



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA SUMMER CAMP

PARENT HANDBOOK

YMCA OF GREATER MONMOUTH COUNTY

ymcanj.org

SummerFun@ymcanj.org

P. 732.836.9177



Here for all.

Financial assistance is offered
based on availability of funds.

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WELCOME TO YMCA CAMP

Dear Families:

Thank you for choosing to spend your summer at The YMCA Summer Camps! We are proud to offer a traditional outdoor summer day camp program for the greater Monmouth County area. Every day is an adventure at our camps! Your camper will experience the **BEST SUMMER EVER**, have a safe place to meet friends who will last a lifetime, set and achieve goals, try new things, and develop a sense of belonging to an awesome group of campers.

From swimming and sports activities to gardening and cooking fun, our programs are filled with fun and exciting experiences that teach values, develop character and build self-confidence.

Our trained and qualified staff provide your children with a caring and safe environment. We pride ourselves on the core character values that we live, teach and reinforce: Honesty, Respect, Responsibility and Caring. The mission of The YMCA is to put Judeo- Christian principles into practice through programs that build healthy spirit, mind and body for all.



This summer will be the **BEST TIME EVER** for all of our campers, families, and staff. With **multiple** weeks of camp, the fun never ends. Come by on a family night to enjoy some of our camp activities; check out our Facebook Pages (YCampZehnder, Freehold Family YMCA and Old Bridge Family YMCA) for updates and photos; and ask your campers what they achieved at camp today! Once again, thank you for choosing The YMCA. We look forward to making memories with your family!

Sunshine & Smiles,

Tricia Kline

Director of Camps

YMCA Camp Parent Handbook

CAMP FACILITIES

Camp Zehnder is located on 140 acres of wooded trails, amid fields, streams and a pond in southern Monmouth County on the border of Wall, Howell, and Brick Townships. A portion of our property is environmentally protected Green Acres Land owned by the state, but managed by The YMCA. Camp Zehnder is home to many exciting creatures and our campers will have the opportunity to see a blue heron, turkey vultures, red tail hawks, deer, bunnies, ground hogs, snapping turtles, snakes, worms, beetles, hippogriffs and more.

Zehnder's facilities include the main office, aquatic center, nature building, teen center, preschool/art building, two pools for daily swim lessons and free swim, locker rooms with showers & privacy stalls, picnic areas, vegetable and herb gardens, covered pavilions and tents for excessively hot or rainy days. There are many fun filled activities that your camper will experience at camp including the following: playgrounds, archery (2nd grade), biking (3rd grade), mini-golf, basketball, volleyball, soccer, hockey, arts & crafts, cooking, gardening, nature, science, Legos, fishing, hiking, yoga, karate, whiffle ball, flag football, multi purpose sports field, squirt tag and laser tag. Activities are dependent on full-time enrollment and weather.

The outdoor Freehold camp is housed at our Freehold Y facility. It hosts basketball courts, plenty of grassy areas, outdoor tents and an outdoor pool.

Our Camp in Old Bridge is located at Mannino Park in Old Bridge, with part of its land on county property. Our camp has outdoor basketball courts, grassy areas, covered tents and an indoor pool.

RESTROOMS

Bathrooms are available in the main office, the aquatic center, the teen center in the middle of the property, and the preschool/art building at the back of the property. Adults and children are not allowed in bathrooms at the same time. Camp staff stand in the main doorway when campers are in the bathrooms. A director may enter in case of shenanigans or emergency. Younger campers are given frequent bathroom breaks and are encouraged to use the bathroom.

LOCKER ROOMS

Note for 2021: Due to current COVID-19 safety precautions locker rooms are closed until further notice. Separate locker rooms are available for all of our male and female campers. Privacy stalls are also available in each of the locker rooms. Adults and children are not allowed in locker rooms at the same time. Camp staff stand in the main doorway when campers are in the locker rooms. A director may enter in case of shenanigans or emergency. Overnight lockers are not available. Campers will take all their belongings home each night. (Preschool campers may keep an emergency change of clothes at camp.)

LOST AND FOUND

Please label all of your children's belongings. Lost and Found is kept at the aquatic center office and is available at pick up time. Any items without names will be discarded after each Friday at the end of the camp day. The YMCA is not responsible for lost items.

TICKS AND POISON IVY

Our properties are professionally treated on a regular basis to limit ticks and poison ivy on our main paths and cleared trails. Campers are taught to recognize ticks and poison ivy, perform regular tick checks and stay on the cleared trails to limit their exposure to both. Our camp dinosaur usually eats most of the poison ivy, but a few plants have managed to escape his reach.

