

TERMS / POLICIES / PROCEDURES

CAMP PHILOSOPHY, MISSION, AND VALUES

OUR PLEDGE

The Lakeland Hills Family YMCA offers an array of summer day camp experiences guaranteed to meet the needs of all children. Professionally trained staff members dedicate themselves to providing children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves. Children love the opportunity to explore unique outdoor experiences and welcome the chance to have control over part of their day.

YMCA CHARACTER DEVELOPMENT

The Y's commitment to character development makes it extraordinarily valuable to the communities and people it serves. Building on this commitment and making it part of everyday operations and programming are our challenges.

YMCA MISSION:

The mission of the Lakeland Hills Family YMCA is to put Christian principles into practice through programs and services that promote youth development, healthy living, and social responsibility for all.

CAMP VALUES:

In a challenging world, the Lakeland Hills Family YMCA day camp tries to guide children in making the right decisions, building self-esteem, and displaying empathy and compassion for others. Our staff promises to demonstrate and develop the Four Core Values of the YMCA in all aspects of working with children, but staff alone cannot make the difference. A strong partnership between parents and staff, including the support and reinforcement of our values must be present to foster the growth of happy, confident, and caring children. The Y's commitment to character development makes it valuable to the camp community. Our day camp seeks to promote these core values in every experience and relationship.

- **CARING:** To be sensitive to the well-being of others, and to love others.
- **HONESTY:** To tell the truth; to act in such a way that you are worthy of trust; to have integrity; and to make sure your choices match your values.
- **RESPECT:** To treat others as you would have them treat you; to value the worth of every person, including yourself.
- **RESPONSIBILITY:** To do what is right, what you ought to do; to be accountable for your behavior and obligations.

GROUPING AND FRIEND REQUESTS

Day Camp is separated into categories:

- **Junior Boys (1st -3rd grade):** Groups in the Junior Boys division have 16-18 campers and 2 counselors.
- **Junior Girls (1st -3rd grade):** Groups in the Junior Girls division have 16-18 campers and 2 counselors.
- **Senior Boys (4th – 7th grade):** Groups in the Senior division have 18-20 campers with 2 counselors.

- **Senior Girls (4th – 7th grade):** Groups in the Senior division have 18-20 campers with 2 counselors.
- **Inclusive Camp Program (1st – 7th grade):** These campers have a counselor with a maximum of a 1:3 ratio.

The groups are determined by age, gender, and the grade they are entering in the Fall. We will do our best when grouping, but it is extremely important that we have grade and friend request at time of registration due to the number of campers in the program.

Specialty Camps– Specialty camp options are made up of campers going into 4-7th grade.

- **Esports Camp** (Weeks 1-8) is a group of up to 12 campers and is co-ed.
- **Travel Sports** camp (Weeks 2, 3, 4, 7, and 8) has up to 30 campers with 2-3 staff members and is co-ed (although primarily boys).
- **Travel Basketball** camp (Weeks 5 and 6 only) has up to 30 campers with 2-3 staff members and is co-ed (although primarily boys).
- **Dance Academy** (Weeks 1, 2, 3, 4, 7, and 8) has up to 17 campers with 2 staff members and is co-ed (although primarily girls).
- **STEM Academy** (Weeks 5 and 6 only) has up to 15 campers with 2 staff members and is co-ed.

Leader in Training Teen Travel Camp is for campers going into 8th-10th grade and is co-ed.

FRIEND REQUESTS:

- Friend requests can only be submitted for the Day Camp (Junior Boys, Junior Girls, Senior Boys, and/or Senior Girls).
- If you would like your child to be grouped with a friend, you can make that request at the time of registration.
- You must provide the friend's first and last name. Without a full name, the request cannot be honored.
- For consistency and staff ratio purposes, requests are limited to one friend for the summer – not one per session.
- **Please remember a request is not guaranteed.**
- All Day Camp groups are separated by age and gender, making it impossible to place a boy and girl in the same group, or children of different ages.
- No friend requests will be accommodated for Vacation Camps due to limited number of groups.
- Remember, camp is a great opportunity for children to meet and make new friends!

