



## **2026 Summer Day Camp Family Handbook**

**YMCA of Greater Brandywine  
(YGBW)**





## **Table of Contents**

Page 3 .....	Welcome Letter
Page 4 .....	Camp Contacts
Page 5 .....	Camp Goals & Objectives
Page 6.....	Summer Camp Focus & Purpose
Page 7 .....	ACA Accreditation- Why is it important?
Page 8 .....	Admissions & Registration Information
	YGBW Mission Statement
	Pre Season Calendar/Camp Deposit
Page 9 .....	Wait List, Camp Hours & Late Pick Up
Page 10.....	Daily Sign In/Out
Page 11.....	Payment Information/Cancellations/Change/Late Registration
Page 12.....	Refund/Credit Policy
Page 13.....	Refund/Change Calendar
Page 14.....	Communications
Page 15.....	Behavior Management Guidelines
Page 16.....	Progressive Discipline Behavior Levels
Page 17.....	Inclusion & Accommodations/Camp BumbleBee
Page 18.....	Suspension & Dismissal Policy
Page 19.....	Zero Tolerance Policy /Hate Speech Policy
Page 20.....	Bullying Investigation/Field Trip policy
Page 20.....	Policies- Babysitting/Family Relationships
Page 21.....	Emergency Procedures- Closings/Lost camper/Fire Drills
Page 22.....	Medical Emergency Procedure/Child Abuse Reporting
Page 24.....	Child Abuse Prevention
Page 24.....	Bathroom/Locker Room Policies
Page 25.....	Gift Giving/ 1:1 Interactions/ Electronic Communications
Page 27.....	Illness Policy
Page 27.....	Injury & Accident procedures
Page 28.....	Medication policy /Nut Policy, Policies- Allergies
Page 29.....	Insect Repellent, Sunscreen Policy
Page 30.....	Day Camp Structure
Page 31.....	Staff Ratios/ Things to Know About Camp
Page 32.....	Field Trip Expectations
Page 33.....	Records Release/Court Custody/ Camper Dress/Loss Articles
Page 34.....	What to Bring to Camp/What to Leave Home
Page 35.....	Non-Discrimination Policy



## Welcome to Summer Camp 2026!

We're thrilled to welcome you to another exciting summer at the **YMCA of Greater Brandywine (YGBW)**! Our mission is to nurture the potential of every camper—helping them grow, learn, and develop into confident, caring, and capable individuals.

At YGBW Summer Day Camps, campers explore new activities, build friendships, and develop lifelong skills in a **safe, inclusive, and supportive environment**. Our programs encourage campers to:

- Grow personally and gain confidence
- Learn and live out the Y's core values of caring, honesty, respect, and responsibility
- Strengthen relationships and practice teamwork
- Appreciate diversity and inclusion
- Discover new skills and talents
- And most importantly—**have fun!**

Family communication and engagement are essential to a positive camp experience. Please take time to review this handbook and all materials shared electronically or at your camper's camp site. Be sure you are **opted in to YMCA of Greater Brandywine email communications**, as this is our primary way to share important updates and reminders.

We're also excited to announce the **return of field trips** for our **Pathfinders through Rangers** age groups! These off-site adventures add another layer of fun and learning, allowing campers to explore new environments, try new experiences, and create lasting memories with their friends and counselors.

We are proud to share that **all eight YGBW Summer Camps are now fully accredited by the American Camp Association (ACA)**! This recognition reflects our dedication to the highest standards of **health, safety, and program quality**. ACA accreditation is earned through a comprehensive review of more than 290 standards related to operations, staffing, and camper well-being—ensuring that every camper's experience is both **safe and enriching**.

Thank you for choosing the YGBW as your camper's place to grow, explore, and belong. We look forward to sharing a summer filled with friendship, laughter, and memories that will last a lifetime!

**We can't wait to see you at camp!**



## **YGBW Camp Contacts**

<b><u>Camp</u></b>	<b><u>Camp Leadership</u></b>	<b><u>Position</u></b>	<b><u>Email</u></b>
CV	EJ Taylor	Camp/Sports Director	<a href="mailto:evtaylor@ymcagbw.org">evtaylor@ymcagbw.org</a>
CV	Stephen Dennis	Sr Youth Development Director	<a href="mailto:sdennis@ymcagbw.org">sdennis@ymcagbw.org</a>
JV		Camp/Sports Director	
JV	Kirstan Dolinger	Sr Youth Development Director	<a href="mailto:Kdolinger@ymcagbw.org">Kdolinger@ymcagbw.org</a>
KT	Kurt Rodriguez Whalen	Camp/Family Program Director	<a href="mailto:krodriguezwhalen@ymcagbw.org">krodriguezwhalen@ymcagbw.org</a>
KT	Jess (Jones) Keiter	Sr Youth Development Director	<a href="mailto:jjones@ymcagbw.org">jjones@ymcagbw.org</a>
LV	Es Koliyah	Camp/Sports Director	<a href="mailto:ekoliyah@ymcagbw.org">ekoliyah@ymcagbw.org</a>
LV	Jonas Floyd	Sr Youth Development Director	<a href="mailto:jfloyd@ymcagbw.org">jfloyd@ymcagbw.org</a>
OCT	Janet Kabakjian	Camp/Child Care Director	<a href="mailto:Jkabakjian@ymcagbw.org">Jkabakjian@ymcagbw.org</a>
OLY	Christian Christopher	Camp/Sports Director	<a href="mailto:cchristopher@ymcagbw.org">cchristopher@ymcagbw.org</a>
OLY	Megan Hartman	Sr Youth Development Director	<a href="mailto:Mhartman@ymcagbw.org">Mhartman@ymcagbw.org</a>
UMLY	Brandon Hoff	Advanced Day Camp/Sports Director	<a href="mailto:Bhoff@ymcagbw.org">Bhoff@ymcagbw.org</a>
UMLY	Janelle Brandberg	Sr Youth Development Director	<a href="mailto:Jbrandberg@ymcagbw.org">Jbrandberg@ymcagbw.org</a>
UMLY	Michelle Lampley	Environmental Ed Director	<a href="mailto:Mlampley@ymcagbw.org">Mlampley@ymcagbw.org</a>
UMLY		Creative Arts Director	
UMLY	Claire Jones	Dance Director	<a href="mailto:Cjones@ymcagbw.org">Cjones@ymcagbw.org</a>
UMLY		Director of Racquet Sports	
WC		Camp/Sports Director	
WC	Victoria Gallagher	Sr Youth Development Director	<a href="mailto:vgallagher@ymcagbw.org">vgallagher@ymcagbw.org</a>
YGBW	Bridgette Barbera-Byrne	Sr Assoc. Dir of camp	<a href="mailto:Bbarberabyrne@ymcagbw.org">Bbarberabyrne@ymcagbw.org</a>
YGBW	Erin Lacotta	Sr Assoc Dir of Beh. Mgmt/Adaptive programs	<a href="mailto:elacotta@ymcagbw.org">elacotta@ymcagbw.org</a>
YGBW	Child Care Admin Team	Child Care Admin	<a href="mailto:childcareadmin@ymcagbw.org">childcareadmin@ymcagbw.org</a>

Please contact our Child Care Admin team for all billing, registration, financial assistance, ELRC funding.

Please note- our camp teams are hard at work during the summer months and generally are out in camp ensuring your camper has the best summer ever. Email is the best form of contact to reach them. Please allow 24 hours to respond. If you need immediate attention, please call the branch front desk or the camp cell phone number.



## Welcome to Summer Day Camp at YGBW!

(ACA Standard CR 2.1, 2.2 & 2.4 compliance)

### **Our goals and objectives**

Our goal this season is to nurture the potential of every camper in order to help them grow and develop into the best person they can be. At our summer camps, campers will experience new activities, develop communication skills and make new friends in a safe, secure environment.

