



**LAKWOOD-TRUMBULL YMCA  
CAMP TEPEE, GYMNASTICS CAMP,  
& SPECIALTY CAMPS**

**SUMMER DAY CAMP 2025  
Parent Handbook**



# Central Connecticut Coast YMCA Day Camp Parent Handbook

The **CENTRAL CONNECTICUT COAST YMCA** believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve. At the YMCA day camp kids and teens can develop skills, self-confidence, new friendships and a sense of belonging – all while having tons of fun. In order to have fun and thrive, kids of all ages need to feel both physically and emotionally safe. When you drop your child off at a YMCA Camp, you can rest assured that their total well-being will be supported. Safety is always our number one priority! We keep kids healthy and safe while providing enriching experiences.

As a leading nonprofit committed to nurturing the potential of youth, the Y has been a leader in providing summer camp for over 130 years. Our experienced and caring staff and volunteers model the positive core Y values of caring, honesty, respect and responsibility that help build character.

## **Our Mission**

To put Judeo-Christian principles into practice through programs that build healthy spirit, mind and body for all.

## **Central Connecticut Coast YMCA Diversity & Inclusion Statement**

The Central Connecticut Coast YMCA is an inclusive organization open to all. 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 an equitable opportunity to learn, grow, and thrive. At the Y, we set the example when we welcome people across all dimensions of diversity. Dimensions include income, faith, ability, age, sexual orientation, gender identity or expression, race, ethnicity, national origin, cultural background or other unique personal characteristics. Together we stand. For a better us.

## **DAY CAMP DETAILS**

### **Camp Staff**

We pride ourselves on maintaining a well-trained and enthusiastic staff. Our swim instructors are lifeguard certified and where we offer archery, ropes, and climbing walls our specialists all have certifications in their respective fields. Staff is first aid and CPR certified. In addition, the majority of our staff and all supervisory staff hold medication certifications to assist with providing medications as needs arise. We carefully screen all staff prior to hire and continually throughout the duration of employment. Character references are called and police/DCF background checks are done. Experience, education and knowledge are considered, as is a persons ability to nurture and respect children. All staff must meet state licensing qualifications and are required to complete external staff development classes each year. The minimum age of staff is 16 years old. Camper to staff ratio varies with age. The Y strives to provide a safe, happy, playful, nurturing, and stable environment.

### **Supervision of Children**

Our summer camps are all licensed through the Office of Early Childhood, Youth Camp Licensing Bureau. Per licensing regulations, the minimum ratio for day camp groups will follow OEC guidelines for staff to camper ratio each day. These ratios will be maintained over the course of the summer.

### **Camper Conduct Policy**

The YMCA is a family organization that values personal responsibility, honesty, mutual respect, and nonviolence. Campers are expected to abide by YMCA policies and rules.

### **Parental Concerns**

If your child is having a problem at camp, we ask that you inform us of the situation as soon as possible so that we may be more effective in providing a solution. Any abrasive behavior by a parent displayed towards any Y staff member may result in suspension or cancellation of care. If something is unsatisfactory, please speak with the Camp Director.

### **Camper Suspension**

Camper's attendance will be terminated if camper engages in vandalism, theft, or physical roughness, uses obscene or threatening language, or acts in an abusive or intimidating manner to other campers or staff. Staff is responsible for enforcing YMCA guidelines. Refunds are not given for suspensions or expulsions!

### **Counselor in Training Program (CIT) where available**

CITs will be required to fill out an application and have an interview prior to registering for camp. These applications will be available at the front desk of the Y as of February 1. Once the application has been received, a staff member will contact the candidate to set up an appointment for an interview. Interviews will be scheduled after the complete application, including reference forms, is returned to the Y. Upon acceptance into the program, all Camp Registration Forms are required prior to the start of camp. CITs and their families will be required to follow the Camp Parent Handbook.

