you. Parents will not be permitted to walk beyond the sign out table, due to safety reasons. Please remember that post camp ends at 6:00 p.m., please be prompt in pick up.

### ***Late Pick Up Fee***

The fee for late pick up after 4:00 p.m. or 6:00 p.m. (or 4:25/5:25 & 4:50/5:50 bus location pick up) is **\$10.00 for the first five minutes and \$1.00 for every minute after.** This total will be added as a balance due to your child's account and may be paid online by clicking on the pay a balance button at the top of our website or by clicking the following link. [pay a balance](#)

### **POLICY ON THE RELEASE OF CHILDREN**

- A. The Camp's policy on the release of children shall include:
1. The provision that each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the YMCA and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.
  2. The provisions that if a non-custodial parent has been denied access to a child by a court order, the camp shall secure documentation to that effect and maintain a copy on file.
- B. Procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s) as specified above in A.1., fails to pick up child at the time of camps daily closing, shall require that:
1. The child is supervised at all times.
  2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s).
  3. An hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized by the parent(s) have

failed and the staff member(s) cannot continue to supervise the child at the camp, the staff member should call the Division's 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

- C. Procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified above in A.1, appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Camp Manager and/or staff member, the child would be placed at risk or harm if released to such an individual, shall require that:
1. The child may not be released to such an impaired individual.
  2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
  3. If the camp is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For all summer camp programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

## **MEDICAL POLICIES**

### ***Medical Staff/Nurse's Office***

Our camp has a full time nurse on duty to attend to our daily health care needs. The Hamilton Area YMCA Sawmill Branch meets and exceeds all state requirements so that we may provide the safest program available. We need your cooperation in keeping our camp a healthy place for children. In order to insure this, we need you to watch for signs or symptoms of illness that can be contagious.

### ***Illness***

We are concerned with the health and welfare of each child. In order to prevent illness from being spread to campers, we require you observe Policy on the Management of Communicable Diseases.

If any of the following symptoms occur at camp, you will be called to take your child home. Upon notification, we require that your child be picked up within one hour.

- Temperature over 100.3 degrees
- Severe cold with fever or bronchitis
- Difficult rapid breathing
- Severe pain or discomfort, including ear or throat
- Vomiting
- Diarrhea
- Rashes that cannot be identified or have not been diagnosed by the physician
- Contagious diseases such as measles, chicken pox, mumps, rosella, pink eye, or impetigo (we would appreciate a call notifying us so we can pass the information concerning potential exposure on to the other campers)
- Ear or Throat infections
- Unusual behavior; for example, extreme lethargy, refusing food or drink

Children sent home from camp may not be able to return to camp the next day. To return to camp they must be:

- Free of symptoms (i.e. vomiting, diarrhea, fever) for twenty-four hours
- On the appropriate medication for twenty-four hours

If the Camp Nurse deems necessary, your child may not be allowed to return the day after they were sent home. When they return, a note from your health care professional stating the diagnosis, if appropriate, that your child is not contagious and/or that your child may return to the camp may be required.

### ***Injury***

If emergency medical care is necessary, any of the following steps might be taken:

1. Attempt to contact parent or guardian.
2. Attempt to contact person on the emergency form.
3. Take child to hospital if no responsible person can be reached.
4. An ambulance or paramedics may be summoned.

The Camp Nurse will treat medical emergencies – minor injuries, i.e. scrapes, cuts, bug bites and illness. **Be sure your emergency phone numbers are up to date.** Injured person's will be transported to Robert Wood University Hospital at Hamilton. Please know that emergency action plans are in place and will be practiced on a regular basis.

### ***Medication***

**Prescription medication and non prescription shall be administered only after receipt of a signed [medical authorization](#) form from the camper's parents or guardian.**

Parents must provide any cautionary information specific to the medication.

All medication shall be labeled and stored in the original prescription container. Medications shall be stored in a secure area that is inaccessible to campers.

All non-prescription medications will be kept away from the campers and in the Camp Nurse's possession. This includes 'innocuous; over the counter products such as: cough drops, aspirin, and cold medications.