The Day camp experience at our Y's provide programs that encourage campers to:

1. **Develop a Sense of Belonging** – Youth are connected to and feel supported by peers and staff.
  - Be a part of something bigger than them – the camp community/family
  - Experience opportunities to share and express their ideas with a group
  - Experience opportunities to make choices for themselves and the group
  - Experience the camp spirit within them and enjoy sharing it with others
  - Respect themselves, others and nature.
2. **Sense of Achievement** – Youth learn and develop important skills resulting in increased confidence and self-esteem.
  - Experience new things
  - Experience a variety of activities - outdoor, physical and creative
  - Use their imagination
  - Experience a sense of pride in their actions, choices and projects
  - Enjoy reading through storytelling, silent reading and reading aloud
  - Learn swimming skills and water safety, and be active
  - Learn swimming skills, be safer around water, and be active
3. **Building Relationships** - Youth will make friends and be supported by positive adult role models.
  - Make friends, have fun and enjoy being a kid
  - Develop relationships with adults who believe in them
  - Become a productive member of a group



## **SUMMER DAY CAMP FOCUS**

At our summer camp, our focus is on fostering holistic development in a joyful and inclusive setting. We prioritize:

1. **Fun and Adventure:** Creating an exciting and dynamic environment where campers can explore new activities, take on challenges and discover the thrill of adventure.
2. **Learning and Skill Building:** Offering a diverse range of educational and recreational activities that promote learning, creativity and development of new skills.
3. **Friendship and Community:** Encouraging positive social interactions, teamwork, and building of meaningful friendships to create a strong sense of community among campers.
4. **Safety and Well-being:** Prioritizing the safety and well-being of every camper through attentive supervision, secure facilities, and health conscious practices.
5. **Nature Connection:** Embracing the outdoors and encouraging an appreciation for nature through outdoor activities, environmental education and exploration.
6. **Inclusivity and Diversity:** Celebrating individual differences and fostering an inclusive atmosphere where every camper feels valued, respected, and included.
7. **Memorable Experiences:** Creating lasting memories by offering a variety of engaging memorable experiences that contribute to each camper's personal growth and happiness.

Our dedicated team is committed to providing a positive and enriching summer camp experience that leaves a lasting impact on the lives of our campers.

### **Our Purpose**

**(ACA Standard CR1.1 compliance)**

The purpose of our summer day camp is to provide a vibrant and inclusive environment where campers can explore, learn, and create lasting memories. Through a blend of engaging activities, skill-building adventures, and positive social interactions, we aim to foster personal growth, build self-confidence, and cultivate a sense of community. Our dedicated team is committed to ensuring a safe, supportive, and fun-filled space where each camper can embrace the spirit of summer and bring home experiences that will resonate for a lifetime.



### **Why ACA Accreditation Matters for Your Camper**

At YGBW, your camper's safety, well-being, and growth are at the heart of everything we do. That's why we're proud that all eight of our Summer Day Camps are accredited by the American Camp Association (ACA) — the national gold standard for camp excellence.

#### **What Is ACA Accreditation?**

The American Camp Association (ACA) is the only independent accrediting organization that evaluates camps nationwide based on up to 290 professional standards. These standards go far beyond state licensing requirements, focusing on every aspect of camp operations — including:

- Health and safety practices for campers and staff
- Emergency preparedness and risk management
- Staff training and supervision
- Program design and development
- Camper inclusion, belonging, and emotional safety
- Facilities, food service, and transportation standards

To achieve accreditation, each of our camps undergoes an extensive, on-site review by trained ACA professionals. Accreditation is not a one-time milestone — it requires continuous improvement, documentation, and adherence to evolving best practices in youth development.

#### **Why It Matters to Families**

- ✓ Your camper is in a safe, nurturing environment where every detail has been reviewed against national benchmarks.
- ✓ Our staff are highly trained, background-checked, and supported with ongoing professional development.
- ✓ Our programs are purposefully designed to promote learning, growth, and leadership in every camper.
- ✓ We hold ourselves to the highest standards of accountability and care, because your camper deserves nothing less.

#### **Our Commitment to Excellence**

Earning and maintaining ACA accreditation reflects our continued commitment to providing a safe, inclusive, and enriching summer experience for every camper. It's one more way that YGBW ensures that every camper has the opportunity to learn, grow, and thrive in a camp community built on trust, friendship, and fun.

***YMCA of Greater Brandywine***

***Proudly ACA Accredited – Serving Families Across Chester County***



## **YGBW Mission Statement**

**(ACA Standard CR1.1 compliance)**

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

## **Equal Opportunity Provider**

The YMCA of Greater Brandywine is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, gender, disability, sexual orientation, family status or national origin. We celebrate diversity and know that our campers benefit through an enriched learning environment.

## **Registration Information**

*Please note camp registration takes place online. If you do not have the ability to register online, please contact your camp leadership to set up an appointment for assistance with registration.*

## **Pre-Season Camp Deposit/Transfer Policy**

**You spoke - we listened!** After much feedback from families regarding our camp deposit inflexibility, we will continue our flexible pre-season deposit policy for 2026! You can find these changes below regarding Camp Deposits and changes for camp.

If you enroll during the pre-season camp registration period, January through April, your \$35/week/camper camp deposit can be transferred to another YGBW camp, location or week without any penalties through the end of the business day on April 30. The camp deposit of \$35/week/camper still remains non-refundable during this time frame.

After the end of the business day on April 30, the camp weekly deposit is no longer transferable, and still remains non-refundable.

## **Camp Registration Changes**

During the Pre-season camp registration period from January through the end of the business day, April 30<sup>th</sup> camp changes/deposits are flexible and there will be no administrative fees. Starting at the beginning of the business day on May 1<sup>st</sup>, families will receive 1 complimentary change per camper on their registration. After the 1 complimentary change is utilized, all change requests will incur a \$25 administration fee per camper per change.

A change is defined as a transfer of a week or location of camp. Example: If you are making changes to 3 weeks of camp on 1 Summer Camp Program change form- this would count as 3 changes as it affects multiple weeks of camp.

Changes to camp registration cannot be accepted verbally and must be made by completing the Summer Camp Change form located on our website.

## **January 13-April 30<sup>th</sup> (End of business day)**

- Camp Deposit is flexible and can be transferred to another camp, week or location. Camp deposit still remains non-refundable.
- Changes for camp are unlimited during this time frame. To make changes, please complete the Summer Camp



Program Change form located on our website.

### **May 1<sup>st</sup>-August 28<sup>th</sup>, 2025**

- Camp Deposit is no longer transferrable and remains non-refundable.
- Changes are limited to one change per camper without a fee during these months. Families will be permitted 1 change per camper at no cost. After utilizing that 1 change, families will be charged an administrative fee of \$25/change/camper.
- To make changes, please complete the Summer Camp Change form located on our website.

EPACT Emergency contact, Program Authorization form, Program selection form and health information will be collected electronically through ePact after online registration and deposit is submitted - **ePact must be completed prior to your camper's first day of camp.**

### **Wait List Policy**

If the program is full and you are placed on a waiting list, the YMCA will contact you when a space becomes available. We ask that parents update us if they register for another camp program or their plans change. Openings are dependent upon the approved ratios for each age group.

### **CAMP HOURS**

- Full Day Programs: 9:00 AM to 4:00 PM – Camp drop off begins at 8:45am. (8:30am for Camp UMLY)
- Half Day Programs: 9:00 AM to 12:00 PM or 1:00 to 4:00 PM
- Before Camp Time (SPARK AM)- \$25/week/camper 7:00am-8:45m
- After Camp Time (SPARK PM ) (FREE)\* 4:00-6:00 PM

(\*Campers who attend camp through the Y Scholarship program at the Oscar Lasko YMCA pay \$25 per week, per camper for Before and After Care.)