### Special Needs Information

The Y strives to meet the needs of a diverse population of campers through a highly qualified staff. We welcome children of all abilities. If you or a member of your family requires additional assistance or has a special circumstance, please contact the Camp Director immediately for more information. Please indicate/share any and all necessary information that will allow your child to have the optimal camp experience. If you would like to set up a meeting to discuss your child's needs with a supervisor, please contact the Y to do so prior to the beginning of camp. **An Individual Plan of Care for a Child is required for campers to help provide a positive and successful camp experience. Plan is preferred at the time of registration but due no later than two weeks prior to the camp session start.**

## REGISTRATION INFORMATION

### Membership

**YMCA facility membership allows usage of the Main Facility, reduced rates and priority registration for programs.**

Program Participants may also register for programs at the full rate. If you are interested in taking out a membership at the time you register your camper, the membership must last from the time of registration to the last day of your child's camp session. The membership will continue until you submit a termination request in writing, and only after your child completes their time at camp. Please contact the Y for further details on membership prices, hours and programs offered.

### Camp Fees / Refund Policy

Camp fees are due, in full, the Monday, two weeks prior to the session start date. Deposit fees and registration fees are **non-refundable** and **non-transferrable**. Session refund requests must be done in writing on a Refund Request Form. Refunds will not be granted less than 2 weeks before the start of a session. Refunds may be issued for medical emergencies. Physician notes will be required. There is a \$10 administration fee for all refunds.

### Service Fees / Late Fees

A \$25 late camp payment fee will be applied to accounts not paid in full the Monday, two weeks prior to the session start date. A \$30 fee for credit card returns and returned checks will be applied to outstanding balances. Failure to pay this fee will jeopardize your child's enrollment in camp.

### Registration Forms

Registration forms/packets must be completed and signed to register your child for camp. If you register online, a completed and signed forms are still required prior to your child attending camp. Registration forms/packets are available online or at the Y.

**All forms are due at the time of registration but no later than two weeks prior to the session start date. Forms include:**

- Registration and Release Form
- Camp Payment Authorization Form
- Current Medical Health Assessment Form
- Camper Behavior Contract
- Transportation/Swimming Permission Slip
- Additional forms specific to your child and/or the camp your child attends may be required such as:
  - Field Trip permission form
  - Medication Administration Form (if needed) with an Individual Plan of Care for a Child
  - Individual Plan of Care for a Child
  - Third party organizations must complete and return the Third Party Agreement Form one week prior to the camper's start date.

### Camp Changes

Any camp related **changes must be made in writing** and if possible on a Y Change Form. Camp Change forms can be picked up at the Y. All changes will be processed accordingly. Session changes can be made no later than the Monday prior to the session start date.

### Health Forms

State of Connecticut regulations require that a fully completed and signed health form must be on file in the Camp Office prior to a child starting camp. Campers will not be allowed to attend camp without a current, complete form. A physical within the past two years is required with this year's date and signature from the physician. Health forms can be requested from the school nurse prior to the end of the school year. **Families must submit a health form annually at the time of registration but no later than two weeks prior to the start of camp.** A signed CT Dept of Public Health Medical Exemption Certification Statement is required for children without proof of immunization.

### Financial Aid or Other Financial Services (Care 4 Kids, DCF, etc.)

The Y's Financial Assistance program deadline is May 1. Financial Aid is limited, please apply early. Families applying for Care 4 Kids, both current recipients and new applicants, may be required to pay up to 100% of the total cost of the first session of camp upon registration. Once Care 4 Kids makes a determination of acceptance or denial of funds and provides the Y with reimbursement, the Y will provide families with the total remaining fees that they will be responsible for per session.

Care 4 Kids information and forms can be obtained by calling 1-888-214-5437 or visiting their website [www.ctcare4kids.com](http://www.ctcare4kids.com).

All parents will be responsible for all deposits, registration fees, and **full balances the Monday 2 weeks before the session start** date. If a balance remains on your account for the current session, your child will not be able to attend camp until it has been addressed.



## Insurance

The Y does not provide health or accident insurance. The parent/guardian assumes total liability for all charges incurred for medical treatment or property damage.

## Pre/Post Care

Pre Care: The YMCA is not responsible for children dropped off before the program begins each day. All pre-care campers must be signed in with camp staff.

Post Care: Children participate in games, stories, and quiet activities under the instruction and supervision of our camp staff. If your child is not picked up by closing time, a \$15.00 late fee will be charged for the first 15 minutes and \$1.00 for every minute thereafter. At the end of post care, emergency contacts will be called to make arrangements to provide transportation for the camper. All late fees must be paid within 24 hours or camp and post care privileges will be suspended.

