



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

2023 Camp Y-Zone Parent Packet

Dear Parents,

Welcome to the upcoming **2023 Summer Camp Season!** It's hard to believe it but summer is right around the corner!

Camp registration will take place on-line via our website: www.greatermorristownymca.org. Your child's place will be reserved only upon receipt of the confirmation email. *A current Universal Health Form and Immunization form MUST be submitted two weeks prior to your child's first day of camp or your child will not be allowed to attend.* The Health Forms needs to be signed and stamped by a doctor. Please email forms to camp@morristownymca.org or feel free to drop them at our Member Services Desk.

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, 2023**
- **100%** of fees are due in full for Camper Registration Fee (\$75.00) upon registration.
- **Full payment of ALL camp fees** (Including t-shirts) is due if registering on or after **May 1st, 2023**

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

PROGRAM AND SESSION CHANGES PRIOR TO MAY 1ST (\$35.00 PROCESSING FEE)

Requests for changes of session dates or programs following initial registration are limited by availability. ***In case you need to change days or weeks, you must email camp@morristownymca.org no later than May 1st, 2023.*** The Processing Fee and any additional fees required must be paid when submitting a change request. **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



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

CAMP WEEKS

Camp will run 8 weeks starting Monday, June 26th, 2023 through Friday, August 18, 2023.

CAMP RATES: (per week)

5 days / week:	\$400 / week
4 days / week:	\$360 / week
3 days / week:	\$310 / week

SIBLING DISCOUNT

Please call the Member Services Desk between 9am and 5pm at 973.267.0704 to receive a promo code for the sibling discount. You will be requested to leave your name as well as your children's names that you will be registering. The discount will be reflected for each child once the promo is inputted at checkout.

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 or 6 Saddle Road (road-side). Your drop-off and pick-up location will be communicated to you prior to the start of camp. 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 or 6 Saddle Road. 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.

PROCARE CONNECT AND PIN NUMBERS:

ProCare Connect is an app for your phone that allow our administration to communicate directly with our families. Prior to the start of camp, you will receive an email inviting you to join the program. If you do not, please double check your spam or trash folders, then reach out to the Director or Registrar to make sure we have your information correct.



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

We will be using the communication and the sign in/out parts of this program. Once you download the app and sign in to your account, you will be able to access basic information about your child and family. (Please note that each individual parent/guardian needs their own “invite code” to sign up, it cannot be shared.) Please let us know if any of this information needs to be updated.

Your screen will have three options at the top right corner, a QR code icon, a calendar icon and a messaging icon.

The QR code icon will allow you to sign your child in and out of the program each and every day. The QR code will be provided to you during drop off and pick up times. There is also a backup PIN number that you can provide to a staff member if the QR code does not work. The PIN numbers will be used for those whom you have authorized as approved pick up. Each adult will have their own PIN number. You can find the PIN Numbers in your Family Info section of your app.

The messaging icon does just that – sends messages to and from your teacher. We will not be using the calendar icon. For the 2023 camp season, all families will receive a NEW Invitation to ProCare, regardless of having used It In the past.

LATE PICK-UP FEE:

After 5:00PM, a late fee of **\$35.00** 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 **\$75.00** 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, 2023.** Registration forms submitted after May 1st, 2023 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.



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

REFUNDS:

The Greater Morristown YMCA has a strict “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. There are no refunds due to illness, mandatory closures, acts of God, etc.**

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.

RAIN / SEVERE WEATHER POLICY:

Camp Y-Zone is an **indoor and outdoor** venue. In the event of severe weather, camp will be modified for indoor activities. Early closure may be necessary when hazardous conditions exist.

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**”. With Simply Gourmet, 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.SimpleGourmetLunches.com for more information or to register. You will be able to place your orders after **June 1, 2023**. Pizza will be served on Friday and campers



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

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. PLEASE NOTE: No third-party food delivery service will be allowed (i.e. Door Dash/Uber Eats, etc).***

Y-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:

We are In the process of planning weekly field trips for each group.

SWIMMING:

All campers will be evaluated on the first Monday of each session and will be placed in a swim level according to ability. Camp counselors will encourage each camper to participate in all swim activities. Recreational swimming will take place at the YMCA as well as off-site at Streeter Pool.

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
- Sneakers
- Socks
- 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 (ie: Nintendo DS)
- Cell phones
- Smart Watches
- Pokémon cards and other similar trading cards



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

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:

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 handed out during orientation. If you are unable to attend, you may pick up your camper's shirt(s) on their first day of camp. No t-shirts will be available for purchase after camp begins. The t-shirt color is representative of your child's age group. T-Shirts must be worn every day.

Only sneakers 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 at the 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 6th, 2023 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:

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.



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

4. If discipline problem continues, the Director will notify the parents and try to work together to defuse the situation.
5. Time out / removal from the group 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 and to prevent unsafe behavior from occurring.

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.



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

- 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.
- 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

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.



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

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.**

COVID-19 - CAMPERS AND FAMILIES

The Greater Morristown YMCA recognizes that COVID-19 guidelines and restrictions are fluid. The Greater Morristown YMCA will follow all guidelines from the Hanover Township Health Department as to what is advised for cleaning, reporting and /or potentially closing groups of campers if a staff member or child is diagnosed with COVID.

The YMCA is committed to following all policies and procedures set forth from the Department of Health, including but not limited to:

- Travel Restrictions
- Quarantine Timelines
- Vaccination Requirements
- Mask Mandates
- Exposure Guidelines

In the event of a mandated quarantine or an absence due to illness the YMCA will not issue any refunds or credits. Additionally, camp weeks are non-transferable. Weeks cannot be transferred to different dates or to different family members.



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

EXPECTATIONS of our FAMILIES

- Honestly answer any and all COVID waivers when applicable.
- Share relevant health information including possible exposures, symptoms and travel plans.
- Read anything that the YMCA sends out regarding policy and procedure so that you can have knowledge of what is expected of you.

EXPECTATIONS of the YMCA

- Maintain a high standard of healthy and clean environment
- Maintain an up to date understanding of current policies and procedures as designated by the Health Department.
- Keep our families up to date regarding changes in policies and procedures regarding COVID-19.
- Maintain confidentiality regarding child(ren) and staff and their health status.