



Avenel Learning Center  
Fords Learning Programs  
400 Inman Avenue, Colonia, NJ 07067 (Office)  
Phone: 732-340-9622 Fax: 732-340-0123

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

\*\*\*\*\***PLEASE NOTE:** This handbook contains important information you will need to ensure your child has a safe & exciting summer camp experience. **PLEASE READ CAREFULLY\*\*\*\*\***

## **YMCA Summer Day Camp** **Parent Information Handbook**

Thank you for choosing to send your child to the Fords/Avenel Summer Day Camp! We are looking forward to an exciting and safe summer. Please read the following policies carefully, and save for future reference. If you have any questions or concerns, please contact Rosanna Pagtakhan at (732) 636-1100 for Avenel and Fatima Ismail at (732)-340-9622 for Fords.

**Philosophy** – The YMCA philosophy of day camp is to help children grow physically, mentally, and spiritually and to incorporate the YMCA core values of honesty, respect, caring, and responsibility in to all aspects of our camps. Under the guidance of our carefully selected and trained staff, campers will achieve the unexpected, learn valuable life lessons, and make friends and memories that will last a lifetime.

**Staff** –Most of our Counselors are year-round staff members. All are carefully selected on the basis of skill, experience, and understanding of the YMCA philosophy. All staff must attend a weekend-long training before the start of camp which includes First-Aid certification. Counselors are also trained according to YMCA and state Health Department standards.

**Our Program** – While our Program is at Lafayette Estates School 25 and Avenel Learning Center, we will be swimming and spending the day at a YMCA outdoor pool: Oakcrest Swim club in Edison. We will also be going on a weekly field trip every Friday.

**Health and Safety** -- The health and safety of each child is our primary concern. ALL staff members are trained and certified in CPR and First Aid.

- **HEALTH FORMS:** As required by the Health Department of the State of New Jersey, each child **MUST HAVE** a health form on file. Please return the health form, along with all of the other necessary paperwork, a week before your child's first day. Your child will not be allowed to attend camp until a completed health form is on file.
- **IN AN EMERGENCY:** In case of severe accident or illness, the injured child will be taken to JFK Medical Center.
- **ILLNESS POLICY:** Please do not send your child to camp with any of the following



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symptoms: temperature over 99°, cold, sore throat, earache, cough, vomiting, diarrhea, eye irritations, unknown rash, impetigo, ringworm, or other communicable diseases. Any child with an open wound will not be allowed to swim. Please call the Camp Hotline at (732) 340-9622 or 732-881-4687 by 7:30 am if your child will be absent from camp.

- **MEDICATION:** All medication, inhalers, Epi-Pens, and insect repellent must be given directly to the camp staff by the parent or guardian, before your child's first day. Medication must be in the original labeled container, with name and dosage clearly marked. Parents must also fill out a medication administration form, which will then be attached to the child's health form.

**Drop Off and Pick up –** Upon arrival at camp each day, the parent/guardian of the enrolled child must bring him or her **DIRECTLY** to the designated check-in area and sign the child in. Upon departure, the parent/guardian must pick the child up from the designated departure area and sign the child out.

- **DROP OFF TIMES:** Please have your child arrive at 8:00 am daily. Activity groups and buses will not be able to wait for late campers. Please call the Camp Hotline at (732)340-9622/732-881-4687, if your child will be arriving late to camp.
- **PICK UP POLICY:** Parents/guardians will be asked to present identification to assure that the child is authorized to be picked up by that person. **ONLY** adults listed on the pick-up authorization and presenting proper identification will be allowed to pick up your child. Please remember to have your photo ID with you at pick up as we cannot release a child to an unidentified adult. Please notify Center staff if someone other than a custodial parent will be picking up your child.
- **PRE/POST CARE:** Pre-camp care is available from 7:00-8:00am for an extra fee at the Avenel site. Post-camp Care is available from 5:00-6:30pm for an extra fee at the Avenel site as well. Both may be added to your week. These options are available on a weekly basis and can be added to any week at any time; however the fees cannot be pro-rated for partial weeks.
- **EARLY PICK UP POLICY:** If you need to pick your child up from camp early (before 5:00pm), please call ahead to be sure campers will be at the site. It can be disruptive and dangerous to the Campers routine to allow release from locations other than the Center (swimming, trip destinations, etc.) This will be done only in emergency situations or with advance written notice.
- **LATE PICK UP POLICY:** A late fee of **TWO DOLLARS PER MINUTE OF LATENESS** will be charged on all late pick-ups. Late fees will be applied accordingly at 5:00 or 6:30, depending on your child's enrollment in Post Care. Please call (732)881-4687 if you will be late.
- **PARKING:** Parents must park in the parking lot; do not park in the fire zone.
- Please observe all posted signs for reserved parking. **DO NOT ENTER THE PARKING LOT IF CHILDREN ARE LOADING THE BUSES.**