MOSQUITOES, BEES, AND BUGS

Our camps are an outdoor wooded property and we have lots of interesting creatures at camp. Usually the temperature is warm enough to keep the mosquitoes at bay, but you can send bug repellent with your camper. If your camper is allergic to bees, please make sure you indicate it on your child's Health History Form.

CAMP ADMINISTRATION HOURS

CAMP OFFICE HOURS

7:30 a.m. to 5:00 p.m., Monday through Friday.

Phone: 732.836.9177 | E-mail: Summerfun@cymca.org.

SUMMER CAMP PROGRAM HOURS

8:00 a.m. to 5:00 p.m., Monday through Friday.

Parents may drop off their campers according to staggered schedule

Please Note: There will be a \$10 fee for each 15-minute interval if a camper is picked up after 5:00 p.m.

CAMP STAFF

The YMCA camps are under the direction of our year-round professional directors. Staff-to-child ratios are in accordance with national standards. We screen and select counselors and specialists from local high schools and colleges, as well as certified teachers in our community. Members of the aquatic staff hold certifications in first aid, CPR, lifeguarding and swim instruction. All staff complete a background check, drug test and attend extensive training prior to the start of camp.



TRANSPORTATION

To ensure the safety of all campers and staff, arrival and dismissal of campers will only be permitted during scheduled staggered times. If you have a last-minute change in early pick-up, please notify the office as soon as possible. Bearing no emergency, if at all possible, please call at least 30 minutes ahead, so your camper will be ready. Please bring proper picture ID at pick up time. **No one will be released to a parent/guardian who is not listed on your account.**

PARENT TRANSPORTATION

When you arrive at camp, pull up to the circle, remain in your car with your child, and wait for Health Screening.

MORNING CAMP DROP-OFF

You have been scheduled for your morning drop off time. If there is a conflict with your scheduled time please email summerfun@ymcanj.org in advance to reschedule.

AFTERNOON PICK UP FOR ALL CAMPERS

You have been scheduled for your afternoon pick-up time. If there is a conflict with your scheduled time please email summerfun@ymcanj.org in advance to reschedule.

Please have ID ready until you are given a name card to display. All campers are allowed to be signed out only by individuals authorized by the children's guardian on the registration who are 18 years or older. If there are any additions or changes to these names, please inform the camp or via email. By law, we cannot release any child unless we have authorization from a parent/guardian.

RELEASE OF CHILDREN

Our camp has a policy concerning the release of children to authorized individuals. Please indicate and discuss with us if you have any concerns or needs for your child's departure from camp.

If a non-custodial parent/guardian has been denied access, or granted limited access, to a child by a court order, please provide documentation to that effect so that we can keep a copy on file and we will comply with the terms of the court order.

No child will be released to any person(s) who appears to be physically or emotionally impaired, to the extent that in the judgment of the Camp Director, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, the Camp Director will attempt to contact the child's other parent/guardian or authorized pick-up individuals. It is important to always list a backup other than the parent/guardians. If we are unable to make an alternate arrangement, the Camp Director will call the local Police Department.

In the event a child is left one hour past 5:00pm with no contact from a parent/guardian, the following procedure will be followed:

- The child will remain supervised at all times

- The Camp Director will call the local police department to have someone go to the child's home
- If no contact has been made from parents/guardian or emergency contacts, the police will take the child to the appropriate police station.

ABSENTEEISM & LATE CAMPERS

Attendance will be taken on a daily basis. For safety reasons, it is important that we know when your child is absent from camp. Please call the office at (732) 836.9177 or email summerfun@cymca.org. Speak slowly and clearly when you leave your message. Since camper attendance relies on parent/guardian dropping children off at camp, camp personnel will not attempt to contact parents/guardians or emergency contacts if a child is not signed in as expected.



CAMPER CONDUCT

EXPECTATIONS

Our YMCA Camp staff, volunteers, campers, and families are expected to behave in accordance with our mission and values at all times, respecting the rights, dignity, and differences of others. We demonstrate the core values of **Caring, Honesty, Respect, and Responsibility** by:

- > Speaking honestly and respectfully
- > Dressing appropriately
- > Resolving conflicts in a respectful, honest, caring manner
- > Never resorting to physical, verbal, or threatening gestures
- > Respecting the property of others
- > Following all safety rules at camp, on the bus, or on trips
- > Creating a safe, caring environment
- > Keeping electronics at home and cell phones turned off and out of site; **taking photos or videos of staff or campers is strictly prohibited except by authorized staff**

DISCIPLINE POLICY

Every camper, parent/guardian and staff member is responsible for his/her actions at camp. Every parent should speak to their camper(s) about acceptable camp and bus behavior. Any discipline used will relate to the camper's action and will be handled immediately. No physical punishment, humiliating, or frightening methods are used. Methods associated with food deprivation or extended isolation are not allowed.

