



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADVENTURE AWAITS

2025 YMCA SUMMER DAY CAMPS

PARENT HANDBOOK



WHERE IT'S ALWAYS THE
BEST SUMMER EVER!

SOUTHEAST VENTURA COUNTY YMCA

WWW.SEVYMCA.ORG/CAMP

Simi Valley Family YMCA • Yarrow Family YMCA

Dear Parents/Guardians,

Welcome to the Southeast Ventura County YMCA Summer Day Camp Program! The Y's past, present and future commitment is to ensure that your child's summer is an enjoyable and memorable one. Our YMCA Summer Camp Programs have been specifically designed with the needs and interests of both you and your child in mind. Led by qualified counselors in a group setting, your camper will be participating in activities specific to age and interests. Personal growth, self-respect, character building and our core values: Honesty, Caring, Respect and Responsibility are strongly emphasized in all of our day camp programs.

Since 1885, values-based programming has set Y camp apart from all other camp programs and continues to distinguish us as more than just the largest provider of childcare services in America. We are investing in the future by strengthening the character of each individual child.

It is crucial to the success of your experience with us that you read and understand everything contained in the Parent Handbook. Please take the time to go through it thoroughly. If you have any questions or concerns, please feel free to reach out to us so we can answer any questions you may have.

Our promise to you is that we will do our best to ensure your child's camp experience is a positive, fun-filled one. We are looking forward to providing you and your child with a fun, safe environment that is supportive of your family and is oriented toward positive character development. So, relax and take comfort in the fact that your child is about to have a great camp experience with the YMCA!

See you this Summer!

Sincerely,

Katie Oberman
Sr. Program Director, Child Care
Yarrow Family YMCA
818.707.9622 ext. 5012
koberman@sevymca.org

Valerie Ross
Sr. Program Director, Child Care
Simi Valley Family YMCA
805.583.5338 ext. 4005
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WELCOME TO THE YMCA SUMMER DAY CAMP

Y MISSION

The Southeast Ventura County YMCA builds relationships, impacts lives and strengthens our community through youth development, healthy living and social responsibility.

To achieve this purpose, the program staff and volunteers have adopted the following goals:

- Develop facilities and staff that ensure a safe, supportive and caring environment.
- Create an organized curriculum that addresses the physical, mental and social development of each child in a balanced, age-appropriate format.
- Involve families in program activities, planning and evaluation as much as possible.

VALUES

The YMCA is deeply rooted in its core values of:

- Caring
- Respect
- Honesty
- Responsibility

We emphasize the following values:

- Treat others as you would like to be treated with honesty and caring.
- Be responsible for your actions.
- Be respectful of yourself and others -- always.
- Be respectful and conscientious of the environment and community in which we live.
- Be thankful and grateful; there are many less fortunate people in the world.

Just as you frequently teach values at home, especially during times of discipline or conflict resolution, we often find unique opportunities to individually discuss values with each child. We also plan value development activities throughout the week such as stories, games and small group discussions.

PURPOSE AND GOALS

The goal of the YMCA Summer Day Camp Program is to encourage participants to grow in body, mind and spirit. The foundation of our character development emphasis is the YMCA four core values: Honesty, Caring, Respect and Responsibility. Day Camp provides challenging activities that: provide character building experiences, promote healthy lifestyles, strengthen family relationships and foster community involvement in both small and large group settings. All of this is done under the guidance of caring and well-trained staff members. The YMCA Day Camp gives children experiences that will last a lifetime.

LOCATIONS

The Summer Day Camp Program is available at the following school sites:

Site Location	Phone Number	Address
Atherwood Elementary	805.750.1602	2350 E. Greensward St., Simi Valley
White Oak Elementary	818.735.0112	31761 Village School Rd., Westlake Village

HOURS OF OPERATION

- Camp Before Care – 7:00am – 9:00am
- Camp Programming Day – 9:00am – 4:00pm
- Camp Aftercare – 4:00pm – 6:00pm

HOLIDAY CAMP CLOSURE

Camp will be closed on June 19th and July 4th this summer in observance of Juneteenth and the 4th of July holidays. Your registration fees will not be prorated for these missed days as our enrollment price is the same if you register for 4 or 5 days.

