FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

# YMCA OF SNOHOMISH COUNTY 2026 YMCA CAMP CASEY OVERNIGHT CAMP HANDBOOK



Dear Parent/Guardian:

The YMCA literally wrote the book on overnight camping. Long before other great non-profit camping organizations ever existed, the YMCA started Camp Dudley in 1885. It's in our DNA to bring kids out in the woods and experience the great outdoors away from home, but close to caring adults and friends that help them have an amazing summer of fun and memories.

With a variety of summer programs for campers ranging in age from preschool through high school, the YMCA offers campers more than just a safe, fun summer experience. It's a place where children will grow, meet new friends, and have new experiences.

To make a difference in the life of every camper, our trained camp staff have committed to three summer camper goals:

**Discovering skills (achievement)**: campers experience achievement when they try different activities, learn what they like, and discover what they are good at.

**Building friendships (relationships):** campers have the opportunity to form healthy relationships with other children, caring adults, and role models, which help them feel good about themselves and learn to get along with others.

**Finding a place to belong (belonging):** campers connect through significant camp traditions and rituals that create a sense of belonging, so they feel included, accepted, and part of a community.

We know that friends, camp counselors, and new experiences are essential for an impactful camp experience, and our camp counselors will work hard to ensure all campers have the opportunity to achieve these goals. If there's anything we can do to make your camper's experience better, please don't hesitate to contact our camp staff.

Please take a few minutes to read our camp policies as they provide important information you need to know and may answer many of your questions. Feel free to reach out to the camp director with further questions.

See you at camp!

Peyton Tune
President & CEO
YMCA of Snohomish County

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## YMCA OF SNOHOMISH COUNTY MISSION STATEMENT

To inspire, nurture, and strengthen culturally vibrant communities through youth development, healthy living, and social responsibility.

## NON-DISCRIMINATION STATEMENT

The YMCA of Snohomish County is an organization committed to diversity, inclusion, and non-discrimination. We welcome all people regardless of ethnicity/race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, gender expression, gender identity, sexual orientation, age, religion, socio-economic status, or ability.

## CULTURE OF INCLUSION

The Y believes that in a diverse world we are stronger when we are inclusive, when our doors are open to all, and when everyone has the opportunity to learn, grow, and thrive. As our laws and communities continue to change, one thing is constant: the YMCA is, and always will be, a place where individuals and families from all walks of life are welcomed and supported. We demonstrate this through equitable practices and procedures and offering programs and services that continually evolve to meet the changing needs of our community.

## CORE VALUES

The YMCA has identified the values of **caring, honesty, respect**, and **responsibility** as essential in a child's character development. YMCA Camp Casey programs incorporate these values into the overall camp experience each day. Our approach toward values formation is designed to reinforce the lessons that families strive to teach their children every day. Through staff and camper role modeling and living together at camp, campers depart from camp with a better understanding and recognition of these character traits in themselves and in others.

At YMCA Camp Casey, our programs are designed to support every camper's physical, social, and mental well-being. Campers build physical confidence and healthy habits as they stay active and try new challenges, strengthen social skills by forming friendships grounded in the Y's core values, and grow mentally and emotionally by gaining independence, resilience, and a sense of belonging within the camp community.

## FINANCIAL ASSISTANCE

The YMCA of Snohomish County makes every effort to ensure that no person will be denied access to programs and membership because of financial hardship. Applications for financial assistance are available online or at your local branch.

## TYPICAL DAY AT CAMP

7:00 – Good Morning!
8:00 – Breakfast
9:00 – Morning Activities
12:00 – Lunch
12:45 – Rest Period
1:15 – Afternoon Activities
6:00 – Dinner
7:00 – All Camp Activities
9:00 – Ready for Bed and Cabin Reflections
10:00 – Lights Out
*Times will vary based on age groups.

## CAMP ACTIVITIES

- Campers will enjoy a dynamic mix of activities each day! They'll choose 2–3 electives to attend daily, giving them the chance to dive deeper into what they love or try something new. Additional activities are done with their cabin or during choice time, offering campers a wide variety of experiences throughout the day.
- Swimming is available multiple times a week at the onsite pool, where campers can choose to swim or participate in an alternative activity.
- Activity options: arts & crafts, STEM, archery, sports, outdoor education, climbing wall, outdoor cooking, friendship bracelets, drama, group games, tie-dye, gaga ball, 9 square, carpetball, swimming, giant slides, and more!