It may become necessary to separate a camper from the group until he/she is able to gain enough self-control to rejoin the group if that camper's behavior:

- > Seriously disrupts group interaction
- > Is likely to result in harm to the camper
- > Is likely to result in harm to others
- > Is likely to result in property damage
- > Is likely to cause harm to camp wildlife.

Camp staff will deal with behavioral issues in the following manner:

- > Redirecting a camper
- > Rewarding acceptable behaviors
- > Encouraging campers to talk about the behavior
- > Taking a time out / chill time
- > Providing an example for speaking and interacting with campers in a positive manner. If disruptive behavior continues, the Camp Director will contact the parent/guardian:

First call: Official warning of camper's behavior

Second call: Suspension (Length depending on the severity of the problem)

Third call: Immediate expulsion from camp for the remainder of the season.

Refunds or credits will not be issued.

If a camper needs to be picked up from camp for disruptive behavior, the parent/guardian is required to do so within 90 minutes of the initial call. The YMCA reserves the right to modify, repeat, accelerate or not use this process as the circumstances of each situation demands.

CAMP INCIDENTALS

CAMP GROUPS

All camp groups are co-ed and arranged by the highest grade completed.

GROUPING REQUESTS

Please submit your request via email to summerfun@ymcanj.org. Children must have finished the same grade by June in order to be placed together. Grouping requests are appreciated as early as possible.

WHAT TO SEND WITH YOUR CHILD/CLOTHING

Campers need to wear comfortable clothing with socks and shoes with backs and are closed-toed, preferably sneakers, which are suitable for running and climbing. Please keep in mind that the campers are outdoors most of the time. They will be getting dirty and it may be best to leave favorite articles of clothing at home so they do not become ruined. Please provide rain gear and warm clothing on wet or cool days. We are always willing to help you find your child's belongings, but without labels, the task is almost impossible. You may search the lost and found on Family Nights.

Send your child with the following labeled items daily:

- Backpack (not too heavy as campers will transport them throughout the day)
- Mask (face covering)
- Hand Sanitizer (We will NOT be able to refill personal hand sanitizer)
- Lunch with ice pack
- Swimsuit and towel
- Reusable water bottle
- Sunscreen
- Hat
- Plastic bag for wet items
- Favorite Book to read

Other items your camper may need:

- Water shoes/sandals (for pool area)
- Goggles (**Note for 2021 Google will not be available to borrow at camp**)
- Bug spray

The following items are NOT permitted at camp:

- Alcohol and Drugs
- Personal Sports Equipment
- Toys/Electronics
- Personal animals and pets
- Weapons of any kind
- Anything that you don't want to get dirty or wet

We encourage campers to enjoy being unplugged! We prohibit the use of cell phones, personal game devices, I-Pods, and cameras on the property. The use of these items is disruptive to camp. If found, these items will be kept in the possession of the Camp

Director until a parent/guardian picks them up at the camp office. **The YMCA is not responsible for lost, damaged or theft of personal property.**

SUNSCREEN

Sunscreen must be labeled and in original packaging. We recommend lotion, as spray tends to be wasted. We also recommend all campers wear SPF at least 15 on all exposed skin. Parents/Guardians are responsible for applying the first layer prior to sending them to camp. Children are to be provided with enough sunscreen for later applications. Staff will be responsible for ensuring follow-up applications after one hour in water, two hours of sun exposure. Camp staff will assist younger campers with applications. An extra t-shirt can be worn during swimming if prone to burning easily.

LUNCH

Each day, please remember to send your child a healthy and nutritious lunch with an icepack. Lunches will be stored in an air-conditioned room. **Note for 2021: remind your camper food is not permitted to be shared with other campers.** Please make sure to indicate all special health, allergy, and dietary needs on the camper's health history form.



SNACKS

Campers are encouraged to bring nonperishable snacks in their lunches for morning and afternoon. **Campers are discouraged from sharing snack due to food allergies.**

CAMPER INFORMATION

Please keep the office informed of any contact information changes during the time that your child is in attendance. If your parent/guardian pick up changes, or if your transportation changes, please notify us in writing.

CAMP ZEHNDER WILDLIFE POLICY

We are very proud that Camp Zehnder's expansive 140 acres are home to many of New Jersey's wonderful indigenous wildlife species. As we share their habitat, we respect their rights and will not tolerate any acts of animal cruelty. Any inappropriate actions toward our animal friends will constitute a phone call to the Animal Control Officer and to the parent/guardian for immediate dismissal and possible suspension from camp.



