



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **KETTLE MORaine YMCA**

## **2026 Day Camp Family Handbook**

Dear Day Camp Family,

The YMCA has a grand tradition of camping spanning over 150 years. We are both excited and honored to serve your family this summer and add your child to the vast legacy of YMCA campers. The Kettle Moraine YMCA Day Camp programs are offered in multiple locations around the West Bend and Port Washington/Saukville areas.

Day Camp through the Y provides youth with supervised activities that teach core values, conflict resolution and leadership skills. Campers have fun while making new friends, building self-confidence, appreciating teamwork and growing in self-reliance. For youth, camp is a fun and happy place to enjoy the summer, play games, create arts and crafts, explore science and technology, swim, participate in field trips, appreciate nature and value our many cultures.

Seasoned YMCA Directors select our Day Camp staff. Each staff person is thoroughly screened and receives instruction that is well above the industry standard. This includes over 40 hours of training related to safety, risk management, child development, behavior management and program delivery. All staff members are trained in CPR/First Aid and Child Abuse Awareness annually.

Please read through our handbook and take some time to sit with your camper(s) and explore all the things they can participate in this summer. If you should have additional questions, please contact us at any time at any of our YMCA locations.

Happy Camping,

Jason Heuer  
Senior Director of School Age and Day Camp  
Kettle Moraine YMCA  
[jheuer@kmymca.org](mailto:jheuer@kmymca.org)  
262-247-1019

## **CAMP MISSION**

To have fun learning essential life skills that build positive relationships, a feeling of belonging and a sense of achievement in a safe and supportive environment.

## **ABOUT YMCA CAMPS**

The Best Summer Ever awaits campers this summer at the Y. The Kettle Moraine YMCA Day Camp offers a mix of fun and educational activities aimed at improving your child's well-being. Our programs center on three areas proven to impact development in children: friendship, accomplishment and belonging.

The Y has been a leading provider of summer camp for over 150 years and continues to provide youth with an enriching experience. We ensure that campers are in a safe environment with caring YMCA staff that instill positive values, which help build character. When at camp, kids are given new responsibilities and participate in activities that will teach them independence. As a result, they become more confident, open to trying new things and grow as individuals and as part of a group. Camping at the Y is a fun and unique experience that gives youth the opportunity to discover their full potential, meet new friends, play and create memories that last a lifetime.

YMCA Day Camp provides a safe and affordable opportunity for youth to participate in weekly-themed activities in which campers create arts & crafts, explore science & technology, swim, participate in field trips, appreciate nature and better understand our many cultures. Campers will build self-confidence, learn to appreciate teamwork & sportsmanship all while gaining independence as they nurture their spirits, challenge their mind and strengthen their bodies.

The Y works to help youth discover their full potential by providing opportunities to learn, grow and thrive amongst caring, supportive adults. These experiences are grounded in a set of objectives that characterize all of the Kettle Moraine YMCA camping programs. Through the Y's Day Camp program, kids participate in fun and educational activities that help them with:

- **FRIENDSHIP** – Build positive relationships with new friends and staff role models adding to their well-being.
- **ACCOMPLISHMENT** - Learn and master skills that help them realize their passions, talents and potential.
- **BELONGING** - Help them feel like they belong so they feel safe, welcome and free to express their individuality.

## **MAIN DAY CAMP LOCATIONS AND CONTACT INFORMATION**

### **Feith Family Ozaukee**

#### **YMCA**

465 Northwoods Rd.  
Port Washington, WI 53074  
262-268-9622  
Provider Number:  
9000559219  
Location Number: 020  
Ben Breuer  
[bbreuer@kmymca.org](mailto:bbreuer@kmymca.org)

### **Feith Family YMCA Day Camp in Grafton**

1950 Washington Street  
Grafton, WI 53024  
Provider Number:  
9000559219  
Location Number: 036  
Ben Breuer  
[bbreuer@kmymca.org](mailto:bbreuer@kmymca.org)

### **Feith Family YMCA Day Camp in Lumen Christi**

2750 W Mequon Rd, Mequon,  
WI  
Provider Number:  
9000559219  
Location Number: TBD  
Ben Breuer  
[bbreuer@kmymca.org](mailto:bbreuer@kmymca.org)

### **West Washington**

**YMCA Day Camp  
at Silverbrook**  
120 N Silverbrook Dr  
West Bend, WI 53095  
262-343-2175  
Provider Number:  
9000559219  
Location Number: 021  
Jason Heuer  
[jheuer@kmymca.org](mailto:jheuer@kmymca.org)

### **West Washington YMCA Day Camp in Hubertus**

1750 WI-167  
Hubertus, WI 53033  
Provider Number:  
9000559219  
Location Number: 035  
Jason Heuer  
[jheuer@kmymca.org](mailto:jheuer@kmymca.org)