## CABINS AND MEALS

### CABINS

Cabins have electricity, bunk beds, storage areas, and private changing areas. Campers stay in age-appropriate cabins under the supervision of our adult counselors. Bathroom are located conveniently in cabins.

Campers are assigned to cabins based on their grades and gender identity. At registration campers will have the opportunity to choose a gendered cabin in which they will feel most comfortable for the session.

### CHANGING AND BATHROOMS

All campers and staff will be required to use a private changing area which are available in the bathrooms and cabins. Bathrooms include toilets with lockable stall doors and showers stalls that have double curtains or doors between the shower and the rest of the bathroom. Bathrooms are monitored for safety and the Rule of 3 is always followed.

### RULE OF 3

Staff and campers must abide by the Rule of 3. Campers are never to be left unsupervised, and at least one staff member must be with a group of campers at all times. The Rule of 3 indicates that if a camper needs to go anywhere on camp, they must have at least themselves and two adults or themselves, another camper, and an adult. Campers are informed of the Rule of 3 during orientation on the first day of the camp session.

### RATIOS

Cabins ratios are set based on age groups:

- 6-8 years old – 1:6 ratio
- 9-14 years old – 1:7-8 ratio
- 15-17 years old – 1:10 ratio

### CABINMATE REQUESTS

Making new friends is part of the camp experience. To ensure that our cabins are welcoming to all, we are only able to honor two friend requests listed on your camp paperwork. Friend requests must be mutual, and campers must be the same gender identity and within one grade level of each other. If a request is made to place campers of different grade levels together in a cabin, the older camper will be placed in the younger cabin.

### CABIN COUNSELORS

YMCA camp staff are dedicated to providing a safe and wholesome environment for each camper. Cabin Counselors are chosen for their maturity, strong values, enthusiasm, and ability to be positive role models. Cabin Counselors are assigned to cabins based our belief that they will best serve the campers in the cabin to which they are assigned. The gender identities of cabin staff and volunteers may differ from those of the campers in the same cabin.

### STAFF TRAINING

Camp staff are background checked and receive more than 60 hours in training prior to the start of camp. Training includes CPR, First Aid, child abuse prevention, emergency procedures, water safety, leading activities, supporting campers on camp, and more.

### MEALS AND SNACKS

Campers and staff eat together with their cabin groups. At each meal campers will help with various tasks before and/or after the meal. Campers will have breakfast, lunch, dinner, and an afternoon snack each full day at camp.

### DIETARY RESTRICTIONS

Camp can accommodate a variety of dietary restrictions and allergies with advanced notice. Please ensure your paperwork lists any specific dietary needs. If your camper has special dietary needs and will require supplemental food please contact the camp director.

## HEALTH AND SAFETY

Camper health and safety are central to everything we do at Overnight Camp. Our trained health staff follow YMCA and American Camping Association standards to manage camper wellness, respond to health needs, and promote a safe camp environment. Families are encouraged to share any medical, behavioral, or dietary needs during registration so we can better support your child at camp.

### CAMPER PARTICIPATION & ACTIVITY ELIBILITY

Overnight Camp programs are a group camp setting. To participate in camp activities, campers should be able to with minimal assistance:

- Care for their basic needs independently, such as eating, dressing, showering, and using the restroom.
- Follow safety instructions from staff and stay with their group during activities, meals, and transitions.
- Participate safely in active, outdoor programs which may include and can be adapted depending on camper needs: walking to activity areas, climbing stairs or hills, and joining in group games.
- Engage appropriately with peers and staff without behavior that could harm themselves or others.
- Communicate needs (verbal or nonverbal) so staff can provide support when needed.

Some specialized activities (for example, climbing wall and swimming) may also have specific safety requirements, such as wearing closed-toe shoes or passing a swim test. All campers are eligible for all Overnight Camp activities, though shorter sessions may not be scheduled every activity. Please see Camp Activities section for a detailed list of activity options.