MEDICAL CARE & ILLNESS

A certified nurse and/or qualified health director is on duty from 7:30 a.m. to 5:00 p.m. and works closely with the staff, campers and families to ensure the well-being of every child. Camp Zehnder meets the New Jersey Health Department Standards and National YMCA Camping Guidelines.

Ticks will be removed from campers if the camp health director feels that it can be done effectively. Ticks will be saved and sent home to parents. Parents will be notified to check affected area.

A Registration packet will be emailed and must be completed in full for each camper in order to participate in any camp program. If your child is injured or ill at camp, we will take whatever steps are necessary to provide appropriate care.

Safety is our primary concern. We strongly enforce safety rules for all campers. All camp staff members are CPR, AED, and First-Aid certified and asked to only give care within the scope of their training.

HEALTH HISTORY FORM

Each camper is required to have an updated Health History form and immunization record on file prior to their first day of camp. Health History Forms DO NOT require a doctor's signature. Special needs, allergies, or behavioral concerns should be reported on this form prior to the start date at camp so that adequate and appropriate preparation and care can be provided for each camper.

MEDICAL EMERGENCIES

If your camper has a medical emergency at camp, first aid is provided. If more advanced medical attention is needed, the health director will call Emergency Medical Personnel and then Parent/Guardian #1 or emergency contact. If the camper requires a hospital visit, they will be brought to Ocean Medical Center in Brick (Zehnder) Centra State (Freehold) or Hackensack Meridian Health Raritan Bay Medical Center (Old Bridge) via ambulance; along with a staff member.

MEDICATION

If your camper requires medication to be administered during the camp day, a completed **Authorization for Medicine** form must be returned to Camp Zehnder prior to the first day of camp. The form must be completed by the parent/guardian and must be completed and signed by the camper's doctor.

All medicine must be transported to and from the camp by the parent and not the camper prior to or on their first day of camp and will be kept locked in the health director's office. A camper may not carry medication with them during the camp day. The medication will only be dispensed by the camp health director, or the camp director. All medication must be in the proper prescription bottle with the child's name, name of medication and instructions.

All medications submitted must be claimed by the last day of the campers stay or they will be discarded.

FOOD ALLERGIES

If you are aware that your camper is severely allergic to any food item, please inform Camp Zehnder and the health director in writing two weeks prior to your camper's start date. We are a "peanut-aware" camp and we use caution around food programs and lunch time.

ILLNESS

YMCA Camp Parent Handbook

Note for 2021: please do a health screening of your camper and check their temperature at home. If they have any symptoms or a fever of 100.4 or higher please keep them home. Not only does this spread illness to other children and staff, but it is also unfair to the sick child. In accordance with Monmouth County Health Department guidelines, any child who has or had the following symptoms within a 24-hour period is **NOT** allowed to attend camp:

- > Temperature over 100.4°
- > Vomiting
- > Diarrhea
- > Any contagious illness
- > Close contact with anyone with contagious illness
- > Unknown rash
- > Eye irritation
- > Sore throat
- > Muscle ache
- > Head lice or nits
- > Shortness of breath
- > Travel to restricted states

Campers will be required to wear face coverings when inside unless eating or drinking; and when outside unless eating, drinking, swimming, participating in sports or when able to spread out more than 6 feet apart.

In case symptoms of illness develop or an injury occurs while at camp, please have arrangements made to pick up your camper within 30 minutes of notification. Otherwise we may need to call an ambulance for transport.

POLICIES & PROCEDURES

BABYSITTING

Please do not ask our staff members to babysit or transport your child. The YMCA has a very strict policy that does not allow our staff members to babysit any of the children enrolled in our programs. Our policy also states that staff members are never to transport any of the children enrolled in our programs in their vehicles.

PAYMENT AND REFUND POLICY

In order to hold your child's place in camp, a non-refundable deposit of \$50.00 per week, per camper is due at the time of registration. Deposits are not additional fees. The deposit amount is applied to the total camp fee. The remaining balance is due by June 10. You also have an option to set up automatic monthly draft payments via credit/debit or EFT on file. All refunds are subject to the Camp Director's approval only and are never guaranteed. In the case that a child is removed from camp by the Camp Director, there will be NO refund or camp fees returned for the period in concern. Please remember no refunds or credits will be given for absences due to family trips, holidays, vacations, disasters, family emergency, last minute changes, etc.

WE DO NOT REFUND FOR WEATHER CONDITIONS.

