

SUMMER DAY CAMP POLICIES

For more information please contact the Camp Registrar at registrar@nsymca.org. Camper registration begins January 15, 2018. Camper enrollment will be limited, so please register early to ensure a space in camp. Registration forms may be submitted in person, by fax, by mail, or by scanning and emailing them to registrar@nsymca.org. Applications are accepted on a first-come, first-served basis. All applications must be completely filled out in order to be processed. This includes the registration form with payment information, questionnaire, and membership form if applicable.

NSYMCA CAMP – CHILD POLICY

The North Suburban YMCA allows children 10 years and older to be in the building without a parent. A parent or guardian must sign in and sign out campers unless a written waiver of responsibility is provided by a parent or guardian.

MEMBER POLICY

Members must have a consecutive membership for four months in order to receive the special members-only discount. If membership is discontinued prior to the four-month time period, the non-member rate will be charged.

FINANCIAL ASSISTANCE

It is the goal of the NSYMCA to offer financial assistance to families and individuals who may be facing financial hardships. If you are interested in financial assistance, please visit the front desk for camp scholarship forms. Financial assistance is limited and offered on a first-come, first-served basis due to the high demand. Please apply well in advance. We do offer payment plans.

PAYMENT PLANS FOR MEMBERS

Payment plan options are available for NSYMCA members. All payments will be set up via draft payment from your membership billing account. Payments will be drafted on the 1st or 15th of the month. All camper balances are to be paid by July 15th, 2018. You can begin paying for camp as early as January 15th. All payments must be paid prior to the dates when your child is attending camp. Deposits of 10% of total fees will be required for payment plans.

AGE REQUIREMENTS

When choosing an age-appropriate camp for your child, please be sure to use the grade that your child will be entering in fall 2018. All campers in preschool programs must be of age by the first day of camp.

REGISTRATION DEADLINE AND LATE FEE POLICY

- All registrations are first-come, first-served and are due by May 1, 2018, to guarantee a quality program for your camper and to ensure proper counselor/camper ratios.
- Any registrations submitted after May 1st are processed in the order received based on the availability of space.
- Any registrations after May 1, 2018 will no longer qualify for the early-bird rate, standard rate will apply.
- Any camp change requests or transfers will accrue an additional \$15 processing fee per change per camper after May 1st along with the standard rate. A new registration form must be filled out and signed for any changes.
- Camp registrations for any given week are due by 12 pm on the Wednesday prior to that week. Any registrations after this time will not be accepted. Parents can come in-person on Monday at 9:15am to see if there is space in camp, but space is not guaranteed. There will be a \$35 late fee per child and the standard rate will apply.
- Registrations received after a camp is full and has reached capacity will be put on the waitlist.

DISCOUNTS

\$10 Multi-Child Discount:

Do you have more than one child attending camp? We will give you a \$10 discount for each week during which you have more than one child registered (the discount will be applied to only one child's camp registration). You will forfeit the discount if you withdraw one or more children and your number of registered campers reverts to one.

REFUND/WITHDRAWAL POLICY

All refund requests must be made in writing.

- A refund of all fees (minus a nonrefundable service fee of \$25 per child per week) will be given if a camp refund form is properly submitted to the NSYMCA by June 1, 2018.
- Any cancellations made on/or after June 2, 2018 will forfeit all fees paid to date, unless approved by the Camp Director.
- Refunds will be given either by check or NSYMCA credit voucher to be used within one calendar year. Check refunds can take up to four to six weeks to process. Refunds are non-transferable and not redeemable toward membership.

EARLY DROP-OFF & LATE PICKUP POLICY

- Morning drop-off begins at 8:45 am. If you drop off earlier than 8:45 am, you will be charged for Extended Camp.
- Please be prompt in picking up your camper at the end of their camp day. Campers not picked up by 4:10 pm will be charged for PM Extended Camp.
- PM Extended Camp ends promptly at 6:00 pm. After 6:00 pm, a late fee of \$1 per minute, per camper will be charged.
- Extended Camp is available for an additional fee. See page 3 for more information.
- Extended Camp is available for K-8th grade.
- If a one-on-one aide is needed during regular camp hours, the camper must also have a one-on-one aide for Extended Camp. This will incur an additional cost. Please contact the camp registrar for details.
- If they are an Extended Camp camper and will be transferred to a NSYMCA class with a clothing change required, staff members will not be able to assist with the clothing change.

