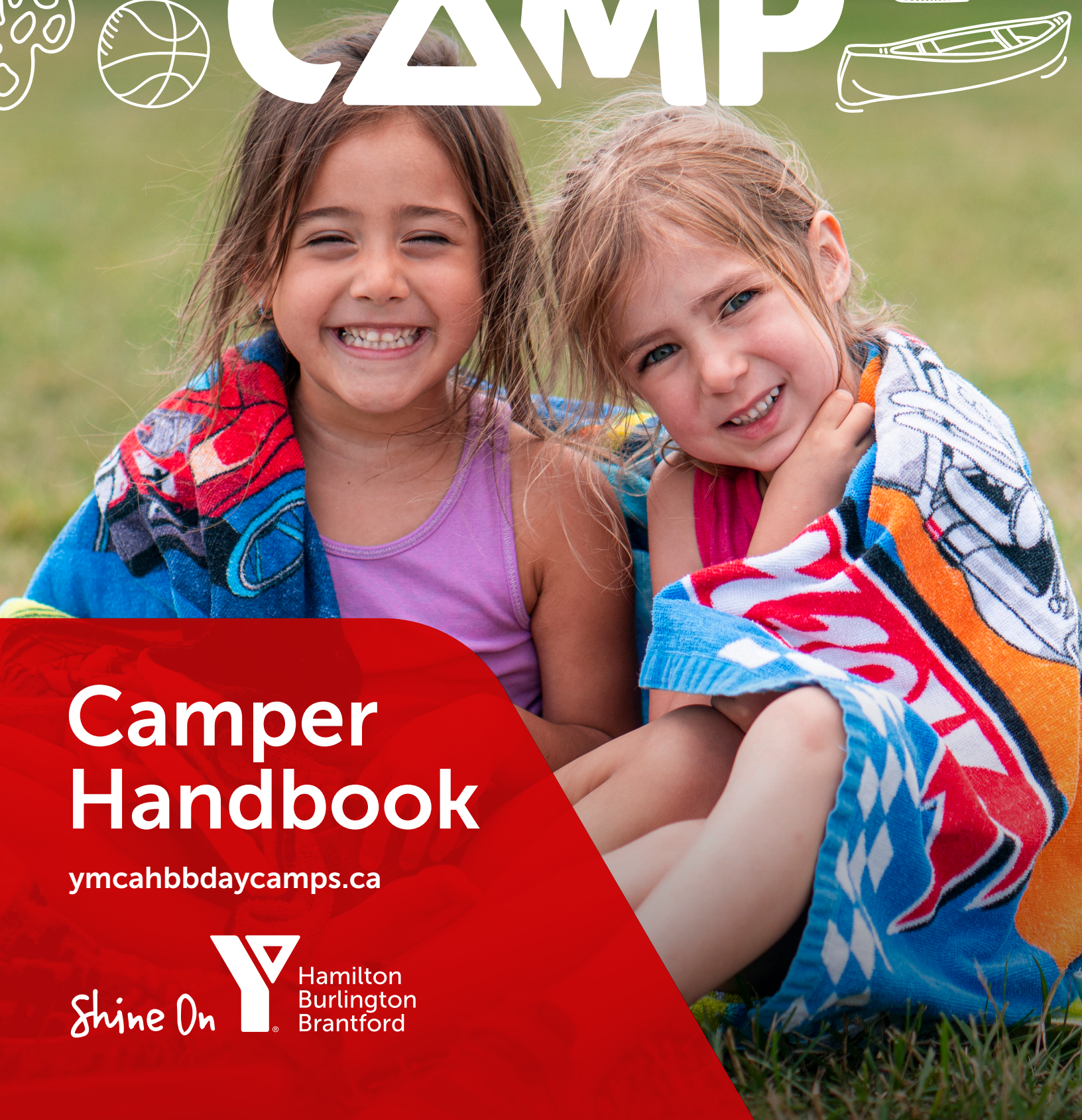




# YMCA SUMMER DAY CAMP



## Camper Handbook

[ymcahbdaycamps.ca](http://ymcahbdaycamps.ca)

Shine On  Hamilton  
Burlington  
Brantford





## **Dear YMCA Camp Family,**

Thank you for choosing YMCA Day Camp for your child's summer camp adventures. To help you and your camper prepare for their summer camp experience, please read through this information carefully.