We treat these as 'medications' and they can only be administered by the Camp Nurse, or person authorized by the Camp Nurse, with written parental consent. They are not to be available to the child at camp and are not allowed in their lunch box or back pack. **We need to avoid misuse and 'sharing'.**

Please give medication directly to the Camp Nurse, Camp Manager, Bus Location Supervisor or Off Site Camp Supervisor.

We will reserve the right to decline administering medication if we feel we cannot properly administer it.

Medical Authorization forms are available at the Sawmill Branch and on our website.

### ***Health Policy***

In the case of an injury occurring at camp, the camper's own personal insurance will cover medical expenses. The Hamilton Area YMCA will cover expenses beyond your coverage after deductible has been met. The YMCA does not provide medical insurance.

### ***Medical Forms***

No child is permitted to attend camp without a completed medical history (part of the registration packet), including immunization records, a physical is not required. Children who have been diagnosed with asthma/R.A.D. should have their Asthma Action Plan extended to include the school year and summer camp. A copy of the Asthma Action Plan must be provided to the Camp Nurse.

### **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend camp. If such symptoms occur at camp, the child will be removed from the camp and brought to the Health Office and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100 degrees Fahrenheit
- Sore throat or sever coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected untreated skin patches
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

If a child contracts any of the following diseases, please report it to us immediately.

#### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

##### Respiratory Illness

Chicken Pox  
German Measles\*  
Hemophilus Influenza\*  
Measles\*  
Mumps\*  
Meningococcus\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

##### Gastro-Intestinal Illness

Giardia Lambia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

##### Contact Illness

Impetigo  
Lice  
Scabies

\*Report diseases, as specified in N.J.A.C. 10:122-7, 10(a). If your child is exposed to any of the above diseases at camp, you will be notified in writing.

## **Program Rules**

### ***Summer Camp Discipline Policy***

It is the YMCA's goal to provide a healthy, safe and secure environment for all day camp participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values and to interact appropriately in a group setting.

As stated in the New Jersey Youth Camp Safety Act Standards 8:25-2.4a.

- a. Policies and procedures for discipline of a child shall be clearly stated and furnished in writing to all employees of the camp. A child shall not be deprived of food, isolated or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper.
- b. Reasonable grouping according to age and the capabilities of each child shall be observed in all activities, including contact sports.

Behavior Guidelines:

- We will **CARE** for ourselves and for those around us.
- **HONESTY** will be the basis for all relationships and interactions.
- People are **RESPONSIBLE** for their actions.
- We **RESPECT** each other and the environment.

At times campers may behave inappropriately. Some of their behaviors may even be injurious to themselves or others. In order to preserve the safety of the children, these behaviors must be controlled.

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

1. Staff will redirect the camper to more appropriate behavior.
2. The camper will be reminded of the behavior guidelines and day camp rules, and a discussion will take place.
3. If the behavior persists, a parent will be notified of the problem.
4. The staff will document the situation. This written documentation will include what the behavior is, what provoked the problem, and the corrective action taken. Parents will be notified by a note, phone call or conversation during Camper Sign In/Out if negative behavior becomes a concern. \*
5. If a child's behavior at any time threatens the immediate safety of them, other children, or staff, the parent may be notified and expected to pick up the child immediately.
6. Continuous disruptive behavior may result in a 1 – 3-day suspension from the Summer Camp program. \*\*
7. Expulsion from the Summer Camp program will be considered if a camper's disruptive behavior cannot be redirected.

\*Parents are notified about any inappropriate behavior experienced at Summer Camp when they pick their child up at the end of the day (or at work if necessary).

\*\*The YMCA reserves the right to suspend any child from the program if necessary. A disruptive child can quickly spoil the cooperative atmosphere of the Summer Camp program.

### ***Fighting***

For the safety of all of the children at camp, physical fighting is absolutely prohibited and will not be tolerated. Therefore, any fighting offense may result in immediate suspension from the program.

**Weapons/Threats**

Weapons of any kind or threat of using or possession are strictly prohibited. Parent/Guardian will be notified in the event that a threat or weapon is found. The appropriate action will be taken by the Camp Director, which may include notifying local police. Possession of a weapon and/or a threat may result in immediate suspension or expulsion.