CAMPER CARE TEAM, ZEN ZONE, AND DISCIPLINE POLICY

Behavior Policy:

The Summer Day Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate and/or challenging. Counselors will try positively to redirect a child's behavior and, if necessary, will

seek the assistance of the Behavior Team. If the inappropriate conduct issues continue, the parents will be notified, and further disciplinary action will be taken.

Camper Care Team:

We will have a team of Behavior Specialists on staff this summer. They are responsible for effecting positive behavioral changes in campers; providing supportive intervention; complying with Federal & State policies and regulations. This key aspect of working on the team is identifying needs and being responsible for creating a safe, stimulating and supportive environment for all campers in our care. Communication with parents regarding major incidents will be conducted by Administrative Staff. Discussion will take place regarding an appropriate plan of action.

Zen Zone:

The Zen Zone is a designated safe space where campers can go when feeling dysregulated or overwhelmed. This area is designed to provide a supportive environment for campers to calm down and regain emotional balance. Equipped with a variety of sensory tools—including stress balls, sensory bottles, fidget toys, and journals—campers can engage in self-soothing activities tailored to their individual needs.

The Zen Zone also offers calming resources such as books and therapeutic games, allowing campers to redirect unwanted behaviors and practice emotional regulation. This space is an essential part of our approach to fostering positive camp experiences, promoting emotional well-being, and helping campers build the skills necessary for managing their emotions and interactions in a healthy, constructive way.

BULLYING

Bullying is when one or more children continually target a child and their actions would know that the bully's actions physically or emotionally harm the victim, damage their property or insult / demean the victim.

Camp Administration has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for everyone. The Camp Administrative Staff reserve the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of camp. Please understand that there will be no refunds given to children who are suspended or terminated for behavior issues. Camper Care Team will provide behavior chart outline when needed.

MEDICATION, ALLERGIES, ILLNESS AND INJURY PROCEDURES

MEDICATION: If your child needs to take any medication during camp hours, the medication must be delivered to the Health Office Administrator (who is certified in CPR / 1st Aid and AED for the Professional Rescuer) in the camp office. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at camp. A Medication Consent Form must be completed prior to the first day of your camper's session.

ASTHMA: Campers are not permitted to keep asthma inhalers in their bags for safety reasons. Other campers should not have access to that medication. In addition, our certified staff need to document all medication dispensation according to state guidelines.

ALLERGIES: If your child suffers from severe allergies, diabetes, or any other debilitating condition, you must also fill out a Food Allergy Action Plan (signed by a doctor) for staff to follow in the event of an emergency (allergy sufferers must also provide an Epi-pen and Benadryl to the Office staff). Counselors are going to be advised to wristband all campers with food restrictions for Theme Days and Elective Time activities that involve food.

ILLNESS: If your child has a communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child. The YMCA does not provide care for sick campers. Please understand that children may not return to camp until they are fever free for 48

hours. The same holds true for children who have been vomiting or have diarrhea. **In accordance with our State License, parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification.**

INJURY: If your child becomes injured at camp, you will be notified. All Camp Administrators are certified in CPR / 1st Aid and AED for the Professional Rescuer, as well as many additional staff located around the campgrounds. The Health Office Administrator will always be available in the camp office for first aid attention. Campers with serious injuries that require emergency medical attention will be transported to St. Clare's Hospital in Denville unless otherwise specified by the Emergency Medical Team or indicated on your camper's medical form. Parent will be notified.

ABOUT OUR OUTDOOR CAMP GROUNDS

HEAT: Summer camp program takes place outdoors. However, a good portion of camp is shaded from the trees, tents, and a pavilion. We also provide water-related afternoon activities to cool campers down (i.e., water slides, sprinklers, misting stations to cool off the air, etc.).