Our day camp program is based on the principles of YMCA Canada Healthy Child Development. This is an intentional approach to developmentally appropriate programming; it's the basis of how we help your child grow the YMCA way.

If you or your camper(s) have any questions about the upcoming summer, we encourage you to email us at [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca) or call us at 905-317-4929.

We can't wait for a great summer!

AJ Phillips,  
Day Camp Manager

### **Contact:**

[ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca)  
(905) 317-4929

### **Registration Opens:**

Monday, March 17th at 8:00am  
[ymcahbb.campbrainregistration.com](http://ymcahbb.campbrainregistration.com)

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SESSIONS	JUNE/JULY				
Session 1*	Jun 30	1	2	3	4
Session 2	7	8	9	10	11
Session 3	14	15	16	17	18
Session 4	21	22	23	24	25
Session 5	28	29	30	31	Aug 1
SESSIONS	AUGUST				
Session 6*	4	5	6	7	8
Session 7	11	12	13	14	15
Session 8	18	19	20	21	22

\*Indicates a 4-day week due to holidays. Camp will not operate on Tuesday, July 1st & Monday, Aug 4th.

## Communication to Families

Communication between camp and our camp families is key to making this a great summer. Please keep this information for easy reference during your child's camp experience. You can also download this information at [YMCAHBBDayCamps.ca](http://YMCAHBBDayCamps.ca). You will receive an email prior to your camp week to share some important information about your camp experience.

## Camp Hours

All Day Camps operate from 9:00 am to 4:00 pm (if your child is taking a bus to Camp Chippewa – refer to the bussing hours in the **Field Guide** for drop-off and pick-up times). If you require a longer camp day, extended care programs are offered at select locations.

**Please note**, sign in does not start until 9:00 am at Community Camps and Outdoor locations.

**Late Pick Up from Camp:** Families who are late picking up their child will be charged an additional \$20 for every 30 minutes or part-thereof. Repeated late pickups may result in removal from Day Camp.

## Extended Care

Extended camp care is offered before and after camp at an additional fee. This safe, fun, and supervised licensed childcare environment is available at several locations.

- Operates from 7:00 am – 9:00 am and 4:00 pm – 6:00 pm
- \$30/week; \$24/week (Weeks 1 & 6) - Burlington, Hamilton, Stoney Creek, Brantford
- Space in the extended care program is limited. Please register early to avoid disappointment.

## Emergency Contacts and Authorized Pick Ups

If you are not available to pick up your child in the event of an emergency, please ensure that the emergency contacts you have identified are available in your absence and listed as authorized pick-ups.

If you need to add an authorized pick-up during the camp day, please call the Day Camp office at 905-317-4929.

Please inform us if any of your contact information changes. It is important for us to maintain current phone, email, mailing address and emergency/authorized pick-up information.

## Sign In and Out Procedures

Sign in begins at 9:00 am at all camp locations. Parents must wait with their child until they are signed into camp by a Site Supervisor or onto the bus by a Bus Monitor.

Only those indicated during registration as an authorized pick-up will be allowed to pick up your child from camp. For your child's safety and according to YMCA Canada's Child Protection Policy, no exceptions will be made to this rule.

To ensure the safety of campers, we require all campers to be signed in and out each day by a parent or guardian 16 years of age or older. Your child will only be released to those indicated on their registration as authorized to do so. Government issued photo ID will be checked every day and must match the name(s) provided on your child's registration form.

Please make sure to notify the YMCA Day Camp office of any changes to your child's authorized pick-ups by emailing [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca).

## Talking to your Child's Camp Counsellor

While we encourage parent communication and are happy to speak with you about your child's day camp experience, you may not get an opportunity to meet your camper's Counsellor face-to-face.

If you have questions or concerns about your child's day camp experience, please speak to your day camp's Site Supervisor, and they will help!