**Expulsion**

If your child continuously displays inappropriate behavior (i.e. fighting, stealing, bullying, abusive language, etc.), he/she may be dismissed from participating in camp indefinitely. **Payment for suspended or expelled camp weeks is not refundable.**

**Level of Violations**

Level of Violations	First Violation	Second Violation	Third violation	Fourth Violation	Fifth Violation
<p>Level I</p> <p>Examples:</p> <p>Disrespectful towards staff/other campers</p> <p>Disruptive Behaviors like repeatedly not following direction/program rules</p> <p>Excessive Horseplay</p>	<p>Verbal Notice to parent/guardian describing the behavioral concern</p>	<p>Written notice to parent/guardian describing behavioral problem</p>	<p>Written notice to parent describing the behavioral problem and parent conference</p>	<p>1-3 days out of program suspension (tuition not prorated)</p>	<p>Expulsion from the program without reimbursement from the program.</p>
<p>Level II</p> <p>Examples:</p> <p>Pushing, tripping, hitting or kicking</p> <p>Threatening Comments or gestures</p> <p>Uncontrollable Behaviors</p> <p>Inappropriate Language</p> <p>Aggressive behavior towards other children/staff</p> <p>Teasing or embarrassing others</p> <p>Willful destruction of YMCA or Program property</p>	<p>Verbal and written notice to the parent guardian describing behavioral problem</p>	<p>Written notice to the parent guardian describing the behavioral problem and parent conference</p>	<p>1-3 days out of program suspension (tuition not prorated)</p>	<p>Expulsion from the program without reimbursement from the program.</p>	
<p>Level III</p> <p>Examples:</p> <p>Fighting Leaving assigned area</p>	<p>1-3 days out of program suspension or Immediate Expulsion</p>				

without permission Biting Harassment, Intimidation, Bullying Aggressive behavior that causes serious harm to another child or staff member	(tuition not prorated or reimbursed)				
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## Summer Camp Positive Behavior Program

### *Four Core Value Initiative*

Part 1: Camper of the Week Purpose: To encourage a positive, friendly environment and culture with campers, a goal for campers to work towards, incorporating our values into our program.

Awarded and selected by: Staff directly working with the campers

Can be awarded to one for your overall camp, one for each group, or both, depending on the size and structure of your camp.

Guidelines for awarding:

- Consistent practice of values (Honesty, Responsibility, Respect and Caring)
- Continued growth/improvement of the child (ex – you see a child succeeding in keeping their hands to themselves/shouting out without raising their hand throughout the summer)
- Progress of skill development
- Be intentional, the child should truly deserve it
- Keep in mind who receives it each week
- CIT input

Part 2: Values in Action

Purpose: Beyond camper of the week, recognizing campers who consistently display our core values in action. To be awarded at closing ceremony's each week, a camper should be selected for each value.

- Y wrist band awarded for the respective value (encourage campers to wear)
  - o This could be done with counselors as well

### Part 3: Y Bucks

Purpose: Same purpose as camper of the week, but to provide instant recognition. Y bucks are in the denomination of \$1.00, and should be awarded with consistent practices by all staff. The camp leader is to create Y buck rewards correlating with the scope of their facility/structure, for the campers to exchange their Y bucks for on Fridays.

Awarded by: any staff member who sees a positive interaction (Camp leader, exec, counselor, before care counselor, etc)

### **PROGRAM SPECIFICS**

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening and closing ceremonies, small group time for each age group and their counselors, large group or all-camp activities (special events), lunch, quiet time (or story time for the preschoolers), and activity periods.

The camp programs include but are not limited to: games, sports, drama, swimming (instructional and or free swim) art and crafts, cooking, music and singing, outdoor living skills activities, academic enrichment activities, special events, speakers and in house experiences.

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. This group will have the same counselors with them for the week. This allows the counselors to get to know each camper in depth. For specific activities, such as swimming, the campers will be divided into groups by ability or interest group. This allows the camper to progress more quickly when grouped with campers of the same skill level.

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a child within our YMCA camp programs. Camp staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YMCA staff are to be diligent, adhere to and implement the components of the YMCA Supervision Policy at all times for preschoolers and school-age children within care- whether on or off YMCA sites. Children in camp shall be supervised at all times according to state mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility of supervising specific children.

