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# YMCA SUMMER CAMP

## Financial Assistance Available

Please note that our full camp guide is published annually in February.

Registration opens March 1.

# CAMP DETAILS

Care provided 7:30 a.m.–6:00 p.m. Camp programming runs 9:00 a.m.–4:30 p.m.  
Half-day and Hellgate camp times vary. See weekly camp pages for details.

## Hours of Care

Supervised care runs from 7:30 a.m.–6:00 p.m. five days a week with intentional camp programming running from 9:00 a.m.–4:30 p.m. Half-day camps have varied start and end times. See individual camps for specifics.

## Sunrise & Sunset Care | Check In & Check Out

Full-day camps offer before and after care to all campers. Sunrise Before Care is offered 7:30–9:00 a.m. and Sunset After Care is offered 4:30–6:00 p.m. (5:30 p.m. for camps at Hellgate Elementary). Photo ID is required for every pick up, every time. Sunrise Care and Sunset Care are included in full-day camp fees. Camp locations will be emailed the week prior.

## Afternoon Camp Add-On

Available only to morning half-day YMCA campers who want to stay the full day. Campers will enjoy lunch and an afternoon full of summer camp activities.

## What to Bring

In a labeled backpack or bag:

- Reusable water bottle
- Sunscreen
- Swimsuit/Towel
- Hand sanitizer
- Extra clothes as weather necessitates
- Sack lunch (optional)

## What to Wear

Water activities happen daily. Consider sending your camper in their swimsuit.

- Close-toed tennis shoes (NO flip flops)
- Comfortable active wear
- Layers

## Leave At Home

- Cell phones/Tablets/Electronics
- Money/Valuables
- Knives/Weapons—real or pretend
- Toys/Games/Trading cards
- Candy/Junk food/Soft drinks

Please label each item with camper's full name. Contact staff ASAP about lost items. The YMCA, its programs, and its staff are not responsible for lost or stolen items. Please check with afternoon staff to see the YMCA's Lost & Found.

## Meals & Snacks

A healthy breakfast, lunch, and an afternoon snack are provided daily. Campers are welcome to eat breakfast before arriving at camp and may bring their own healthy lunch if they prefer.

## Financial Assistance

Financial assistance is available for all camps. Applications are available at [ymcamissoula.org/financial-assistance](http://ymcamissoula.org/financial-assistance). Submit applications 7 days prior to camp registration. Best Beginnings scholarships are accepted for Camp Imagination and Camp Horizon. Learn more about Best Beginnings at [childcareresources.org/families/paying-for-child-care/](http://childcareresources.org/families/paying-for-child-care/).

## Camp Leadership



Eli "Ewok" Catton  
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Katie "Obie" Grutsch  
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# PARENT HANDBOOK

## Registrations, Deposits, and Financial Assistance

**Registration opens March 1!** Register in person at the YMCA, over the phone, or online at [ymcamissoula.org](http://ymcamissoula.org). A one-time \$15 registration fee is required for each camper. A non-refundable, non-transferable \$25 deposit per camp is due at the time of registration. This deposit is required to hold your child's place and will be applied to the total balance due. The balance of each camp is due no later than one week prior to the first day of each camp session. Unpaid balances during this week will result in your child's spot in the camp being forfeited. Turn to page 6 for information on licensed summer camp registration, financial assistance, and fee schedules.

We pride ourselves on working with families and community organizations to offer camp experiences for all children, regardless of ability to pay. Financial assistance is available for YMCA Summer Camp. Applications are available at the YMCA Welcome Center or online at [ymcamissoula.org](http://ymcamissoula.org). Financial assistance applications must be completed and approved prior to registration. Please allow 7 days to process applications.

Scheduled auto-draft payments are required.