We welcome and support campers with a variety of needs. Our staff are trained to provide structure, encouragement, and individualized strategies to help campers succeed. Families are encouraged to contact camp staff before registration to discuss their camper's specific needs or any accommodations that may help ensure a safe and positive camp experience.

### SICK CHILD PROCEDURES

The YMCA cannot accept children for camp when they are ill. Staff will observe each child upon arrival. If your child is experiencing any of the symptoms listed below, they will not be able to stay at camp:

- Fever of 100.4 degrees F or higher
- Cough
- Shortness of breath
- Headache
- Muscle or body aches

- Sore throat
- Congestion or runny nose
- Nausea or Vomiting
- Diarrhea
- Draining rash
- Eye discharge or pink eye
- Too tired or sick to participate in daily activities
- Lice or nits

If your child develops these symptoms during camp, we will contact their parent/guardian and may require someone to pick up the child dependent on the symptoms. We will report communicable diseases to the local health department. We will also notify other families so appropriate action can be taken to protect children as applicable.

## MEDICATION MANAGEMENT

If it is necessary for your child to take medications while they are in our care, give the medication directly to a staff member when you check-in your child. Written parental consent is required for us to administer any medication and you will be required to complete the medication section on your Health History form. Medications are stored in a locked area out of the reach of campers. We maintain a record of administration on a medication log.

All medication must be given to staff at check-in in a Ziploc bag in its original container properly labeled with your child's full name, date prescription was filled/or medication's expiration date, and legible instructions for administration such as manufacturer's instructions or prescription label.

The following non-prescription medications require written parental consent and can be given only at the dosage, duration, and method of administration specified on the manufacturer's label for the age and/or weight of your child

- Antihistamines
- Non aspirin fever reducers/pain relievers
- Decongestants or non-narcotic cough suppressant
- Anti-itching ointments or lotions, intended specifically to relieve itching or dry skin
- Vitamins

A physician's written authorization is required for any non-prescription medication that is:

- Not included in the above list
- To be taken differently than indicated on the manufacturer's label
- Lacks labeled instructions

## SUNSCREEN

The Y will provide sunscreen as an option for campers. Written authorization from parent/guardians is required in our paperwork packets to use Y sunscreen. Campers are encouraged to bring their own sunscreen along with a small backpack so that it's accessible for reapplication throughout the day.

The sunscreen is: Coral Isles Kids Sunscreen/SPF 30 Broad Spectrum, Hypoallergenic, Water Resistant, PABA free and Fragrance Free. **Active Ingredients**: Avobenzone 3%, Homosalate 10%, Octocrylene 6%

## MEDICAL EMERGENCIES

If your child is at risk of having an allergic reaction from food or bee stings or other medical emergency that requires specific action or medication, you must indicate this on your child's paperwork.

Any life threatening emergency occurring to any camper during program attendance will result in a call to 911. Be sure that your child's Health History remains current and up-to-date so that staff have all information necessary to adequately care for your child. All staff are certified in CPR and First Aid and will administer as needed. Minor injuries will be treated by camp staff.

Parent(s)/guardian(s) will be called to be informed of the emergency and procedures for picking-up their child at the first possible moment after the child(ren) is safe. Keeping parents/guardians informed is important to us. However, our first priority is the safety of the child.

## PERSONAL SAFETY TALKS

Our staff will engage children in discussions to help them understand how they can set their own personal safety and touching limits. These discussions will emphasize respect, set the ground rules for appropriate behavior and encourage children to tell a trusted adult if someone touches them in way that makes them uncomfortable. The YMCA of Snohomish County respects the diversity and rights of the individuals it serves.

Every Personal Safety Talk will include the following message:
"My body belongs to me. If anyone makes me feel uncomfortable, scared, or hurt, or touches my private areas, I will yell 'STOP' and go tell an adult who listens. I have a right to be safe. I deserve respect."

## CHILD ABUSE PREVENTION AND REPORTING

A main focus of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. Camp staff are mandated reporters and are required to report any suspicion of child abuse. We may NOT notify parents if this occurs except upon the recommendation of Child Protective Services or the Police. All YMCA employees must read and sign the Child Abuse Prevention Policy prior to employment annually.