Pre and post care are offered on a weekly basis only. We encourage early enrollment. No individual day requests for pre/post care will be allowed.

## DAY CAMP HEALTH AND WELLNESS

### Medication Administration at Camp

State regulation requires compliance with the following guidelines with any medications: A completed Individual Plan of Care for a Child and a Medical Authorization Form must be signed by a physician stating name of medication, time to be administered, and prescribed dose to be given. **FORMS ARE DUE NO LATER THAN TWO WEEKS PRIOR TO THE START OF THE CAMP SESSION.** The parent must bring the proper prescription bottle (with exact amount needed for the time the child will be in camp.) No controlled medication is allowed to be sent in with a camper. Medication may be dropped off before the child's camp session. All medication needs to be picked up at end of camp session. Any medication not picked up within one week of last day of camp session will be properly disposed of.

- Parents must bring in an Individual Plan of Care for a Child and Authorization for the Administration of Medication by Day Care/Camp Personnel Form completed by a Connecticut licensed physician/dentist and by the parent
- The medication must be in a safety cap container with the original prescription label
- The device for measuring and administering the medication must accompany the medication

Children must be given the first dose of medication by a parent before the YMCA may administer subsequent doses. Parents must pick up all unused medication within one week following the termination of the order or the medication will be destroyed. Please see the Camp Director or Nurse for a copy of the entire Medication Administration Policy if your child is in need of medication to be administered while at the camp.

### Injury at the Program Site

In the event that a child is injured at camp, the staff will:

1. Attend to the child
2. Administer first aid as needed
3. Assess the seriousness of the injury
4. Observe and monitor the child's activity

### In the Event, an Injury Appears to be Life Threatening

The Camp Staff will:

1. Call 911. If deemed necessary by medical personnel, child will be transported by ambulance to Yale/New Haven Children's Hospital or other designated hospital by parents/guardians. A staff member will accompany the child to the hospital and remain with the child until making contact with the parent.
2. Call parent, guardian or other designated person.
3. Call Camp Director. Request alternate coverage if needed.
4. Fill out an accident report and submit to the Child Care Office within 24 hours.

### Serious Injuries Are Considered to Be

Deep Cut	Injury to the Eye	Possible Sprained Muscle	Uncontrollable Bleeding	Injury to Mouth or Teeth
Facial Cut	Bee Sting	Possible Concussion	Possible Broken Bone	Bump to the Head

Procedure:

1. Call parent, guardian or other designated person.
2. Call Camp Director.
3. Fill out an accident report and submit to the Camp Office within 24 hours.

## Non-serious Injuries Are Considered to Be

Bruise, Splinter, Minor Cut, Scraped Skin

### Procedure

1. Notify parent, guardian or other designated person when they pick up child.
2. Fill out an accident report and submit to the Camp Office within 24 hours.
3. The staff will inform you if your child is injured. The parent/guardian is responsible for picking up the injured child and determining whether further medical attention is necessary.

## Illness/Injury

The Y staff wants your child to enjoy his/her time at camp. It is in the best interest of your child and the other campers that everyone at camp be healthy. If your child does not feel well the night before or the morning of camp, or has an injury or fever, we suggest that your child stay home from camp that day. Having your child come to camp while ill can prolong the illness, as well as, spread the illness to other campers. This is very important if your child is exhibiting symptoms of chicken pox, the flu, strep throat or any other contagious illness. If your child becomes ill or is injured during camp, the camp nurse will decide if it is severe enough to contact you.

## Health Policy

It is very important that parents conform to the Health Policy for the benefit of the sick child as well as for the protection of other children and staff in the program. Symptoms or conditions that justify keeping a child home or sending a child home are:

### Symptom/Condition

Chest or Bronchial Cough  
Conjunctivitis (Pink Eye)  
Covid  
Coxsackie  
Diarrhea  
Fever of 100 F or higher  
Head Lice  
Impetigo  
Pinworm/Ringworm/Chicken Pox/Fifth's Disease  
Rash/Skin Eruption  
Scabies  
Strep Throat/Tonsillitis  
Vomiting

### Child May Return

With a doctor's note  
With a doctor's note & after on medication for 48 hours  
Most current OEC & CDC Guidelines will be followed  
Fever-free for 24 hours & sores must be in the healing stage  
When normal bowel movements returns  
Fever-free for 24 hours  
After first treatment with proof of purchase & head check  
With doctor's note & treatment for 24 hours  
With doctor's note & treatment for 24 hours  
With doctor's note  
With doctor's note & treatment for 24 hours  
With doctor's note & treatment for 24 hours  
24 hours after vomiting has stopped

Children with symptoms are isolated under the care of the Camp Staff and in an area of the camp within view of others. Parents or emergency contacts are notified and the child must be picked up within an hour.