Managing Extreme Heat at Camp

When faced with extreme heat, camp staff take proactive measures to ensure that all campers and staff remain safe and healthy throughout their time outdoors. These measures include the following:

1. **Monitoring Weather Conditions:** Camp staff continuously monitor weather forecasts and heat advisories to anticipate hot weather. They adjust schedules and activities accordingly to minimize exposure during the hottest parts of the day.
2. **Adjusting Activities:** Active activities are often moved to cooler parts of the day, such as early mornings or late afternoons, when the temperature is lower or incorporate the air-conditioned gymnasium. If extreme heat is expected, certain physical activities may be rescheduled or replaced with indoor or water-based activities that are less physically demanding.
3. **Providing Hydration:** Access to water is a top priority. Campers and staff are encouraged to drink water regularly, with water stations located throughout the camp. Camp staff make sure that campers are consistently hydrated by offering frequent water breaks and providing water bottles.
4. **Monitoring for Signs of Heat-Related Illness:** Staff are trained to recognize the symptoms of heat exhaustion and heat stroke, which may include dizziness, fatigue, nausea, excessive sweating, and confusion. If any camper shows signs of heat-related illness, staff take immediate action, moving the individual to a cooler area, providing hydration, and seeking medical attention if necessary.
5. **Shade and Rest Areas:** The camp ensures that shaded areas are readily available for campers and staff to rest and cool down. Tents, umbrellas, or other shade structures may be set up during outdoor activities, and indoor spaces with air conditioning or fans are made available during peak heat hours.
6. **Dress Code and Sun Protection:** Campers and staff are encouraged to wear lightweight, breathable clothing, along with hats and sunscreen to protect against the sun's harmful rays. Sunscreen is applied regularly, especially during outdoor activities.
7. **Staff Training and Protocols:** Camp staff are trained in heat safety protocols, ensuring they know how to prevent, recognize, and respond to heat-related issues. Staff are also educated on pacing activities, observing campers for signs of discomfort, and adjusting as needed to prevent overheating.
8. **Emergency Plans:** In cases of extreme heat or heat-related emergencies, the camp has a clear plan in place to ensure rapid response. This includes access to first aid kits, cooling stations, and immediate contact with medical professionals if necessary.

SUNSCREEN: All groups have scheduled times for application. We have hypoallergenic SPF 30 sunblock available for all campers for morning and afternoon application. We do encourage all parents to apply sunscreen to their campers before dropping them off in the morning. Sunscreen will not be applied on cloudy or rainy days.

HYDRATION STATIONS: Camp will have two separate chilled water filtration stations where campers can fill up water bottles as needed throughout the day. We encourage each camper to bring a labeled (camper name and group number) water bottle each day. The filling stations will also have a water fountain component if a camper does not have a water bottle.

CAMPGROUNDS:

- Two sports fields
- Shaded Lower Picnic Area
- Outdoor Picnic Pavilion with Water and Electricity
- Blacktop area for Four-Square and Basketball
- Playground
- Archery Course
- Parkour Course
- Outdoor bathrooms, changing Rooms and shower area, separate from Membership for camper safety
- Four outdoor handwashing stations
- Large Event tents for extra shade and seating
- GA-GA Pit with turf surface
- Air-conditioned gymnasium
- Onsite 6-lane indoor pool

SNACK, LUNCH, AND ICE CREAM

MORNING AND AFTERNOON SNACK:

We recommend that you pack your child additional healthy snacks (granola bars, crackers, apples, etc.), to have throughout the day. We have a scheduled snack time twice per day. You should also pack your camper a snack for post-supervision if they are in the afterschool program.

LUNCH PROCEDURES:

Pizza Fridays *\$7 per week – 2 slices of Pizza on Fridays

You must register for pizza Fridays for each session your camper will attend.



This summer, Simply Gourmet will be providing their services 4 days per week: Monday – Thursday. The base meal price will be \$7.75. Each component can be fully customized!

Some highlights:

- ✓ You can receive text message reminders now!