REGISTRATION AND PAYMENT SCHEDULES

REQUIREMENTS FOR REGISTRATION

A YMCA membership is not required to enroll in our YMCA Summer Day Camp Program. However, YMCA Family Members receive priority registration and a \$15 off per week on camp. To qualify for the member pricing, your membership must be active at the time of registration. For more information about YMCA Family Memberships, please visit www.sevymca.org.

NEW REGISTRATION/SCHEDULE CHANGES

All new camp registration must be done through our online registration system. In the event that you need to make changes to your schedule, please use the "UPDATE CURRENT REGISTRATION" button on our camp branch registration pages. This link will take you to our change form, where you can remove weeks or cancel programs. All changes to enrollment must be submitted two weeks in advance. All camp fees are due in full the Wednesday before the week begins. If changes in enrollment or payment occur after this respective deadline, there will be a \$25 fee assessed. We will make every effort to accommodate your change depending on enrollment and space. New registration must be done 24-48 hours before the next camp day. No exceptions.

PAYMENT INFORMATION

All camp payments are due in full before your child can attend camp. At registration you will be charged a \$200 deposit, which will be applied towards your child's first week of camp. Then each subsequent week will be set up for automatic payment. These payments will be processed on the Wednesday before the start of each camp week. You may not bring your child to camp if you have not paid in full. Availability is not guaranteed, so please be sure to register early.

REGISTRATION SESSIONS AND PAYMENT

- Full Time: Children attend 4-5 days per week
- Part Time: Children attend 2-3 days per week

DATES	PAYMENT DUE
June 9 th – June 13 th	Deposit due at registration, balance on 6/4
June 16 th – June 20 th (YMCA closed 6/19)	June 11, 2025
June 23 rd – June 27 th	June 18, 2025
June 30 th – July 5 th (YMCA closed 7/4)	June 25, 2025
July 7 th – July 11 th	July 2, 2025
July 14 th – July 18 th	July 9, 2025
July 21 st – July 25 th	July 16, 2025
July 28 th – August 1 st	July 23, 2025
August 4 th – August 8 th (Simi Valley Family YMCA Camp will be closed on August 8 th)	July 30, 2025
August 12 th – August 15 th	August 6, 2025

FINANCIAL ASSISTANCE

Financial assistance is available on a first-come, first-served basis. Please visit our website for more info and to apply: www.sevymca.org/financial-assistance. Please allow ten business days for review of these forms and note that your child will not be able to attend the summer camp program until the financial review process is complete, the online camp registration is submitted and payment is made. It is the goal of the YMCA to not turn anyone away for purposes of financial hardship; however, this is subject to the availability of funds raised through several different annual fundraising events. Please inquire about how you can be involved in helping raise these much-needed funds.

CANCELLATION POLICY

The YMCA office must receive notification of the intent to cancel at least two weeks prior to the start of the session. If we receive notification two weeks prior to the camp weeks, we will cancel all program fees before you are ever charged. There will be no refunds/credits or makeup days for days missed. If your child is asked to leave camp due to a violation of a camp policy, your program fees will not be refunded. NO EXCEPTIONS.

PROGRAM COMPONENTS

CAMP INFORMATION

Before the start of camp, you will receive a welcome email from our camp program director. This letter will highlight what you should bring to camp, how our curbside drop-off works, information about the camp events for the week and how you can contact them if you have any questions.

CAMP DAY

The camp day begins with a group opening, typically starting at 9:00 a.m. This is also the time when attendance is taken, lunches are checked in and sunscreen is applied. Each camp ends their day with a closing. At closing, the group gets together to share reflections of the day and any announcements or reminders for camp.