#### ***Program Staffing***

Our YMCA camps provide a staff of well-trained counselors and activity specialists dedicated to providing campers a rewarding and memorable summer camp experience. YMCA staff members (role models) are trained in child appropriate practices, CPR/First Aid, child abuse recognition and prevention, program planning, character development and positive discipline.

#### ***Grouping of Campers***



The campers participating in our programs are grouped on the basis of age and are balanced in terms of gender as closely as possible. All of our activities are co-ed and challenge by choice.

In cases where children have requested to be with other campers of a different age group, we will place the older camper with the younger camper's group. Although we would like to accommodate everyone's wishes, scheduling conflicts do arise where we simply may not be able to accommodate your child's request to be placed with specific campers.

### ***Swimming Policy***

Campers enrolled at camps held at the Sawmill Branch will have the opportunity to participate in recreational swimming two times a day, weather permitting. All swimming is done under the supervision of certified lifeguards. All willing campers are tested on the first day of each session, to identify shallow and deep end swimmers. All deep end swimmers will receive a colored wristband to identify them as a deep end swimmer. Campers should wear the wristband for the duration of the week. All long hair must be tied back with a hair tie, barrettes are not acceptable.

During swim time, campers who choose not to participate must sit on the pool deck during the assigned swim time. Please send a book or magazine to occupy the time. Phones and electronics will not be allowed.

### ***Swimwear***

A bathing suit must be worn when swimming. If you choose to send your camper to camp in a bathing suit, please send a dry change of clothes and a plastic bag for wet swimsuits.

### ***What campers should wear to camp***

Campers need to dress appropriately and comfortably for camp. Please dress campers in shorts, t-shirts, socks, and sneakers for the weather. **Please label all belongings.**

### ***Footwear***

**Campers are required to wear sneakers or closed toed/closed heeled shoes during the camp day.** Proper footwear is required to minimize the risks of camper injury. *Crocs are not permitted at camp.*

Sandals and Flip Flops should only be worn at the pool or if campers are in a camp game or activity that involves water.

### ***Sunscreen***

The campers are outside all day; therefore, the sun is a concern for us at camp. We are committed to making sure your child is safe from the sun. Campers should apply sunscreen in order to protect themselves from UV rays. The counselors, camp leadership team and the camp nurse will remind campers to apply sunscreen throughout the day, however, all campers must be able to apply it to themselves as our staff cannot, unless there is written parental/guardian consent.

**Sunscreen must be a lotion, not a spray (aerosol and continuous spray types are prohibited).** Sunscreen should be waterproof and sweat proof. You must provide your campers sunscreen.

Zinc is good to protect extra sensitive areas on the face. A hat and swim shirt are also a good protectant.

## **Water**

We strongly encourage everyone to bring water bottles with them to help keep them hydrated. Several 5-gallon water containers and water fountains will be available throughout the camp for campers to refill their water bottle throughout the day.

## **Lunch**

All campers need to bring a lunch complete with food and drink in a reusable lunch bag or cooler. The camp is not responsible for refrigerating lunches, so please prepare lunches accordingly. Frozen juice boxes or water bottles can be used to help keep lunches cold. Remember to label all camper belongings, including lunch boxes and water bottles. PLEASE DO NOT SEND SODA OR CANDY TO CAMP.

## **Buying Lunch**

Jersey Mikes of the Hamilton Marketplace provides a lunch option Monday – Friday for those that would like to purchase a lunch. The registration form can be found in the resources section [www.hamiltonymca.org/camp](http://www.hamiltonymca.org/camp). Fill out the order form and turn it in (with payment) to the YMCA staff at drop off.

