



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

## **2025 Camp Y-Zone Parent Packet**

Dear Parents,

Welcome to the upcoming **2025 Summer Camp Season!** It's hard to believe it but summer is right around the corner!

### **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. 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 AND PAYMENT:**

Camp registration can be done on-line via our website starting Tuesday, January 21st, 2025: [www.greatermorristownymca.org](http://www.greatermorristownymca.org). You must have an active account with the Greater Morristown YMCA in order to register.

Registration is processed on a first-come, first-served basis, and you will receive a confirmation email once the registration has gone through. **Please note, the Greater Morristown YMCA reserves the right to review each registration and your child's enrollment is subject to acceptance by the Camp Administration and Registrar Team.**

When registering, please make sure to use a current email address as all correspondence will be directly sent to this email. **Please also make sure to register your child for the grade they are GOING INTO in September 2025 (not their CURRENT grade).** The following payment is required at the time of registration:

- If registering prior to **May 1st, 2025, 50% of total camp fees** are due upon registration.
- Camper Registration Fee (\$80.00) is due upon registration and is non-refundable.
- If registering on or after **May 1<sup>st</sup>, 2025, 100% of total camp fees** and t-shirt fees are due upon registration.

**If you have an outstanding balance on your account, payment must be made in full before the Camp Administration team will accept your registration.**

**PLEASE NOTE: If you are unsure of your summer plans, we encourage you to wait before registering your child/ren as the Greater Morristown YMCA has a strict "NO REFUNDS" policy.**



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\*\*There is a \$50.00 service charge for any returned payments by the bank.\*\*

**PROGRAM AND SESSION CHANGES PRIOR TO MAY 1<sup>ST</sup> (\$50.00 PROCESSING FEE PER SESSION)**

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](mailto:camp@morristownymca.org) no later than May 1<sup>st</sup>, 2025.** There is a **\$50.00 Processing Fee** per session change, the Processing Fee and any additional fees required must be paid when submitting a change request. **Please note: session changes are not guaranteed. Again, we strongly urge you to confirm your summer plans prior to registering.**

**HOURS OF OPERATION (Grades 1-6):**

Camp Y-Zone (for children entering 1st grade through 6th grade): 8:00AM-5:00PM

**CAMP WEEKS:**

Camp will run 8 weeks starting Monday, June 23<sup>rd</sup>, 2025 - Friday, August 15<sup>th</sup>, 2025.

**CAMP RATES: (per week):**

We offer 3, 4, or 5 days options for summer camp and you may choose which days your child will attend when registering.

5 days / week:	\$450 / week
4 days / week:	\$410 / week
3 days / week:	\$360 / week

**SIBLING DISCOUNT:**

Please note that the discount code only applies to any additional child/ren that are registered for the same weeks of camp. **Discount code: siblingcamp2025.** This discount ONLY APPLIES to weekly camp fees and cannot be used for any other camp fees (registration, t-shirts, etc). Our Camp Administration Team will review each discount code used to ensure they are applied to weekly camp fees only.

**DROP-OFF AND PICK-UP PROCEDURES:**

We know how hectic mornings can be, so we try our best to be as efficient as possible for everyone. Parents/Guardians **MUST** remain in your car during the drop-off and pick-up process and a staff member will assist you. In order to keep the line moving, please do not use this time to approach our staff regarding any questions or concerns as we are focused on getting all campers to and from their groups safely. You may contact the Y-Zone's front desk at 973-998-9199 after 9:00 am and a staff member will gladly address any concerns/questions you may have.



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**DROP OFF:** Drop Off time 8:00 - 9:00 am. Parents/Guardians will arrive at your designated location based on your child's grade level (look for cones and yard signs). Please have your ProCare App open and ready. You will be asked to sign in using the QR code provided by our staff, while remaining in your vehicle. Your child(ren) will be escorted into the Y-Zone by a staff member and brought to their group. If you are arriving after 9:00am, please park in the cul-de-sac and escort your child inside the Y-Zone (25 Saddle Road) to sign in at the front desk.

**PICK-UP:** Beginning at 4:00 - 5:00 pm. Parents/Guardians will arrive at your designated location based on your child's grade level. Please have your ProCare app open and ready. A staff member 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.

**DROP OFF/PICK UP ZONES:**

**1st-3rd grade - Y-Zone Building (25 Saddle)**

**4th-6th grade - 6 Saddle/Angela's Place (curbside, look for cones)**

**EARLY DISMISSAL:**

Parents/Guardians picking up camper(s) before 4:00PM should notify the camp as early as possible to ensure your child is scheduled to be on site. If your child is being picked up prior to 4:00PM, please call the front desk at 973-998-9199 to notify us of your arrival time. 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.