## Absences

If your child will be absent from camp, please notify the Day Camp office by emailing [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca). Please be sure to give the full name of your camper, the camp program and location they are attending, and the details of the absence.

If a camper is not present at morning attendance and no absence has reported, YMCA staff will begin calling the contacts listed on your camper's registration to confirm you are aware of this absence.

Families receiving a subsidy through their city or municipality should confirm with their case worker the number of eligible absent days available to you for the summer. Should you exceed those number of absent days, you will be responsible for the full cost of the non-subsidized rate for the days in which your child is registered but not present or cancelled prior to the regular registration closure deadline.

## Weekly Registration Closure

If your child(ren) had a great week at camp and would like to attend another week, please ensure you register before Monday at 12:00 pm prior to the start of the following week of camp, when registration closes for the upcoming session.



## Camper and Session Changes

Changes to camp preferences must be made no less than 10 business days before the registered camp week. All changes must be made in writing and emailed to [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca). No other method of communication will be considered.

One complimentary change will be permitted to families. Changes include switching camp weeks or locations as well as cancellations. Additional changes will result in a \$30 Administrative Fee for each emailed request.

New registrations will not be accepted after Monday at 12:00 pm for attendance the following week. Due to limited spaces in certain programs at certain sites, change requests may not always be possible.

## Cancellation and Refund Policy

Cancellations to camp sessions must be made by Friday at 5:00 pm, at least 10 business days in advance to the week you are cancelling to be considered. All cancellations must be made in writing and emailed to [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca). Any other method of cancellation will not be considered.

Refunds are not issued for inclement weather or pool/ beach front closures or matters of environmental surroundings, including bug bites.

Refund requests within 10 business days must accompany a medical note and will be decided case-by-case by the Day Camp manager.

Any refunds requested after May 14th, 2025 will be subject to a \$30 Administration Fee per week, per camper.

## Programming Expectations

YMCA Day Camp programming provides campers with a broad range of activity options. Our emphasis is on creating experiences for campers based on the principles of YMCA Canada Healthy Child Development.

YMCA Day Camp programming grows with your child, providing new activities or more challenging activities as a camper progresses through our day camps. Specific activities listed in the brochure are meant to give you and your camper an idea of what is available on a given day and should not be considered a guarantee that they will participate in all those activities in a single day.

Many of our activities are weather dependent. For example, nature hike is a program that will not occur during a thunderstorm or may need to be modified during excessively hot weather.

Our day camp sites try to ensure that campers get to experience as many activities as possible as described in the brochure and on the website, but sometimes to ensure the overall safety and wellbeing of campers, it is not always possible. Please talk to your camper's on-site leadership team or Day Camp Counsellor for more specifics about daily programs.

## Bussing Reminders

While we make every effort to adhere to the bus schedule, we place an emphasis on safety and ask parents to arrive at least 5 - 10 minutes before the scheduled time.

We ask that families arrive on time, so the bus can leave the stop to arrive at camp on time. Families are expected to wait until your child has been signed in and boarded the bus, as children cannot be left unsupervised at the bus stop.

All buses have at least one staff person (bus monitor) who rides the bus from beginning to end. **All children under the age of 16 must be signed out by an adult (over the age of 16).**

Staff will remain with campers until all campers are signed out by an authorized pick-up; however, parents/guardians are subject to a \$20 late fee for every 30 minutes (or part thereof) if authorized pickups arrive late.

The bus you choose to transport your child must be the same for drop off and pick up for the entire week. If your child requires more than one bus option throughout the summer, please contact the Day Camp Office at [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca) to ensure these changes can be reflected on your account.

**For extended care families, the bus pick up and drop off location must be the same as your chosen extended care site.**

On the first day of camp, your child will be given a wristband colour corresponding to their bus – please leave this wristband on for the remainder of the camp week as it will be used to identify your child's bus route at camp.

Day Camp Senior Staff are in contact with the buses and track their progress to ensure safety for both campers and staff. Once underway, our schedules account for typical traffic, but buses may fall behind in case of major congestion on bus routes. The Day Camp office will send an text blast to notify parents if there is a more than 15-minute delay from the scheduled arrival time.