### **West Washington YMCA Day Camp in Jackson**

W204 N16850 Jackson  
Dr, Jackson, WI  
Provider Number:  
9000559219  
Location Number: 042  
Jason Heuer  
[jheuer@kmymca.org](mailto:jheuer@kmymca.org)

### **West Washington YMCA Day Camp in Kewaskum**

1676 Reigle Drive,  
Kewaskum, WI  
Provider Number:  
9000559219  
Location Number: TBD  
Jason Heuer  
[jheuer@kmymca.org](mailto:jheuer@kmymca.org)

## ENROLLMENT AND REGISTRATION

# CAMP REGISTRATION INFORMATION

Review pricing on page 12. Campers **MUST** be members prior to registering to receive member pricing. If they are not, and you'd like to sign them up for a membership, be sure to reach out to the Welcome Desk to do so before registering for our YMCA Day Camp!

1. Go to [www.kmymca.org/daycamp/](http://www.kmymca.org/daycamp/) to review the information and our YMCA Day Camp Brochure.

2. When you are ready to register, click "Register Online" in the upper-right corner of the web page.

3. Go to our program registration page, and find the **YMCA DAY CAMP (BY LOCATION) OR MINI EXPLORERS LOCATION** where you would like to register your camper at.

4. Once selected, begin looking through and selecting what camp types and weeks you would like to register your camper for. You may want to register for a few different options, be sure to start with one. Once you have the weeks selected for that one option, select "**REGISTER SELECTED.**"

5. It will now ask you to log in (unless you are already logged into our site for other program registrations. If this is the case, you can skip these steps as it will not ask you to log in).

*Please note the question at the top of the page:  
"Which best describes you?"*

a. If you know your camper's membership/participant email and password, log in. Use the login information you have used to register for YMCA classes or Schools Out Day during the 2025-2026 school year (this would be the same credentials as registering for camp last year or for Before and After School programs).

b. If you do not know the login information for your camper's profile, or your attempt in the previous step fails, click the "I don't know my credentials" option. It will ask you to enter information and verify the email that we have on file.

i. Once you get into the system, it may ask you to select a membership type if you do not have a membership. If you are not interested in signing up for a membership, please select the "non-member" option, and proceed.

c. If your camper has never enrolled in any of the Kettle Moraine YMCA programs or classes and has never been a member, you can select "I have never been a member or participant and I want to create a new account."

i. Enter the required information for your camper, and select a membership type. If you are not interested in registering for a membership, please select the "non-member" option.

6. Once you are logged in, proceed with registration! Continue selecting the weeks and camp options your camper would like to attend.

a. Please be aware that your camper can only attend **ONE OPTION/CAMP TYPE EACH WEEK.**

b. You can register your camper for one option or multiple options throughout the summer, just not in the same week.

i. To do this, if registering for multiple camp types throughout the summer (1 per week!). Please make a note of which weeks you select within a particular option and select "register selected."

\*If registering for Traditional Camp, select days of the week for the selected weeks. If your camper will have the same schedule for all Traditional Camp weeks, you can select the days, and it will auto-fill them in for every week.

\*If your camper has a varying schedule, select "**USE CALENDAR**" to pick which days they will be attending throughout the summer in Traditional Camp. If you notice that a particular week is saying it is full, remove it from your cart and try again for that week only using the calendar option to see which days are full.

ii. It will then have you answer all of our required questions and sign our consent forms.

iii. On the next page, review and select "**ADD TO CART.**"

iv. Return to the program page and repeat step 6 to add in weeks from a different camp option to your cart if applicable.

\*Note that to avoid reentering your answers, select "use previous answers" to bring the questions back up.

v. Go to your cart and **REVIEW.**  
**\*MAKE SURE THERE ARE NO OVERLAPPING DATES.**

vi. Once you have all of the weeks you would like in your cart, checkout and complete the billing information.

vii. After completing registration, you will receive a confirmation email.

**TIPS FOR REGISTRATION**

- Look through the options in the brochure and pick everything out ahead of time with your camper.

- We highly recommend using a computer rather than a phone to complete registration.

- If you want to do different options throughout the summer, make a note of what you select while you are in the process of registering to prevent selecting multiple camps in the same week.

- **ONLY REGISTER FOR ONE OPTION EVERY WEEK!** If you register for more than one camp, you will be paying double for that week!

- Pay attention to age requirements for each camp type!

- Think of it like you are shopping on Amazon! Add the camps you want to your cart, and check out what you've selected.

- If you have login or profile questions, call the Welcome Desk. If you have camp-registration specific questions, contact the Day Camp Department.

## NON-REFUNDABLE DEPOSIT

A non-refundable \$20 deposit\* is due for each week of camp at the time of registration. For example, if a camper is registered for 12 weeks at initial

registration, a deposit of \$240 will be charged. This charge will be withdrawn from the bank or credit/debit card that you provide on your registration form (within 14 days of submitting your registration). This deposit will be applied to the child's weekly draft.