### **LATE PICK UP**

The extended camp day ends at 6:00 PM. If you are going to be late picking up your camper, please arrange to have an authorized pick-up person arrive by 6:00. Campers who are picked up late from extended camp time, will be charged a late fee of \$5.00 for pickup one to five minutes past program end time, and \$1.00 per minute thereafter will be charged for pick-up after 6:00pm. If late pick up becomes habitual, the camper(s) may be dismissed from camp.

(ACA Standard AD5.1A & AD 23.1 compliance)

### **DAILY SIGN IN/OUT POLICY**

- AM SPARK drop off: 7am-8:45am (Additional fee for this program) SPARK ends at 8:30am at Camp UMLY due to volume.
- PM SPARK pick up (FREE) 4pm-6pm



- Regular Camp Hours: Drop off 9:00am/Pick up 4:00pm
- A sign in/out area will be available when you arrive at the site.
- Please follow the drop off procedures at the specific camp site your camper is attending.
- You must sign in/out when dropping off and picking up your camper (s).
- Your camper will only be released to the parent/guardian/caregiver or other authorized adult you have indicated on Epact. This list can be updated on Epact at any time.
- Please provide a copy of your custody agreement if applicable.
- **Identification will be checked daily.** Anyone who you have listed as an authorized pick-up person will be asked to show picture identification at time of camper pick-up. While we know it can be inconvenient to show your ID every day, we appreciate your support of our staff in helping to keep your camper safe.
- For the safety of your camper, we will not release your camper to anyone who appears to be under the influence of drugs and/or alcohol. If the authorized adult appears to be under the influence of drugs or alcohol, for the camper's safety, staff will ask for the camper to be transported by another approved adult.
  - If the parent/caregiver refuses to contact someone else staff will call the police immediately and not release the camper to the parent.
- Pick up your camper on time each day. If an emergency arises and you are unable to reach the site before closing, call the staff to inform them of your progress and make arrangements with another pick-up person.
  - ***In case of bad weather, please be sure your email is up to date via epact and active net all communication will be done through email and ePACT messaging.***

**Please be advised that if an adult not on the pick-up list comes for your camper, we will not be able to release your camper to that person, even if the camper recognizes that person. All persons signing out campers must be at least 18 years of age and campers may not sign themselves in or out!**

**(ADA Standard 5.1A & B Compliance)**

### **PAYMENT/FEE INFORMATION**

#### **CAMP PAYMENTS**

Payments must be made through weekly automated drafts or in-full at the time of registration. Camp payments are processed two Sundays prior to the camp start date. Camp payments are not able to be split between two or more payers.



Camp Start Date	Camp Week #	Camp Payment Due
Monday, June 1, 2026	Pre Week 1	Sunday, May 17, 2026
Monday, June 8, 2026	Pre Week 2	Sunday, May 24, 2026
Monday, June 15, 2026	Week 1	Sunday, May 31, 2026
Monday, June 22, 2025	Week 2	Sunday, June 7, 2026
Monday, June 29, 2026	Week 3	Sunday, June 14, 2026
Monday, July 6, 2026	Week 4	Sunday, June 21, 2026
Monday, July 13, 2026	Week 5	Sunday, June 28, 2026
Monday, July 20, 2026	Week 6	Sunday, July 5, 2026
Monday, July 27, 2026	Week 7	Sunday, July 12, 2026
Monday, August 3, 2026	Week 8	Sunday, July 19, 2026
Monday, August 10, 2026	Week 9	Sunday, July 26, 2026
Monday, August 17, 2026	Week 10	Sunday, August 2, 2026
Monday, August 24, 2026	Week 11	Sunday, August 9, 2026

### **Sibling Discount**

Families with two or more campers signing up for the same camp week receive 10% off the lowest weekly fee. (Restrictions apply) Please fill out the discount form on the website after completing your registration. Discount is not able to be combined with financial assistance and/or staff discount.

### **Cancellations/Changes/Late Registration**

No refunds or changes are available within two weeks of the start of the camp week. If prior to the two weeks, please complete the Youth Program Change form on our website. The \$35 per week camp deposit is non-refundable. The deposit may be transferred to a new camp enrollment only through the end of the day on April 30<sup>th</sup>. Starting at the beginning of the business day on May 1<sup>st</sup>, families will receive 1 complimentary change per camper on their registration. After the 1 free change is utilized, all change requests will incur a \$25 administration fee per camper per change. Registration for each camp week must be submitted online, by 10pm on the Wednesday prior to the start of the camp week.

### **Refund/Credit Policy**

Our camp refund and cancellation policy as follows:

### **Cancelling Your Camp Registration**

#### **Two Weeks Prior to the Start of Your Camp**

If for any reason you need to cancel your camp registration, you will receive a refund for any fees you have



paid not including the \$35 per week camp deposit (camp deposit is non-refundable, non-transferable) if you cancel at least two weeks prior to the first day of the camp session for which you are registered. Please complete the Summer Camp Change form, available on our website if you need to cancel your camp registration.

### **Less than Two Weeks Prior to the Start of Your Camp**

If for any reason, you need to cancel your camp registration within the two weeks immediately prior to the start of your camper's camp, refunds will not be given, per our current policy.

### **No Show**

If you are registered for a camp session and do not attend for any reason and/or do not notify us that you will not be attending at least two weeks prior to the start of the session, refunds will not be issued.

In the event that your camper is sick, regardless of illness, no refunds will be available.

Unless otherwise specified, all camps are offered Monday-Friday. If you are not able to attend any portion of the camp week no pro-rated fees, credits or refunds will be provided.

Camp is closed June 19 and have been pro-rated accordingly.

### **Cancelled Camps**

If a camp scheduled to run must be cancelled because we have not met our enrollment minimum, you will be able to transfer your camper to another camp if available or receive a full refund.

For a complete Camp Change and Refund Calendar, please refer to our 2026 Camp Family Handbook.

YGBW reserves the right to close camp due to Acts of God and refunds/credits will be determined on a case-by-case basis.

### **Camp Change/Refund Calendar**

Camp Start Date	Camp Week	Camp Change date no penalty	Camp Change date-penalty/no refund	Late Registration Deadline
Notes		**\$35 deposit non-refundable **Camp fees transferrable	All fees paid non-refundable or transferrable	10 pm on the date listed below for the week in the first 2 columns.
June 1, 2026	Pre Week 1	May 17, 2026 or before	After May 17, 2026	May 27, 2026



June 8, 2026	Pre Week 2	May 24, 2026 or before	After May 24, 2026	June 3, 2026
June 15, 2026 <b>*No camp 6/19</b>	Week 1	May 31, 2026 or before	After May 31, 2026	June 10, 2026
June 22, 2026	Week 2	June 7, 2026 or before	After June 7, 2026	June 17, 2026
June 29, 2026	Week 3	June 14, 2026 or before	After June 16, 2026	June 24, 2026
July 6, 2026	Week 4	June 21, 2026 or before	After June 21, 2026	July 1, 2026
July 13, 2026	Week 5	June 28, 2026 or before	After June 28, 2026	July 8, 2026
July 20, 2026	Week 6	July 5, 2026 or before	After July 5, 2026	July 15, 2026
July 27, 2026	Week 7	July 12, 2026 or before	After July 12, 2026	July 22, 2026
August 3, 2026	Week 8	July 19, 2026 or before	After July 19, 2026	July 29, 2026
August 10, 2026	Week 9	July 26, 2026 or before	After July 26, 2026	August 5, 2026
August 17, 2026	Week 10	August 2, 2026 or before	After August 2, 2026	August 12, 2026
August 24, 2026	Week 11	August 9, 2026 or before	After August 9, 2026	August 19, 2026

### **Financial Assistance**

The Y is a non-profit charitable organization that strengthens the foundations of our community and does not turn anyone away for their inability to pay. Interested families must first contact the Early Learning Resource Center at (866) 262-8565 to see if you qualify for subsidized child care. If you do not qualify with Childcare Works (CCW) or are wait listed, then you may apply for YMCA financial assistance.