If your child is not feeling well enough to fully participate in the daily program, such as going outside, please keep your child at home.

## Contagious Disease

Please notify the camp if your child has a contagious disease. We must exercise precautions in order to maintain a reasonably healthy and safe environment and to avoid any epidemic situations. Children may return to the program when all symptoms disappear as noted above or the child's physician signs a statement as to the lack of contagious disease.

## Ticks

Enjoying outdoor activities in grassy areas may expose campers to ticks. While most ticks don't carry diseases, and most tick bites don't cause serious health problems, it is important to wear repellent; check for ticks at the end of the day; change clothes; shower; and stay on marked paths. Please understand that medical guidelines do not allow the camp team to remove ticks from a person when they have a bite.

## WHILE AT DAY CAMP

### Things to Bring Everyday

- Backpack with towel and one-piece bathing suit labeled with your child's name
- Extra clothing; footwear; rain gear
- Odorless Sunscreen Lotion and Insect Repellent with name on bottle
- Nut-free lunch. If lunch is not provided by the camp, a ziploc bag for your child's lunch with name and group name on it (no lunch boxes or coolers). All lunches are refrigerated.
- Cardboard/disposable drink, (no glass, cans, or thermos allowed)
- Plastic water bottle with name on it

## Clothing

Children should wear play clothes and sneakers. No open-toe shoes, crocs or sandals are allowed at camp except for water based activities. Children wearing sandals will not be allowed to participate in some activities as it can lead to injuries. **Please label all clothing with first initial and last name and other items that are brought to camp.** This includes towels, bathing suits, backpacks, extra clothing, footwear, and rain gear (for rainy & cooler days). Insect repellent, sunscreen, and water bottles should also be labeled and brought to camp. These items should be packed into a backpack or gym bag. Appropriate swim attire is required, one piece bathing suits for females and swim shorts for males.



### **Lunch & Snacks**

Some of our camps offer a sponsored food program. If the camp doesn't, please send your camper's lunch in a zip-lock baggie (no lunch boxes or coolers) clearly marked with his/her name and group name along with cardboard/disposable drink. All lunches are kept refrigerated. Camp is a nut-free environment. Food items containing any trace of nuts will be confiscated and parents will be notified that they need to provide their children with an alternate, nut free, lunch. Food sharing is not permitted. Campers who need a snack should bring a non-refrigerated snack which can be eaten at program areas.

### **Parent Involvement and Communication**

We strongly believe that parent involvement is a key ingredient in a quality camp program. We have an open door policy and you are welcomed and encouraged to visit the program at any time your child is enrolled. Parents and visitors are required to sign-in at the office prior to visiting their child.

In order to understand each child better, the staff welcomes any opportunity to talk with parents about their children. It is critical that the lines of communication stay open. If communication is frequent, together we can provide security and continuity for your children. Any time during a child's participation in the program a parent may request a meeting with the staff to discuss the child's needs. The meeting will be set at a time that is convenient for both the parent and staff. Others can be invited to attend the meeting at the request of the parent or staff.

Parents are encouraged to share a special talent, hobby or vocation with our children. Contributions of toys, supplies for creative art projects and scrap office paper are very useful at camp and are always appreciated by the children and staff.

In an effort to be environmentally friendly, weekly emails will be sent to families throughout the summer. Information about the upcoming week's events as well as the current week's highlights will be included in the emails.

### **Rainy Days**

Camp is held rain or shine! On rainy days, activities will be held in sheltered structures. Children will travel to and from activity areas and should be dressed appropriately for the weather conditions. We recommend packing rain gear, towels, umbrella and additional footwear and clothing.