## Attendance, Refunds, and Credits

Unless noted, all Missoula YMCA Summer Camps are week-long opportunities. In addition to standard YMCA policies, participants are subject to the following:

- Deposits and one-time registration fees are non-refundable and non-transferable.
- Cancellations and transfers must be made at least 10 days before camp dates to be eligible for credits minus the deposit.
- No credits or refunds will be given for cancellations or transfers made less than 10 days prior to camp.
- Credits or refunds will only be issued if a parent/guardian provides written or verbal notice to a Camp Director, even if a child does not attend.
- Changes in schedules or registrations must be approved by the Camp Director.
- If your child is expelled from YMCA Camp as a result of behavioral concerns, a refund (minus deposits) will be issued for all registered camp sessions starting the full week after expulsion.
- For questions about Camp Imagination or Camp Horizon, contact us at [schoolage@ymcamissoula.org](mailto:schoolage@ymcamissoula.org).
- Credits and/or refunds will not be issued due to camp closures based on unforeseen circumstances (ex: extreme weather, power outages, etc.)

## Camper Check Out

Photo ID is required for every checkout every time. Many camp activities take place off site. Any authorized adult wishing to check out a full-day camper before 4:30 p.m. must arrange checkout details in advance with camp staff.

Families will be charged a late fee of \$30/child for any checkouts after 6:00 p.m. (5:30 p.m. for camps at Hellgate Elementary). Camp registration may be suspended if balances are not paid within 5 business days. The camper will remain with two adult counselors at all times. The following steps will be taken should a camper not be picked up:

1. Every effort will be made to reach parent(s)/guardian(s) via provided phone numbers.
2. Alternate emergency contacts will be called if primary contacts can't be reached.
3. In the event that no one can be reached 30 minutes after programs end, the police will be notified.



# PARENT HANDBOOK



## Food and Purchases

Breakfast and lunch are provided through Missoula County Public Schools' Summer Food Service Program, and a nutritious afternoon snack is provided through our participation in the USDA Child and Adult Care Food Program (CACFP). Additional food items are provided through a partnership with the Missoula Food Bank. Breakfast is offered from 7:30–8:45 a.m. Sack lunches and milk are offered at lunchtime, and an afternoon snack is provided before 4:30 p.m. The YMCA uses Y-USA's HEPA (Healthy Eating and Physical Activity) Standards as a guide for meals and snacks.

Campers in the YMCA's care are not permitted to purchase items from stores or vending machines. Do not send money with your child. If you would like to purchase a snack for your child, do so before checking your child into camp.

## Inclusion

All Missoula YMCA programs operate in accordance with all state and federal policies. We work to ensure that everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, ideology, income, national origin, race, or sexual orientation has the opportunity to reach their full potential with dignity.

YMCA Summer Camps are designed to provide accessibility for children with moderate visual, auditory, orthopedic, mental, and emotional challenges. Call Camp Directors to discuss your child's specific needs prior to registering.

# PARENT HANDBOOK

## Safety and Supervision

All camp staff are certified in CPR and First Aid, and participate in a week-long training of YMCA policies and procedures. Campers are supervised by staff at all times. At no time will one YMCA staff member be alone with one child. At no time will YMCA Junior Counselors supervise campers without a YMCA Camp Counselor present.

When transporting campers, YMCA staff follow a Child Safety System that requires staff to conduct vehicle sweeps to ensure no child is left on board when the destination is reached. Every bus is equipped with booster seats for campers who weigh fewer than 60 lbs and/or are under six years old. Booster seat assignments are based on information provided at registration. Contact a Camp Director if this information has changed.

For campers' safety, no unauthorized person will be permitted to enter YMCA camp areas, interact with campers, or pick up a camper from camp programming. Only persons designated by a parent or legal guardian on the camp registration form will be authorized to interact with campers or have a camper released into their care. A photo ID is required every time when picking up a camper. This policy applies to all campers.

## Behavior Management and Expectations

Camp staff are trained to use behavior management techniques that include positive guidance and redirection. Staff are also trained to set clear limits and expectations. Campers are held accountable for their actions and are expected to adhere to the YMCA's four core values of Honesty, Caring, Respect, and Responsibility.