## **What should campers bring to camp:**

- Back Pack
- Lunch (refrigeration is not provided)
- Extra Snacks and Drinks
- Water bottle (to refill)
- Sneakers and Socks (**Sandals and Flip-Flops are strictly prohibited, no open toed/open heeled shoes**)
- Sunscreen (lotion only)
- Bathing Suit
- Towel
- Plastic Bag (for wet clothes)
- Positive Attitude

## Optional Items

- Pool Shoes (optional)
- Extra bathing suit and towel
- Rainy day clothing
- Extra clothes
- Insect repellent
- Hat
- Swim Shirt
- Sunglasses
- Zinc stick
- Snack for extended camp hours

Remember to write the campers name on everything that you send to camp. Many towels, clothes and back packs look similar or identical and keeping camper possessions organized becomes a difficult task.

Day camp can be a very physical day and camper possessions can get worn down quickly. Please do not send overly expensive items to camp.

## **Back Pack**

Campers should bring a back pack/string bag to carry their camp belongings (lunch, bathing suit, towel, etc.) All personal items are the responsibility of the camper, not the staff.

## **Lost and Found**

Should an item become lost, it is the child's responsibility to help locate and to inform the camp staff that there is an item missing. Staff will inform the group when an item is missing. A 'lost and found' shelf is available at Sawmill and will be shown to campers several times a

week in the gym. **Stray items are collected at the end of Post Camp.** Please check your child's belongings daily as the lost and found tables fill up quickly. Any articles not claimed by the last day of the session will be donated to a charity of the YMCA's choice.

## **PLEASE LABEL ALL BELONGINGS**

### **Friday Treat**

Every Friday the YMCA provides free snow cones and regular ice cream for a charge. All proceedings are donated back to our annual campaign for the Hamilton YMCA.

### **What Campers Should Not Bring to Camp**

iPods, iPads, etc.	Money*
Cell Phones	Playing cards (Pokemon, etc. ALL TYPES of Cards)
Handheld Video Games	Any valuables
Toys	Gum or any type of candy
Soda	

Any of the above mentioned items found at camp will be taken away by a staff member and can be retrieved by a parent from the Camp Manager.

\*Exceptions – when turning in lunch money or on Friday's for Snow Cones.

### ***Special Events***

Summer Camp at the Hamilton Area YMCA has a Special Events Calendar that we follow each week and day for special themed weeks and events for campers, counselors and families to participate in. The Theme Week Calendar is available on our website as well as information posted about the Special Events Calendar on our Facebook and Twitter pages. This year our special event calendar will have a weekly release starting in the beginning of February.

## **Summer Camp at the Hamilton YMCA Frequently Asked Questions**

### ***Where is camp located?***

The Hamilton Area YMCA Sawmill Branch  
185 Sawmill Road Hamilton, NJ 08620

### ***What are the dates for camp?***

June 24– August 30

### ***How far is Sawmill from the Hamilton Area YMCA?***

Approximately 10 – 15 minutes, and just 7 miles!  
Only a few minutes from the Hamilton Marketplace.

### ***What are camp hours?***

Monday – Friday      8:45 a.m. – 4:15 p.m.

### ***Will extended care be offered?***

Yes, the Pre Camp option begins at 7:30 a.m. and the Post Camp Option will run until 6:00 p.m. Parents may drop off any time after 7:30 a.m. and pick up any time before 6:00 p.m.

### ***Is there a partial week option?***

No, we only offer 5 Day option. Campers will be grouped in the age appropriate Traditional Day camp and follow their activity schedule.

***What should my child bring to camp?***

A bathing suit, towel, lunch, water bottle, sunscreen and a bag/backpack to carry everything in. Children must wear sneaker, sandals and flip-flops are **not** allowed (no open toed/open heeled shoes). Children must wear comfortable clothes that are appropriate for being outside. Hats, Sunglasses, and swim shirts are also recommended for those sensitive to the sun. **Please label all items.**

***What do campers do at camp?***

This will depend on which camp you have registered your child for.

**Traditional Camps:** Campers will create memories and grow friendships while participating in sports, games, camp crafts, swimming, songs and daily special events! Many other fun activities will be offered in this popular camp.

**Specialty Camp:**

The main focus of these camps will be on the theme of the camp you have selected. Campers will spend at least half the day participating in these activities. Campers will also participate in traditional camp activities such as camp songs special events and recreational swimming.

***What is Diverse-abilities camp?***

This is a camp specially designed for children with mental and/or physical disabilities.