CAMPERS NEED TO BRING TO CAMP

Each day your child should have a healthy packed lunch and snacks for our AM and PM snack times. They should also have sunblock, a swimsuit, towel and a refillable water bottle. Please be sure to label all belongings with your child's name so that if lost, it will be easy to locate in our lost and found. The YMCA will not be responsible for the loss and/or theft of items brought to camp. Please dress your child in light, durable clothes that can get dirty and closed-toed shoes each day of camp. Sandals and flip-flops are not allowed at any time but may be packed for water play days.

DAILY LUNCH, SNACKS AND DRINKS

Snacks and lunches are not provided at camp. A lunch and at least 2 snacks will need to be provided by parent/guardian for your camper every day. The following suggestions should be helpful in planning your camper's lunch:

- Please provide a healthy and nutritious lunch for those long days at camp!
- Lunches and drinks should be packed in small coolers with your camper's name clearly written on it.
- Bring a water bottle labeled with your child's name every day!
- Provide 2 or more snacks each day for morning and afternoon snack time.

Please do not send anything that needs to be warmed up or refrigerated, as we cannot do so.

WATER PLAY

- Children will swim on scheduled swim days (weather and special events permitting).
- YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons.
- Children will be given a pool orientation and will be swim tested.
- Weaker or non-swimmers will be kept in the shallow end of the pool and may receive a flotation device.
- Certified YMCA lifeguards and camp counselors supervise children at the pool with a 1:8 ratio.
- Children are not permitted to take full showers (in the locker room); however, they will be allowed to rinse off at our shower on deck.
- Please provide your child with protection from the sun (i.e., sunscreen, a hat, shirts, etc.).

SWIMMING AT THE Y

In order to ensure the safety of all swimmers at the Y, we conduct swim tests! Swim tests allow the aquatic staff to make recommendations regarding personal flotation devices and appropriate swim areas based on the swimmer's skill level.

SWIM TEST

The swim test consists of 2 parts: swimming the length of the pool and treading water for 30 seconds. We conduct this test for all of our youth swimmers to ensure they have the strength and stamina to keep their head above water and get to the closest wall, if need be.

SWIM TEST EVALUATING

We are looking for continuous forward movement through the water and the stamina to support it. If we see a swimmer who can swim the length of the pool but looks exhausted or their body position has gone from horizontal to vertical, then we will recommend that they wear a life jacket or puddle jumper. Even though they may have been able to swim the length, they may not have the stamina to swim without an adult in the water for an extended amount of time, which can easily lead to an aquatic emergency.

SWIM TEST ELIGIBILITY

Any child that would like to swim without a life jacket or puddle jumper is required to take the swim test. If you would prefer your child to wear a life jacket/puddle jumper, we can easily set them up without putting them through the swim test. Please remember that swimming at the Y is different than swimming in a backyard pool. Please review the rules so that you are familiar with them. We cannot wait for you to enjoy our pool and to have a fun (and safe) experience!

SAFE POOL RULES

SWIM SAFELY

- Obey the lifeguard at all times.
- Lifeguards are on duty to enforce rules and respond in case of emergency.
- Breath holding activities are not permitted in Y pools.
- YMCA lifeguards may test the swimming competency of any swimmer.

PLAY SAFELY

- No riding on backs, diving, running or rough play.
- We have camp staff in the water the entire time during swim sessions.
- Non-swimmers may wear a U.S. Coast Guard approved personal flotation device, such as a life jacket or puddle jumper, and must have an adult in the pool with them at all times. No water wings, floaties or other inflatables.
- No sitting, hanging on or crossing over lane lines.

RESPECT OTHERS

- All swimmers must shower at the YMCA before entering the pool.
- Proper swim attire must be worn at all times. Cut-offs, t-shirts or other cotton clothing are NOT permitted in the pool.
- No food, glass or gum is allowed in the pool area. Plastic water bottles are allowed.
- Please throw all trash in designated trash receptacles.
- Return equipment to the appropriate location after use.
- Please have the utmost respect for the Y's equipment.
- Be safe and have fun!

