



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BEST SUMMER EVER™



YMCA Child Care  
Discovery Camp  
West Contra Costa



# WHY CHOOSE Y CAMP?

- Taking care of children is what we are all about! Developing young minds and bodies into the successful, caring and responsible adults of the future is our focus.
  - Highly qualified, experienced and enthusiastic staff! The Y invests heavily in recruitment and training of the best role models for children.
- Creativity, fun and exploration! Our curriculum blends daily enrichment with time for the exuberance and freedom of exploring the outdoors.



# GENERAL INFORMATION



## YMCA CHILD CARE DISCOVERY CAMP

The YMCA Child Care locations will host a Discovery Camp Program for children entering grades K-6. Hours are from 7:00am-6:00pm daily. The main room will transform into a Summer Discovery Center with unique enrichment activities throughout the day. Details about weekly themes and activities will be available before each session.

Each week will start off with songs, skits, themed activities, field trips, and then culminates with a grand-finale "carnival" on Friday where campers enjoy a variety of activities such as relay races, contests, water games, and creative games they prepare for throughout the week. All camps will engage in games and activities that center around science, mathematics, and reading to minimize summer learning loss.

## SESSIONS /HOURS

At the Y we strive to meet the individual needs of each family and offer different options for sessions and hours. We offer sessions by the month or by the week. You can mix and match a week here or there with a month as needed.

**Hours: Monday – Friday 9:00am–4:00pm**

FREE extended care 7:00–9:00am or 4:00–6:00pm

Organized camp activities and events will run from 9:00am–4:00pm with supervised, structured "free-play" in effect during extended free care. To ensure your child gets the most out of their experience, please arrive no later than 8:45am to avoid missing Opening Activities. The YMCA will not grant refunds for days missed due to tardiness, illness or other reasons.

## SESSION DATES AND FEES

These sites will operate with a 5-day weekly option from June 9–August 7<sup>th</sup> (sites will be closed July 3). Daily drop-in rates are only available with a maximum of 5 days' notice – they cannot be scheduled far in advance as space is prioritized for regular attendees. Daily drop-in is only available to families who have registered and paid the \$25 registration fee for the Summer Program. Drop-ins will only be available if the camp is not full that day.

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<b>Weekly Rate:</b>	5 day: \$206 (Week 1 and 4 prorated to \$165)
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<b>Daily Drop-in Rate:</b>	\$77 Full Day
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## SCHEDULES

Weekly themed schedules will be available 7 days before the start of that week. Occasionally times, locations, trips, etc. may be changed without notice. Please check the information boards at sign-in for any changes/updates. Discovery Campers will swim every other Friday. Friday is also camp carnival. On Fridays we will offer a variety of carnival type games on site to celebrate the week we've shared.

## TYPICAL DAY FOR YMCA SUMMER CAMP

7:00 – 9:00am Sign-In, structured free-play  
9:00–9:30am Camp opening–songs and orientation  
(Please be on time!)  
9:45am – 12:00pm Group Activities – sports, projects, swimming  
12:00–1:00pm Lunch  
1:00–3:30pm Group Activities – games, arts & science, drama  
3:30–3:45pm Snack  
3:45–4:00pm Camp closing  
4:00–6:00pm Sign out, structured free-play



# GENERAL INFORMATION

## WEEKLY THEMES AND FIELD TRIP CALENDAR

Week	Date	Theme	Field Trip Locations Wilson, Washington, Rodeo	Field Trip Locations Stewart and Bayview
Week 1	June 9-12	Diggin for Dinosaurs	Carnival at PH YMCA	At Site Visitor –Jungle James
Week 2	June 15-19	Buggin Out	At Site Visitor –Jungle James	Carnival at PH YMCA
Week 3	June 22-26	YMCA Olympics	Bowling	Bowling
Week 4	June 29-July 2	Fantasy Week	At Site Visitor- Emily Butterfly	Tilden Little Farms
Week 5	July 6-10	Winter Wonderland	Carnival at PH YMCA	At Site Visitor- Emily Butterfly
Week 6	July 13-17	Silly Science	At Site Visitor –All Fired Up	Carnival at PH YMCA
Week 7	July 20-24	To Infinity and Beyond	Chabot Space and Science	At Site Visitor –All Fired Up
Week 8	July 27-31	Legomania	At Site Visitor –Play Well Technology	Chabot Space and Science
Week 9	August 3-7	Explore the Great Outdoors	Tilden Little Farms	At Site Visitor –Play Well Technology

### FIELD TRIPS

At the Y we're proud to be adventurous, to go out and explore the world around us, and to learn new things. We believe that exploring the Bay Area and introducing our campers to new places and experiences will broaden their horizons as they grow into maturity. We take trips that are educational, exciting, and fun. From science centers, to amusement centers to zoos and swimming at the Irvin Deutscher Family YMCA! Trips may be changed or cancelled, so please check with your Site Director for up to date information.