**LATE PICK-UP FEE:**

After 5:00PM, a late fee of **\$50.00** 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 able to attend camp until payment has been settled.

**NON-PARENT/GUARDIAN PICK-UPS:**

During the registration process, you will be asked for names of those who are authorized to pick you child/ren up. If those authorized to pick up are unable to do so, parents/guardians **MUST** email the Camp Director immediately with the name, phone number, and license ID number of the person being sent to pick up your child.

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.

**PROCARE AND PIN NUMBERS:**

ProCare is an app for your phone that allows our administration to communicate directly with our families. Prior to the start of camp, you will receive an email inviting you to join the



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program. If you do not receive an email, please double check your spam or trash folders, then reach out to the Camp Director to ensure we have your correct contact information.

We will be using the communication/messaging and the sign in/out parts of this program **EVERYDAY**. 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 every day and 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 our administration staff. Please note, we will not be using the calendar icon. For the 2025 camp season, all families will receive a NEW invitation to ProCare, regardless of having used it in the past.

**Please make sure to turn your notifications on for the summer season in order to receive important information such as schedules, accident/incident reports, weekly updates, and any other form of communication that may be important to your camper’s camp day.**

**REFUND POLICY:**

**The Greater Morristown YMCA has a strict “no refunds” policy. When registering your child, you will be directed to acknowledge this policy electronically before your child's registration is accepted.**

The Camp Director and Administration Team 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, lice, 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



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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 to the best of our ability. 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:**

Our Camp Staff does not administer medications, however, we will have a full-time licensed nurse on duty for the duration of summer camp. For storage of Epi-Pens and Inhalers please contact the Camp Director with CURRENT action plans and details for medication drop off prior to your child's first day. All medications should be logged in at the front desk with a camp administration staff and NOT left inside of your child's backpack. For questions and concerns regarding your child's medication needs, please contact the Camp Director. All Epi-Pens and Inhalers will be returned at the end of the camp season.

#### **LICE POLICY:**

If it is determined that your child has contracted lice, he/she will be sent home immediately and will not be allowed to return until they are **nit and lice free**. Should you seek professional lice removal service treatments, your child may return after 24 hours **WITH A NOTE FROM THE TREATMENT COMPANY STATING THEY ARE NIT AND LICE FREE**. For those children who do not receive professional treatment services, they will be rechecked at camp prior to being allowed to return.

We ask that you discuss lice transmission with your child prior to the start of the camp season. Following are a few discussion points to help avoid transmission:

- Do not share combs, brushes, hats, or hairbands with anyone else.



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- Avoid head to head contact.
- Use your own towel.
- Apply a lice prevention spray in your camper's hair every morning, such as Fairy Tales Rosemary Repel Conditioning Spray.
- Check your camper's hair regularly and pay attention if you see them scratching their heads/hair more than usual.

#### **ABSENCES:**

If your child is unable to attend their scheduled day for any reason, refunds will NOT be given, nor will make-up days be allowed.

#### **LUNCHES:**

Parents MUST send campers to camp with a healthy lunch, water bottle, and a snack **EVERY DAY**. Parents should avoid sending anything that might spoil in hot weather as we are unable to provide refrigeration or heating of lunch items.

**Please do not send spending money other than for use at our Snack Shack. PLEASE NOTE: No third-party food delivery service will be allowed (i.e.; Door Dash/Uber Eaters, etc.).**

#### **SIMPLY GOURMET:**

Simply Gourmet is a third-party lunch service available to you for the summer that offers a variety of daily healthy lunch options to choose from. **The YMCA is not affiliated with the program and is not responsible for errors in delivery/refunds etc.** Please contact the company directly regarding any concerns or questions you may have. Please see our website for more information or visit Simply Gourmet's website directly at <https://www.simplygourmetlunches.com/>. Please remember that our camp is a NUT FREE FACILITY.

#### **PIZZA FRIDAY:**

Pizza will be served every Friday for ALL campers. Campers will receive 2 slices of pizza and a water bottle. If your child is not participating in the program, please provide an alternative lunch option.

#### **Y-ZONE'S FAMOUS SNACK SHACK:**

Every afternoon, campers will receive a free ice pop or specialty snack. Campers also have the opportunity to purchase additional snacks for \$1.00/each. Please do not send bills larger than \$10.