## TALK BOX

If your camper is having a problem at camp and having difficulty finding the right person for help, they can write a confidential message and place it in one of the talk-boxes. The message will go directly to the camp leaders, who will follow up as needed.

## HOMESICKNESS

Helping campers get ready for camp can help them more easily cope with being away from home. It is very normal for symptoms of homesickness to occur over the first few days of camp. Most often with a few conversations with counselors and the security of new friends and activities, the homesickness dissipates. If you camper is experiencing extreme homesickness or homesickness beyond the initial adjustment period of camp, a member of our leadership staff will contact you to create a plan to help your camper have an emotionally safe and rewarding camp experience.

You can read more about strategies to help a camper succeed here: https://www.acacamps.org/press-room/how-to-choose-camp/homesickness

## BULLYING

In order to ensure everyone has a positive experience, the physical and emotional safety of each camper and staff is our number one priority. Therefore, at YMCA Camp Casey, bullying is grounds for immediate dismissal from camp.

Bullying comes in many forms. Throughout the camp session, we work with our staff to identify and stop any incidents that may occur. We work with cabins to set expectations of how each camper wants and can be expected to be treated. Our schedule is designed to provide many opportunities for cabin unity and understanding. We are committed to offering a program that helps campers to see the "common ground" they all have. The best way to reduce bullying is to create a positive atmosphere from the start.

We ask that parents talk to their campers about bullying before camp begins. Encourage them to tell a staff member, or friend/cabinmate if they are having problems and to be respectful of other campers. To ensure the emotional and physical well-being of all campers at camp, parents or guardians will be contacted immediately to help assist with any bullying issues.

### PRONOUNS/NAMES

Everyone has the right to be addressed by the name and pronouns with which they identify. Inadvertent slips or unintentional honest mistakes in the use of names or pronouns might occur. The Y does not condone the intentional and persistent refusal to respect a person's gender identity, pronouns or name. Staff may talk to participants of all ages about pronouns using age-appropriate language to ensure that all campers, staff, and volunteers are respected.

## EMERGENCY PROCEDURES

### INCLEMENT WEATHER

Most of our camp activities will take place outdoors, and campers need to be prepared for whatever the weather will bring! Most commonly, the rain we experience in the Pacific Northwest is light, and camp activities will continue in the drizzle. On days when the rain is heavier, camp activities will continue as long as they are still safe, and some activities may be moved indoors. Campers should have water repellant rain gear as an outer layer, and something warm as an inner layer in preparation for rainy days.

Camp can get cool at night so campers should have appropriate long layers for the evenings.

### EXTREME HEAT

If we encounter extreme heat, we will try to keep activities in the shade whenever possible, play lots of water games, and keep campers drinking water. Camps may stay indoors if temperatures are at unsafe levels:

- If the heat index is at or above 90°F camps will stay indoors or in shaded outdoor areas.

### AIR QUALITY

YMCA employees monitor air quality regularly when it is of concern. If the Air Quality Index reaches 101 or higher, where it is unhealthy for sensitive groups, activities are moved indoors.

## COMMUNICATION

### VISITING CAMP

We ask that parents/guardians and/or friends do not visit campers during the camping session as campers are busy playing, developing independence and being kids.

### COMMUNICATION FROM CAMP

Staff are trained to handle a variety of situations that may arise during your camper's stay in a safe and caring manner. Instances when you might expect to hear from camp staff for consultations or to arrange pick up for your camper may include:

- Behavioral issues including bullying or verbal or physical aggression

- Severe homesickness
- Illness (see Sick Child Procedures)
- Discovery of nits or head lice
- Medical care beyond basic first aid

### PHOTOS

Our camp staff will do their best to capture campers in action during the week. We understand that these photos are your window into your child's experience at Camp Casey, and we take that responsibility seriously. Here are some things to keep in mind.

- **You will only receive photos of your camper if you have authorized us to share those with you and other camp families.** We will send out camper pictures throughout the week, giving parents/guardians the opportunity to see our wide variety of camp activities. You might see your child in one of the pictures!
- **We can only guarantee that your child will appear in your child's cabin picture.** Each cabin will have their photo taken as a group, sometime after all of the late arrivals have settled in.
- **We will not force a camper to take a photo.** If a camper does not want to be part of photos we will respect their choice.
- **We capture a wide range of emotions. Don't worry if your camper isn't smiling.** We do our best to capture emotions throughout the week. Just because your child isn't smiling in a photo does not mean your child is unhappy or upset.
- **We can't fulfill photo requests.** We don't have the capacity to fulfill specific photo requests while maintaining our commitment to capturing the spirit of Camp Casey.