### **WEEKLY AUTO PAYMENTS**

Payments for camp will be processed via a weekly auto draft. On the registration form you will be asked to provide credit card or bank account information which will be automatically charged each week. The charge is made on the Monday of the camp week, any changes need to be made two weeks ahead of time. **For example, if the camp week is June 16th-June 20th, the draft date will be Monday, June 16th and any changes are be due by June 2nd.**

**All fees are non-refundable and due in advance.**

### **Payment Schedule**

	<b>Week of Camp</b>	<b>Draft Date</b>
Week 1	June 8-12	June 8
Week 2	June 15-19	June 15
Week 3	June 22-26	June 22
Week 4	June 29-July 3	July 29
Week 5	July 6-10	July 6
Week 6	July 13-17	July 13
Week 7	July 20-24	July 20
Week 8	July 27-31	July 27
Week 9	August 3-7	August 3
Week 10	August 10-14	August 10
Week 11	August 17-21	August 17
Week 12	August 24-28	August 24

### **CANCELLATIONS**

- All cancellations must be submitted via email to the Day Camp office at least two weeks prior to the draft date. Cancellations emailed less than two weeks prior to the draft date will not receive any refund or credit.
- For each week that is canceled, the \$20 deposit will be forfeited.
- This includes cancellations made prior to the start of camp and during camp.

### **SCHEDULE CHANGES**

- All changes must be submitted via email to the Day Camp office at least two weeks prior to the draft date. Changes emailed less than two weeks prior to the draft date will not receive any refund or credit.
- Each camper is allowed two schedule changes, which can be used for:
  - Reducing days of camp within in one camp week
  - Transferring from Sports or Specialty Camp to Traditional Camp within one camp week
- A \$20 fee per camper will be charged for each additional week that is either reduced or transferred.
- This includes changes made prior to the start of camp and during camp.
- Changes are subject to the current tier of pricing (does not include adding days or changing days but keeping the same amount)

### **Membership vs. Non-Membership Pricing**

Campers who are members at time of registration and remain as such throughout their time at camp while be able to use member pricing. All other registrants will be charged non-member pricing. Please see page 12 in the Day Camp brochure for details.

### **Split Payments**

If payments need to be split between two parties, please contact the Day Camp office.

Feith Family: [daycampff@kmymca.org](mailto:daycampff@kmymca.org)

West Washington: [daycampww@kmymca.org](mailto:daycampww@kmymca.org)

### **NON-SUFFICIENT FUNDS (NSF) POLICY**

Should any payment draft not be honored by your financial institution for any reason, you will be held responsible for that payment plus a charge of \$25. This is in addition to any fee(s) your bank may charge. Campers with an outstanding balance will not be allowed to attend camp until the balance is paid, including any other fees. In addition, if a camper has an outstanding camp balance, the camper will not be allowed to register for any other Y programs until the balance is paid

### **WISCONSIN SHARES AND FINANCIAL ASSISTANCE**

The YMCA is committed to providing quality programs to all children and families regardless of their financial circumstances.

### **WISCONSIN SHARES**

Wisconsin Shares is a Child Care Subsidy Program that authorizes funding for a parent to pay a portion of camp fees by using their MyWICchildcare EBT card. If a registration form is submitted but the child is not yet approved for Wisconsin Shares, the camper will not be registered until the approval has gone through. On the 1st of each month, funds will be loaded onto the

MyWICChildCare EBT card and must be processed by the parent for payment to the YMCA by the 5th of the month, after which the Day Camp office will be able to inform the parent of the remaining balance owed for that month. The remaining parent share will be divided into 3 equal installments which will be bank drafted on the 2nd, 3rd and 4th Mondays of the month. Child care authorizations must be in place and current before the camper can be registered and attending camp. **Visit [www.dcf.wisconsin.gov/wishares](http://www.dcf.wisconsin.gov/wishares) apply for more information or call 888-446-1239.**

### **ANNUAL CAMPAIGN SCHOLARSHIP**

The Y has a financial assistance program that awards a percentage off of Day Camp to qualifying families based on income. To qualify for a scholarship, families must first apply for Wisconsin Shares. Please note that child care/day camp scholarships are different than membership scholarships. Please contact Rita Williams at [rwilliams@kmymca.org](mailto:rwilliams@kmymca.org) or 262-429-2069 with questions.

### **WHAT TO BRING TO CAMP**

Remember to label everything with first and last names of campers and to have campers dressed in clothes that are okay for getting dirty.

responsible for lost or broken items.

### **How to Dress Your Child for Camp**

Please dress your child appropriately for the weather. Keep in mind that the children will be active and may get dirty, so dress your child in clothes that are for play and that you won't mind getting dirty. Children must wear closed-toe shoes to camp. Remember to send a swim bag with appropriate swim gear on the days your child goes swimming. Campers should wear their camp shirt on field trip days.

