



THE GREATER MORRISTOWN YMCA
79 Horsehill Road, Cedar Knolls, NJ 07927
P 973.267.0704 www.greatermorristownymca.org

2021 Camp Y-Zone Parent Packet

Dear Parents,

Welcome to the upcoming 2021 Summer Camp Season! It's hard to believe it but summer is right around the corner!

The following items are included in this packet:

- Parent Information & Program Policies
- Disciplinary Procedures
- Expulsion Policy

New this year, camp registration will take place on-line via our website: www.greatermorristownymca.org. We will also have hard copies available at the YMCA's Member Services Desk should you not have access to a computer. If you choose to register using the paper forms, you must return them with payment in order to register your child(ren) for the 2021 Summer Camp season. Please return ALL forms together. Your child's spot in camp will be reserved when all forms are completed and handed into the YMCA with your payment. Enrollment forms can be obtained at the YMCA's Member Services Desk or downloaded from www.greatermorristownymca.org or www.gmyzone.org. There is a \$25.00 fee per camper to process paper enrollment.

PLEASE NOTE: Some policies and procedures are subject to change if COVID-19 persists into the summer.

Camp T-Shirts are **MANDATORY**. Your child must wear his/her shirt every day. You will receive 1 free shirt with registration. Additional t-shirts can be purchased for **\$9.00** each at registration (10 days to process shirt orders). T-Shirts will be available prior to the start of camp. No t-shirts will be available for purchase after camp begins.

PARENT INFORMATION AND PROGRAM POLICIES

This information is important for both parents and campers, and should be read through carefully to help prepare your child for his or her summer camp experience. In order to facilitate a smooth transition, it is essential that children are well prepared for camp and know what to expect before attending. This packet of information and policies should be retained for guidance and future reference.

REGISTRATION:

Registration is processed on a first-come, first-served basis, and is subject to acceptance by the Camp Administration and Camp Registrar. The following is required at the time of registration:

- Payment of **50%** of total weekly camp fees, if registering prior to **May 1st**.
- **100%** of fees are due for Camper Registration Fee, Extra t-Shirts, etc., upon registration.
- **Full payment of ALL camp fees** is due if registering on or after May 1st, 2021

If registering using paper enrollment forms, the following must be returned:



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- **Camp Y-Zone Camper Registration Form** (fully completed, legible, and signed)
- **All Camper Enrollment Forms** (from the Camper Enrollment Packet)

****There is a \$35.00 service charge for checks returned by the bank.****

PROGRAM AND SESSION CHANGES PRIOR TO MAY 1ST (\$30.00 PROCESSING FEE)

Requests for changes of session dates or programs following initial registration are limited by availability. A "Change Request" form must be submitted to the YMCA Membership Desk no later than **May 1st, 2021**. The Processing Fee and any additional fees required must be paid when submitting the "Change Request" form. **Please note: this change request DOES NOT guarantee acceptance of change in session.**

HOURS OF OPERATION (Grades 1-6)

Camp Y-Zone (grades 1st – 6th): 8:00AM-5:00PM

CAMP WEEKS

Camp will run 8 weeks starting Monday, June 28th, 2021 through Friday, August 20, 2021.

CAMP RATES: (per week)

5 days / week: \$355 / week
 4 days / week: \$315 / week
 3 days / week: \$265 / week

SIBLING DISCOUNT (per week)

5 days / week: \$345 / week
 4 days / week: \$305 / week
 3 days / week: \$255 / week

DROP-OFF AND PICK-UP PROCEDURES:

Camp Y-Zone (1st – 6th): Parents/Guardians must pull into the Y-Zone Parking lot at 25 Saddle Road. Follow the loop and pull all the way to the end where our Check-In Specialist will be waiting. You will be asked to sign-in using a tablet, from your car, then your child(ren) will be escorted into the Y-Zone and brought to their group. Please arrive no earlier than 8:00AM). The Parent/Guardian must sign each child in upon arrival. Drop off ends at 9:00AM. Campers must be signed in by an adult or you will be called to come back. Programs start at 9:00AM.

Pick-up is a similar procedure. Beginning at 4:00PM, Parents/Guardians must pull into the Y-Zone parking lot and follow the loop all the way around. Our Pick-Up Specialist will come to your car for you to sign out. Your child will then be escorted to your car as quickly as possible. Pick-up is no later than 5:00PM. We will not release a camper to anyone who is not on the Authorized Pick-Up List.

EARLY DISMISSAL:

Parents/Guardians picking up camper(s) before 4:00PM should notify the Camp Director in writing, prior to the day of the altered schedule. If your child is being picked up earlier than 4:00PM, please park in the cul-de-sac and enter the Y-Zone through the front entrance. Please be prepared with your PIN number or Driver's License.

PIN NUMBERS:

PIN numbers for each camper will be assigned and sent to the Parent/Guardian prior to the start of camp. This pin number must be used for sign-in and sign-out.



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LATE PICK-UP FEE:

After 5:00PM, a late fee of **\$30.00** for every 15 minutes, per child, will be charged for those Campers not picked up. If payment is not remitted at that time, your camper(s) will NOT be accepted into camp until payment has been settled.