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PARENT MANUALS/COMMUNICATION

The parent manual and camp calendar/schedule will be available on the website (www.nsymca.org). This manual contains all of the information you'll need to know about camp, including behavioral expectations, lunch, field trips, swimming activities, camp clothes, themes, and more. Please read it thoroughly and discuss expectations with your camper. Parents will also receive an email before each week of camp with a summary of what to expect and a newsletter at the end of each week to see how much fun your camper had. All of our newsletters and communications will be done through email — please make sure you have the most up-to-date email on file. If you are not receiving our emails, please make sure that you are subscribed to our Constant Contact list, and be sure to check your spam and junk-mail folders. If you have further problems, please contact the registrar at registrar@nsymca.org.

SPECIAL ACCOMMODATIONS & ADA INFORMATION

The NSYMCA encourages participation by everyone, and our official non-discrimination policy guarantees that our programs are open to all people regardless of ability. If you or a family member have special needs and would like to participate in a program, we will be happy to make reasonable accommodations to meet your needs. Please indicate on the registration form if you would like information regarding our inclusion programs and/or the guidelines of the Americans with Disabilities Act. If you are interested in one of our programs with aides, please contact emirochnick@nsymca.org.

FRIENDSHIP REQUESTS

Friendship requests may be submitted for Y Day Camps and Sports Camp. Due to the unique structure of activities at all other camps, children are placed into camper groupings and friendship requests are not available. The Friendship Request Form is part of the registration form. Request guidelines:

- Only one friend may be placed with your child, and both must be registering for the same camp on the same days/weeks.
- You may only request one friend, and that friend must also request you (you may turn in your requests separately).
- Friendship requests that list more than one friend will not be honored.
- Friendship requests are not accepted after June 1st.

MEDICINE POLICY

The NSYMCA has a policy against dispensing medication to a child in camp. Medication will only be dispensed in lifesaving situations. Other medications, such as antibiotics, should be dosed before and after camp hours. Parents are allowed to come to camp in order to give their child(ren) medication. Please indicate on the registration form if your child has an EpiPen®, inhaler or other similar medical needs.

COUNSELOR AND STAFF SUPERVISION

The NSYMCA staff displays enthusiasm, energy, and creativity to ensure a memorable summer for your camper. Before hiring, all of our staff members undergo a selective interview process, background check, and thorough training prior to camp program. The Camp team, has many years of knowledge and experience in planning engaging curriculum and activities for campers.

Each camp's counselors are carefully chosen for their demonstration of maturity and enthusiasm. All camp staff members complete an extensive training program, which includes supervision and safety techniques, activity development, and first aid. Supervised Counselors-In-Training assist our staff in facilitating daily activities.

FIELD TRIP INFORMATION

Only campers who attend full-day camp will go on that full-day field trips. PM campers will go on the PM field trip. AM campers will not go on field trips.

- Campers must go on the assigned field trip for the current week of camp they are attending. They may not switch trips or stay behind.
- Field trips return to the NSYMCA by 4:00 pm, so please avoid early pickups on Thursdays.
- Campers dropped off late after camp has left for the field trip will not be able to attend camp that day.
- Campers are not allowed to be dropped off or picked up from the field trip by a parent.

EMERGENCY FORM

The NSYMCA does not require children to have a medical examination in order to attend camp. However, it is important to accurately complete the pre-camp questionnaire that is included as part of your registration. If your child has special conditions such as allergies or phobias, or medical alerts such as epilepsy or asthma, please include this information along with home, cell, and work phone numbers on the form we provide.

NSF

The NSYMCA will charge a \$25 fee for any membership or program dues that are returned by the bank or credit card company.

CAMPER DRESS CODE

In an attempt to create a positive environment, we require that all clothing be modest and appropriate for camp.

- We require clothing that is not revealing.
- Halter tops, bare midriffs, very short shorts, and clothing that is inappropriate for camp activities, indecent, or has inappropriate images or slogans will not be allowed.
- The dress code will be enforced by our summer staff, and campers wearing clothing deemed inappropriate will be asked to change clothes.
- Camp shirt may not be altered.