### **Lunch and Snacks**

Please provide your camper with a non-perishable lunch. We do not have refrigeration or a microwave accessible for your camper. Examples of a healthy lunch could include: Turkey and Cheese sandwich with whole grain bread, apple, Goldfish crackers, and 100% juice. On field trip days, please pack your camper's lunch in a disposable bag and label with their name. We strongly encourage using gallon Ziploc bags, as they are durable. The YMCA provides your camper with a healthy morning and afternoon snack, served around 9:00am and 4:00pm respectively. Snacks could include milk, string cheese, yogurt, granola bar, cereal, cracker, fresh fruit and pretzels.

### **Sunscreen and Bug Repellant**

The sun is always a concern for us. We are committed to making sure your child is safe from the sun. We strongly encourage you to pack your camper with SPRAY ON SUNSCREEN with at no less than an SPF of 15 that is labeled

"All Day" and "Waterproof". Sunscreen and Bug Repellant should be labeled with your camper's name. Campers should arrive to camp with sunscreen on – they will be reminded throughout the day to reapply. We will assist our younger campers in applying sunscreen during each sunscreen break. Campers 7 years old and up will be responsible for applying their own sunscreen during the day- with plenty of reminders from their counselors. If sun exposure is ever a problem, please notify the Day Camp Director immediately so that extra precautions and applications can be made. The YMCA provides various brands of SPF 30 Sunscreen and various brands of 25% Deet Repellant for campers in case your campers runs out or is missing.

### **LOST AND FOUND**

Throughout the summer we collect items that are forgotten in a central location near the camp office. We encourage each family to frequent this collection to locate missing goods. Items that are labeled will be returned to the camper or the camper's family at the earliest convenience. At the end of the camp season, items will be donated to Goodwill or another charitable cause. The Kettle Moraine YMCA and staff hold no responsibility for items lost, stolen or damaged.

### **Sample Day Camp Schedule\***



## **DROP OFF AND PICK UP LOCATIONS**

- This will be emailed to families prior to the start of Camp

## **FIRST TIME CAMPERS**

Going off to Day Camp is a very exciting experience for campers and parents/guardians. It's very natural to be anxious about the first day of camp and meeting new friends. It is our commitment at the Kettle Moraine YMCA to make the experience a positive one by employing counselors that are committed to excellence and serve as role models. We encourage all first time campers to attend our Parent Question Nights and Parent Orientation! We are more than happy to set up a one-on-one tour of camp at the locations we have access to during the school year. Please contact your camp director (contact information is located on page 4).

## **EMERGENCY POLICIES**

**\*Call and notify supervisor in a timely manner.**

### **COMMUNICATION WITH FAMILIES**

- Staff will make every effort to get in contact with parents or guardians via phone in the event of an emergency.
  - If children are not in danger and have not been relocated an email may be used as a form of alternate communication.
- Parents or guardians will be asked to pick up their children at their earliest convenience if the children have been relocated.
- Upon pick up parents, guardians, or authorized person will sign the child out.

## **SUPPLIES NEEDED**

- A staff will be assigned to gather the following items.
  - o Attendance Sheets
  - o Medications
  - o Child Files
  - o First Aid Kit/Emergency Bag
  - o Allergy/Special Accommodations List
  - o Food and Water if needed
  - o If possible, equipment to entertain the children.
- Accommodations to care for infants, toddlers, and children with disabilities.
  - o In the event of an emergency or evacuation, a staff will be assigned to gather necessary items to properly care for the infants, toddlers, and children with disabilities in attendance.
    - Any additional staff assisting will be notified of additional needs that children may have.

## **\*FIRE AND EVACUATION PROCEDURE**

The staff member in charge will:

1. Announce the evacuation.
2. Call the Fire Department (911) for off-site locations
3. Bring daily attendance and emergency files.
4. Check the building to make sure everyone has evacuated.

Each staff will evacuate their group of children out the proper exit and have them line up at least 100 feet from the building. The staff will remain with the children until it is deemed safe to return to the building. Each staff is responsible for taking a count of their group.

## **\*TORNADO PROCEDURE**

The staff member in charge will:

2. Announce the tornado warning/watch
3. Bring the daily attendance and emergency files.
4. Check the program area to make sure everyone has been moved to the lower level/bathroom or designated area of the building.

Each staff will evacuate their group of children out the proper exit of their program area and take them to the lower level/bathroom or designated area of the building. The staff will remain with the children until it is deemed safe to return. Each staff is responsible for taking a count of their group.

Fire and tornado drills are practiced monthly. Emergency exit routes are posted in each room. Drills will be timed, logged and posted.

## **\*RELOCATION PROCEDURE**

In the event that re-entering program space after an evacuation is not possible, the following procedure will be followed.