To opt in, simply text: simplygourmet to 77222

- ✓ Each component of your meal may be customized; (Click on the “edit this day” button on the menu to view your alternate options)
- ✓ Nothing is fried and our products are free of nut ingredients.
- ✓ Our locally grown produce is brought in fresh daily from area farmers!!
- ✓ We proudly offer “wholesome” meal options which have, no artificial ingredients, no growth hormones, no trans fats, and limited gmo’s; only fresh super foods that promote a healthy diet for children!
- ✓ Meals are individually packed in recyclable cardboard lunch boxes for each student.

Returning customers will log in to your existing account and add your child for this season; NEW users will need to create an account. (Click on the "How It Works" tab on our home page to follow step by step directions to create an account.)

You may choose to participate every day or any individual days during the month. Orders must be placed three days in advance of the day you would like to receive lunch service. Please keep this in mind when you are placing your orders. We encourage you to order for the whole month to avoid missing days. **If your needs change last minute, just call us, we will be happy to add your order!!**

To place your order, go to our web site:

www.SimplyGourmetLunches.com

Follow us on Facebook for helpful updates! <https://www.facebook.com/simplygourmetcaterers>

If you have any trouble, feel free to contact us and we can "walk" you through the process. We look forward to serving your children!

If there is a day that your camper will not be participating in the lunch program, they will need to bring a lunch to camp. An insulated lunch bag with an ice pack is recommended, as there is no refrigeration or microwave service available. PLEASE LABEL ALL ITEMS WITH NAME AND GROUP NUMBER. **NO GLASS BOTTLES ALLOWED.**

After lunch, campers will follow a recreational schedule and will rotation between will include table time, GA-GA, Blacktop, and Ice Cream. Campers must remain in their divisions during this time.

ICE CREAM:

Ice cream is available each day during recreational lunch time (separate periods for each division). All ice cream served will be individually packaged. We do have a selection of non-diary options.

AFTERNOONS AT CAMP AND EARLY PICK-UP PROCEDURE

For this summer, each camp group has a unique schedule based around swim periods for the week. Each schedule includes the following components: Hobby Time, Theme Day activities, Group Time, as well as a snack time.

PM SNACK TIME:

A 15-minute period each day will be allotted where campers can sit, rest, and enjoy a snack from home. Please follow healthy guidelines. No candy please.

HOBBY TIME:

During Hobby Time, campers get to choose which planned activities they would like to participate in. Each activity is facilitated by counselors and varies from arts and crafts, field games, gym games, cards/board games, chill out, and 2/4 square, Gaga, 9-square and more.

SWIMMING:

The summer aquatic program is intended to give campers a balance of instructional and recreational swimming. There are two instructional swim periods per week with the last 5 minutes of the period being recreational. All children will be evaluated the first day of each session for safety. They will be asked to demonstrate their abilities by swimming one length of the pool. Those not able to swim the length safely and without struggling or stopping will be given a bubble device to wear requiring them to stay in the shallow end of the pool. The other children will

be placed according to their ability and relative size. There are no swim evaluations given at the end of the summer, because the lessons do not follow the set progression that our year-round swim lesson follow.

Questions specific to swimming lessons and swim groups should be directed to the Aquatic Department.

Those children with shoulder length hair or longer will be required to pull hair back in a ponytail. All children must shower before swimming. All children who are not swimming must go to the pool balcony during their swim time. Please understand that we do not force any campers to swim. Some groups will have swim time during elective time. During these swim periods, campers are given a choice between elective and swim.

Of course, if you would like your camper to swim, please send a note to the counselor communicating your request and we will try our best to motivate your camper to participate.

EARLY PICK-UP PROCEDURES:

Parents and Guardians who wish to have their child picked up prior to dismissal must call (973-507-7047) or email (camp@lhympca.com) the camp office before 1pm on the day of pick up. **Parents MUST remain in their vehicles.** The Camp Office Administrator will call the camper's group and have the staff collect their belongings and have them waiting at the camp office for a quick and easy pick-up. For security reasons, there will be a 15-minute Blackout time from 2:45PM-3:00PM when we will not release campers for pick-up. This is a busy time getting cleaned-up and ready for pick-up. We ask that you do not arrive before 2:45PM to help our staff avoid back-up traffic issues.