TOYS, ELECTRONICS AND PHONES FROM HOME

The YMCA provides games and toys and plans a variety of activities as part of our curriculum. Therefore, with the exception of special events, toys from home, cell phones and electronics are not permitted at the YMCA as they disrupt our scheduled program. The YMCA is not responsible for any lost, stolen or damaged personal belongings. If your child needs to make an emergency phone call, he/she may request the use of the site phone.

GENERAL POLICIES

DISCIPLINE

The YMCA board of Directors, staff, volunteers and members are all committed to basic shared values of honesty, caring, respect and responsibility. We believe that these values are essential to the guidance of your child's behavior. From the first day of the program, teachers and directors work with the children to set their own site rules.

We do not believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the child in a teachable moment.
2. Ask the child to sit a small distance away from the group and take time to calm down, then talk about his or her behavior choices with a teacher. This time can last as long as it takes for the child to calm down.
3. Have the Site Director talk with the child and agree on a positive behavior modification plan.
4. Include the parents, child and Site Director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.
5. In extreme or reoccurring cases, have a Program Director or administrator review the situation and past responses and determine an appropriate resolution, which can involve temporary or permanent removal from the program. Children who demonstrate that they are a threat to themselves or others at a site must be temporarily removed from the program, even if steps 1 – 4 have not yet been implemented, until we determine the threat no longer exists.

If your child's behavior results in him/her being sent home or suspended the next day, he/she must be picked up within an hour. Children found with weapons or dangerous objects are immediately terminated from the program.

PARENT CODE OF CONDUCT

The YMCA expects that all participating parents will act as positive role models while at a YMCA site. Participants, parents and guests are expected to behave in a civilized manner toward one another and toward YMCA employees and volunteer staff at all times. Parents who exhibit inappropriate behavior will be asked to leave the site immediately.

While it is rare that extreme incidents occur with adults relating to our Child Care program, the YMCA reserves the right to immediately terminate program enrollment due to extreme hostility or misconduct demonstrated by adults/parents. Parents may not discipline their own or other children at the YMCA.

Conversely, if you observe a problem with our program or with a staff member, please contact a YMCA Director and/or put your complaint in writing. By doing this, we avoid any unnecessary confrontations that might be uncomfortable for the children, other parents and the staff.

DROP-OFF AND PICK-UP CURBSIDE

Regular camp hours are from 9:00 a.m. to 4:00 p.m. Extended care is available, at no additional charge, from 7:00 a.m. to 9:00 a.m. and also from 4:00 p.m. to 6:00 p.m. every camp day. Please try to drop-off before the 9:00 a.m. start time; this way your child will not miss any of the activities that we have planned for each day. It is imperative that your child is signed in and out every day with our curbside staff and that you have available a proper photo I.D. for pick up. This is for your child's safety. Only persons listed on your authorized pick-up list will be allowed to sign your child out of camp. Additionally, no one under the age of 18 is permitted to sign your child out. This is a state of California mandate; therefore, no exceptions can or will be made.

LATE PICK-UP

We suggest arriving at 5:45 p.m. to pick-up your child. If you are more than 5 minutes late picking up your child late on a consistent basis (1-2 times per week), they may be dropped from the program. The electronic signature of an authorized adult is required for dismissal.

We realize that parents are often at the mercy of the Southern California freeway system and may, on occasion, be late picking up their children. We encourage you to make contingency plans so that a relative, friend or other program parent on your authorized list can pick-up your child in those situations.

Please call if you are going to be more than 10 minutes late. If we have not heard from you by 6:30 p.m., we have no legal alternative other than to request the Police Department maintain custody of your child. Please be sure to keep us informed so we can avoid this situation.

ABSENCES

Attendance at camp is crucial for a fulfilling experience for all participants. Unfortunately, we are unable to offer make-up days or refunds for missed camp days due to unforeseen circumstances. We understand that unexpected situations may arise, but consistent attendance is essential for the camp's daily activities and the overall group dynamic.