1. Programs will go to a pre-determined alternate location.
  - If this location is not within walking distance a bus will provide transportation.
2. Parents and guardians will be notified via phone call of the evacuation and asked to pick up their child at the alternate location as soon as possible.

## **\*SHELTER IN PLACE PROCEDURE**

If there is an active threat outside of our general region, but there is no immediate danger, staff will be notified and staff and children will remain indoors and in their classroom until an all clear is announced.

1. If it is later determined that the center is in danger the "responding to an active threat" procedure will be activated.

### **\*RESPONDING TO AN ACTIVE THREAT**

1. Spotting of a Weapon (Gun, Knife, Blunt Object, etc.) (the following is directed to staff)
  - You should, if you can do the following:
    - RUN (EVACUATE)- Remove yourself and others from the area. Don't confront the person. Try to alert others while you are moving and don't restrict yourself to the building. Attempt to leave the building if possible.
    - HIDE- Look for hard corners and dark rooms. Make sure to barricade doors and stay quiet, turn your cell phone on silent. Stay inside. DO NOT open doors for anyone.
    - FIGHT- Use any means possible, large objects like chairs, fire extinguishers and improvise any weapon you can.
  - CALL 911. Contact the front desk to alert the Y that 911 has been called and indicate which site.
  - If hiding is successful barricade yourself as much as possible.
  - Wait for help to arrive and do not make yourself visible until the help has identified themselves.
2. Irritated Member/Parent or Guest, staff will
  - Remain calm and try to calm the parent down outside the classroom.
  - Remain in your respective work area and call the staff person in charge to try to diffuse the situation. If needed call supervisor's cell phone.
  - If the conversation becomes elevated and the staff person is unable to diffuse the situation and a threat becomes evident – CALL 911.
  - Contact the front desk to alert the Y that 911 has been called and indicate which site.
3. If a child brings a weapon to the program, staff will:
  - Remain calm and take away the weapon
  - Alert supervisor and parents
  - Supervisor will assess the situation and determine if law enforcement needs to be called
4. Lock Down Procedure
  - In the event that staff are notified of an active threat and evacuation is unsafe the following lock down procedures will be activated.
    - Staff will be notified.
    - For programs within classrooms, classroom doors will be locked and attempts will be made to barricade the door, lights will be turned off, staff and children will move from windows and attempt to remain quiet until an all clear is announced.
    - For programs that do not use a classroom, staff and children will proceed to a pre-determined room, doors will be locked and attempts will be made to barricade the door, lights will be turned off, staff and children will move from windows and attempt to remain quiet until an all clear is announced.

### **\*FLASH FLOOD PROCEDURE**

The staff member in charge will:

1. Announce the evacuation.
2. Bring the daily attendance and emergency files.
3. Check the building to make sure everyone has evacuated.

Each staff will evacuate their group of children out the proper exit to high ground. The staff will remain with the children until it is deemed safe to return to the building. Each staff is responsible for taking a count of their group.

### **\*LOST AND MISSING CHILD PROCEDURE**

The staff member in charge will:

1. Look for the child for 1 minute.
2. Contact parent and authorities.
3. Document the incident and follow-up with the state within 24 hours of the occurrence.

### **\*UNAUTHORIZED PICK-UP PERSON**

The staff member in charge will:

1. Call parent or emergency contact.
2. If unable to reach parent or emergency contact call 911
3. Document incident.

All unfamiliar people picking up a child, will be required to show an ID, even if they are authorized.

### **\*UNDER THE INFLUENCE PICK-UP PERSON**

The staff member in charge will:

1. Try to prevent pick-up by offering other alternatives.
2. Call parent or emergency contact.
3. If unable to reach parent or emergency contact call 911.
4. Document incident.

### **\*CUSTODY ISSUE DISPUTES**

Parents will be informed to resolve their issues outside of the program. If the situation warrants, 911 will be called. Parents are required to inform us if there are individuals who do not have legal access to their child and provide documentation.

### **\*SWIMMING EMERGENCIES**

Swimming emergencies will be handled by the life guards and the YMCA pool policies. The program staff will gather the group and calm them down while taking attendance, then report to the life guards. If a participant from the program is involved in the incident, a parent will be notified and an incident report will be written.

### **CONTACTING A PARENT IF A CHILD HAS AN UNEXCUSED ABSENCE**

The program director or staff will call the parents home, cell and work phone numbers within 1 hour of the child's normal arrival time to verify the absence. Phone messages will be left if parents cannot be reached.

