



ALL FOR CAMP. CAMP FOR ALL.

**Building Character, Curiosity, and
Creativity**

**2022 Ann Arbor YMCA Day Camps
Parent Handbook
ANN ARBOR YMCA**

www.annarborymca.org

WELCOME

Thank you for choosing Ann Arbor YMCA Day Camps for your camper this summer! We are excited for all the possibilities that await. As we get ready for camp, it is time to think about the necessary information you will need to make this summer a fantastic experience for your camper. Please read this handbook carefully as it contains important content in relation to your Y camping experience.

Should you find after reading this booklet that you need more information please contact the Day Camp Office at (734) 661-8039 or daycamps@annarborymca.org.

The staff at the Ann Arbor YMCA welcomes you to Day Camps 2022. Let the fun begin!

The Day Camp Leadership Team

Amanda Hutcheon Camp Birkett Director ahutcheon@annarborymca.org (734) 661-8011 (YMCA Office) (734) 726-5583 (Camp Birkett Office)	Chris Deary Sports Program Director cdeary@annarborymca.org (734) 661-8016
Day Camp Registrar daycamps@annarborymca.org (734) 661-8039	Kyandé Sanders Regional Director of Youth and Teen Programs ksanders@annarborymca.org (734) 661-8005
Kyla Hartwell Camp New Heights Director khartwell@annarborymca.org (734) 661-8012 (734) 934-5642 (Camp New Heights Office)	Sophia Daly Gymnastics and Dance Coordinator sdaly@annarborymca.org (734) 661-8022

Everyone is welcome at the Y. As a leading non-profit organization serving over 9 million children nationwide each year, we know we have a unique opportunity and responsibility to nurture the potential of every child and teen. It is our vision to be a leader in promoting healthy lifestyles for all and to provide positive development for youth.

OUR MISSION

To put our core values of caring, honesty, respect and responsibility into action through facilities and programs that build a healthy spirit, mind, and body for all.

OUR PURPOSE

The Y is the leading non-profit committed to strengthening community by connecting all people to their potential, purpose and each other.

OUR DIVERSITY AND INCLUSION STATEMENT

The Ann Arbor YMCA is made up of people of all ages and from every walk of life, working side by side to strengthen communities. Together we strive to ensure that everyone, regardless of age, race, gender, gender expression, gender identity, income, faith, sexual orientation or cultural background has the opportunity to live life to its fullest.

GOALS OF YMCA DAY CAMPS

At the Y, we inspire kids to work together, learn together and play together, creating friendships that can last a lifetime. Our highly-trained staff welcomes campers and helps them realize that the Y is a place where they belong and can be themselves while trying new things, building new skills and making new friends. Our staff use evidence-based character development strategies to help campers:

- Create new friendships and experience a sense of belonging
- Engage in a wide variety of activities that inspire creativity, critical thinking and a lifelong commitment to learning
- Develop meaningful relationships with caring adults
- Become a part of a team
- Set and achieve personal goals

OUR STAFF

Each year we seek the best possible role models to spend time with your camper. We select our staff members through a competitive application and interview process. Staff members undergo state and national screenings and are certified in CPR and First Aid. In addition, each staff member participates in an intensive two week-long training program that covers safety, supervision, counseling and camp procedures.

MASKS

Masks are not required for any YMCA programs. Masks will be encouraged, but not required throughout the Y facility and all programs.

Campers that choose to wear a mask will be responsible for making sure they have their mask on while at camp. Extra masks will be available for any camper that needs one.

The Y recognizes that the pandemic conditions have changed considerably and often unpredictably, and thus will continue actively evaluating its mask and Covid-19 related policies. All Covid-19 policies are subject to change in accordance with recommendations from the CDC, local, state and county authorities.

FORMS, PAYMENTS, AND DUE DATES

Please be aware that all Health & Permission forms must be completed and submitted by **Sunday, May 22nd**. This will prepare both you and your camper for their experience at the Y and assist our staff in providing high-quality care for your camper.

We will be collecting camper health information via our online CampMinder software.