Our emphasis is always on safety, and we maintain strict staff ratios on each trip we attend. Field trips are included in session fees. Children will be provided with a YMCA shirt that should be worn on field trip days. Please wear appropriate clothing including closed toed walking shoes. Bring a bag lunch and a bottle of water that can be disposed of after consumption.

Children should be dropped off at the child care site by 9:00am on field trip days. Transportation is made by school bus.

Our goal is to be back at the child care sites by 5:00pm on field trip days, but please understand this time could change depending on traffic.

### SWIMMING & POOL VISITS

Swimming is a healthy activity that can be continued for a lifetime. The YMCA wants all children to learn to be safe in the water. Engaging in swimming and water play in structured activities with trained staff and lifeguards helps children become comfortable and safe in water environments. Our goal is to take Discovery Campers swimming once a month at the Irvin Deutscher Family YMCA pool. We recommend using a swim shirt on top of a bathing suit for the best level of sun protection.

### SPORTS

In line with the YMCA's guidelines on physical activity, each child will have the opportunity daily to engage in structured and unstructured outdoor play time. Our staff are trained to facilitate games, activities and sports so kids have fun and learn a life-long love of physical activity.

### SUN BLOCK AUTHORIZATION

Please bring a bottle of sun block with your child's name on it. Your child is responsible for applying the sun block to themselves, but the staff is available to help apply sun block to their face. Please complete the Sun Block Authorization Form and return to your Site Director. On swim days we recommend using a swim shirt on top of a bathing suit for the best level of protection.

### WEEKLY THEMES

Themes provide a great way for children to find common ground and make friends. Each week will include dress up days, field trips and Carnival Fridays. The campers will make art and projects surrounding the theme to get into the groove!

### SUMMER LEARNING WITH STEM

This summer, campers will participate in unique and fun opportunities to keep them learning all summer long. Each camper will be given a summer writing journal and reading log, and will love the prizes they can earn for doing activities they will enjoy. Our goals in the summer learning program include:

- Children see learning as a fun way to grow and experience new concepts
- Children return to school having retained their learning from the previous year

### HEALTHY EATING

Our approach to snacks is to provide a healthy and nutritious morning and afternoon snack following the YMCA of the USA's HEPA (Healthy Eating Physical Activity) Standards. We will serve whole grain products whenever possible, fruits or vegetables each day, and foods that are in season and fresh. We also use snack time as an opportunity to teach healthy portion sizes, awareness of one's hunger levels, and to introduce new foods. Snack time is a time when the children can socialize and enjoy nourishing food together with their friends. Please be sure to inform us if your child has allergies or dietary restrictions. We ask that you provide lunch, and a water bottle daily for your child. Please provide a lunch free of candy, gum, or other "treats."

# POLICIES & PROCEDURES

## INFORMATION & REGISTRATION FOR THE SUMMER PROGRAM

We recognize that when you register your child, you are entrusting the care of your child to our dedicated staff team. We have a mutual investment in making sure that your child's physical, social and mental well-being is enriched through their YMCA summer experience. We know one thing that ensures a safe and memorable summer for all: communication between parents and staff. Please know that your insights and feedback are welcome and encouraged to make sure the YMCA meets your family's expectations. Please contact your Site Director if you have any questions or concerns.

## STAFF

We hire an experienced and enthusiastic staff team to help us provide a safe, active and enjoyable program for all involved. All staff are trained to work with children in a summer-specific environment, as well as trained in CPR/First Aid & Child Abuse Prevention. Criminal background checks and reference checks have been conducted on all staff.

To ensure each child is supervised and cared for appropriately, the YMCA upholds a staff to child ratio for all programs.

**NOTE:** It is common for your child to connect with a favored staff person throughout the summer. While the YMCA encourages mentoring relationships, it is YMCA policy that employees are not permitted to baby-sit for families enrolled in child care or camp. Please do not jeopardize the employment of the staff by asking them to baby-sit for your family.

## REGISTRATION

Registration for the Child Care Discovery Camp begins **March 1, 2020** and will continue until programs are full. All registration is conducted at the sites by the Site Director. Even if your child is currently enrolled at a different YMCA Child Care site, submit your paperwork to the summer camp site location. Your space in the program cannot be held until all paperwork is submitted and your online billing account is set up and all deposits are paid in full.



## DEPOSIT

At the time of registration, a \$25 non-refundable deposit is due for each session of summer camp. Deposits are by the week.