### **SAFETY MEASURES DURING EMERGENCIES ON AND OFF SITES**

- All emergency numbers will be posted by each phone in the program. 911 will be called for all emergencies and situations requiring transportation.
- During an emergency, injuries will be handled according to our health policy. All children will be closely supervised at all times. All staff will have the attendance and access children's files and know the names and numbers of children in their groups.
- Enrollment forms will be used to verify authorized pick up people. Staff will check driver's license or other identification. Special consideration will be given to handicapped children and staff.
- Emergency supplies, flashlights, blankets, radios, etc. will be stored in the programs storage area. First aid supplies, as well as emergency numbers and children's files will be accessible.
- For building service loss the staff will make every effort to rectify the problem. If the problem cannot be rectified in a timely manner, steps will be taken to stay within the licensing regulations, which may include, but is not limited to evacuating children, closing program, etc.
- The inside building temperature will be kept between 67 degrees and 80 degrees. If it exceeds 80 degrees we will provide air circulation with fans.

### **PROCEDURES FOR MAKING REQUIRED REPORTS**

All required reports will be called in to the department within 24 hours and followed up with a written report within 5 business days.

#### **Nearest Hospital Emergency**

Ozaukee County  
Aurora Medical Center  
975 Port Washington, Rd Grafton, WI 53024

Washington County  
Froedtert St. Joseph's Hospital  
3200 Pleasant Valley Rd, West Bend, WI 53095

#### **Healthy Environment**

##### **HEALTH & SICKNESS POLICY**

YMCA Day Camp is not licensed to provide sick child care.

1. Parents should notify the Camp Director or other on-site health supervisor when a child is absent due to illness.
2. The Day Camp Director is deemed the primary camp on-duty on-site health supervisor; however all camp staff are certified in CPR and are qualified to respond appropriately.
3. If a child has vomited, has a sore throat, or has a fever of 100 degrees or higher, they may not attend camp. To return, the child must be symptom free for 24 hours without the use of symptom reducing medications.
4. If a child has any sign of illness (examples: vomiting, sore throat or fever) the parents will be notified and asked to pick up the child from camp. The child will be isolated from the larger group, within sight and sound of an adult. If parents cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form. Parents must pick up their child within **one hour** after being

contacted. A late pick up fee may be assessed if picked up after the one hour grace period.

- B.** If a child has had to miss camp due to a diagnosed communicable illness, the child may return without a statement from the physician only after having been absent for the longest period of incubation time. If they return before the longest incubation period given for the illness, a physician's release will be needed in order to return to camp.
- C.** All appropriate information relating to a child's special health concerns or needs will be communicated to the appropriate camp staff. This information is to remain confidential and will be treated as such.

### **Medication**

All medication dispensed during camp requires an Authorization to Administer Medication form. Which can be located under forms at [www.kmymca.org/daycamp](http://www.kmymca.org/daycamp). Prescription medications must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. YMCA staff will administer the medication according to the instructions. Non-prescription medications can be given by permission and direction from child's physician. Please do not leave medications in backpacks.

### **TRANSPORTATION**

By registering your child, you have given the YMCA permission to transport your child to the appropriate YMCA and/or fieldtrip locations. A Bus Supervisor manages field trip transportation. The Bus Supervisor ensures all children have both entered and exited the bus and are under direct supervisor of their counselor or other Day Camp staff. All Day Camp staff are trained in transportation policies and safety procedures. The field trip schedule will be available May 1st on [www.kmymca.org/daycamp](http://www.kmymca.org/daycamp) under forms.

### **FIELD TRIP SAFETY**

When we are on field trips, we bring health information and medication with us. We frequently take attendance and use a method called "name-to-face checks" – that means when we take attendance, we aren't just calling names and listening for the child to say, "Here." We want to see who is saying it. We do this every time we take attendance and as the children get on and off the bus. We always check restrooms before a child goes into a restroom in a public place. We want to know who is in the restroom before the children go in. We monitor who goes in and out of the restroom while our campers are using the facilities.

## **ATTENDANCE PROCEDURES**

Children are required to be signed in and out of Day Camp on a daily basis by an authorized individual listed on their form. All children must arrive to Day Camp no later than 8:45 am. Photo identification is required to release a child. If your child is going to be absent, please notify your Day Camp Director or call the camp site phone. Please see location information on page 4 for contact information.

**Drop Off** - For the safety of staff and campers, campers may not be dropped off at the YMCA Day Camp earlier than 6:00am

**Early Pick Up** - We understand that there will be times when you need to pick up your child early. When this occurs, it is extremely important that you call/ text or email the Day Camp Director with the details of the early pick up. Please understand that we use many areas of our facility and children may be participating in an activity away from the building. We have a handheld radio system that allows us to communicate effectively, however it may take a few minutes to retrieve the child from the program area. Your patience is appreciated.

**Pick Up** - Regular pick up is from 4:00pm – 6:00pm. A staff person will be waiting to greet you and will then radio for your camper to be sent to the sign in/out table. Please remain patient while we retrieve your camper from their group, we use the entire facility for programming and it may take a few minutes.