### **Lost & Found**

The Lost and Found is centrally located at camp. Parents should have their children check the Lost and Found anytime during camp hours. Due to state health regulations, all un-claimed items will be donated to charity at the end of each camp session so if you notice something missing, please check Lost and Found immediately.

## **DAY CAMP SAFETY**

### **Visitors**

All visitors/parents must sign in at the camp office. Visitors must be escorted by a staff member while on camp property.

### **Absences and Leaving Camp Early**

If your child is going to be absent from camp we require that you call the camp office. If you wish to pick up your camper before the end of camp, please contact administration in writing that you wish to do so. No call-in requests will be honored after 12:00 p.m. Early pick-up time must occur at least one hour prior to regular dismissal. All campers must be dismissed and signed out from the camp office daily when parents are picking up prior to the afternoon dismissal. All parents/guardians and authorized individuals picking children up from camp must have valid photo ID. The Y staff will check each individual's photo ID to verify that he/she has permission to leave the camp property with the camper based on the information provided by the parent/guardian of the child on their Camp Registration and Release Form.

### **Discipline Policy**

The Y believes in positive discipline based upon the core values of caring, honesty, respect and responsibility. The child care environment is one in which children are nurtured and encouraged. The staff and other children acknowledge positive behavior. We recognize that discipline issues will arise and therefore, we have developed progressive procedures that, while standardized, are adaptable to individual circumstances.

The First Procedure is to resolve the problem through a discussion and agreement with the child. It may be also necessary to implement alternative methods including re-direction, problem solving, separation, or time out. When using time out, children will be separated from the group in an area with staff supervision for a period of time equivalent to one minute per year of the child's age. The child will not be put in a corner, outside of a door, or facing the wall. After the specified time and when the child is ready, the child will join the group.

If we are not able to resolve the problem, the Second Procedure is to involve the parents to discuss the behavior and how to work together with the child to resolve it. If continued and extreme violation of these rules occurs, the Third Procedure is to call the parent to pick up the child and/or may be required to meet with the Camp Director to discuss a plan of action.

If none of the above results in a satisfactory resolution of the inappropriate behavior, the Last Procedure would be to suspend or expel the child from the program. Some behaviors may warrant our skipping procedures depending upon the severity of the inappropriate behavior. Behaviors that involve physical harm or verbal attack toward other children or staff will not be tolerated per the Central Connecticut Coast YMCA Code of Conduct and Membership Handbook.

### **Emergency Action Plan**

In the event of an emergency at camp it is our policy to stop all activities and collect all campers at a designated location to take attendance. Parents of the campers involved will be called immediately. Please provide an emergency contact number if neither parent can be reached during the day (grandparent, neighbor, etc.). Please be patient with us if you arrive during a drill or an emergency.

### **Child Abuse/Neglect – Legal Requirements**

All camp staff providers are mandated by the State of Connecticut to report suspected child abuse, child neglect and child at risk to the Department of Children and Families. We are not required to inform parents or guardians if such a report is made.

### **Parental Substance Abuse Policy**

If any staff member of the Y suspects substance abuse on the part of a parent or guardian, the Y staff will call an authorized adult on the release form to pick up the child. If the parent or guardian is aggressive or threatening, the Y staff will call the police or 911. According to state regulations, the Department of Children and Families (DCF) will be notified of any presumed substance abuse. If the situation happens more than once, the Y reserves the right to discontinue care for the child enrolled in the program.

## **TRANSPORTATION**

### **Transportation Rules for Buses**

- All passengers must remain seated while the bus is in motion.
- All passengers will wear seat belts while traveling on the bus as they are available.
- All passengers will keep their hands and belongings inside the bus and not out the windows.
- All passengers will follow the rules outlined in the Camper Code of Conduct which will be signed at the time of registration.
- All passengers will sit with their backs to the seats, facing forward while the bus is in motion.
- If persistent behavior issues occur on the bus, individuals will no longer be allowed to ride the bus for the duration of the summer.
- For campers being transported from the Y designated bus stop to and/or from Camp: all authorized pick up individuals must present their identification as needed for the camp staff to release their child from the bus.