**Payments must be scheduled during registration for all sessions you are registering for.**

Payments will be scheduled to process for each camp week on the Monday prior to the camp session start date (see chart below). If your payment is declined, a service charge of \$15 will be applied. Any unpaid balance will result in a loss of deposit and loss of enrollment. If you lose your spot, you may be able to re-enroll only if there is space. A new deposit will be required.

Your scheduled payments will require a credit card or bank account number that is entered by you into our online billing system. A service charge of \$15 will be applied on all returned checks.

## WEEKLY SESSION DRAFTS

	CAMP SESSION	SCHEDULED PAYMENT DUE DATE
Week 1	June 9-12	June 1 <sup>st</sup>
Week 2	June 15-19	June 8 <sup>th</sup>
Week 3	June 22-26	June 15 <sup>th</sup>
Week 4	June 29-July 2	June 22 <sup>nd</sup>
Week 5	July 6-10	June 29 <sup>th</sup>
Week 6	July 13-17	July 6 <sup>th</sup>
Week 7	July 20-24	July 13 <sup>th</sup>
Week 8	July 27-31	July 20 <sup>th</sup>
Week 9	August 3-7	July 27 <sup>th</sup>



# CAMP POLICIES & PROCEDURES



## SIGN-IN

All campers must be signed in by a parent, guardian, or designated adult. Please sign your child in by 8:45am each day. Always leave adequate time for this important step, as it is required of all parents and campers—no exceptions. Parents/guardians of children who do not appear on the roster, or who have a balance due, will be asked to resolve the registration issue before the child attends camp.

## LATE PICK-UP

If you are late to pick up your child, there will be a fee of \$25 per every 15 minutes per family. You will be requested to initial a payment record form to draft your primary form of payment for your late fee. If you are not the person picking up your child, you have until closing of the next business day to sign the form. Repeated instances of late pick-ups may result in termination of the camp agreement.

## IMPORTANCE OF BEING ON TIME

Being at Camp Opening each morning is a big part of what makes camp both fun and safe. Staff use this opportunity to get the campers excited about their day, but also to go over all of the expectations and policies that keep everyone safe. It is very important to be at camp by 8:45am. If a camper arrives late, they may miss field trips or activities. If your child is late and misses the day or the trip, there are no refunds. Just like school, please help us keep camp safe and running smoothly by arriving on time each day.

## MEDICATIONS & OTHER MEDICAL NEEDS

If your child has special medical needs, please complete a medication administration form (included within the camp registration form) and submit it to the camp staff at sign-in to ensure proper dosage and administration. All medication must be in original containers and have an actual prescription included (even for over the counter medications).

## SPECIAL NEEDS

If your child has any special needs, please inform the Site Director at the time of registration. If your child requires an aide in their school classroom, the YMCA will also require an aide. On occasion, the Regional Center of the East Bay can reimburse the cost of a summer program aide. If you are interested in trying to arrange this, please contact us by May 1. If the YMCA cannot serve your child due to a lack of expertise or resources, we will try to recommend an alternate summer program.

## CAMPER BEHAVIOR

All camp staff are trained in positive discipline techniques based on our YMCA character values. In the event of a behavioral problem, written reports will be completed and conversations will be held with the parents to try to resolve the issue. The camp philosophy is that the child will best be served in these situations by the camp staff and the family working together as a team to solve problems. The YMCA reserves the right to contact a parent/guardian at any time for immediate pick-up from camp if necessary. The YMCA may remove any camper from the program at the Director's discretion if problematic behavior continues. If your child has had problems with behavior at Y camp in the past, you will be notified before camp to set up a meeting.

Behaviors that may result in disciplinary action include but are not limited to:

- Fighting
- Swearing
- Bullying Behaviors (verbal, physical or written intimidation or threats, including "Cyber-bullying")
- Running in hallways or multi-purpose rooms
- Shoving, pushing and/or other aggressive acts
- Disrespect for another person and/or property
- Harassment (verbal, physical, sexual)
- Throwing of objects (e.g., rocks)
- Violation of site rules and boundaries
- Vandalism

## FIELD TRIP PROTOCOL

Field trips are included in all camp fees and are communicated on the calendars provided at the sign-in desk. On field trip days, PLEASE BE PROMPT! It is very important that you check the bus departure/ arrival times on your camp calendar so your child does not miss the bus. If this happens, we will not be able to wait for late arrivals and you may be required to find alternate care. For safety reasons, we cannot allow campers to be picked up or dropped off at the field trip site. Field trips are subject to cancellation or change in location. If you wish to check on the status of a field trip (change/ cancellation), please call the Site Director.