Please note that staff are trained to keep the children's safety in mind at all times. Staff may call emergency contacts and/or the local authorities if they believe:

- Parent/Pick-up Person appears too ill to drive
- Parent/Pick-up Person appears to have been drinking alcoholic beverage
- Parent/Pick-up Person appears to be under the influence of any type of drugs

Although we understand that these could be embarrassing situations, our main concern is the safety of all of the children and families at the YMCA. If a parent denies or refuses an alternative pick-up person, we reserve the right to refer the situation to the authorities.

### **Late Pick Up**

In fairness to our staff and due to subsequent program demands, it is very important that your child be picked up on time. A late fee will be charged for each child not picked up by 6:00pm. The fee will be assessed at a rate of \$1.00 per minute per child starting at 6:01pm. This fee is due when you pick up your child. If a child is not picked up by 6:15pm we will begin calling parents and/or emergency contacts. If the child is not picked up by 6:30pm, local authorities will be called.

### **ABSENT POLICY**

Please call the camp site phone by 9:00am on the days your child will be absent from camp. It is important for us to know where your child is on days they are enrolled in the program. Please call the site's phone number listed below to report an absence. No refunds will be given due to non-attendance.

### **Parent Visitation**

We welcome parents/guardians to request to see the great activities and fun their child is experiencing. We do require that all parents/guardians sign in with the Director/Assistant Director that runs the program. From there, they will escort you to your camper's location. Please note that parents cannot interact with other children unless they complete steps to become a volunteer

### **Child Custody Concerns**

In cases of separation and/or divorced when visitation rights are denied or limited to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file. These documents must expressly forbid such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during program hours. Please call the Director if you have specific custody concerns that we need to be aware of. YMCA staff will not testify in court in regard to child custody proceedings. Neither our programs nor staff will endorse any person(s) for the purpose of custody disputes. The YMCA reserves the right to discontinue care if custody issues disrupt the program or become an issue for program staff, office staff, the child or other children in the program.

### **SPECIAL NEEDS**

Y Camp is open to children of all abilities. Parents have a duty to disclose significant medical, physical or behavioral needs at the time of enrollment. Due to the large-group format of our summer programs, the Y is unable to provide one-on-one care except on an intermittent basis. If your child has unique needs that require a more specific type of accommodation, a meeting must be scheduled with the Day Camp Leadership Team a minimum of 2 weeks prior to attending program. This will occur so we can identify the most effective ways of serving you and your child. Children are still expected to maintain the standards of the Summer Day Camp program, and any disciplinary actions that would be required will take that into account. We are unable to accommodate behaviors that cause safety concerns including but not limited to physicality, running from staff including out of sight and sound, threats of violence, refusal/inability to stay with their groups, etc. However, there may be resources outside of the YMCA a parent can use to support their child while in our program. Contact the Day Camp Director for more information.

## **CAMPER BEHAVIOR**

Occasionally, campers' actions in our program can be a result of problems they are experiencing at home (i.e. pet's death, parent divorcing, fight with sibling, etc.). If any such disruptive or traumatic experience should occur, please inform your Director. This will enable us to better meet the needs of your child.

## **YMCA CHARACTER GUIDELINES**

The goal of our YMCA Day Camps is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we continue our Character Development mission to develop respect, responsibility, caring, and honesty among our campers.

**Appropriate Conversation:** Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other campers or staff.

**Appropriate Language:** Children must refrain from using obscene language and/or gestures for any reason.

**Respect:** When asked to do, or not do something, a camper needs to follow directions the first time given. This is for the safety of all campers. Please speak to staff and other campers with Respect.

**Play:** We require campers to have fun and participate 100% of the time. Negative attitudes can ruin the camp experience for everyone.

**Responsibility:** All campers need to remain with their group and within sight and sound of their counselor. This applies while we are on the YMCA grounds as well as off-site field trips. We want campers to be safe at all times.

**Caring:** It is important to use and care for equipment, toys and games properly so that other campers can enjoy them. We will care for the property of the YMCA, of other campers and of the YMCA staff.

**Bullying:** Bullying is when one or more children (the bully/ies) target a child (the victim) With intentions of physically or emotionally harming the victim, damaging their property or insulting/demeaning the victim.

Camp Leadership has a zero tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for campers, staff or property. These actions are disruptive and result in negative experiences for fellow campers. The Camp Leadership 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.

## **GUIDELINE VIOLATIONS**

If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes their safety, the safety of others, or is not in accordance with the

mission of the YMCA and camp, the following steps may be taken. Due to the severity of the incident, your child may be suspended or terminated from camp on the 1st violation. Each case is different and all Camp Leadership Staff are approved to make the appropriate judgment call.