HEALTH AND SAFETY PROCEDURES

The Southeast Ventura County YMCA is committed to providing a safe, clean and fun environment for our Child Care programs. For this reason, we must reserve the right to make reasonable and necessary procedural or program changes based on recommendations and/or mandates from various Public Health Agencies and/or agencies with jurisdiction. Some of these changes are menial and can be implemented without disruption to the program, while some are not. We appreciate your understanding and willingness to be flexible during these uncertain times. To that end we sincerely hope that we will be able to provide our programs with as few of these disruptive changes as possible however we must be prepared to make these changes and possibly even cancel the program.

INJURIES, ILLNESS AND EMERGENCY PROCEDURE

INJURIES

If your child is injured, we are only legally allowed to:

1. Rinse and administer Band-Aids and comfort for minor cuts, scrapes and bumps.
2. Contact you or your emergency contact if any injury may require medical attention.
3. Secure medical treatment immediately in the event that you cannot be reached or if the nature of the injury warrants immediate action.

ILLNESS

If your child becomes ill while at the YMCA, we will call you or your emergency contact in the event that you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness. We will not accept children who are ill into our program as this creates a danger of infecting other children and staff.

MEDICATIONS

If your child needs to take medication during the time that he or she is attending the YMCA, please do the following:

1. Bring any required medication in its original prescription container to the site and give it directly to the Site Director.
2. Please do not send medication with your child.
3. Provide the staff person exact written directions on our Authorization to Administer Medication forms. Please indicate the schedule, dosage, permission to administer and the doctor's prescription. YMCA staff are not authorized to give injections of any kind (except epi-pens). Please sign and date the written instructions.
4. We are not authorized to, and we cannot, under any circumstances, give over the counter or non-prescription medication, including vitamins and natural remedies to your child without a doctor's note.

SUNSCREEN

Parents should supply a sunscreen product with a minimum SPF of 30 for their child's use. To ensure full and proper application, campers under six years old will be assisted by the counselors when applying sunscreen. Counselors will supervise children over six years old with sunscreen application and will remind the campers to reapply it throughout the day. It is suggested that all sunscreen be applied first thing in the morning and reapplied throughout the day after swimming, sweating or when the initial application naturally wears off. The guidelines on the product should be followed. If your child refuses to reapply sunscreen when asked, you will be contacted and informed that he/she is not cooperating. We want you to feel free to provide a t-shirt/rash guard and/or hat for your child's added protection.

BATHROOM ACCIDENTS

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child, we will do the following:

- You will be asked to bring a change of clothing.
- You or your child may change their clothes and return to the site.
- If your child already has a change of clothing, he/she may clean him/herself up, change clothes and return to the program.

LICE POLICY

The children in our program are in close contact with one another during activities and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are not spread during an outbreak, we separate any child who has lice from the rest of the children. Parents are required to pick up their child within an hour of being notified. The child may not return to the site until all nits and lice have been removed from the hair and head. In addition, the YMCA will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact the YMCA immediately if your child contracts lice in order to decrease the chance of spreading.

To avoid the spread of lice, we ask that children do refrain from sharing hats, combs or brushes and clothes. The YMCA ensures health and safety regulations are being met at all times. The YMCA decreases the spread of lice by periodically checking all children's heads for lice and cleaning daily, including vacuuming all carpets and rugs.

CHILD ABUSE

The YMCA and other organizations that serve children have to be especially careful about who we hire, how we work with children and how our staff conducts itself with children away from the job.

Here is how we prevent child abuse in the YMCA:

- We require every volunteer and paid employee to submit fingerprints and we send those fingerprints to the California Department of Justice and FBI for a criminal background check.
- We require every volunteer or paid employee who works with children to complete the YMCA Child Abuse Prevention Training.
- We prohibit any staff member from allowing any child to be alone and unsupervised.
- We prohibit any staff member from placing him/herself in a position where he/she is alone with a child and out of sight of other adults.
- We prohibit employees and volunteers from arranging to have contact away from the YMCA with children they have met or worked with at the YMCA.
- We prohibit adult staff persons from dating employees or volunteers who are under 18 years of age.