## **THINGS TO REMEMBER**

### **Things to Remember**

- All balances must be paid before your camper can start camp.
- The camper will not be allowed at camp if balance is not paid in prior to the Monday, two weeks before the camp session start date.
- Medical Health Assessment Forms are due at the time of registration but no later than two weeks before the Camp session starts. Children will be sent home if they do not have a valid medical release. Forms must be filled out completely and signed. State Law requires an Individual Plan of Care of a Child and an authorization of medication form for any medication that is administered at camp. Forms are due no later than two weeks prior to the start of the camp session. Any other medication will be confiscated.
- Requested counselors and specific camper group cannot be guaranteed.
- Camp is a nut-free environment. Because of an increase in allergies, please do not pack lunches or snacks that include nuts or nut products. That also includes products that are made in peanut facilities ( i.e. granola bars)
- When picking your child up from camp, you must have a photo ID.
- Cell phones, electronic devices, radios, CD players, video games, weapons, and pets are not allowed at camp. These items may be confiscated by staff. Valuables should be left at home. The YMCA is not responsible for lost or stolen items.
- Please check Lost and Found if your child has not brought everything home.
- Check email and backpacks for flyers about upcoming events and important messages.
- Inclement weather days DO happen and can happen unexpectedly. Please pack accordingly. That includes extra towels, clothing, sneakers, umbrellas and sweatshirts.
- Financial Aid is available. Please contact the Y for details and application. The Y accepts Care4Kids. Financial Forms are due no later than May 1.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Having a great camp experience is an essential ingredient to a fun summer. Please review this Summer Day Camp Parent Handbook carefully. We follow the guidelines outlined in this Handbook and the CCC Y Member Handbook. Both handbooks can be found on our web site. If you have questions about the handbooks or have comments, questions or concerns while at day camp, please contact the Camp Director. We are looking forward to getting to know you and your family!**

**Camp Hours:** Each day, camp begins at 9:00am and concludes at 3:30pm. Morning drop off will begin no earlier than 9 am. Afternoon dismissal will occur at 3:30pm.

**Pre-Care Program:** The hours of operation for the Pre Care program for Camp Tepee are 7:15am - 9:00am, and for Gymnastics Camp and Specialty Clinics are 7:30am - 9:30am. The Y is not responsible for children dropped off at the program prior to 7:15am or 7:30am respectively. Parents/guardians must sign their child in with the designated Pre Care Program supervisor daily.

**Post-Care Program:** The hours of operation for the Post Care program for Camp Tepee, Gymnastics Camp and Specialty Clinics are 3:30pm-6:00pm. Camp Tepee campers will have the opportunity to participate in recreational games, free swim in our pools, camper choice activities, and quiet activities under the instruction and supervision of our camp staff. Gymnastics and Specialty Clinic participants may have the opportunity to participate in open gymnastics, sports, outside activities and games under the supervision of our camp staff. Snacks are not provided at the Post Care Programs. However, families are welcome to send a nut-free afternoon snack for their child. A valid ID must be provided at pick up time from a pre approved person on the pick-up list.

**Challenge Course:** Camp Tepee offers challenge course activities including high ropes course, climbing wall, low ropes, and a zip line. These activities involve a potential risk of injury. Parent/guardian permission must be given on the registration form in order for campers to participate in these activities.

**Special Needs:** Lakewood-Trumbull YMCA supports students that have special needs. There are supervised volunteers to work one on one with children with special needs. Contact the Camp Director to learn more about how we can support your child.

Families who chose to provide their own one on one aide need to contact the camp first for more information and to complete an agreement form. We do require a background check on any aides that will be at the camp facility.

**Parent Communication:** Emails will be sent out Thursday or Friday before your scheduled week. This email will give details on the next week events, wacky Wednesday themes, counselor and tribe number for each child.

**Camp Contact Information:** Camp Tepee is located at 204 Stanley Road in Monroe. The camp telephone number is 203 261 2566, Camp Fax number is 203-261-3146. Gymnastics Camp and Specialty Clinics are located at 20 Trefoil Drive in Trumbull, and can be reached through the Lakewood-Trumbull YMCA main branch number 203-445-9633, Program Center fax number is 203-445-9080.

Further camp information and registration forms are located on our website at [www.lakewoodtrumbullymca.org](http://www.lakewoodtrumbullymca.org) or you can contact the main branch of the Lakewood-Trumbull YMCA at 203 445 9633. Online registration is encouraged.