Required Forms include:

- Authorizations
- Authorized Release
- Camper Health History
- Getting to Know Your Camper
- Participation and Behavioral Agreement
- Sign-Out Authorization (*Campers 12+ Only*)

To access your camper's forms, follow the steps below:

CampMinder Login Steps: First time users

- Step 1: Click link or visit: <https://annarborymca.campintouch.com/v2/login.aspx>
- Step 2: Click Retrieve/Set password (bottom right). An email will be sent to the address provided
- Step 3: Open email and follow instructions
- Step 4: Set security questions and enter password
- Step 5: Click on Forms and Documents (Yellow square with pencil icon)

The email attached to your account is the email attached to your camper's registration

CampMinder Login Steps: Returning users

- Step 1: Click link or visit: <https://annarborymca.campintouch.com/v2/login.aspx>
- Step 2: Enter Email address and Password
 - Step 2a: If forgotten Click Retrieve/Set password (Bottom right). An email will be sent to the address provided
- Step 3: Click on Forms and Documents (Yellow square with pencil icon)

Log-in email and password should be the same as your previous account

Need Help? Can't Log-in? Please call (734) 661-8039 or email daycamps@annarborymca.org for assistance.

The preferred method of completion is through CampMinder. However, if you would like a paper copy of the forms, please contact the Day Camp Registrar at (734) 661-8039 or daycamps@annarborymca.org.

If you have an individualized health plan or an allergy treatment plan for your camper, please forward a copy via email to daycamps@annarborymca.org. If your camper has an Individualized Education Plan at school, please provide an overview of any accommodations they may need while at camp. You can forward copies of IEPs to daycamps@annarborymca.org.

All forms must be submitted online, or in hard copy, before your camper may attend any camp.

REFUND/TRANSFER POLICY

Deposits are non-refundable under any circumstances.

Up to three weeks before the beginning of the specific camp session, all funds, less the deposit, are refundable and transferable within other day camp programs as space allows. This includes camp balance dues.

Within three weeks of the beginning of the specific camp session, all funds are non-refundable and non-transferable to a balance due or to a new registration. If a camper, without notice, does not attend a session for which they are registered, there will be no refund issued.

In cases of homesickness, dismissal, or voluntary withdrawal, there will be no refund of any fees. If COVID-19 forces a closure, we will provide options to our families, including full refunds. We recognize there are a number of reasons for potential cancellations and refunds for summer 2022. If your family is in need of a refund for summer programs, please contact us at daycamps@annarborymca.org to discuss cancellation options.

DROP-OFF/PICK-UP PROCEDURES

We require a parent/guardian to sign-in their camper with Y staff each day.

All camps will require parent/guardian(s) to show a picture ID in order to pick-up a child. If this person does not have such an ID and/or is not on the parent/guardian supplied list of people allowed to pick-up the child, they will not be able to sign the child out under any circumstances.

We are using Procure Connect to provide an easy, contactless way to support campers and stay connected with parents. Throughout the summer you'll be able to receive photos, messages and updates about your child's daily activity. Any time your child is dropped off or picked up you'll know!

Prior to the start of camp, you will receive an invitation link via email from Procure Connect. Please follow the instructions provided to set up your parent profile. Throughout the summer, if you need to add/delete individuals on your authorized pickup list you can do so in real time within the app.

Procure Connect uses QR Codes to allow parents to easily scan a code at pick up and drop off on their own personal device. When you arrive for pickup, simply open your Procure Connect app and scan the QR code provided to you. This unique code allows for the system to track who is signing the camper in and out.

ABSENCES

If your camper is not going to attend camp for the day please report the absence to the Day Camp Team using the Procure Connect portal. If a camper fails to show for a registered session without notice, there will be no refund issued.

LATE ARRIVALS

If your camper arrives after the designated check-in times, please contact the Day Camp Team via the Procure app.

EARLY PICK UP POLICY

If your camper will be leaving early, please notify the Day Camp Team using the Procure Connect portal no later than the morning of the designated day. The staff will have your camper prepared to depart at the designated time.

LATE PICK UP POLICY

Please be conscientious of your camper's schedule. Should you arrive more than 15 minutes late to pick your camper up from camp, a \$10 fee will be charged and \$1.00 per minute thereafter. After three offenses, the parent will be required to meet with the Camp Director to discuss possible solutions to the problem.

APPROPRIATE CAMP ATTIRE

Please remember to dress your camper appropriately for camp. Discovery and play are a major part of our program so we encourage you to send your child to camp in clothes that can withstand dirt or stains during the course of an activity. We recommend sending a change of clothes/shoes with your camper in a plastic or zip lock bag.