RAIN DAYS AT CAMP

Please be aware that children will be kept outside through light rain/drizzle. On days with heavy rain and thunder, some campers will be moved off-site to an indoor rain location. This will depend on your swim day and time. Campers onsite will be moved inside when and rotate throughout the YMCA building, pavilion, and gymnasium.

MISCELLANEOUS CAMP POLICIES

LOST AND FOUND is located next to the white storage shipping container. Due to the large number of campers and the volume of items that are found not labeled, lost items are only kept for one week. Parents will need to check the lost and found; children will not be able to go through the lost and found. Labeling all your campers' personal items with name and group number will help us to be able to distribute such items directly to groups and not to the lost and found area. Please do not send new/expensive items, especially towels, to camp. Any items not claimed in Lost and Found each Friday will be discarded by 5:30 PM.

CELL PHONE POLICY

Cell phones are strictly prohibited at camp for the safety and security of the campers. Cell phones that are found will be confiscated from the camper and brought to the camp office. Parents may pick them up from the camp office at pick up.

- 1st Offense: Verbal Warning
- 2nd Offense: Camper will be suspended for one day following the incident.
- 3rd Offense: The camper will be terminated from the program. NO EXCEPTIONS. No refunds for missed time.

BACKPACKS

We recommend that all campers bring a backpack to camp every day to keep his/her belongings together. Please check your camper's backpack every evening to ensure that no one else's belongings accidentally ended up in your camper's backpack. If this did happen, please return lost items to the camp office the next day. Please understand that if any camper is found going through another camper's backpack the consequences will be as follows:

- 1st offense – verbal warning.
- 2nd offense – one day suspension from the camp program.
- 3rd offense – termination from the camp program with no refund for missed time.

GENERAL CAMP POLICIES and FAQ's:

When allowing your child to participate in the YMCA, the following policies must be followed:

- Your camper is a child who can and will participate fully in the program and is in good physical condition, unless otherwise communicated to the Camp Director in writing.
- No reduction in cost can be made for late arrivals, early departures, or days missed.
- We cannot split the sessions into separate weeks.
- It is agreed that the camper will cooperate and accept camp guidance in standards of behavior. Failure to adhere to these standards may result in suspension or dismissal with no refund.
- Day Camp activities/themes may be rescheduled at the discretion of the Camp Administrators.
- Rules for acceptance and participation in the program of the YMCA are the same for everyone regardless of race, color, ethnicity, religion, gender, or gender identity.
- For the security and safety of all children, no person may enter the campgrounds unless accompanied by an Administrative Staff member. You will need to report to the camp office before entering the grounds.
- The YMCA is not responsible for personal items brought to camp should they be misplaced or damaged. Parents who allow campers to bring items from home do so at their own risk.
- It is the responsibility of each camper to remember to bring his or her bathing suit, towel, and backpack etc., home each day. While staff members will encourage campers to keep their belongings together in an orderly fashion, they will not be held responsible for items that do not make it home each day.

PAYMENT & PAPERWORK POLICIES:

When registering for camp, the following payment policies must be honored:

1. A \$100 non-refundable/non-transferable deposit is required at the time of registration for enrollment per session per child.
2. Balances are due April 15, 2026. All remaining balances will be drawn from the default payment method on your account on April 15.
3. Letter for tax purposes will be mailed in January 2027. The YMCA tax ID number is **22-155-9438**.
4. Refunds will not be given if a discipline problem arises. Credits will not be given for camper absences.
5. Camp payments may be mailed to the YMCA or paid on the website. If you would like to personally deliver your payment, you can do so at the Member Services Desk during normal business hours.
6. All requests for changes in camp type or session must be made in writing and addressed to the Camp Director and will be handled based on availability. After May 1, please send camp change emails to camp@lhymca.com.
7. Refunds will not be given after April 14, 2025.