1. **First Violation:** A staff member will address and document the issue directly with the child. The child may be removed from part or a whole activity such as swimming, ball game or specialty event. Parents will be contacted during the day or at the end of camp depending on the incident.
2. **Second Violation:** A staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and be asked to pick up their child within one hour. A written document will also be completed. The child may not be allowed to attend camp the next day that he/she is registered for.
3. **Third Violation:** A staff member will address and document the issue directly with the child. Parents will be contacted immediately to pick up their child from camp. A conference will be scheduled with the Camp Leadership Staff and the parent(s) to discuss a plan of action regarding the poor behavior. The child may be suspended from camp for up to a week. A behavior plan will be developed by Camp Leadership and parents and implemented by camp staff.
4. **Fourth Violation:** Child may be dismissed from the camp for the remainder of the program or summer.

- **Mention of a Weapon**

- o If a child mentions having a weapon or bringing a weapon to camp in any context, the child could be suspended immediately while an investigation occurs. Dismissal may occur, or a parent meeting may take place to determine if the child may return and if they can return, under what guidelines.

The following behaviors are not acceptable and may result in the immediate suspension of a campers for the remainder of the current day, multiple days of the summer camp program.

1. Endangering the health and safety of children, staff, members, and volunteers
2. Stealing or damaging Y or personal property
3. Leaving the day camp program without permission
4. Continually disrupting the program
5. Refusing to follow the behavior guidelines or day camp rules
6. Using profanity, vulgarity, or obscenity frequently
7. Hostility by parents or campers towards YMCA staff or volunteers

Behaviors that may result in immediate dismissal include but are not limited to:

1. Any action that could pose a direct threat of the physical/emotional safety of the child, other children or staff (bullying, running away, or biting)
2. Fighting (includes shoving, pushing and/or any intimidating act towards a counselor or program participants)

3. Possession of a weapon of any kind real or fake.
4. Threats of bringing a weapon on site.
5. Vandalism or destruction of YMCA property or property of others.
6. Inappropriate conduct of the campers or their parents/guardians.
7. Refusal to stay with their group

### **Discharge Policy**

Our policy is to provide the best child care possible to the children entrusted in our program. There is no discrimination for reasons of race, color, religion, ethnic background or income. Staff will communicate with parents over any problem areas and document accordingly. Outside agencies will be contacted if necessary to assist the child, the parents, or the Y.

If your child is removed at the request of the Kettle Moraine YMCA, there may not be a notification period for any of the following reasons:

- 1) A situation arises that prevents staff from realistically serving the child's needs. The Kettle Moraine YMCA may consult with the parent concerning how any problems might be solved before ending the care arrangement or they may choose to end care immediately. The child may be referred to other community resources.
- 2) Parents are uncooperative: filling out and returning required forms, paying fees or making arrangements to do so, observing the rules of the program, excessive unexcused absenteeism, lack of cooperation of parents to adhere to program policies which are accessible in the program, use of profanity, threats or general aggression.
- 3) If there is a risk of harm to the health or safety of other children or staff.
- 4) Fees have not been paid. The parents will be accountable for any balance due at the time of discharge. Any advanced fee payment will be refunded.
- 5) Repeated failure of parents to pick-up on time.
- 6) Continuous disciplinary action needed. (Please see behavior policy)
- 7) Hostility by parents toward Y staff, volunteers or participants.

All appeals will be handled by YMCA Management.

Parents may withdraw a child from the program at any time. We require a two week advance written notice.

### **Staff Training**

According to our orientation of staff policy each employee is required to go through a training period during their first week of employment. The director

will be responsible for this process and documenting it on the pre-camp training check list. The director will also work closely with new employees to ensure a thorough understanding of the program and its policies. Staff will be instructed to obtain a Registry certificate if required. Staff will watch the Shaken Baby Syndrome video if 4 year old's are present at camp and obtain the training within 6 months of hire. The following items will be covered during orientation:

- Review Licensing Rules
- Review of Program Policies
- Review Program Contingency Plans
- First Aid/CPR/AED Procedures
- Job responsibilities
- Recognition of childhood illnesses, hand washing and universal precautions
- Schedule of activities
- Review of child abuse and neglect laws
- Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times.
- Child management techniques
- Procedure for sharing information related to a child's special health care needs
- Procedure to contact parents if a child is absent from the program
- Information on any child with special needs and how those needs are met

### **DAY CAMP STAFF REQUIREMENTS**

Camp Counselors are counted in determining the counselor-to-child ratio. They shall be at least 17 years of age and have completed high school or the equivalent as determined by the department of public instruction.

A designated Camp Director is on premises at all times. The camp director needs to be at least 21 years and have at least 2 years of supervisory or administrative experience in an organized camp or children's program or have a bachelor's degree in outdoor education, recreation, social work, psychology, child development or education or in another camp related field.

**Please be aware that policies can change at any moment per camp leadership**

*The Kettle Moraine YMCA Family Handbook can be modified at any time.  
Updated copies will be mailed out to the first email address listed on a child's enrollment form. Updated: 1-23-2026*