MEDICATIONS

All camper medications are to be turned into YMCA camp staff at check-in on the first day of camp with written instructions for delivery. Medications will be distributed at required times during the day. Campers should **NEVER** carry medications on their person including, but not limited to, over the counter medications such as Tylenol and aspirin. Failure to abide by this policy will result in dismissal. Emergency medicine such as inhalers and Epipens should be reported to the Day Camp Team upon arrival. If you or your camper feel more comfortable with having an Epipen on your camper at all times, this should be discussed with the Camp Director.

CELL PHONES

Parents and campers should make every effort to communicate with one another through Day Camp Staff. We recommend calling our Camp Office at (734) 661-8039 to get messages to your camper or you can utilize the ProCare app to contact staff. In case of emergency, campers may be allowed to use cell phones to call home. **Social use of cell phones at camp is not permitted.**

LUNCH/SNACK

Food is not provided by the Ann Arbor YMCA for campers attending programs at the downtown Y, Greenhills School, or Camp Birkett. Each day we will include time for a morning snack, lunch and afternoon snack. If campers forget their lunch the camp staff will attempt to reach a parent or guardian to bring lunch to the campsite.

Camp New Heights will provide breakfast, lunch, and snacks to campers in partnership with Food Gatherers and the Meet Up and Eat Up program.

PERSONAL PROPERTY POLICY

Campers are not permitted to bring personal items from home to camp with them, with the exception of meals/snacks/water bottle, a change of clothing/shoes, and when at Camp Birkett, swim gear, including a towel, goggles and sunscreen. Each camper will be assigned a cubby or storage area for their belongings. Please label bags/clothing before sending it to camp. The Ann Arbor YMCA is not responsible for lost or stolen items.

BEHAVIOR POLICY

The Ann Arbor YMCA Day Camps focus on providing great experiences for our campers. Participants who display the following behaviors including, but not limited to, will be dismissed without refund:

- Disruption, consistently failing to follow instructions
- Angry or vulgar language including name calling, swearing
- Physical contact with another child in an angry or threatening way
- Any demonstration of sexual activity or inappropriate touching
- Fighting, harassment, or intimidation with words, pictures or gestures

- Theft, destruction of property or equipment
- Carrying or concealing any materials that may be used as weapons
- Possession of drugs, alcohol, controlled medications or substances

Behavioral challenges with a camper in one camp can result in the dismissal of that camper from all future camp sessions without refund. It is the policy of the Ann Arbor YMCA and YMCA Day Camps that behavior that would be classified as any kind of harassment or abuse will not be tolerated by staff, campers, or parents. Such behavior results in immediate dismissal or termination and if applicable, contacting authorities.

PARENT NOTIFICATION POLICY

In cases of injury, illness and/or behavioral challenges parents will be contacted immediately by day camp staff. Each situation will be handled individually and with the parents input. In cases of serious injury, illness and/or behavioral challenges, campers may be excused for the remainder of the camp day, session, or season.

WHAT TO BRING: *Please label all items for easier recovery if lost.*

- Morning and afternoon snack
- Lunch
- Water bottle
- Sunscreen
- Bug Spray
- Change of clothes/shoes
- Swim gear, including a towel (**Camp Birkett only**)
- Backpack/duffel bag
- Appropriate clothes/shoes for the weather

WHAT NOT TO BRING

- Cell Phones
- Any personal items including, but not limited to:
 - o Playing or trading cards
 - o Money or other valuables
 - o Video games and other electronic equipment
 - o Toys
 - o Personal sports equipment
 - o Pocket knives/weapons of any kind

FREQUENTLY ASKED QUESTIONS

Q: Will YMCA staff apply sunscreen/bug spray to my child?

A: Yes, only if authorization of "sunscreen/bug spray" has been completed on the Day Camp Health Form. We encourage self-application, but YMCA staff will assist campers as needed. Please be sure to send sunscreen/bug spray with your child.

Q: Where do I pick up my child from camp and what if I want to pick up my child from camp early?

A: All pick-up and drop-off locations are listed below and vary amongst camps. Should you wish to pick your camper up early from camp, please use the Procure Connect messaging function to notify camp staff.

Q: Does the Y provide food at camp?

A: No, parents are required to supply lunch and snacks each day, with the exception of Camp New Heights at the Ypsilanti Township Recreation Center. Breakfast and lunch is provided at this location in partnership with Food Gatherers and the Meet Up and Eat Up program.

Q: Where are camper's medications stored?

A: If your camper has medication that needs to be taken during the camp day, we are happy to help. Below is our procedure for handling medication at camp.