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**Discipline Policy – It is our desire for each camper to have a safe and enjoyable summer camp experience. For a minor violation of camp rules, a counselor will speak with the child and attempt to resolve the problem. If this method is not successful, a time-out will be utilized. For repeated or severe behavior problems, the child will be brought to the camp office, a parent will be contacted, and the child may miss scheduled activities. If the problem is severe or continues to be repeated, the child may be dismissed from camp by the Camp Director. The Camp Director reserves the right to refuse children who have exhibited unacceptable behavior access to trips or other activities which may create a safety concern for themselves or other campers/staff.**

**Camp T-shirts – Each camper that has been registered by May 1st will be guaranteed a sized YMCA Camp T-shirt of the correct size. Additional T-shirts may be purchased for \$5.00 per shirt. T-SHIRTS MUST BE WORN ON TRIP DAYS!! This is to ensure the safety of all campers in our building and on trips. If a camper arrives without his or her camp shirt on a trip day, a new shirt must be purchased in order for the child to participate.**

#### **Things to Bring –**

- A healthy brown bag lunch and drink that **DOES NOT** need to be refrigerated.
- A **REFILLABLE** water bottle that can be easily carried by the camper
- A bag or backpack to hold all belongings in one place
- Socks and sneakers (must be worn daily)
- Water shoes, old sneakers for water games only. Flip Flops are only allowed at the pool
- Hat
- **COMFORTABLE** play clothes that are able to get dirty
- A bathing suit and towel (everyday as we plan water activities daily)  
– Any child sent without appropriate swimwear will not be allowed to swim
- Sunscreen (labeled w/first name, last initial. SPF 15 or higher)
- Complete change of clothes (shirt, shorts, undergarments & socks)
- Case for glasses, if worn
- Rain Gear or Jacket as required

**\*IMPORTANT: Please write your child's name on ALL of his or her belongings so that we may return items not claimed**

#### **Things NOT to Bring –**

- Breakable items such as glass bottles
- Valuables such as handheld video games, expensive jewelry, trading cards, etc. or any amount of money as the YMCA cannot be responsible for lost or stolen items.
- Electronic equipment such as ipods, handhelds, cell phones, etc.



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- **Open-toed shoes, crocs or sandals**
- **Toys from home**
- **Lunch boxes, plastic containers or meals that need to be heated up.**
- **Roller blades or skates**
- **Clothing that cannot get dirty**
- **Any items that may be dangerous to campers such as pocket knives**
- **Floatation devices for the pool such as water wings, swimmies, bubbles, or life vests**

**Lunches – Children must bring their lunch from home daily. Also, in accordance with the YMCA’s Healthy Eating & Physical Activity Standards, we ask that you do not send your child to camp with any kind of soda, sugar sweetened beverages or excessive junk food. Here are some tips for packing a healthy lunch for camp:**

**DO PACK:**

**A plastic/brown bag labeled with name  
Water & 100% juice  
Healthy snacks**

**DO NOT PACK:**

**lunchbox, thermos or containers  
soda/sugar sweetened beverages  
glass bottles  
NO HEAT-UPS**

**WHAT DOES A HEALTHY LUNCH LOOK LIKE?**

- **A sandwich of low-sodium meats/spreads on 100% whole wheat bread.**
  - **100% fruit juice or water**
  - **A piece of fruit or some fresh veggies**
    - **One dessert or snack**

**PLEASE DO NOT SEND AN OVERABUNDANCE OF FOOD AS OUR STORAGE IS LIMITED.**

**Activities – Activities are geared toward the age and developmental level of each child. Activities will include sports (i.e., basketball, whiffleball, soccer), active and quiet games, swimming, trips to other locations (see permission slip), crafts, stories, songs, movies, nature activities, cooking, dramatic arts, and special events.**