### MAIL

Everyone loves to receive mail! Please send your camper several cheerful letters. Letters can be given to camp staff at drop off will be delivered on the day you request. At this time we are not able to accept packages for campers except for special circumstances such as birthdays.

To email your child while at camp, email **overnightcamp@ymca-snoco.org** and include your camper's name and cabin name as the subject line. We are unable to print attachments or links to greeting cards. Campers will not have computer access to reply.

Letters and emails are delivered at lunchtime, please limit emails to one a day so staff can focus on campers. E-mails received by 9am will be delivered the same day at lunch. Letters and email will not be delivered on the first or last day of the camp session. Want to send your camper a letter for the first day? Leave one in their suitcase for them to find as they unpack!

### TELEPHONE CALLS

Camp provides a unique environment to build confidence, community, and independence within campers. Campers cannot make calls while at camp. If you have any concerns, please call or text us on the camp phone and we will be happy to check on your camper and get back to you. Please remember, campers are not allowed to have cell phones or smart watches while at camp.

## WHAT TO BRING

### CLOTHING/EQUIPMENT

We recommend against bringing new or expensive clothing, luggage, or other items. **All personal belongings should be plainly marked with camper's name for identification.** Each camper is responsible for their own belongings.

Due to limited storage space campers taking the bus are limited to 3 items each:

- 1 bag for personal belongings (see packing list)
- 1 bag for pillow & bedding
- 1 small backpack to keep with them on the bus with travel items (if needed)

## DRESS CODE

Campers are expected to wear clothing appropriate for active days outside; and swim suits appropriate for swimming and water games. Please work with your camper to select modest, athletic, durable clothing for camp.

## PACKING LIST

- ❑ Sleeping bag or twin sheets and blankets
- ❑ Pillow with pillow case
- ❑ Towels & washcloth
- ❑ Toothbrush & toothpaste
- ❑ Shampoo & soap
- ❑ Comb/brush
- ❑ Sunscreen & chapstick
- ❑ Flashlight
- ❑ Waterbottle
- ❑ T-Shirts
- ❑ Shorts
- ❑ Jeans or long pants
- ❑ Sweater or sweatshirts and warm jacket
- ❑ Socks & underwear
- ❑ Pajamas
- ❑ Rain jacket/waterproof layer
- ❑ Hat
- ❑ Sandals with a backstrap (For safety, shoes worn around camp must have a back strap. Flip flops and slides can only be worn as shower shoes.)
- ❑ Closed-toe shoes (required for the climbing wall)
- ❑ Extra pair of shoes
- ❑ Swimsuit & beach towel
- ❑ Laundry bag for dirty clothes
- ❑ Small backpack (drawstring or similar) – campers are often away from the cabins for hours at a time and need to be able to transport essentials such as water bottle and sunscreen with them.

## OPTIONAL ITEMS:

- ❑ Canned food item for food drive. Any non-perishable food item will work and they have a high need for canned hearty soups, spaghettios, or ravioli.
- ❑ T-shirt or item to tie dye
- ❑ Travel games, cards, activity books, book (for rest time)
- ❑ Family/friend photos (for comfort)
- ❑ Stuffed animal or comfort item for sleeping
- ❑ Journal and pen/pencil

Each day we focus on a different core value and encourage campers and staff to wear clothing that reflects the core value of the day. Monday is Caring day and many campers and staff wear **red** clothing. Tuesday is Honesty and we wear **blue.** Wednesday is devoted to Respect and we wear **yellow.** Thursday is Responsibility and we wear **green**. These are not mandatory, but are encouraged in the cabins and among everyone at camp as we focus on the core value of the day.

