

## **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> 973-507-7030
	<b>June 1 – August 25</b>	Camp Office Administrator	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a> 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> 973-507-7030
	<b>June 1 – August 25</b> 8am-1pm Mon, Tues, and Thurs	Camp Office Manager	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a> 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>	Camp Office Manager	<a href="mailto:camp@lhymca.com">camp@lhymca.com</a> 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 Camp Bookkeeper	<a href="mailto:nancyd@lhymca.com">nancyd@lhymca.com</a> 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 Senior Program Director	<a href="mailto:shannonb@lhymca.com">shannonb@lhymca.com</a> 973-507-7037