**Swimming – Weather permitting, recreational swimming will be held four days of the week (Every day excluding the trip day) at Oakcrest Swim Club in Edison. Please send your child to camp WEARING HIS OR HER BATHING SUIT with a towel and dry underwear in his or her bag. If your child’s hair is longer than chin length, it must be pulled back into either a ponytail or bun.**

**Test, Mark, Protect – The YMCA of Metuchen, Edison, Woodbridge & South Amboy, along with the Redwoods Insurance Company utilizes a system for swimmer safety called “Test, Mark, Protect”. Each camper will be tested and marked on their first day swimming with us. This will indicate to staff and lifeguards their ability in the water and which areas of the pool they may enter. This policy will be followed each and every time we visit a pool.**



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**Trips – Trips for campers enrolled will be offered on Fridays. All Campers MUST wear their trip shirts on trip days. Any child without a trip shirt will be provided one for \$5. Any spending money must be in a labeled envelope. We cannot be responsible for loose money. A list of trips is attached. There are no accommodations for non-tripping campers.**

**Electronic Equipment Policy – The YMCA is extremely dedicated to providing each camper with the best possible summer camp experience. We try to create an atmosphere in which children will thrive socially, emotionally, spiritually, and physically. For that reason, we have become a COMPLETELY ELECTRONIC-FREE camp. BY NO MEANS is a camper permitted to bring ANY of the following to camp:**

- iPods
- Cell Phones
- Tablets
- Nintendo Switches
- Smart watches
- Any type of handheld video game players
- Portable DVD players
- Any other electronic devices

**\*\*\*Parents, if you need to contact your child during the time that he or she is at camp, please call our camp hotline at (732)789-9981 and we will locate your child in our camp site. If your child is on a trip, we will have your child contact you when they return. In an emergency, we will contact your child's counselor by cell phone. We would appreciate everyone's cooperation in our effort to make your child's camp experience as safe and enriching as possible. THANK YOU!**

**Refund Policy –Camp deposits are not refundable. Camp balances are not transferable or refundable after May 1, 2019. There will be no credits or refunds after May 1, 2019. There is no credit issued for sick days, vacation or emergency closings.**

**Payment Procedure – A registration form must be completed for each camper and returned to the office with a non-refundable deposit of \$25.00 per week registered.**

**THE BALANCE OF EACH SESSION IS DUE AS FOLLOWS:**

**Weeks 1, 2, 3 are due by June 1, 2019**

**Weeks 4, 5, 6 are due by July 1, 2019**

**Weeks 7, 8, 9, 10 are due by August 1, 2019**



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- **LATE FEES:** A \$20.00 per family late fee will be charged once a payment is past due. Child(ren) will not be permitted to return to camp until payment is received.
- **CHECKS:** Make checks payable to the Woodbridge YMCA and indicate child's name on the check. There is a \$25.00 service fee for all returned checks. All checks can be dropped in the safe outside the office.
- **SIBLING DISCOUNT:** There is a 10% sibling discount off the second child, third child and so on if you are registered for 5 days. This discount is not applicable to deposits.
- **IMPORTANT:** Campers will not be able to attend camp until the balance for each session has been paid IN FULL by the due date. It is the parent/guardian's responsibility to pay the camp fee at the stated time. If you are unsure of your balance due, please feel free to call the office.



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## Summer Camp Weekly Themes

Week	Dates	Theme
Week 1	June 24 <sup>th</sup> - June 29 <sup>th</sup>	Y Spirit Week
Week 2	July 1 <sup>st</sup> - July 5 <sup>th</sup>	Stars & Stripes
Week 3	July 8 <sup>th</sup> -12 <sup>th</sup>	Shipwrecked!
Week 4	July 15 <sup>th</sup> -19 <sup>th</sup>	Y Olympics
Week 5	July 22 <sup>nd</sup> -26 <sup>th</sup>	Jumanji
Week 6	July 29 <sup>th</sup> -August 2 <sup>nd</sup>	3, 2, 1, Blast Off!
Week 7	August 5 <sup>th</sup> -9 <sup>th</sup>	Color Wars
Week 8	August 12 <sup>th</sup> -16 <sup>th</sup>	Gold Rush
Week 9	August 19 <sup>th</sup> -23 <sup>rd</sup>	Y's Got Talent