# CAMP POLICIES & PROCEDURES

## WHAT TO BRING TO EACH DAY TO CAMP

Please bring a backpack that includes:

1. A healthy lunch
2. Swimsuit (on designated swim days, goggles are optional)
3. Athletic shoes should be worn each day (please no open toed shoes, sandals, flip flops, etc.)
4. Water bottle
5. Sunscreen and hat

### Label All Belongings

## CAMPERS SHOULD NOT BRING TO CAMP

1. Valuables: video games, iPods, cell phones, money (exception: on designated days)
2. Expensive clothing or jewelry
3. Clothing you cannot get wet, dirty, or play in
4. Trading cards, personal toys or games
5. Sandals or heels — closed-toed athletic shoes required.

## YMCA T-SHIRTS

To ensure safety, campers are required to wear YMCA T-Shirts on all field trips. One shirt is provided for each camper during the summer. Additional shirts may be purchased for \$10 each.

## CANCELLATIONS

A minimum number of children must be enrolled in each summer enrichment session or the session is subject to cancellation. Minimum enrollment varies. You will be notified by phone in the event your session is cancelled. A full refund will be provided only when the YMCA cancels a session. If you decide to cancel or change a session, please let us know as soon as possible as a courtesy to families who may be on a waiting list.

## REFUND POLICY

The YMCA does not issue refunds for programs. A full refund will be provided only if the YMCA cancels the session. To be eligible for a system credit, a credit must be requested in writing and received one full month (30 days) before the beginning of the session. System credits will be made for the amount paid, less the \$25 deposit for each session. The summer enrichment program is non-refundable and non-transferable. System credits may be applied towards any future YMCA program registration or membership up to one year from the payment date.



## TRANSFER POLICY

Interested in trying a different site for a change of pace? Transfers by session from one of our sites to another are possible when space is available. Please contact the Site Director for more information.

## YOUTH PROTECTION STATEMENT

The YMCA is committed to the development, health and well-being of children and youth in our care. Any form of physical, emotional, mental or sexual abuse will not be tolerated. We have instituted policies, procedures, training and supervision requirements to create an organizational culture focused on the protection of all children and youth involved in YMCA programs and activities.

For more information about our Child Abuse Prevention Policy please contact the Site Director.

## CHILD ABUSE PREVENTION AND REPORTING

The state requires that any suspected incidents of child abuse be immediately reported to the Department of Social Services for further investigation. All employees are mandated child abuse reporters. Parents are invited to visit programs at any times. We have an open door policy. We offer positive assistance and resources regarding the prevention of child abuse through workshops, printed materials and referrals to local agencies offering assistance.

## HOW TO REGISTER

Pick your camp and contact the Site Director.

For State Funded Registrations: Contact Luz Avalos at (510) 837-6963



## YMCA CHILD CARE DISCOVERY CAMP LOCATIONS West Contra Costa Unified School District

### State Funded Only Locations:

- **Bayview Y-Kids:** 3000 16<sup>th</sup> Street, San Pablo, CA 94806, Phone: (510) 412-5636
- **Rodeo Y-Kids:** 545 Garretson Avenue, Rodeo, CA 94572, Phone: (510) 799-4431 Ext. 3401

### State Funded & Full Fee Locations:

- **Stewart Y-Kids:** 2040 Hoke Drive, Pinole, CA 94564, Phone: (510) 262-6588
- **Washington Y-Kids:** 565 Wine Street, Richmond, CA 94805, Phone: (510) 412-5642
- **Wilson Y-Kids:** 7150 Portola Avenue, El Cerrito, 94530, Phone: (510) 660-9729

### YMCA East Bay Child Care

350 Civic Drive, Pleasant Hill, CA 94523

P 925 687 8900 F 925 825 1879 W [ymcaeastbay.org](http://ymcaeastbay.org)

## NOT ENOUGH CAMP?

### SIGN UP FOR CAMP LOMA MAR OVERNIGHT CAMP!

Now more than ever, camp is a vital part of a child's life. At camp, kids disconnect from the electronic world and connect with the real one – making new friends, exploring their outdoor world, and making connections with caring adult role models. They discover their truest selves and all they are capable of, learn to collaborate and problem solve, build resilience and try new things. Now more than ever, camp connects kids to what matters!



Our Camp Loma Mar location allows campers to get outside the city, explore majestic forests and star-filled nights, and wander trails leading to amazing adventures. Whether it's a 7-year-old meeting their new best friend at summer camp, a 5th grader learning to care for their environment, a teen learning the value of leadership, or an adult enjoying quiet time for reflection among the trees, Y Camp is a place that builds self-esteem, creates magical memories and leaves an undeniable impact on all who visit!

**Summer Overnight Camp:** Youth Camp (ages 7-14)

Dates, pricing, details and registration can be found at [camlomamar.org](http://camlomamar.org)