NON-PARENT/GUARDIAN PICK-UPS:

Adults other than legal Parents or Guardians of campers, who are intending to pick up, transport or take custody of children from camp, must be documented with the Camp Director PRIOR to its occurrence. Required in writing from the parent or guardian are the names, telephone numbers, and dates of those adults that are authorized. The Camp Staff regards all camper's health and safety very seriously, and camp personnel reserve the right to request proper identification before releasing any campers.

REGISTRATION FORMS AND PAYMENTS:

A camp registration fee of **\$50.00** is required for each camper. **This fee must be paid in full at the time of registration.**

At registration, a non-refundable deposit of 50% of total camp fees is required to reserve the programs and sessions desired. **All balances of camp fees are due by May 1st, 2021.** Registration forms submitted after May 1st, 2021 are subject to program and session availability, with all camp and registration fees due in full. The 8 weeks of camp tend to fill up quickly so please be sure to register for all weeks you plan on sending your child(ren) up front.

REFUNDS:

The Greater Morristown YMCA has a "no refunds" policy. The Camp Administrator and Directors reserve the right to dismiss any child from camp whose needs the Greater Morristown YMCA are unable to meet, or whose conduct is not in the interest of the total camp, **without refund.**

EMERGENCY PROCEDURES:

All camp staff personnel are trained in First Aid, CPR, and AED as well as safety procedures, including fire and storm evacuations. In the event of a life-threatening emergency, the staff will assess the severity of the situation, administer necessary first aid, notify the Camp Director, and summon an ambulance, if necessary. The Cedar Knolls First Aid Squad or its designee will provide emergency transportation. Emergency medical attention will be provided by the Emergency Room at Morristown Medical Center in Morristown, NJ. Parents/Guardians will be notified of the situation immediately following the activation of the emergency medical service.

In the event that a child is injured or becomes ill, in a less serious nature, appropriate first aid will be administered. The parent will be apprised of the situation and included in any decisions to be made regarding further treatment. For campers suffering from heat-related disorders, nausea, and the like, a quiet indoor spot is maintained with a cot and first aid supplies. Minor injuries or health complaints will be dealt with appropriately, and staff personnel, upon pick-up, will inform the parent.



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RAIN / SEVERE WEATHER POLICY:

Camp Y-Zone is an **outdoor** venue. In the event of severe weather, camp will be modified for indoor activities.

INSURANCE:

The Greater Morristown YMCA maintains camp accident and liability insurance coverage for all its campers and staff.

MEDICATIONS:

For questions and concerns regarding your child's medication needs, please address the Camp Director.

LUNCHES:

The Greater Morristown YMCA Summer Camp Program is pleased to once again offer a boxed lunch program by "**Simply Gourmet Lunches**". The cost is \$5-7 per day and you can customize your child's lunch every day. Simply Gourmet offers wholesome meal options which have no artificial ingredients, growth hormones, or trans fats: only fresh super foods that promote a healthy diet for our children. Visit www.SimplyGourmetLunches.com for more information or to register. You will be able to place your orders after **June 1, 2021**. Pizza will be served on Friday and campers will receive two slices and a bottle of water.

If your child is not participating in the program, they are to bring their own lunch and snack each day. Parents should avoid sending anything that might spoil in hot weather, since the YMCA is unable to provide refrigeration or heating of lunch items. ***Please do not send spending money other than for use at our Zone Snack Shack.***

ZONE'S WORLD FAMOUS SNACK SHACK:

Campers can visit Snack Shack in the afternoon to get a choice of several delicious snacks. For example: Fruit Pops, Pop Corners, fruit and Go-Gurt. You may also send your child with \$1 to purchase an additional item at the Snack Shack (\$1/snack).

FIELD TRIPS:

Field trips are TBD pending COVID restrictions and guidelines. Information will follow as we lead up to the camp season.

SWIMMING

Swimming is TBD pending COVID restrictions and guidelines. Information will follow as we lead up to the camp season.

ITEMS TO BRING TO CAMP:

- Backpack
- Lunch (unless ordered through the "boxed lunch program").
- Bathing suit: on designated swim day
- Towel: on designated swim day
- Plastic bag (for wet items): on designated swim day
- Sunscreen
- Water bottle



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- Sneakers
- Socks
- 2 face masks
- Hand sanitizer

Please be sure to label ALL items with your child's name, including lunchbox, thermos, clothes, towel, bathing suit, sunscreen, etc.

THE FOLLOWING ITEMS ARE NOT ALLOWED AT CAMP:

- Toys
- Handheld games (Nintendo DS)
- Cell phones
- Pokémon cards and other similar trading cards

If your child brings any of these items and they are lost, stolen or broken, the Greater Morristown YMCA is not responsible.

WHAT TO WEAR:

Each camper will receive a complimentary t-shirt their first day of camp. Extra t-shirts may be purchased for \$9.00 each at the time of registration. The t-shirt color is representative of what grade your child is in.

These t-shirts need to be worn **every day** by the campers so the staff knows what group a camper is in. If t-shirt is not available on time, please have your child wear team color.