***What do campers do if it rains?***

There are 3 pavilions and 4 additional tents for the campers to do activities under cover when it rains as well as an indoor recreation gym.

***Do campers swim?***

Yes. Campers will have one swim time for an hour sessions of recreational swim every day. Afternoon Camp Swimming lessons are available for an additional fee. They are offered at 2:30, 3:15, and 4:00 p.m. The 3:15 p.m. time is the most popular and fills up the fastest.

***Do you have certified lifeguards?***

Yes. They are all certified. We have 6 guards and 1 Pool Supervisor on the deck at all times.

***How are campers grouped?***

Campers are grouped by grade. Our registration form asks for the grade that the child will be entering in September 2024. This is how our camp groups are based.

***Are the age groups you have for the grade my child is entering or just completed?***

Camps are separated by the grade your child will be **entering** in the Fall of 2024.

***How many campers are in a group?***

Approximately 15 – 20 with 2 counselors (1 Junior and 1 Senior)

***What is a Junior and Senior Counselor?***

Junior counselors are 16 – 17 years old. Senior Counselors/Counselors have completed at least one year of college or are at least 18 years old, and are certified in First Aid and CPR.

***Can parents visit the camp at any time?***

Yes, please check in at the Main Office upon arrival.

***What if my child needs medication during the day, is there someone to administer medication?***

Yes, we have a camp nurse on staff every day, who will dispense all medication and handle emergencies. The offsite locations do not have a nurse on staff. A staff member will be responsible for medication at these sites, if necessary.

***Is the facility clean?***

Yes. The bathrooms/changing rooms are cleaned daily. The pool and all field areas are very well maintained.

***Do campers go on field trips?***

Yes if there between the ages of 9-13 years old, but we will be having in house experiences this year for ages 4-8 years old, were we have outside vendor do theme related activities with our campers

***Can I audit (see the camp) before I sign up my child?***

**Prior to camp starting:**

You are welcome to attend one of our Information Sessions, off season events, or Open Houses to meet the staff, take a tour, and have your questions answered. You may also call the camp office to set up a personal tour.

**Once camp is in session:**

You are welcome to visit the camp with your child to see the daily happenings. However, you may not leave your child at the Sawmill Branch for the day unless he or she is properly registered. Please check in at the Main Office upon arrival.

***What if my child is going to be absent from camp?***

**Absence** - Attendance will be taken on a daily basis and for safety reasons, it is important that we know when your child is not in camp. Please email the camp office at [camp@hamiltonymca.org](mailto:camp@hamiltonymca.org)

***What if my child is going to arrive late to camp?***

**Late Arrivals** – After 9:00 a.m. All late arrivals must report to the Main Building/Camp Office by a parent/guardian. After campers are signed in, campers will be escorted to their group.

***What if my child needs to be picked up early?***

**Early Pick Up** – If a child must leave camp for any reason, a written notice signed by the parent/guardian must be given to the Camp Office at the beginning of the day. Campers will not be dismissed prior to 3:45 p.m. without a written notice signed by the parent. The children are in constant motion during the day. If a note has not been sent in, we ask that you call (609-581- 9622 x 21100) the camp prior to picking up your child early from camp so we can have your child ready for you when you arrive.

## **POOL QUESTIONS**

### ***What is the depth of the pool?***

3 ½ feet deep to 9 feet deep. All changes in depth are marked with ropes and buoys.

### ***Does my child have to swim?***

Unless a written note from a parent/guardian or doctor is provided, all campers must get changed for swimming. This is because many times once a camper is at the pool seeing other campers in the water they decide they do want to go swimming. If they are not in their swim gear, they will not have the opportunity to swim during that swim period.

### ***Is swimming recreational or instructional?***

All swim time is recreational and supervised by both lifeguards and the group's staff members. Most campers swim for 1 hour per day.

#### ***Afternoon Camp Swim Lessons (ages 5 – 13)***

Your child can receive quality swim lessons by our trained Swim Instructors at the Sawmill Branch after regular camp hours. Swim lessons will be offered in the afternoon from 2:30 p.m. – 3:15 p.m.; 3:15 p.m. – 4:00 p.m.; and 4:00 p.m. – 4:45 p.m.\*.