Busses will wait for 5 minutes for children to be signed out before moving on to the next stop. Adults who arrive after the bus has departed must then pick up their child at their local YMCA.

- Hamilton Busses (Lower City) - Downtown YMCA
- Hamilton Busses (Mountain) - Les Chater YMCA
- Burlington Busses - Ron Edwards YMCA
- Brantford Busses - Laurier Brantford YMCA

**Laurier Brantford Day Camps:** Please note, camps bus to Brant Park two days a week dependent on weather.

## WHAT IF YOU MISS YOUR BUS IN THE MORNING?

In the event that you miss your bus in the morning, you can drop your child(ren) off at the next bus stop on your route within the scheduled timeframe or drop them off directly at the camp site. You can drop off as early as 9:00 am at Christie Lake Conservation Area.

For Camp Chippewa, please follow signs for the Lakeside Pavilion. For Specialty Camps, please follow signs for the Marina Pavilion. After 3:00 pm, all drop-offs and pick-ups are at the Lakeside Pavilion.

## Preparing your Child for Camp

For many children, going to summer day camp is the first time they will take a bus or meet a new group of children outside of their school environment. In order to prepare your child for a positive experience, follow these tips:

1. Talk about the camp program and about some of the activities your child will be involved in.
2. Visit the camp location ahead of time.
3. If your child is taking the bus, visit the bus stop, drive the bus route and point out familiar landmarks along the way.
4. Talk about the routine for the day, and get your child involved in packing their backpack.
5. Review our Behaviour Guidelines with your child.

## Sunscreen and Bug Spray

Sun safety is important to the YMCA. All camps participate in outdoor activities. Please send your child with their own sunscreen and bug spray. Sunscreen and bug spray cannot be shared between camper groups. As campers are divided by developmentally appropriate age groupings, siblings may be in different areas of the camp locations.

Please apply sunscreen to your child before they arrive at camp. Day Camp Counsellors are not able to apply sunscreen to your camper. Please work on this skill with your camper before they attend camp.

Counsellors will monitor and verbally instruct campers on how to apply sunscreen and record applications on a Sunscreen/Bug Spray tracking chart.

Christie Lake Conservation Area is a fully outdoor environment and campers spend time in forested areas. Please send your child with appropriate clothing and/or bug spray to avoid mosquito bites.

## Swimming and Life jackets

All campers undergo a swim test before participating in swimming at Christie Lake and community pools.

**All campers 6 and 7 years of age must wear a life jacket, regardless of swimming ability.**

At community pools, we are required to follow centre rules and public health guidelines regarding pool ratios and swim tests. This may mean your child will be required to wear a life jacket at the discretion of the community pool staff.

At Christie Lake Conservation Area, the YMCA maintains the waterfront swimming area. Campers 8 years of age and older can complete a swim test to swim without a life jacket. Campers regardless of age may be required to wear a life jacket in the shallow and/or deep-end based on the Waterfront Specialist's discretion.





Campers who do not pass the swim test will have an opportunity to try again the next day of swimming. If you wish your child to wear a life jacket in the water, please indicate this on your registration form or email [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca).

All campers and staff wear life jackets in canoes and kayaks at all times. There are no exceptions to this rule.

## Inclement Weather

Campers spend a considerable amount of time outside at all of our day camp sites.

In the event of inclement weather, YMCA Day Camp staff will modify camp activities to accommodate for hot weather to ensure the health and safety of all participants. This will include frequent water breaks, water activities, less active games and the use of shaded and cooler areas of the camp. These precautions will allow all campers to enjoy a fun and safe camp experience, even on the hottest of days.

Christie Lake Conservation Area is an outdoor camp with covered pavilions available. **There is no indoor option at Christie Lake Conservation Area.** During inclement weather, children will participate in low-activity games under the pavilions. Please send warmer clothes for these days. All campers will operate rain or shine.

Use of Christie Lake Conservation Area's beachfront is dependent on clear water tests from the Ministry of Health.

