

## **CAMP COMMUNICATION: WHO TO CONTACT?**

Refer to the chart below for the person who can best help you with your camp needs.

| Topic  | Time Frame                                    | Point of Contact                             | Contact Information  |
|--|---|--|--|
| <b>Camp Information &amp; Availability</b>   | <b>January 2 – June 1</b>                     | Camp Director                                | <a href="mailto:linneab@lhymca.com">linneab@lhymca.com</a><br>973-507-7030   |
|  | <b>June 1 – August 25</b>                     | Camp Office Administrator                    | <a href="mailto:camp@lhymca.com">camp@lhymca.com</a><br>973-507-7047         |
| <b>Camp Changes</b> <ul style="list-style-type: none"> <li>Extended Care &amp; Lunch</li> <li>Switching sessions</li> <li>Cancelling sessions</li> </ul>   | <b>January 2 – June 1</b>                     | Camp Director                                | <a href="mailto:linneab@lhymca.com">linneab@lhymca.com</a><br>973-507-7030   |
|  | <b>June 1 – August 25</b>                     | Camp Office Manager                          | <a href="mailto:camp@lhymca.com">camp@lhymca.com</a><br>973-507-7047         |
| <b>PlayerSpace Help</b> <ul style="list-style-type: none"> <li>App Download</li> <li>Finding Schedules</li> <li>Finding Camper Group</li> </ul>  | <b>June 1 – June 16</b><br>10:00 am – 4:00 pm | Camp Office Manager                          | <a href="mailto:camp@lhymca.com">camp@lhymca.com</a><br>973-507-7037         |
| During the week of <b>June 16-19</b> staff will only be available to answer calls and emails regarding camp inquiries between 10 am – 2 pm. <b>No one will be available on Friday, June 20.</b>  |   |  |  |
| <b>Bookkeeping Questions</b> <ul style="list-style-type: none"> <li>Billing Questions</li> <li>Missing Paperwork &amp; PlayerSpace (approval and rejection of paperwork).</li> <li>Payment Plans</li> <li>Financial Aid Information</li> <li>Tax Statements</li> <li>Childcare Flex Spending Statements</li> </ul> | <b>January 1 – August 25</b>                  | Nancy Dunham<br>Camp Bookkeeper              | <a href="mailto:nancyd@lhymca.com">nancyd@lhymca.com</a><br>973-507-7021     |
| <b>Rockaway River Country Club Camp Information and Availability</b> <ul style="list-style-type: none"> <li>Billing Questions</li> <li>General Questions</li> <li>PlayerSpace Paperwork</li> <li>Activity Questions</li> </ul>   | <b>February 1 – August 1</b>                  | Shannon Bujoreanu<br>Senior Program Director | <a href="mailto:shannonb@lhymca.com">shannonb@lhymca.com</a><br>973-507-7037 |