## WHAT NOT TO BRING

- Camp is a tech free zone. Phones, smart watches, and other electronic devices must be left at home
- Weapons of any kind (toys included)
- Pets or animals
- Toys (a comfort item for sleeping is ok)
- All meals and snacks will be provided and food must be left at home and not brought into the cabins. If your camper has special dietary needs and will require supplemental food please contact the camp director.

The YMCA cannot be held responsible for broken, lost, or stolen items. In the event that a child brings any item(s) that should not be brought to the program, staff will store them and return the item(s) at the end of camp.

## TECH-FREE ZONE

YMCA Camp Directors recognize that kids need time away from technology to build friendships, explore the outside world, and experience new adventures. Each YMCA Camp is a "Tech-Free Zone" in which we ask campers not to bring cell phones, portable music or video players, smart watches, or video games. Campers may bring cameras, as long as they are not paired with cell phone or texting technology. If a camper brings technology to camp it will be turned in to leadership staff and returned at pick up. Please know that we will be in contact if there are any concerns regarding your child. Help us to reach our goals at camp by leaving all cell phones and electronics at home.

## LOST AND FOUND

Please label all clothing, towels, and personal items with a permanent laundry marker or labels. Please check items with your camper before camp so that the camper recognizes what they have brought to camp. Please discuss with your camper their responsibility in keeping track of personal items. If you discover something is missing upon your return home, please call as soon as possible. Camp is not responsible for lost items. **All unclaimed Lost & Found items are kept for 7 days after each week of camp then donated.**

# GETTING TO CAMP

## CHECK IN/OUT TIMES

All campers must be registered for their drop off & pick up location at the time of registration. Your drop off and pick up times will vary based on location and session dates. Times may vary and final transportation information will be sent prior to your camp session:

| Session Type | Dates | Drop-off at Camp Casey | Drop-off at Everett Y | Pick-up at Camp Casey | Pick-up at Everett Y |
|---|---|---|---|---|---|
| 2 Night (Sunday-Tuesday) | July 19-21 & July 26-28 | Sunday 2-3pm | Sunday 10-10:45am | Tuesday 3:30-4pm | Tuesday 5:30-6pm |
| 2 Night (Wednesday-Friday) | July 22-24 & July 29-31 | Wednesday 10-10:30am | Wednesday 8-8:30am | Friday 11am-12pm | Friday 2-2:30pm |
| 4 Night (Monday-Friday) | July 13-17 | Monday 2-3pm | Monday 10-10:45am | Friday 11am-12pm | Friday 2:30-3pm |
| 5 Night (Sunday-Friday) | July 19-24<br>July 26-31<br>August 2-7<br>August 9-14 | Sunday 2-3pm | Sunday 10-10:45am | Friday 11am-12pm | Friday 2:30-3pm |

## TRANSPORTATION

Transportation is available between camp and the Everett Family YMCA. There is a $50 transportation fee each way. You may choose to use the bus one or both ways.

Transportation will be in YMCA vehicles or by school bus. Vehicles have regular safety checks and are equipped with seat belts, fire extinguisher, first aid kit and a spare tire. All Drivers are selected for their safe driving record, have insurance, receive Driver Training and are required to have First Aid and CPR training.

Due to limited storage space campers taking the bus are limited to 3 items each:

- 1 bag for personal belongings (see packing list)
- 1 bag for pillow & bedding
- 1 small backpack to keep with them on the bus with travel items (if needed)

## TRANSPORTATION COMMUNICATION

If there are any changes or delays that affect camper drop-off or pick-up times or location we'll communicate with families as soon as possible through email and/or text. Please make sure your contact information is current and that you (or a designated person) are reachable during travel times. If you need to communicate any transportation changes:

- Day of or 1 day prior to transportation: call or text the camp phone
- 2+ days prior to transportation: email overnightcamp@ymca-snoco.org

## TRANSPORTATION SAFETY

All passengers must:

- Be respectful of others
- Always face forward
- Keep hands and belongings inside the bus
- Sit firmly on your seat while the vehicle is moving
- Wait to eat or drink until you leave the bus
- Throw away any trash when you leave the bus
- Use an inside voice

## CHECK IN PROCEDURES

- It is required to go through the entire check in process to attend camp. Please leave enough time to complete the entire process
- To speed up the check in process make sure all paperwork is submitted by the due date and have medication in labeled ziploc bags ready to hand to staff
- You may be required to answer additional questions about your child's needs during the check in process
- More detailed information about check in will be sent out one week prior to camp