Thanks to the community's donations to the Y's Annual Campaign, the Y offers financial assistance for various programs and membership for those unable to pay the full fees. Once your financial assistance is approved and your membership is active you may complete your online registration to receive the discount.

### **Vacations**

There will be no credit for vacation weeks. If your family wishes to take a vacation, do not register for camp sessions during vacation weeks.

## **Communications**

### **Open Houses/Information Nights**

We encourage families to attend our open house events and information nights. Primary communication will be done via email. **PLEASE NOTE:** If you have unsubscribed from general emails from the YMCA of Greater Brandywine, this will affect our ability to send you camp specific emails. Please contact your camp director if you feel you have opted out/unsubscribed, and we would like to be added to the distribution list.

### **Emergency Pick Up Situations**

(ACA Standard 23.1 compliance)



In the event of an emergency, where a legal parent or guardian cannot pick up a camper, the legal parent or guardian should update emergency pick-ups in EPact/registration app to add the new designee. Camp staff will not be permitted to accept a new designee over the phone and this information must be updated via our registration platform.

When the new designee pick up arrives, camp staff will check their ID against the online registration platform.

### **LISTEN 360 SURVEYS**

At the end of Week 3, 6, and 9, the YMCA will send out electronic surveys to parents to provide you with a voluntary opportunity to provide feedback on the program and our level of service to you and your camper. We encourage your participation in these surveys as it is a significant tool for the YMCA to strive for program excellence.

## **Behavior Management**

### **Character Value Expectations**

In keeping with the YMCA mission and character values of **Caring, Honesty, Respect, and Responsibility**, appropriate behavior is expected of all participants in YMCA programs. Respectful interactions with peers and YMCA staff are essential to a successful camp experience.

We welcome both members and non-members to participate in camp, and **all campers are held to the same character value expectations.**

**Every camper has the right to:**



1. **Be safe and healthy** in their YMCA environment, including:
  - Security and privacy of their personal belongings
  - Freedom from verbal, physical, or emotional abuse
2. **Be respected** and treated fairly in a positive, civilized manner.
3. **Grow in spirit, mind, and body**, and be valued as an important part of the YMCA community.

If an individual infringes on another's rights, YMCA staff will take appropriate and immediate action in line with our behavior management guidelines.

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### **YGBW Core Values**

YGBW is committed to a value-based character development curriculum. Our four core values are embedded into all youth programs:

#### **Caring:**

Compassion, friendliness, generosity, kindness, love, mercy

#### **Honesty:**

Fairness, truthfulness, honor, forgiveness, integrity

#### **Respect:**

Courtesy, humility, tolerance, gentleness, unity, consideration

#### **Responsibility:**

Accountability, courage, self-discipline, reliability, helpfulness, justice

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### **YMCA BEHAVIOR MANAGEMENT GUIDELINES**

YGBW's youth programs are designed to provide a safe environment where campers can grow and thrive. We aim to set campers up for success by:

- Using proactive behavior strategies
- Offering clear expectations and consistent routines
- Implementing reward systems to reinforce positive choices
- Promoting respect for self, others, and the camp environment
- Encouraging families to share relevant behavioral or developmental information via ePACT or pre-camp meetings

#### **Camp differs significantly from a traditional classroom:**

We transition from activity to activity frequently, spend significant time outdoors with limited physical boundaries, and welcome new peers weekly. Understanding these differences helps us support your camper effectively.

Camp is not designed to accommodate campers who may display:



- Frequent aggressive behaviors
- Repetitive or targeted physical aggression
- Self-injurious behaviors
- Elopement (running from supervision)
- Dangerous behaviors requiring clinical or 1:1 therapeutic support

These concerns require a level of expertise, staffing, and clinical intervention beyond what our camp environment can safely provide.

We recognize that each camper is unique and may respond differently to new or challenging situations. Staff strive to prevent incidents through redirection, developmentally appropriate rules, and positive reinforcement. When more serious behavior concerns arise, the YMCA uses a **progressive discipline model**, meaning consequences escalate only if behavior persists or becomes unsafe.

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### **BEHAVIOR LEVELS**

Behavior standards fall into three categories:

LEVEL I	LEVEL II	LEVEL III
Disrespect	Inappropriate language	Fighting
Disruptive behaviors	Spitting	Biting
Excessive horseplay	Property destruction	Harassment, intimidation, bullying
Repeatedly ignoring directions	Threatening comments/gestures	Leaving the program area without permission
Teasing	Repeated physical aggression	Severe aggression causing harm
Mild physical aggression (pushing, tripping, etc.)	Targeted physical aggression	—

Many factors contribute to determining an appropriate response. Decisions are made collaboratively by camp leadership, branch leadership, and the behavior management team.

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### **Inclusion & Accommodations**

YGBW is committed to creating an inclusive environment where all campers have opportunities to succeed. We recognize that some campers have behavioral, developmental, emotional, or sensory needs that may require additional support, and we strive to work collaboratively with families to promote a positive and meaningful camp experience.

To support camper success, we work to:



- Provide reasonable accommodations when they can be implemented safely and appropriately
- Communicate openly with families about camper needs, strategies, and progress.
- Adjust programming when feasible, keeping safety and staffing ratios in mind
- Understand each camper's unique strengths and needs, tailoring supports where possible

However, due to staffing ratios, safety requirements, and the fast-paced, highly social nature of the camp environment, there may be situations where we are unable to safely or effectively meet a camper's needs, even with accommodations.

If a camper's needs exceed the level of support our programs can provide—or if safety concerns arise for the camper, peers, or staff—YGBW will:

1. Communicate concerns promptly and clearly
2. Explore strategies and accommodations with families
3. Collaborate to identify supports, resources, or potential alternatives
4. When necessary, consider temporary suspension, alternate placement, or removal from the program

We strongly encourage families to share all relevant behavioral, developmental, and support information before camp begins, through ePACT and the intake process. The option to request a “pre-camp” meeting is available to have open and honest communication regarding your campers' needs so YGBW staff can work to accommodate your camper to the best of our ability. This helps us properly plan for supervision, programming, staffing, and safety to create the most positive experience possible.

### **BumbleBee Day Camp – Program Overview & Inclusion Statement**

BumbleBee Day Camp is an adaptive summer program designed for campers with developmental and intellectual disabilities who may need a little more support throughout the day. BumbleBee Day Camp is offered at limited locations with limited spaces available.

17

This structured and supportive environment is intended for campers who benefit from:

- Increased structure and predictable routines
- Visual supports and step-by-step guidance
- Smaller staff-to-camper ratios
- Sensory-aware programming
- A slower pace and individualized transitions

BumbleBee Day Camp is **not designed** for campers whose primary needs relate to significant emotional or behavioral disorders or for campers who demonstrate:

- Frequent aggressive behaviors



- Repetitive or targeted physical aggression
- Self-injurious behaviors
- Elopement (running from supervision)
- Dangerous behaviors requiring clinical or 1:1 therapeutic support

These concerns require a level of expertise, staffing, and clinical intervention beyond what our camp environment can safely provide.

BumbleBee campers participate in both adaptive activities and inclusive opportunities with their traditional camp peers whenever appropriate and safe. All families must complete a pre-camp intake to help determine readiness, safety needs, and any accommodations the YMCA can reasonably provide.

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### **SUSPENSION / DISMISSAL POLICY**

YGBW is committed to creating a safe, welcoming, and supportive camp experience for every camper. We use proactive strategies, strong communication, and reasonable accommodations whenever possible. However, the safety and well-being of all campers and staff must always come first.

A camper may be suspended or dismissed from camp if:

- Their behavior poses a safety risk to themselves or others
- Their needs exceed the level of support our program can safely and appropriately provide
- They engage in behaviors that significantly disrupt the camp environment or violate camp policies

Whenever possible, the YMCA will partner with families to explore strategies, provide communication, and consider alternative supports.