Place medication in a Ziploc bag with your child's name, name of medication, and dosage instructions (preferably left in its original bottle). Hand the Ziploc to a staff member at check-in on Monday morning. They will place it inside of our portable medication lock-box for safekeeping. Medication will be administered by the staff member or member of the Director Team. Epipens/Inhalers will be given to your child's counselor for quick access in case of emergency, but will be returned to the lock-box at the end of the day. Medication will stay in the director's office until Friday. On Friday afternoon, medication will be available for pick up at check out.

Q: Will there be field trips?

A: For now, campers will only go on walking field trips to nearby parks. As it stands, there are no plans to go on trips that require bussing. If there are any changes, registered participants will be notified.

Q: Will there be any swimming?

A: Campers enrolled in camp programs taking place at Camp New Heights, Greenhills School, and Downtown camps will not be swimming. Campers enrolled in Camp Birkett will swim.

CAMP LOCATIONS AND SCHEDULES

ART EXPLORERS

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. - 12:30 p.m.
- Half-day pick-up: 4:30 p.m. - 4:45 p.m.

Sessions: 1, 2, 3, 5, 6, 7, 9, 10, 11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

BABYSITTER BOOT CAMP

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 10:00 a.m. - 1:00 p.m.

Drop off: 9:45 a.m. - 10:00 a.m.

Pick up: 1:00 p.m. - 1:15 p.m.

Dates: June 27 - 28, August 2-3

Drop-off and Pick-up Location: Outside to the right of the main entrance.

BASKETBALL

Location: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 8:30 a.m. - 12:30 p.m.
- Half-day drop-off: 8:15 a.m. - 8:30 a.m.
- Half-day pick-up: 12:30 p.m. - 12:45 p.m.

Sessions: 1, 2, 3, 5, 6, 7, 9, 10, 11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

CAMP BIRKETT

Location: 9141 Dexter Townhall Road, Pinckney, MI, 48169

Bus Drop-off at Haisley Elementary School: 7:45 am - 8:20 am

Bus Pick-up at Haisley Elementary School: 5:00 pm - 5:30 pm

Drop-off at Camp Birkett: 8:45 am - 9:20 am

Pick-up at Camp Birkett: 4:00 pm - 4:20 pm

Sessions: 1 - 10

Haisley Elementary School is located at 825 Duncan St, Ann Arbor, MI 48103.

Directions to Camp Birkett: Camp Birkett is located on the shore of Silver Lake in Pinckney. To get to camp from the Ann Arbor YMCA, take Huron Street west to Dexter-Ann Arbor Road. Take a slight right onto Dexter-Ann Arbor Road. Dexter-Ann Arbor Road will lead to Downtown Dexter, keep going straight through town. After town, go under the railroad overpass and then straight through the stop light onto Island Lake Road. Take a right onto Dexter-Townhall Road. Go about 5 miles and cross North Territorial Road. Go about 3 more miles and Silver Lake will be on the left-hand side. After the lake, turn left onto Cedar Street - if the road turns to dirt you have gone too far. Camp Birkett's entrance gate is located ON CEDAR STREET on the left-hand side before the road turns to the right. Distance: Approx. 20 miles. Drive time: 25 minutes from Ann Arbor.

CAMP NEW HEIGHTS

Site: 2025 East Clark Road, Ypsilanti, MI, 48198

Time: 8:30 a.m. - 4:30 p.m.

Drop Off: 8:15 a.m. - 8:30 a.m.

Pick-up: 4:30 p.m. - 4:45 p.m.

Sessions: 1 - 10

Drop-off and Pick-up Location: Outside at the main entrance.

COMIC BOOK ADVENTURES

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 8:30 a.m. - 12:30 p.m.
- Half-day drop-off: 8:15 a.m. - 8:30 a.m.
- Half-day pick-up: 12:30 p.m. - 12:45 p.m.

Sessions: 2, 6

Drop-off and Pick-up Location: Outside to the left of the main entrance.

ESPORTS

Site: Greenhills School, 850 Greenhills Drive, Ann Arbor, MI 48105

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. - 12:30 p.m.
- Half-day pick-up: 4:30 p.m. - 4:45 p.m.

Sessions: 2, 6

Drop-off and Pick-up Location: Outside to the far right of the main entrance. There will be signage marking the area.

EXTREME SPORTS

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 8:30 a.m. - 4:30 p.m.