### PICK UP PROCEDURES

- Anyone picking up a child must be listed as an authorized pick up on the child's registration form. You can add in additional pickups to your paperwork at any time. If you need to add a pickup person on the last day of the session please call or text the camp phone to let us know.
- Parents/guardians and/or only those authorized to pick up the child must sign in and out their child(ren) with a full signature.
- Identification will be checked at any pick up. Be prepared to show your driver's license or photo identification.
- The YMCA respects the rights of parents/guardians to access their own child. However, if YMCA staff feel a parent/guardian is in an unsafe condition to drive or otherwise leave with their child (such as under the

influence of drugs or alcohol), the YMCA staff may suggest that the parent or the Y staff call the other parent/guardian, a friend or relative, or a cab. The YMCA staff may also call 911 for assistance and to report the incident.

- Children must be picked up on time at the end of camp. If an emergency arises and you are unable to reach the pick-up location on time, call the staff to inform them of your progress. Campers registered for camp pick up who have not been picked up on time will be taken by bus back to the Everett Family YMCA and must be picked up from there (transportation fee applies).

### LATE PICK-UPS FROM THE EVERETT FAMILY YMCA

| | |
|---|---|
| 1-10 minutes | $10 per child |
| 11-30 minutes | $30 per child |
| 31 or more minutes | $30 plus $1 every minute thereafter |

Payments for late pick-ups are due immediately and will be charged to your payment method on file.

### LATE ARRIVALS & NO SHOWS

If your camper will arrive late to camp or will be picked up early, please notify overnightcamp@ymca-snoco.org at least two weeks prior to the session to make arrangements. No refunds are given for late arrivals or no shows.

## BEHAVIOR GUIDANCE

The YMCA of Snohomish County policy is based upon developmentally appropriate practice and the core values of caring, honesty, respect, and responsibility. Staff work closely with children to build relationships that foster trust and mutual respect. A variety of techniques are used to both prevent and correct undesired behavior. These may include role-modeling, redirection, positive reinforcement, accommodations such as changes to the environment, and natural or logical consequences.

If the child's behavior is not acceptable and attempts at guidance have been unsuccessful, our procedures are as follows:

1. The child will be encouraged to use their words to try to solve the situation peacefully.
2. The child will be redirected to a new activity.
3. The child will be removed from the situation until they are able to rejoin the group.
4. Parents/Guardians are alerted and encouraged to share ideas.
5. Parent/Guardian & Staff conference will be held with recommendation for an immediate success plan or removal from camp.

As a partner in your child's success, we encourage you to share information with us that may affect your child's behavior. We are committed to working with you in the best interest of your child and the rest of the children in our care. We do not use or endorse any form of corporal punishment by anyone (including family members). We do not condone biting, shaking, spanking, slapping, hitting, kicking or any other means of inflicting physical pain.

Because there are such a wide variety of behaviors that children display, the Y reserves the right to make the decision to suspend or expel a child based on the physical or emotional safety of the child, other children in the program and the staff.

## CODE OF CONDUCT

The YMCA is committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, the YMCA of Snohomish County has adopted a code of conduct to govern the actions and behavior of all people while in our facilities and while participating in YMCA programs.

All individuals are expected to:

- Uphold the YMCA core values of respect, responsibility, honesty, & caring
- Provide an atmosphere free of derogatory or unwelcome comments, conduct or actions of a sexual nature, or actions based on an individual's sex, race, ethnicity, age, religion, abilities, sexual orientation, or any other legally protected statutes
- Be respectful and cooperative with YMCA staff and others

The following will NOT be tolerated by anyone at YMCA facilities and in YMCA programs:

- Abusive, harassing, and/or obscene language or gestures
- Threats of harm, physical aggression, violent acts, or bullying
- Weapons of any kind
- Damaging or defacing YMCA or camp property
- Possession, sale, use, or being under the influence of alcohol, tobacco, cannabis or illegal drugs
- Offensive or unlawful conduct
- Purposely leaving the area of supervision without permission
- Improper exposure

It may become necessary for the benefit of the child, as well as for the safety of the other children and staff, to remove a child, parent/guardian or family from our program.