18

In cases where there is an immediate safety concern, suspension or dismissal may occur without prior notice. All decisions are made with the goal of ensuring the safety and well-being of the camper, their peers, and the camp staff.

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### **ZERO TOLERANCE POLICIES**

The following behaviors are not tolerated in YGBW camps and result in immediate action, which may include removal from the program:

#### **Prohibited Items & Substance Use**

- Alcohol
- Tobacco
- E-cigarettes/vapes



- Weapons
- Controlled substances
- Possession or use of any of these items results in dismissal.

### **Terroristic Threats**

Any threat perceived as dangerous or terroristic—regardless of the camper’s age—will be taken seriously and will involve contacting law enforcement.

### **Electronics**

Use of cell phones, cameras, smart watches, or other electronic devices is not permitted during camp hours. Items may be confiscated and returned at the end of the day.

### **Criminal Behavior**

Theft, intentional property damage, or unauthorized use of property will lead to dismissal and may be reported to authorities.

## **HATE SPEECH POLICY AND PROCEDURES**

Our mission is to ensure that all staff, participants, and their family enjoy an inclusive environment free of discrimination and hate. To ensure a safe environment, the YMCA of Greater Brandywine has a strict policy against any hate speech and/or microaggressions towards any individual. If any individual expresses any hate or microaggression towards another individual, in which based on the aggressor’s age and developmental stages then disciplinary action will be taken up to and including expulsion from the YMCA’s programs.

Hate Speech shall be defined as speech that is intended to insult, offend, or intimidate a person because of some trait (as race, religion, sexual orientation/gender identity, national origin, or disability).

Microaggression shall be defined as a comment or action that subtly and often unconsciously or unintentionally expresses a prejudiced attitude toward a member of a marginalized group (such as a racial minority, religion, sexual orientation, national origin or disability.)

20

YGBW has an investigation procedure and committee in place and we take every accusation of hate speech directed at staff or program participants very serious.

Suspension from our programs may occur during the investigation process. No refund/program credits will be issued for any missed time.

### **Bullying Investigation**

YGBW takes any type of bullying accusations very seriously. We have put into place an investigation process when any camper accuses another camper of bullying which could result in suspension and/or dismissal from our programs upon determination and results.

### **Field Trip/Bus Behavior**

Field Trips are a privilege. Field trips are a privilege and can be revoked at any time due to behavioral issues



based on the discretion of YGBW camp leadership.

YGBW behavioral management guidelines and site-specific policies are effective during all field trips. If the Camper(s) is misbehaving at an off-campus site the parent/caregiver will be asked to pick up the camper(s) at the field trip location.

### **Code of Conduct/Babysitting**

YGBW Staff Code of Conduct prohibits staff from babysitting or transporting any program participants. Please refrain from asking our staff to babysit or transport your camper.

### **Relationships between camp families and YGBW staff**

YGBW believes that the best way to ensure a great camp experience for your camper is for parents and staff to have a relationship with the best interests of your camper in mind. We want to work together to learn about your camper. If a pre-existing relationship exists, prior to camp with one of our staff, please come to the director and/or camp staff with any questions or concerns or notify YGBW of the pre-existing relationship.

The staff treat families and visitors with professionalism, and we ask that they be treated in the same manner. Behavior that is inappropriate, disrespectful, threatening or abusive in nature will not be tolerated.

## **Closings/Emergency Procedures**

### **Emergency Closings**

Should severe weather conditions or other emergency situations arise during the time of Summer Day Camp operation, the executive director, camp lead, or designated person will determine what action is to be taken. Should it be determined that the camp is to be closed, all will be advised as soon as possible for immediate pick up.

For emergency closures, we will communicate via Epact and email. Please ensure your email addresses are up to date in these systems.

YGBW reserves to close camps due to power loss or unsafe conditions. Refunds/credits will be determined on a case-by-case basis and are not guaranteed if camps are closed due to Acts of God.

### **Emergency Procedures**

All emergency drills are documented and reviewed to achieve the best possible results in the event of a real emergency.



Any real events are documented and reviewed to ensure the best possible response in subsequent events. Procedures have been developed for emergency evacuation. Staff are trained in procedures for evacuation due to unforeseen emergencies and procedures are posted.

### **Fire Drill**

Fire drills are completed monthly. Sometimes the drills are silent for camp only and sometimes they are full building. An alarm is heard and the staff and campers proceed in an appropriate manner to a designated meeting place. A record of drills is kept on file noting the date, time and length of drill.

### **Lost Camper Drills**

Drills are completed several times throughout the camp season. Camp staff are trained in the appropriate procedures for each site and review the procedures with campers prior to the drill

### **Transportation Emergency Procedures**

Campers are briefed in emergency procedures prior to each field trip or transportation event. The staff have been trained in emergency procedures and reports any event to the camp leader and the caregivers of the campers involved.

(ACA Standard 5.1.B compliance)

### **Medical Emergency Procedures**

In case of an accident, the following emergency procedures will be followed:

- A staff member will administer immediate, basic first aid. 911 will be called if needed. Know 911 is called for all serious neck/head injuries.
- A staff person will accompany the camper to the hospital and stay until a caregiver arrives.
- A staff member will contact the parent if immediate medical care is necessary.
- Information regarding the accident will be recorded.
- Any necessary forms will be completed by YGBW staff and forwarded to you for your signature.

### **Child Abuse Reporting**

The Child Protective Services Law of Pennsylvania requires all licensed care givers or any persons in contact with children to report any suspected child abuse to CHILDLINE immediately. Every staff person at YGBW will comply with this law to protect the health and safety of all the children.

### **Abuse Prevention – General**



YGBW takes the safety of all children and vulnerable populations seriously. All children and vulnerable populations must be given the opportunity to be safe in order to grow, thrive, and reach their full potential. Any form of abuse or mistreatment within our facilities is prohibited. This document outlines acceptable language, behaviors, and actions for employees, volunteers and consumers as well as behaviors and language that may present “red flags” and should be reported immediately.

Understanding the facts about child sexual abuse is crucial for addressing abuse and informing prevention efforts, policy decisions, and support services. We know that today that:

- 1 in 10 children are sexually abused before their 18th birthday
- 90% of children who are abused know the abuser
- There are more than 60 million adult survivors of childhood sexual abuse in the U.S. yet, 80% never reported their abuse.
- False reports are rare. Research shows that less than 5% of child sexual abuse reports are fabricated.

Abuse situations can occur:

- At home or away from the Y; signs are observed at the Y or a child makes a disclosure to someone at the Y
- At licensed sites or in contracted programs; and In all Y programs.

At the Y:

1. Staff (employee or volunteer) can break rules or cross boundaries of appropriate interaction with children, youth or young adults;
2. Children & youth can sexually act out by themselves or with other children, including bullying or intimidation.

### **Educating participants:**

Participants may be informed in a manner that is age appropriate of their right to set their own “touching” limits for personal safety, and they will be encouraged to tell an adult if someone is acting inappropriately and/or abusing them.

### **Training**

YGBW requires all employees, regardless of position, and all high access volunteers to complete annual Child Abuse prevention training as a part of their training program. This training teaches how to recognize red flag behavior, rule breaking, abuse, and how to respond. The training is intended to provide staff and volunteers with an increased awareness and understanding in regard to abuse prevention. As an organization that strives to maintain safe spaces for all, ensuring that staff are able to recognize and respond when needed is a key component of our program.

### **Abuse Prevention – Behavior Guidelines working with Pre-K**

The following chart is intended to help clarify appropriate and inappropriate behaviors between staff, volunteers, campers, and vulnerable populations. This list is not all inclusive. Please be aware that even touch that is deemed appropriate can become “red flag” behavior when it is excessively, singles out individual campers, is done against a persons’ wishes, or is done for the pleasure of the person initiating the touch.