Drop off: 8:15 a.m. - 8:30 a.m.

Pick up: 4:30 p.m. - 4:45 p.m.

Sessions: 1, 3, 5, 7, 9

Drop-off and Pick-up Location: Outside to the left of the main entrance.

FISHING

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 8:30 a.m. - 12:30 p.m.
- Half-day drop-off: 8:15 a.m. - 8:30 a.m.
- Half-day pick-up: 12:30 p.m. - 12:45 p.m.

Sessions: 2, 4, 6, 8

FIT KIDS

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. - 12:30 p.m.
- Half-day pick-up: 4:30 p.m. - 4:45 p.m.

Sessions: 1-11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

GYMNASTICS

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 8:30 a.m. - 12:30 p.m.
- Half-day drop-off: 8:15 a.m. - 8:30 a.m.
- Half-day pick-up: 12:30 p.m. - 12:45 p.m.

Sessions: 1, 2, 3, 5, 6, 7, 9, 10, 11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

KIDSQUEST

Site: Greenhills School, 850 Greenhills Drive, Ann Arbor, MI 48105

Time: 8:30 a.m. - 4:30 p.m.

Drop off: 8:15 a.m. - 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 1 - 11

Drop-off and Pick-up Location: Outside to the far right of the main entrance. There will be signage marking the area.

KIDVENTURE

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 8:30 a.m. – 4:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 1 - 11

Drop-off and Pick-up Location: Inside of the building at the top of the staircase.

OUTDOOR ADVENTURES

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. – 12:30 p.m.
- Half-day pick-up: 4:30 p.m. – 4:45 p.m.

Sessions: 2, 4, 6, 8

Drop-off and Pick-up Location: Outside to the left of the main entrance.

PRODIGY

Site: Greenhills school, 850 Greenhills Drive, Ann Arbor, MI 48105

Time: 8:30 a.m. – 4:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 2, 4, 6

Drop-off and Pick-up Location: Outside to the far right of the main entrance. There will be signage marking the area.

SOCCER

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. – 12:30 p.m.
- Half-day pick-up: 4:30 p.m. – 4:45 p.m.

Sessions: 1, 2, 3, 5, 6, 7, 9, 10, 11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

TEAM BUILDING NERF

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Times:

- Half-day: 12:30 p.m. - 4:30 p.m.
- Half-day drop-off: 12:15 p.m. – 12:30 p.m.
- Half-day pick-up: 4:30 p.m. – 4:45 p.m.

Sessions: 4, 8

Drop-off and Pick-up Location: Outside to the left of the main entrance.

TEAM SPORTS

Site: Greenhills school, 850 Greenhills Drive, Ann Arbor, MI 48105

Time: 8:30 a.m. – 4:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 2 - 9

Drop-off and Pick-up Location: Outside to the far right of the main entrance. There will be signage marking the area.

THEATER

Site: Greenhills school, 850 Greenhills Drive, Ann Arbor, MI 48105

Time: 8:30 a.m. – 4:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 3, 5, 7

Drop-off and Pick-up Location: Outside to the far right of the main entrance. There will be signage marking the area.

TEEN C.A.M.P.

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 8:30 a.m. – 4:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 4:30 p.m. – 4:45 p.m.

Sessions: 1 - 9

Drop-off and Pick-up Location: Outside to the right of the main entrance.

VISUAL VOICES

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 9:00 a.m. – 3:00 p.m.

Drop off: 8:45 a.m. – 9:00 a.m.

Time: 9:00 a.m. - 3:00 p.m.

Pick up: 3:00 p.m. – 3:15 p.m.

Sessions: 5, 7

Drop-off and Pick-up Location: Outside to the right of the main entrance.

WHIZ KIDS

Site: Ann Arbor YMCA, 400 West Washington Street, Ann Arbor, MI 48103

Time: 8:30 a.m. – 12:30 p.m.

Drop off: 8:15 a.m. – 8:30 a.m.

Pick up: 12:30 p.m. – 12:45 p.m.

Sessions: 1 - 11

Drop-off and Pick-up Location: Outside to the left of the main entrance.

YOUTH VOLUNTEER CORPS (YVC)

Site: TBD

Time: 9:00 a.m. – 3:00 p.m.

Drop off: 8:45 a.m. – 9:00 a.m.

Pick up: 3:00 p.m. – 3:15 p.m.

Sessions: 1-9

Drop-off and Pick-up Location: Outside to the left of the main entrance.