Christie Lake Conservation Area is a fully outdoor environment and campers spend time in forested areas. Please send your child appropriate clothing, or bug spray to avoid mosquito bites. Refunds will not be given for inclement weather, matters of environmental surroundings - including bug bites - or waterfront closure.

## Healthy Lunches

Your camper will be active for most of the day and may be hungrier than usual, so be sure to pack a large, nutritious lunch – two snacks, a drink, plus a refillable water bottle.

In our ongoing efforts to respect the environment, try packing your camper's food and drinks in clearly labeled, reusable containers. We recommend that you send lunches in an insulated lunch bag with an ice pack to keep them cool during the day. You can also try freezing water bottles and juice boxes the night before camp.

YMCA Day Camp does not provide lunch or snacks and we strive to be nut-free. There are lots of websites that can provide you with lunch ideas.

Please be respectful of campers with severe life-threatening allergies and leave peanut butter and other nut products at home.



Shine On

**Recommended snacks:**

- Fruit, pretzels
- Granola bars (peanut free)
- Cheese and crackers
- Yogurt
- Juice boxes/bottle of water

**Recommended lunch:**

- Sandwiches (whole grain bread, meat, cheese)
- Vegetables (carrots, celery, cucumber)
- Fruit (apple, pear, orange, banana)
- Juice boxes/bottle of water

Campers will not have access to a microwave or refrigerator at camp. Please do not send items that need to be heated up with your camper. You must pack a bag lunch for your camper.

## **What to Bring to Camp**

We expect your child to be responsible for everything they bring to camp. Your child's Day Camp Counsellor will certainly help their campers manage their belongings, but it is important that your child knows what they are bringing to camp. Involve your child in packing their bag, and label everything they bring to camp with their first and last name.

Keep in mind that your child will be very active, and camp can be rough on clothes. Try not to send campers in new or expensive clothing. Proper footwear is essential and we recommend running shoes. Camp continues rain or shine; please check the weather each morning to ensure your camper is properly prepared for the day.

- Running shoes
- Light jacket
- Hat
- Swimsuit and towel
- Bug Spray\* (recommended for outdoor programming at Christie Lake Conservation Area)
- Litter less and nutritious nut-safe lunch and snacks. Campers are active and busy all day. Please ensure they bring a healthy lunch, snack and drinks (a reusable bottle is best) to nourish them throughout the day.
- Water Bottle
- Weather appropriate extra clothing
- Sunscreen\*

*\* Sunscreen and Bug Spray cannot be shared between camper groups. As campers are divided by developmentally appropriate age groupings, siblings may be in different areas of the camp locations.*



## What **NOT** to Bring to Camp:

- Peanut/Nut Products
- Video games
- Cell phones
- Personal toys
- Valuable items, or items of sentimental value
- Playing or trading cards, including Pokémon cards

YMCA Day Camp will not be responsible for any lost, broken, or stolen items.

## Lost and Found

The YMCA is not responsible for any items your child loses at camp. The YMCA will not provide refunds for damaged, misplaced or lost belongings, so please do not send anything of value to camp.

***Please label all of your child's belongings with their first and last name and leave all valuables at home.***

We suggest iron-on/stick-on labels or permanent marker for all items. Campers are expected to be responsible for their own belongings regardless of age. Your camper should help you pack their backpack each day so that they know what is coming with them to camp.

The YMCA cannot accept responsibility for clothing and/or equipment lost at camp or in transit. All clothing and belongings will be held on-site lost and found up to 2 weeks after the camp session. Any unclaimed belongings will be donated to a local charity after the 2 weeks have passed.

## Camper Behaviour and Behaviour Guidance Procedures

It's our goal to provide a healthy, safe and secure environment. The YMCA teaches core values through activities based on caring, honesty, inclusion, respect and responsibility. Children who attend programs are expected to follow the behaviour guidelines and interact appropriately within the group. Admission into and discharge from day camp will be at the discretion of the YMCA. On occasion, despite our Day Camp staff's efforts, there may be a situation where our program cannot reasonably meet the unique needs of a child.