#### **FIELD TRIPS:**

Please refer to the weekly field trip calendar on our website. **Please note, all field trips are subject to change AT ANY TIME.**



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Each Friday you will receive notification on ProCare of your field trip schedule for the upcoming week. If you choose not to send your camper on the planned field trip, you MUST find alternate care as we are unable to accommodate children not participating in the field trip. Please be mindful of this when looking at the calendar and selecting your dates.

### **SWIMMING:**

All campers will be evaluated on the first Monday of each session by our Aquatics staff and will be placed in a swim level according to their ability. Evaluations are voluntary and are not required, however, if your camper opts out of the evaluation, he/she will be placed in a life vest and will remain in the shallow end. Recreational swimming will take place at the YMCA's indoor pool as well as off-site at Streeter Pool (outdoor).

### **T-SHIRTS:**

Camp T-Shirts are **MANDATORY** and your child MUST wear his/her designated shirt EVERY DAY. You will receive 1 complimentary shirt which can be done at registration time. Additional t-shirts can be purchased for \$10.00 each using the link provided on the registration page. The discount code does NOT apply to t-shirts.

T-Shirts will be available for pick up prior to the start of camp. In order to receive your t-shirt, we must have your camper's CURRENT Universal Health Form and CURRENT immunization records.

T-shirts will NOT be available for purchase after camp begins.

### **UNIVERSAL HEALTH FORMS AND IMMUNIZATION RECORDS:**

***CURRENT Universal Health Forms and Immunization Records are due by June 1, 2025. There will be a \$100.00 late fee for any forms received after June 1, 2025.***

Forms MUST be stamped and dated by your pediatrician. Your camper will not be allowed to attend camp until we receive the current forms. Please note - if your child is enrolled in our before/aftercare program with Morris Plains, we still need a CURRENT set for camp as the set you provided for before/after care remains on site at Mountain Way and Borough Schools.

### **ITEMS TO BRING TO CAMP EVERY DAY:**

- Backpack
- Lunch
- Bathing suit
- Towel
- Plastic bag (for wet items)
- Sunscreen
- Water bottle



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- Sneakers (closed toe shoes, NO crocs/sandals)

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

#### **LOST AND FOUND:**

There will be a dedicated lost and found area at the Y-Zone for items that have been left at the end of each camp day. You camper may check the Lost and Found for any items he/she is missing. All items will be discarded on the last day of summer camp.

#### **THE FOLLOWING ITEMS ARE NOT ALLOWED AT CAMP:**

- Toys
- Handheld games/iPad (i.e., Nintendo DS)
- Cell phones
- Smart Watches
- Pokémon cards and other similar trading cards

The Greater Morristown YMCA is not responsible for any items that are lost, stolen, or broken. If any of the above-mentioned items are found, they will be kept in the Camp Director's office for safekeeping until the child is picked up, upon which, a staff member will then return the items directly to the parent.

#### **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. **FINANCIAL AID APPLICATIONS MUST BE COMPLETED IN FULL WITH ALL NECESSARY DOCUMENTATION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, AND THEY WILL BE SHREDDED.**

The Scholarship Committee will review all applications and determine who will receive financial assistance. **If you have been selected to receive aid, your portion of the scholarship MUST be paid in advance, prior to the start of camp.**

**\*All financial forms and camp forms must be received by February 3rd, 2025 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.





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### **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 AND parents 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** and is subject to immediate expulsion if the Camp Director sees fit. This includes: name-calling, teasing, bullying, hitting, kicking, biting, pushing, throwing items, 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 of.
- Weapons of any kind are prohibited! If a child brings a weapon to the Summer Camp Program, it will be confiscated and their parents and the police 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 and **expelled** for the duration of the summer camp program.
- Campers must stay with their group and counselors. Wandering away from your specific group is unacceptable and will not be tolerated.
- 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 in a calm and respectable manner.

### **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.



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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.

**EXPULSION/SUSPENSION POLICY:**

Unfortunately, sometimes there are reasons we have to suspend/expel a child from our program either on a short term or permanent basis. 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 suspend or terminate their participation in the Greater Morristown YMCA Camps **without refund.**

**The Greater Morristown YMCA has a zero-tolerance policy.** 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.
- Causing another child to feel unsafe to attend the program.
- Biting, pushing, hitting, kicking, etc.
- Bullying.



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**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.

**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 the child and other children.
- Failure of the Child/Parent to satisfy the terms of the plan will 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.