**Campers not registered for extended care must be picked up at 4:45 p.m.**

### ***Do you have certified lifeguards?***

Yes. They are all certified. We have 6 guards and 1 Pool Supervisor on the deck at all times.

### ***How do you know if my child can swim in the deep end or not?***

New campers take a swim test every Monday to see if they are able to swim in the deep end. Wristbands are given for deep end swimmers.

***What is the cost of Pre Camp and Post Camp Extended Care?***

Pre Camp 7:30 – 9:00 a.m. is \$40 per week

Post Camp 4:00 - 6:00 p.m. is \$50 per week

***When are payments due?***

Payments must be paid in full on or before April 1<sup>st</sup> to reserve a spot for camp. All outstanding balances must be paid in full on or before first week of camp. Late fees will apply or cancellations may apply if outstanding balances aren't paid for.

- **A camper may not start camp if the week is not paid in full**

***Can I make changes?***

One camp change made before 8:00 p.m. on the Wednesday prior to camp start date is free. All subsequent changes are \$25.00.

***Credits/Refunds***

The Hamilton Area YMCA Sawmill Branch **No refunds will be given out.** There are no refunds for missed days, illness (without a medical note), vacations, changes in schedule, or dismissal for disciplinary reasons.

***Do you offer financial assistance/scholarship?***

Yes, financial assistance is offered where funds are available. Applications are due by May 1<sup>th</sup>.

**Directions to Sawmill Summer Camp**

185 Sawmill Road Hamilton NJ 08620:

**From 295:**

Take 295 South to Route 195 east (towards Shore Points). Take Exit 2 (South Broad St.). Follow South Broad St., at third light bear right to stay on South Broad St. Follow that road until the 4 way stop sign and stay straight on South Broad St. At the yield sign turn left onto Old York Rd. Sawmill Road is your first right. The Sawmill facility will be 1/2 mile on the right hand side.

**From Hamilton Township:**

*(Intersection of Whitehorse Mercerville Road & Kuser Road)*

Take Kuser Road east (K-Mart should be on your right, Investors Bank on your left) to the second light and make a right onto Yardville Hamilton Sq. Road. Take Yardville Hamilton Sq. Road to the first light and make a left onto South Broad St. and bear right to stay on South Broad St. Follow that road until the 4 way stop sign and stay straight on South Broad St. At the yield sign turn left onto Old York Rd. Sawmill Road is your first right. The Sawmill facility will be 1/2 mile on the right hand side.

**From the New Jersey Turnpike:**

Take the Turnpike to Exit 7A Rt. 195 West (Towards Trenton) Take the Rt. 130 South exit (Towards Bordentown) you will need to make a left using the jug handle after the Home Depot. Make a left on to Klockner Rd. At the light go straight, crossing over Rt. 130. The Road will change once you cross over Rt. 130 from Klockner to Crosswicks Hamilton Square Rd. Continue down the road and go through two traffic lights. At the four way stop sign make a left onto South Broad St. At the yield sign make a left on to Old York Rd. Make first right onto Sawmill Road. The Sawmill facility will be 1/2 mile on the right hand side.

**From Route 130 South:**

You will need to make a left using the jug handle after the Home Depot. Make a left on to Klockner Road. Follow NJ Turnpike directions from Klockner Road.

**From Route 130 North:**

Turn right at the light near Wawa (intersection of Klockner Road & Route 130). Follow NJ Turnpike directions from Crosswicks Hamilton Square Rd.

**Directions to The Hamilton Area YMCA JKR Branch:**

*From The Hamilton Area YMCA Sawmill Branch:*

Take Sawmill Rd. towards Old York Rd. Turn Left onto Old York Rd. Make first right onto South Broad Street. At four way stop, turn right onto Crosswicks Hamilton-Sq. Rd. Continue on Crosswicks-Hamilton Sq. Rd., cross over Rt. 130. Crosswicks Hamilton Sq. Rd. will turn into Klockner Rd. At 3rd light make right on to Kuser Rd. Continue on Kuser Rd. At 3rd light on Kuser Rd. make a right on to Whitehorse Mercerville Rd. Turn right at next light into JKR Branch parking lot