The following guidelines are put in place to ensure all campers enjoy their camp experience. Failure to follow these guidelines may result in suspension or removal from Day Camps.

- People are responsible for their actions
- We respect each other and the environment
- Honesty will be the basis for all relationships and interactions
- We strive to make healthy and safe choices
- We will care for ourselves and those around us
- We value diversity and seek to include others

All children are expected to follow the YMCA behaviour guidelines, and to interact in a positive and appropriate manner with their fellow peers, staff, and other members of the YMCA Camp community. Behaviour (including but not limited to: violence, swearing, harassment; verbal threats; physical behaviour; running away; destructive behaviour etc.) that negatively impacts others physically or emotionally may result in dismissal or permanent removal from camp at the discretion of the YMCA of Hamilton|Burlington|Brantford

To provide a safe and inclusive experience for campers, all YMCA Day Camp staff are trained in YMCA Canada's Principles of Healthy Child Development and promoting positive relationships, engagement, well-being and behaviour. YMCA will provide the following strategies to support positive relationships, engagement, well-being and behaviour:

- Create a routine for campers by sharing the daily schedule and using transition warnings for changes and upcoming activities
- Build relationships and reflect children's interests in programming
- Will help children label their emotions, validate how they are feeling and facilitate positive problem solving conversations
- Set clear expectations and reminders about the rules of camp
- Provide reminders to campers to be responsible for their belongings, and provide reminders to apply sunscreen, drink water and other sun safety measures

Staff will make every effort to work with campers and their family to encourage positive behaviour, safety and well-being at camp.





Situations may occur that pull staff out of ratio and/or result in safety concerns which could include:

- Aggression or violence towards self or others
- Fleeing, hiding, or leaving program space
- Ongoing refusal to follow the directions of staff
- Destruction of YMCA property or others' personal belongings
- Lewd or sexual behaviour
- Language that does not promote a respectful or inclusive environment

Continued unsafe or disruptive behaviour may result in early pick up, suggestion of an alternative program/additional support, or removal from program.

Campers may return where appropriate accommodations or supports can be implemented, in collaboration with the family, camper, and camp staff.

If you are currently experiencing a break in service from a YMCA program, it may affect your ability to register for other YMCA services. Please contact the Day Camp office for more information.

## Camper Health and Wellbeing

Your child's safety is our first priority. All day camp staff are fully trained and certified in First Aid and CPR-C.

In the event of a minor incident, YMCA staff will provide immediate appropriate care. All Day Camp Counsellors carry a basic First Aid Kit with them at all times during the camp day.

If your child needs medical attention apart from minor injuries, we will ensure immediate medical care, which may include calling an ambulance.

We will make every effort to contact you or your designated authorized/emergency contact(s) and a member of the Senior Staff team will stay with your child until you arrive.

## Medications

Day Camp staff can administer drugs/medication to a child when the parent/guardian has completed an Administration of Medication Form. An Administration of Medication Form is required for all medications - prescription or non-prescription.

All medication (prescription and non-prescription, such as Advil or Tylenol) must be in the original container labeled with the child's name and prescription number (when applicable). Medication will be collected on the first day and returned on the last day of the camp week. Please send only enough medication for the week.

## Anaphylaxis and Asthma/Inhalers

If you identify your child as requiring an EpiPen and/or inhaler for life-threatening allergies or any other prescribed conditions (example: Asthma), the EpiPen and/or inhaler will need to accompany your child to camp each day.

If your child requires an EpiPen and/or inhaler, please indicate whether your child's counsellor or your child will carry and administer the medication(s). EpiPens and/or inhalers are considered life-saving medications and YMCA Day Camps are required to ensure these life-saving medications are present with the child while they are in our care.

YMCA Day Camp staff must be made aware of any medications, including EpiPens and inhalers, if they are present at camp. Campers are not permitted to carry any medication, including over-the-counter medication like Advil or Tylenol, in their backpack for the safety of other campers and staff.