We and the State legally require any employee who suspects that a child has been abused to report that suspicion to the proper authorities. If you observe or hear about a YMCA staff member or participant behaving inappropriately toward any child, please report the incident to the YMCA Summer Camp Program Directors,

- Val Ross (805) 583-5338 ext. 4005
- Katie Oberman (818) 707-9622 ext. 5012

Your report will be treated with utmost confidentiality.

DISASTER PLAN

The YMCA participates in the City Operations Plan. In the event of a major emergency, such as an earthquake, chemical spill or fire, the following procedures apply:

- Children will remain at the sites until directed to move or evacuate.
- During, immediately before and immediately after school hours, the principal of each school, under the direction of the Emergency Operations Coordinator, is in charge.

- After school hours and on holidays, the YMCA comes under the direction of the Child Care Director, who is aware of the location and enrollment of our sites at all times.
- If an evacuation of any site occurs, the school district will provide bus transportation, the Red Cross will set up a shelter and the YMCA staff on duty will assist at the shelter.

YMCA SUMMER CAMP STAFF

QUALIFICATIONS

The program positions and requirements are:

- **Camp Director** 12 units post-secondary education in early childhood development or related courses including 3 units of Child Care administration and a minimum of 1 years of experience in licensed Child Care.
- **Senior Counselor** 6 units post-secondary education in early childhood education or related course and a minimum of 1 year experience.
- **Counselor** Completion of YMCA Summer Camp Training Module.

STAFF TO CHILD RATIOS

We have found that program quality is greatly improved with a lower ratio. It is our goal to maintain a staff to child ratio of 1 to 14 children in attendance and an even lower ratio in our K-2nd age group and on water activity days.

STAFF TRAINING

Every staff person attends a basic pre-employment training module and regular in-service training events that cover the following topics:

- Positive Discipline and Redirection Techniques
- Safety & Emergency Procedures, First Aid and CPR
- Child Abuse Awareness
- Pool Safety

Third party training that includes: Blood Borne Pathogens, Child Abuse Prevention, Sexual Harassment Prevention, Safe Lifting, Slips Trips and Falls and Appropriate Touch.

CONTACT INFORMATION

QUESTIONS ABOUT ...	CONTACT
Billing, Payment and Registration	YMCA BILLING OFFICE: Kelsey Banks, 818-707-9622 ext. 5016 kbanks@sevymca.org
YMCA Membership Benefits and Programs	YMCA MEMBERSHIP TEAM: Simi Valley Family YMCA Nicholas Gutierrez, 805-583-5338 ext. 4017 ngutierrez@sevymca.org , Yarrow Family YMCA, Jason Illif, 818-707-9622 ext. 5017 jillif@sevymca.org
Camper, Counselor or Camp Activity	CAMP DIRECTORS SIMI VALLEY FAMILY YMCA: Madi Decker: TK-1 Director Daniela Fernandez: 2nd-5th Director Kareena Hadap: Senior Camp Director Nikki Sheldon-Hargrove: Travel Camp Director Alexis Russell: LIT/Specialist CAMP DIRECTORS YARROW FAMILY YMCA: Alex Gottschall: Littles (TK/K) Robert Swan: Middles (1st/2nd) Luke Ranselaar: Middles (1st/2nd) Jenna Dontas: Bigs (3rd/5th) Remington Carrillo: Adventure Camp (4th-8th) Giselle Perez: LITS (6th – 8th)
Program policy or Camp Director	PROGRAM DIRECTORS: Simi Valley Family YMCA Valerie Ross, 805-583-5338 ext. 4005 vross@sevymca.org Yarrow Family YMCA Katie Oberman, 818-707-9622 ext. 5012 koberman@sevymca.org

If you have any questions related to these policies, please do not hesitate to reach out!