Appropriate Behavior	Inappropriate Behavior
<ul style="list-style-type: none"><li>• Side hugs or “A” Frame hugs</li><li>• Hand Shakes, High Fives, or other hand/arm greetings</li><li>• Holding hands to guide or keep safe</li><li>• Fixing hair – putting clips back in or helping to pull hair out of face</li><li>• Caressing back to calm (naptime or injury)</li><li>• Verbal Praise</li><li>• Encouragement</li><li>• Age Appropriate Jokes</li></ul>	<ul style="list-style-type: none"><li>• Physical Abuse – Shaking or use of force including pulling/pushing</li><li>• Restraint</li><li>• Verbal Abuse/Emotional Abuse</li><li>• Neglect – failure to provide for basic needs (food, safety, cleanliness)</li><li>• Inappropriate physical touch – tickling, lap sitting, wrestling etc.</li><li>• Bullying or roughhousing</li><li>• Inappropriate consequences</li><li>• Being nude in front of youth</li><li>• Singling a camper out</li><li>• Unwanted touch</li></ul>



### **Guidelines working with School Age**

The following chart is intended to help clarify appropriate and inappropriate behaviors between staff, volunteers, campers, and vulnerable populations. This list is not all inclusive. Please be aware that even touch that is deemed appropriate can become “red flag” behavior when it is excessive, singles out individual campers, is done against a person’s wishes, or is done for the pleasure of the person initiating the touch.

<b>Appropriate Behavior</b>	<b>Inappropriate Behavior</b>
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### **Abuse Prevention – Individual Policies**

#### **Bathroom**

Staff should always use the Rule of 3 when taking campers to the bathroom. When using individual stalls staff will ensure the stall or restroom is clear of other people prior to letting a single camper enter. Staff will remain in an area visible to other staff and/or members at all times. If staff need to assist a camper, they will always do so with the door open to ensure others can see in and the staff can maintain sound supervision of any other campers in their care. Volunteers should ask parents to escort camper to the bathrooms as needed. If that is not feasible volunteers should follow the above policy.

#### **Locker Room**

Staff should only use locker rooms when changing is a necessity or single bathrooms are not an option. Prior to allowing campers to use locker room area, the area should be cleared of members. Staff will position themselves in central area where they can maintain supervision of all areas of the locker room. When feasible allow campers to change in individual stalls to prevent camper to camper abuse situations. Staff should never change with program participants in the locker room. Volunteers should ask parents to escort campers to the locker rooms as needed. If that is not feasible volunteers should follow the above policy.

#### **Gift Giving**



### **Offering or Accepting Gifts, Gratuities and Other Items**

Whenever an employee deals with a supplier, a member or governmental agency as an agent of YGBW, the employee has an obligation to act solely in the YGBW's best interest. This obligation includes not only those acts formalized by written contracts, but also covers the everyday business relationships with suppliers, members, governmental officials and government employees. Employees are prohibited from giving or accepting substantial gifts or gratuities. An exception may be made for gifts that are considered to have insignificant value, and could in no way cause the YGBW to be embarrassed, obligated or to incur liability. YGBW employees, agents and representatives may not accept gifts, gratuities or entertainment of high value in connection with business discussions. (For example: priority enrollment in a sport or program, extra court or other facility use time, or other accommodation that would be deemed inequitable to other members.)

YGBW employees, agents and representatives may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Luncheons or dinner meetings, held to conserve time and build relationships, are an acceptable practice. They should, however, be infrequent and the other party should not be permitted to consistently bear the expense. Such expenditures should be nominal.

At no time should a YGBW staff member provide gifts or favoritism to any campers or participants.

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At no time should a YGBW staff member provide gifts or favoritism to any campers or participants.

### **One to One Interactions**

The YMCA of Greater Brandywine have several processes in place to avoid 1:1 interaction between staff and campers. If there is a situation where a staff member may be left 1:1 with a camper, they are instructed to go to an area that is in the public eye. This is for the protection of the camper and staff member.

### **Electronic Communications**

YGBW staff are not permitted to have contact with participants or participants families via social media platforms.

The posting of photos, video, or images on an employee's personal page of members or campers in YGBW programs or activities is strictly prohibited. Use of the YMCA logo is also prohibited. If an employee uses the YMCA name (including names of camps or other programs) in any such communication, they should be especially careful to support the YMCA's image and mission. This does not, however, apply to the administrators of our branch pages or the closed Facebook group who are acting on behalf of the organization as an authorized representative.

25

Employees may share, like, tag, etc. The authorized posts administrators create on branch Facebook pages or any closed Facebook group in lieu of creating their own.

We know from several investigations into real-world child sexual abuse that predators will often use social media



to gain access to or groom children prior to abuse. That's why connecting with children on any of your social media platforms is strictly prohibited. This prohibition includes private messaging, the sharing of social media accounts, the exchange of cell phone numbers, email addresses, as well as physical mailing addresses. "Good intentions" and "harmless gestures" do not excuse private communication with underage children, as such actions can be misinterpreted.

If you already have an outside connection with a staff member within the organization, or a staff member tries to initiate an outside connection, we ask that you report this to a YGBW leader immediately so we can handle this according to our social media policies.

### **Abuse Prevention – Responding**

Because of our concern for the welfare of children, YGBW has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. Under the law, staff and many volunteers of the YGBW are mandated reporters of any instance of suspected or observed cases of child abuse.

ChildLine: 800-932-0313

[www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)

### **When must a mandated reporter make a report?**

A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a camper is a victim of child abuse under any of the following circumstances:

The mandated reporter comes into contact with the camper in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.

The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.

A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.

An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

**State regulations allow all staff to report suspected abuse directly to ChildLine 800- 932-0313.**

***PLEASE CHECK OUR WEBSITE FOR ADDITIONAL SAFETY PROTOCOLS***

[ymcagbw.org](http://ymcagbw.org)

26

## **Health, Illness, Injury and Accidents**

### **Illness Policy**

We ask that you keep your camper at home if they are sick. Many communicable diseases start with cold-like symptoms. YGBW asks to be informed of the nature of any illness, especially when it is communicable to others. If, at any time, the staff feels that your camper is too sick to remain in the program, you will be



called. You, or someone you designate who is authorized on your camper's registration information for pick up, must pick up the camper within one hour of receiving the phone call. This policy is for the safety of all of the campers and the staff.

Your camper should not be sent to camp, and will be sent home, if any of the following conditions are apparent:

- A temperature of 100.4 degrees or more within 24 hours
- Conjunctivitis (pink eye) until treated
- Contagious diseases including, but not limited to, measles, chicken pox, mumps, roseola, 5th disease
- Hand/foot/mouth only if camper has a high fever, blisters in mouth that prevent eating/drinking
- Inability for camper to participate in the daily schedule at an acceptable level
- Rashes at Directors discretion
- Vomiting regardless of the cause
- Diarrhea regardless of the cause
- Impetigo, ring worm, or scabies until treated
- Lice
- Severe cold, excessive coughing, sneezing, and/or excessive nose drainage
- Bronchitis or other throat infections, until treated for at least 24 hours
- Pain reported in stomach or head

Caregivers, please notify us within 24 hours if your camper has a communicable disease, such as chicken pox, pink eye, strep throat, covid or lice so that we can inform other caregivers and staff. Your camper is welcome back to the program with a note from the doctor or reasonable evidence of recovery.

The camper must remain free of symptoms, fever, nausea, etc., for 24 hours before they can be readmitted to the program. Campers with signs of communicable or contagious disease will be readmitted only with a signed note from a medical professional stating they are no longer contagious.

### **CREDITS FOR ILLNESS**

In the event that your camper is sick, no refunds will be available.

### **INJURY & ACCIDENT PROCEDURES**

It is necessary that you keep YGBW up-to-date on telephone numbers, emergency numbers, email addresses and other pertinent information. In the case of minor injury, staff certified in first aid procedures will administer first aid and the caregiver will be contacted. An Incident report will be completed by the staff

27

person on the site at the time of the accident. Caregivers may be asked to pick up the camper depending on the nature of the injury and the camper's reaction to being injured.