Camps are designed for group participation and interaction. Attempts to correct negative or disruptive behavior may include action plans, behavior contracts, and parent/guardian meetings. Behavior that disrupts programming, endangers self or others, disrespects property, or requires repeated one-to-one attention from staff may result in the camper being suspended and/or expelled from camp.

## Emergencies, Wildlife, and Inherent Risk

Any camper involved in an emergency situation will immediately be attended to by YMCA staff. First aid and/or CPR will be administered, and an ambulance will be called if necessary. YMCA staff will contact the Camp Director and the child's emergency contact(s) listed on the registration form.

YMCA Summer Camps offer children opportunities to visit and explore natural areas. Should wildlife be encountered or wildlife situations escalate, camp staff will place themselves between all campers and the animal. Campers will then be moved to a safe area, and FWP will be contacted if necessary.

YMCA Summer Camps include activities with inherent risks such as hiking, rafting, cycling, sports, climbing, archery, BB guns, rope courses and more. YMCA staff are trained to provide the safest possible experience for all campers.

## Weather and Air Quality

Weather is monitored and camp schedules are subject to change. If the weather is warm and rain is light, outdoor activities will continue as planned. Pack a raincoat and an extra set of clothes. Activities will be adapted and moved indoors during more inclement weather. In the case of severe weather, all campers will remain at an official Missoula YMCA location or safe area. Do not come to the YMCA to retrieve your camper until severe weather has passed.

During periods of heavy fire and smoke, air quality is monitored via the Missoula City-County Health Department. Camp activities will be adjusted as needed. All campers will be kept indoors if the Air Quality Index exceeds 150 ppm.

# PARENT HANDBOOK

## Medication

Parents must notify a Camp Director if their child takes medication during the camp day. Medicine, its schedule, and a completed Medication Authorization & Instruction form must be turned into camp staff on the first day of camp. Any medication to be administered at camp must be accompanied by a signed doctor's note or prescription container with specific instructions, dosage amounts, and dosage times. No over-the-counter medications will be given to campers without prior parental approval. All unused medicine not retrieved by the parent or legal guardian will be locked up and discarded one week after the camper's last day of camp. Insurance for health-related matters must be covered by the parent or legal guardian.

## Illness

Keep sick children home and notify YMCA Summer Camp of their absence by calling 721-9622. Children who have had diarrhea or a fever, had a positive COVID test, or who have vomited within the last 24 hours cannot attend camp. Parents/guardians will be notified immediately if a camper becomes ill while at camp. Parents/guardians are expected to arrange immediate pickup of ill campers. Campers who become ill at camp will be cared for away from the group by staff until an authorized adult picks them up. Children with (or showing signs/symptoms of) a communicable illness cannot attend camp until they have been evaluated by a healthcare professional. Camp Directors must receive written approval by a healthcare professional before children return to camp.

As a reminder: Refunds and credits will not be issued for single-day based absence and/or illnesses.

## Insect Repellent and Sunscreen

Bring sunscreen and insect repellent to camp each day. Before going outside, or every two hours outside, camp staff will monitor every camper applying sunscreen. Camp staff will provide sunscreen for any camper who forgets or runs out. Indicate at registration if you would prefer the YMCA not to provide sunscreen/insect repellent to your camper.





# PARENT HANDBOOK



## USDA Food Program and Permits

As a participant in the United States Department of Agriculture (USDA) Food Program, the YMCA makes afternoon snack available to enrolled children following USDA Child and Adult Care Food Program (CACFP) guidelines.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found Online. You can also file that complaint at any USDA office or write a letter addressed to USDA. If you send a letter, provide all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. You can submit your completed form of letter to USDA by mail, fax or email.

The Missoula Family YMCA is permitted by the Bitterroot and Lolo National Forests.

# YMCA SUMMER CAMP

Choose from a variety of camps including sports, adventure, art, and more.  
Campers will enjoy field trips to local parks, lake days, and activities.  
Sign your camper up at [ymcamissoula.org](http://ymcamissoula.org).



## YMCA Summer Camp Sponsors



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