Only sneakers or boots are appropriate for camp. Sandals, crocs, open-toed shoes or "gels" are inappropriate in the camp setting.

FINANCIAL ASSISTANCE:

Funds for camp scholarships are available on a limited, first-come, first-served basis, and are **only available** to applicants in the Greater Morristown YMCA **service area listed below**. Applications for financial assistance are available from the Camp Registrar and Member Service Desk at the YMCA. Following submission, a financial review and approval will take place and a parent orientation will be scheduled to discuss the available financing, if any.

***All financial forms and camp forms must be received by February 8th, 2021 in order to be considered for financial assistance.**

SERVICE AREAS FOR FINANCIAL AID:

Morristown, Morris Township, Cedar Knolls, Morris Plains, Whippany, Convent Station, East Hanover, Mendham/Chester.

DISCIPLINARY PROCEDURES

In order to ensure every child's full enjoyment of the program, the following **DISCIPLINE PROCEDURES** will be used to discourage negative behavior and encourage positive ones:

IN THE EVENT OF A DISCIPLINE PROBLEM WITH A CHILD, THE STAFF SHALL:



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1. Speak to the child to determine the nature of the problem: Identify appropriate behavior.
2. Try to eliminate the problem by setting the stage for appropriate behavior.
3. Explain why the behavior is not appropriate and intervene to diminish problem behavior.
4. If discipline problem continues, the Director will notify the parents and an appointment may be made to discuss the situation.
5. Time out is used only as an understanding period; not as a restraining period. This is used only to help children understand that their behavior is unacceptable. It also makes children aware of wrongdoing.

UNDER NO CIRCUMSTANCES SHALL A CHILD BE:

1. Deprived of food
2. Isolated
3. Subjected to corporal punishment or verbal abuse.

In the event that the child should continue to be unable to participate according to the established Code of Behavior, the child will be suspended from the program. Re-entry is dependent on a satisfactory interview with the Director and at least one day's suspension. If the problem continues, the child will be expelled from the program. Payment for suspended days is not refundable.

CODE OF CONDUCT

Our goal at the Greater Morristown YMCA is to make this a fun and rewarding summer for all involved. To do so, all Campers at the Y-Zone are expected to abide by the following guidelines:

- All children will respect and abide by all YMCA rules, regulations, and Core Values. *The YMCA Core Values are Caring, Honesty, Respect and Responsibility.*
- Foul language, verbal or physical harassment will not be tolerated. This includes: name-calling, teasing, bullying, hitting, kicking, biting, pushing, etc.
- Any personal belongings, unrelated to our program or Camp, will be confiscated and returned to parents at the end of the day.
- Remember; we are to treat the grounds, equipment, staff, members, and all facilities with care and respect. All children will keep their belongings organized and in their own bag. All garbage will be properly disposed.
- Weapons of any kind are prohibited! If a child brings a weapon to the Summer Camp Program, it will be taken away and their parents will be called. The YMCA management staff will be notified and appropriate action will be taken. The child will be sent home after the incident.
- Campers must stay with their group and counselors. Wandering away from your specific group is unacceptable and will not be tolerated. NEVER should a camper be alone.



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- In order to have the best summer camp at the Greater Morristown YMCA Camp Y-Zone Program, communication between staff and children (as well as their families) is essential. The only way we can solve a problem is if we know about it. Please feel free to present any comments or questions to any of the YMCA staff.

EXPULSION/SUSPENSION POLICY

Unfortunately, sometimes there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from camp:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or themselves
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal or physical abuse to staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal or physical abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting
- Bullying

SCHEDULE OF EXPULSION

- If the Directors see the Child/Parent's actions as cause for immediate expulsion, a parent will be required to pick the child up immediately.
- If the Child's/Parent's actions are not deemed to require immediate expulsion, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. The verbal and written warning is meant to give a period of time so that the Parent/Guardian may work on the child's behavior or to come to an agreement with the center.
- The Parent/Guardian will be informed regarding the length of the expulsion period.
- The Parent/Guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The Parent/Guardian will be given a specific expulsion date based on the safety and wellbeing of child and other children.
- Failure of the Child/Parent to satisfy the terms of the plan may result in permanent expulsion from camp.



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- No timeline will be given if the Child's/Parent's actions are considered to require immediate expulsion.

A CHILD WILL NOT BE EXPELLED (as the primary purpose)

If a Child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the camp
- Questioned the center regarding policies and procedures without giving the parent sufficient time to make other child care arrangements.

A child may still be expelled if they or their parents violate our code of conduct or violate our expulsion/suspension policy.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess camp environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The Director, appropriate camp staff and parent/guardian will have a conference to discuss how to promote positive behaviors.

DISCIPLINE & EXPULSION POLICY

If a camper deviates from the expected behavior guidelines, in a way that disrupts programming, safety, or the enjoyment of other campers, the camp administration reserves the right to terminate their participation in the Greater Morristown YMCA Camps **without refund.** The Greater Morristown YMCA has a zero-tolerance policy.