## PARENT/GUARDIAN CODE OF CONDUCT

To ensure that Y programs are a positive and healthy atmosphere, this Code of Conduct sets forth conditions that parents/guardians are expected to follow and promote.

All parent/guardians must:

- Conduct themselves in a manner that represents the four core values of the Y: caring, honesty, respect, and responsibility
- Refrain from foul language at all times, while at a Y program location or interacting or engaging with Y staff or participants
- Not show or exhibit derogatory conduct toward any Y staff, participants, or other parent/guardians
- Not use or be under the influence of illegal drugs, alcohol, tobacco, or cannabis at a Y location
- Not take pictures/videos of other participants or Y programs.
- Comply with requests from staff for photo ID
- Pay camp fees according to billing schedule

In the event that parent/guardians cannot or will not uphold these conditions, those parent/guardians could face suspension from programs.

## STATEMENT FOR PREVENTION OF ABUSE

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of youth and children. Thus, the mistreatment or neglect of youth or children and the resulting severe effects are of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parents or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of its concern for the welfare of children and youth, the YMCA has developed policies, standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, all employees are screened, and background checks are conducted upon hiring or rehiring. Additionally, employees who have contact with children and youth receive training in recognizing, reporting, and preventing child abuse, which includes training in recognizing signs that a child is being groomed for abuse. Some of the guidelines employees are expected to follow are:

- Avoid being alone with a single child where you cannot be observed by other staff or adults including online or through social media.
- You may not relate to children who participate in YMCA programs outside of approved YMCA activities. For example, baby-sitting weekend trips, foster care etc. are not permitted.
- Giving personal gifts to program participants or their parents is not allowed.
- Program rules and boundaries must be followed, including appropriate touch guidelines.
- Children or youth should not be singled out for favored attention.
- Dating a program participant under age 18 is not allowed. Some YMCA programs may have additional restrictions.
- Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children or youth is not allowed.
- Children may be informed in a manner that is age appropriate to the group of their right to set their own "touching" limits for personal safety.
- Children should only be released to authorized persons in programs with controlled pick-up procedures.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that any child abuse exists, it should be reported to your supervisor or branch executive so that proper reporting can be initiated.
- At the first reasonable cause to believe that an employee or volunteer abused a child or youth, even if it was not during working hours, his or her conduct should be reported to the program director and the branch executive or another designated branch representative. Additionally, it is the YMCA's protocol to make a report to the appropriate authorities. Appropriate actions will be taken regarding the employee or volunteer, including suspension or termination from YMCA employment or volunteer status.

Confidentiality of information related to child abuse is crucial and should be limited to the immediate supervisor and/or branch executive and designated members of the Association office.

## PAYMENTS AND REFUNDS

### PAYMENTS

Payment must be received by the YMCA by June 15th or your camper will be removed from the camp roster and the original deposit will be forfeited. For your convenience, our system will prompt you to schedule future payments automatically at the time of registration.

### CHANGES AND REFUNDS

For cancellations or transfers, we require written notice on an overnight camp change form (https://ymca.link/Camp-Snohomish-Change-Form) at least one month prior to the start of the session. Refunds will be given based on the schedule below.

**Refund requested by February 16:** eligible for a full refund including deposit.

**Refund requested after February 16 AND at least one month prior to overnight camp session:** eligible for a refund of fees less the non-refundable $100 deposit. Deposit can be transferred to a new overnight camp registration for the same camper.

**Refund requested less than one month prior to overnight camp session:** not eligible for any refunds or credits.

**Refunds will not be made for the following:**

- Deposits (after February 16)
- Cancellations less than one (1) month prior to session start
- No shows
- If a parent/guardian chooses to pick their camper up early
- Campers who violate camp policies and are sent home (camper pick up and transportation is the parent/guardian's responsibility)

## CONTACT INFORMATION

| Camp Director | Camp Registrar | Camp Contact |
|---|---|---|
| **Whitney Butterfield**<br>wbutterfield@ymca-snoco.org | **Lara Romo**<br>lromo@ymca-snoco.org<br>425 214 4007 | overnightcamp@ymca-snoco.org |