If your camper is severely injured while attending YGBW programs, the staff will take whatever steps are necessary to obtain emergency medical care. We will make every attempt to contact you or your designated emergency contact first. If we cannot make contact, we will have the camper transported to an emergency room in the company of a staff member and will provide the hospital with as much information as possible from your camper's camp file. We use the nearest hospital. If you prefer a specific hospital, we will do our best to honor this request,



however the ultimate decision will be made by the EMT's.

### **MEDICATION POLICY**

A copy of a doctor's order (prescription) and a completed medication administration form must be submitted prior to the administration of all medications.

All prescription medication must be in its original container with the pharmacy label intact, with your camper's name, dosage, doctor's name and phone number, date the prescription was filled, expiration date and specific instructions for administering and storing the medication. You may want to ask your pharmacist to divide the medication into two bottles; one to be kept at home and one to be kept at camp. Medication(s) must be signed in and out each week. We will not keep medication for the entire time your camper is with us. This includes all over-the-counter medication.

It is very important that medications not be left within the reach of any camper. We will not administer any medications in more frequent or larger dosing than per instructions on the container or per the prescription. Over-the-counter medications will not be administered for more than two consecutive days without a doctor's note and specific instructions. YGBW reserves the right to require a doctor's note for the administration of any medications whether they be prescription or over-the-counter.

Over the counter medication will only be accepted if it's in its original container. Caregivers must provide detailed information on dosage from a physician.

### **NUT-FREE POLICY**

We recognize food allergies can cause serious, life-threatening conditions for some campers in our camp program. Our nut free policy dictates that no food will be permitted in our program if it contains tree nuts, peanuts, or peanut butter in the ingredients or indicate they were manufactured in a plant using nuts.

YGBW believes the health and safety of our campers is a collaborative partnership with our families involving prevention, education, communication and the development of food allergy action plans for all campers with allergies.

### **ALLERGIES**

When filling out the camp registration forms, please be sure to specify if your camper has any allergies to food or materials (example: latex). Please ask for an Allergy Action Plan to fill out if your camper has allergies. If your camper requires an EpiPen due to severe allergies please provide at least one Non-expired EpiPen to keep in the camp area.

You will also need to fill out a medication log form to be kept with the EpiPen. It is the caregivers' responsibility to ensure that new EpiPens are given to the camp director when existing EpiPens expire. Caregivers are also responsible for the disposal of used EpiPens. It is our policy that if your camper is prescribed an EpiPen and it is used in response to an emergency situation, paramedics will be notified immediately.

### **Insect Repellent**

Application of insect repellent is necessary for camper who will be in an area that is wooded. Some camp sites are



located in a wooded area, so please be sure to apply insect repellent and tick repellent each morning prior to your arrival at camp. If the site has a likelihood of ticks on the location, caregivers are encouraged to apply tick repellent to the camper's socks, avoiding skin contact and check for ticks upon return from camp.

Caregivers with campers under the age of six will be required to complete a medical release form in order for YGBW staff to apply repellants.

### **Sunscreen Policy**

Caregivers should apply sunscreen prior to attending camp or other programs where the camper will be exposed to the sun. Each camper is required to bring their own sunscreen labelled with their name. YGBW staff will not apply sunscreen to campers and will not be responsible for maintaining sunscreen for each camper. All camp groups will have regular sunscreen reapplication periods and water breaks scheduled throughout the day, helping campers remember to take care of themselves and enjoy their time outdoor.



## **Day Camp Structure**

(ACA standard AD 33.1 compliance)

### **Daily Schedules**

Daily activities vary from camp to camp and week to week, but the typical daily components include: Opening/Closing ceremonies, small group time for each age group and their counselors, large group or all camp activities (Special events), lunch, quiet time, and activity periods. The camp programs include, but are not limited to: games, sports, drama, recreational swimming, arts & crafts, cooking, music, outdoor living, science and nature, academic enrichment activities.

**\*\*NEW for 2026-** We will be reintroducing field trips for our traditional campers! This schedule will be hybrid for the summer including 5 field trips off site and 6 in house experiences on site. Our field trips will occur during Weeks 2, 4, 6, 8, 10 and our in house experiences will take place during weeks 1, 3, 5, 7, 9, 11. Field trip destinations and in house experiences will vary from branch to branch. Please contact your camp leadership for more details regarding these exciting opportunities.

### **Please note-**

- **Specialty camps, Bumblebee camp and Sports camps will NOT go on field trips.**
- **Traditional campers may not have the opportunity to swim at camp on their field trip days.**

### **Group and Activity Programming**

Campers are grouped with peers of similar ages and participate in the majority of camp activities with this group. Staffing can sometimes be challenging, but our goal is to have the same counselors with them for the week. This allows the counselors to get to know each camper. For specific activities, such as swimming, the campers will be divided into groups by ability. This allows the camper to progress more quickly when grouped with campers of the same skill level.

### **Supervision Policy**

Supervision is one of the key requirements in the prevention of accidents, injuries and/or any harm occurring to a camper within our YGBW camp programs. Camp staff must have the ability and skills to assess potential risks during supervision and be able to implement changes to supervision to avoid accidents, injuries or harm. For this reason, all YGBW staff are to be diligent, adhere to and implement the components of the YMCA of Greater Brandywine Supervision Policy at all times for preschoolers and school-age campers within care- whether on or off YMCA sites. Campers shall be supervised at all times according to ACA mandated ratios for each particular age group. Ratios change for swimming and for mixed age groupings. The phrase “supervised at all times” means that each staff person shall be assigned the responsibility of supervising specific campers.

### **Staff Organizational Structure**

The YGBW team work to establish a camp structure which depends on the total number of campers enrolled in camp weekly. Camp support includes camp leadership-camp director, unit leaders and behavior specialists, branch leadership and executive directors and Association wide support. Camp staff also includes head counselors, specialists, counselors and junior counselors.



## **Staffing**

### **Staff/Camper Ratio**

Summer camps adhere (at minimum to the staff to camper ratios recommended by the American Camp Association (ACA):

- |                    |         |
|--------------------|---------|
| • Bumble Bee Camp  | 1 to 3  |
| • Ages 4-5         | 1 to 6  |
| • Ages 6-8 years   | 1 to 8  |
| • Ages 9-10 years  | 1 to 8  |
| • Ages 11-12 years | 1 to 10 |
| • Ages 13+         | 1 to 12 |

### **Camp Staff Qualifications & Training**

Our counselors have experience with youth and many are taking classes in youth development, physical education art, or related fields.

All staff are required to wear a name tag or staff shirt and project a professional image. Conditions of employment include, but are not limited to, the following:

- First Aid/CPR
- Annual Background/Screening Process
- Training in Safety and emergency procedures
- Program specific trainings
- Annual Criminal history clearance from PA State Police
- Annual Child Abuse History Clearance
- Annual FBI Clearance
- National Sex Offender Registry clearance
- 2 written references
- Proof of education, college course, and/or experience.

All staff are required to have 40 hours of training prior to the start of camp. In addition, they receive on the job training, and are required to attend staff meetings on a regular basis. Topics include, but are not limited to: Youth Development knowledge, group work skills, behavior management, emergency procedures, and program content.

## **Things to Know about YGBW Camp**

### **Swimming (For 14 Years of Age and Younger)**

YGBW is committed to ensuring everyone is safe while swimming in our pools. Individuals must participate in a swim test and will be issued a green, yellow or red band.

These bands help our lifeguards identify if a child/youth is outside of their swimming ability area. YGBW staff reserves the right to retest any swimmer at any time.



**PLEASE NOTE:** All campers will be retested during the camp season regardless of whether or not they currently have a YGBW swim test.