**For your child's safety, they will not be admitted to camp or extended care without their EpiPen or inhaler and completion of all required forms. Forms can be found and completed through your CampBrain account.**

Medication Required	Forms Required
Requires a prescription or non-prescription medication at Camp	<ul style="list-style-type: none"> <li>Administration of Medication Form</li> </ul>
Requires an Inhaler at Camp	<ul style="list-style-type: none"> <li>Administration of Medication Form</li> <li>Individual Medical Plan Form</li> </ul>
Requires an EpiPen at Camp	<ul style="list-style-type: none"> <li>Administration of Medication Form</li> <li>Anaphylaxis Plan Form</li> </ul>
Requires both an Inhaler and EpiPen at Camp	<ul style="list-style-type: none"> <li>Administration of Medication Form (Inhaler)</li> <li>Administration of Medication Form (EpiPen)</li> <li>Individual Medical Plan Form (Inhaler)</li> <li>Anaphylaxis Plan Form (EpiPen)</li> </ul>
Child has been diagnosed with Asthma but will not be taking an Inhaler to Camp	<ul style="list-style-type: none"> <li>No Plan Needed Form</li> </ul>

If your child is attending camp with multiple medications (including an inhaler or EpiPen), each medication must have an accompanying Administration of Medication form and Anaphylaxis and/or Individual Medical Plan.

All forms can be found on your CampBrain account or on our website at [ymcahbbdaycamps.ca](https://ymcahbbdaycamps.ca) and emailed to [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca) once completed or uploaded to the CampBrain Registration Portal.



## Tax Receipts

The YMCA does not provide tax receipts for previous summer registrations. Summer 2025 camp receipts are issued at the time of registration and can be downloaded at any time from the CampBrain Registration Portal. If you require a receipt for any other purposes, they can be found on the CampBrain Registration Portal, or by emailing [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca).

## Child Care Subsidy and YMCA Financial Assistance

### CHILD CARE SUBSIDY

Child Care Subsidy is available to families that qualify through the City of Hamilton, Region of Halton, or City of Brantford. Child Care Subsidy is recommended for families interested in more than two weeks of camp.

**Registration instructions for families in receipt of subsidy can be found on our website.**

Registration limits for our Specialty Camps at Christie Lake Conservation Area are based on region.

- Hamilton - No limit
- Burlington - No limit
- Brantford - Cannot register for Specialty Camps

***There are no registration limits for General Camp Chippewa or Community Camps.***

Please direct inquiries to:

- City of Hamilton - 905-546-4870
- Regional Municipality of Halton - 905-825-6000
- City of Brantford Child Care Services - 519-756-3150



### **YMCA FINANCIAL ASSISTANCE**

Through the generosity of donors from across our community, the YMCA can assist with the payment of two weeks of YMCA Day Camp fees. If your financial circumstances are limiting your ability to register for Day Camp programs, please contact the YMCA to arrange a Day Camp Assistance appointment. All inquiries will be confidential. All appointments will take place virtually and are booked through an online booking portal.

- For all Financial Assistance inquiries please contact: 905-317-4929

#### **How to prepare for your appointment:**

- Complete your camper's online registration
- Post-date and split your payment between May 15, 2025 and June 15, 2025
- Bring supporting documentation (2024 Notice of Assessment, pay statements, government assistance statement, etc.)

### **Feedback**

We send out a weekly survey to parents and welcome your feedback on all aspects of our YMCA Day Camps. This survey is an important component of our quality assurance measurement, and we encourage all families to participate for as many weeks as your camper is registered.

If you have questions, concerns, or compliments about our day camps, please email [ymcadaycamps@ymcahbb.ca](mailto:ymcadaycamps@ymcahbb.ca).





### **Charitable Mission**

The YMCA of Hamilton|Burlington|Brantford is a charitable organization helping people achieve personal growth in spirit, mind and body.

### **Vision**

Creating a vibrant and healthy community where everyone belongs and has the opportunity to reach their full potential.

### **Core Values**

CARING, HONESTY, INCLUSION, RESPECT and RESPONSIBILITY.

**[ymcahbb.ca](http://ymcahbb.ca)**



Charitable Registration # 10808 3825 RR0001