Please review and understand the Y's swimming ability chart:

### **Ability Protection/Support Color and Level**

#### **Red – Non-Swimmer**

Cannot enter and exit pool independently

Must stay in shallow end

Must wear a life jacket

Has not passed yellow level swim test in water

#### **Yellow – Intermediate**

Can enter/exit pool independently, tread water for 30 seconds, and swim 15 yards

Must stay in shallower end

5 years and under must wear a life jacket

#### **Green - Proficient**

Can jump into deep water and resurface comfortably, tread water for 1 minute, float on back for 15 seconds, swim 25 yards, and exit pool independently

5 years and under cannot swim in the deep end

6 years and over may swim in any section

### **Field Trip Expectations**

Field trips will be reintroduced for traditional campers in 2026. We will have a Hybrid Camper Experience schedule combining In House Experiences (Weeks 1, 3, 5, 7, 9, 11) and off site field trips (Weeks 2, 4, 6, 8, 10). These field trips will be open only to traditional campers and Teen Trek. Specialty Camps, BumbleBee Camps and Sports Camps will NOT go on field trips.

Parents will receive communication about field trips at the beginning of the camp season. Field trips are included in the cost of camp, but may have an option to bring money for lunch, etc. This is not a requirement. If caregivers choose to send money with their campers, the money is the campers' responsibility. Please pay specific attention to what is included in the bi-weekly field trips- specifically when it comes to lunches.

If a caregiver chooses not to send their camper on a trip, YGBW cannot guarantee accommodations for that day for your camper.

Campers are required to wear a camp shirt if they are going on the field trip. Specific details regarding trips will be communicated by your camp leadership and in the weekly emails. YGBW behavior code of conduct is expected to be adhered to during all of our field trips. Failure to abide by the YGBW behavior code of conduct could result in loss of right to be part of this program.



### **Release of Records**

A request must be made in writing prior to the YMCA releasing any records. In order to fully protect your camper's privacy, we will not accept faxes. Requests for the release of records will only be granted to persons/caregivers registering the camper for services. Any release of information will be made according to YGBW operating procedures with regards to business records.

### **Custody/Court Order Documentation**

If there is a custody/visitation court ordered document, you must provide a copy of said agreement upon registration. If you anticipate a problem, please contact the director with concerns. If your camper's information changes, we ask that you update the information with your YGBW camp director within 24 hours. YGBW is not responsible for navigating custody challenges/agreements not order by the court of law.

### **Summer Camp Attire**

Campers should be dressed in "camp clothes" such as shorts and t-shirts. Please do not dress campers in clothing that cannot get dirty. Campers will be engaging in arts and crafts, sports, games and events- all have the potential to be messy! Campers may NOT wear sandals or open toed shoes. **CLOSED TOE SHOES ONLY.** Campers will be given a camp T shirt. Camp shirts can be worn any day, but must be worn on field trip days. This information will be communicated by your branch team.

### **Lost Articles**

Camper's belongings should have the camper's name on it with permanent marker. To prevent loss, campers are encouraged to bring and keep their belongings in a backpack. Lost items will be held at the camp's lost and found until the end of the season. Articles not claimed will be donated to organizations of families in need. YGBW is not responsible for lost or stolen items.

### **Transportation Procedures**

Camp staff may not transport campers in their personal vehicles.



## What to Bring/What to Leave

(ACA Standard AD16.1 compliance)

### Bring to Camp

Campers will need to wear clothing, footwear and socks suitable for sports, being outdoors, doing crafts and generally getting hot and dirty. All items that a camper brings to camp must be labeled with their name.

Campers will need to bring in a camp bag or backpack daily:

- Attire (weather appropriate- this can include rain jacket, sunglasses, hats, etc.)
- No good or valuable clothing
- No inappropriate logos on any attire
- Refillable Water bottle(s)
- Sunscreen
- Towel- Appropriate size
- Bathing Suit and Pool Shoes
- Plastic bag for wet clothing
- Change of clothes – Shirt, pants, underwear, socks
- Lunch/Snacks – No peanut or tree nut products. Lunches should be in a small lunch bag, lunchbox or cooler with a re-usable frozen icepack daily.) Lunches ARE NOT refrigerated. **No Microwavable lunches please.**
- Two Snacks

### **Leave at Home:**

- Electronic devices
- Cell Phones
- PSPs, Nintendo DS's
- Pets
- Expensive jewelry or equipment
- Skateboards, roller blades, scooters
- Sports Equipment
- Money
- Weapons
- Toys/dolls from home.

**\* Please Note:** Toy guns and other toys that promote aggressive behavior do not promote the type of learning and cooperative play according to the principles of our program, please leave these at home.

Alcohol and drugs are not permitted at camp. If a camper is found with alcohol, drugs, or tobacco/vape pens, caregivers will be called immediately.



### **Nondiscrimination Policy**

The YMCA of Greater Brandywine ("YMCA") embraces values and beliefs which support and reflect the inclusion and appreciation of all individuals, regardless of race, color, physical or mental ability (including use of a guide dog, hearing dog or service dog), religion, creed, medical conditions, sexual orientation, gender identity or expression, national origin, ancestry, nationality, age, veteran status, marital status, domestic partnership status or any other protected class under federal, state or local law. We are proud to be an equal opportunity employer and provider of services to the community.

### **Nondiscrimination in the Provision of Services to Persons with Disabilities**

As a place of public accommodation, the YMCA is proud to serve a diverse community of individuals, including those with disabilities. The YMCA works with prospective and current participants with disabilities, and/or their parents/guardians, to ensure that individuals with disabilities are offered full and equal enjoyment to the YMCA's goods, services, facilities, privileges, advantages and accommodations.

The YMCA does not discriminate in the provision of services to individuals with disabilities, including children with diabetes, in any YMCA programs including, but not limited to, childcare, camps, before and after-school programs, classes and recreational programs. Accordingly, the YMCA will not exclude individuals with disabilities from enrollment. The YMCA also will not impose or apply eligibility criteria that tend to screen out or screen out individuals with disabilities.

Prospective or current participants with disabilities, and/or their parents/guardians, may, at any time, request modifications to the YMCA's policies, practices and procedures and/or request auxiliary aids or services. Reasonable modifications and auxiliary aids and services can be wide-ranging. A few examples include: working with children who have diabetes to administer the necessary care they need, allowing a program participant to have a service animal, and providing sign language interpreters. All requests for modifications or for auxiliary aids and services should be directed to the applicable Program Director, the Branch ADA Compliance Officer or the Association Office ADA Compliance Officer.

Program Directors may be reached in person or by calling the Branch's main telephone number and asking for the Program Director. Contact information for Branch ADA Compliance Officers is located at [ymcagbw.org](http://ymcagbw.org) under the "About Us" tab.

The YMCA works with prospective or current participants in our programs, and/or their parents/guardians, to promptly address all requests for modifications to the YMCA's policies, practices and procedures and/or for auxiliary aids or services and to determine what reasonable modifications and/or auxiliary aids and services are available. Our goal is to ensure that all participants in our programs with disabilities have access to the full and equal enjoyment of all YMCA programs. Accordingly, the YMCA conducts individualized assessments on the specific facts of each request and will not apply a general prohibition against providing particular types of reasonable modifications. The YMCA will make reasonable modifications for individuals with disabilities, including children with diabetes, unless the request for modification amounts to a fundamental alteration of the applicable YMCA program. Similarly, the YMCA will provide auxiliary aids and services for individuals with disabilities, unless the request for the auxiliary aids or services creates an undue burden or amounts to a fundamental alteration of the applicable YMCA program. The YMCA prohibits retaliation against any individual for exercising their rights to request and/or receive a modification to the YMCA's policies, practices and procedures or auxiliary aids and services. The YMCA further prohibits retaliation against any individual who in good faith participates in any investigation or proceeding related to a request for modification to the



YMCA's policies, practices and procedures or auxiliary aids and ser