NOTE: In the event of a medical absence, a dated doctor's note on the physician's stationery must be received within five business days of the camper's absence. These letters may not be faxed and must be the original copy. Camp tuition fees will only be refunded for three or more consecutive missed days for medical reasons. There are no make-up days if your child is out sick.

ADDITIONAL CAMP WEEKS

If spots are available, you may register for additional weeks online up until midnight the Thursday before the week begins. All additional weeks are subject to availability.

FAMILY NIGHTS

Note for 2021: Family Night plans are to be determined. Still the best nights in Monmouth County! Family Nights give campers an opportunity to introduce their guardians/parents and siblings to a slice of life at Camp Zehnder. It also gives campers the opportunity to share their weekly camp projects and interact with camps from all around Monmouth county. Please check our Web site or Facebook page for updates and sign up for our REMIND app for notifications.

EMERGENCY DRILLS

For the safety of your children, we will be running the following drills weekly as per our staff manual. If there is an emergency, you will be notified through the REMIND app.

At the start of all drills a SIREN will sound followed by one of the announcements below:

CODE ADAM–Lost Camper Drill

After CODE ADAM is announced one counselor will gather the campers, count them, and attach a face to a name to make sure they all belong in their group. While a second counselor checks the surrounding area. A counselor will also inform the closest senior staff member of the missing camper. Senior staff member will organize a search of the entire camp property and surrounding areas. Everyone will remain seated without resuming activities and wait their group to be called. At which point they will be asked to report CLEAR and provide their group number. Activities can only resume when you hear the ALL CLEAR.

CODE RED–Medical Emergency (Sudden Illness or Injury) Drill

After CODE RED is announced and if it is an isolated emergency, we will clear just that area and resume activities elsewhere. If you are in the medical emergency area, your group may be asked to clear the area immediately. We do not wait for campers to grab their belongings. Camp Director will be notified and will call 911 if needed. Campers will be counted, attaching a face to a name and wait for groups to be called on the radio and report CLEAR and the numbers. We do not return to activities until we hear the ALL CLEAR.

Weather Emergency Drill

After WEATHER EMERGENCY is announced everyone will report to the closest closed or covered shelter. Staff will count the campers, attaching a face to a name and wait for their group to be called on the radio and report CLEAR and their numbers. We do not return to activities until we hear the ALL CLEAR.

Shelter in Place Drill

After SHELTER IN PLACE is announced everyone will report to the closest hidden area–out of sight of the road. If you are in a building please lock the doors and windows, close the blinds, shut the lights off, and stay out of site. Campers will be counted, attaching a face to a name and number to make sure they all belong to their group. Counselors may be instructed to turn off their radio for silence. They are to not come out from hiding or resume activities until the camp director or police officer gives the all clear and the code word. The code word will be announced at Staff Training and is not to be shared with any non-camp staff person. After you come out from hiding, the campers will be counted, attaching a face to a name and wait for your group to be called on the radio and report CLEAR and the number of campers. We will not return to activities until we hear the ALL CLEAR.

POOL IS ALWAYS CLEARED IN AN EMERGENCY ON CAMP

- 1 whistle – Medical Emergency/Lost Camper
- 2 whistles – Campers Attention/ Buddy check
- 3 Whistles – End of Activity/ Clear the pool

When 1 whistle blast sounds counselors will immediately gather campers on pool deck, follow missing child guidelines, and inform Aquatics Director or Senior Counselor. Do not return to activities until ALL CLEAR is announced.

AQUATIC DRILLS

A weekly aquatic drill will be implemented, which requires counselors to gather their campers as in a lost camper drill, as the aquatic staff makes their "rescue". In the case of a real emergency, you may be told to evacuate the pool area. EVACUATIONS require taking the campers out of an area immediately. They will not wait for them to change or put on shoes or grab bags. Campers may be asked to clear the pool deck and go into the bathrooms. Move as a group into either bathroom. Then staff can gather personal items for the campers and evacuate the aquatic complex.

CAMP EVACUATION

In the case of an emergency/natural disaster occurs and the camp needs to be evacuated, our goal is to keep children safe and calm. The Camp Director will determine the safest plan of action. Our designated area of safety for Camp in the event we need to evacuate campers will go to.

For Camp Zehnder:

1. Brick reservoir on Herbertsville Rd. where they will assemble in the parking lot.
2. Through back woods by Mini-Golf and proceed to Pine Grove Camp.

Campers at the Freehold facility will evacuate to The Y House on East Freehold Rd.

Campers at the Old Bridge Camp will evacuate to Mannino Park.

NO camper is to be released to a parent/guardian without proper ID and sign out with the designated person, once release has been granted by the Camp Director and local police. If an immediate closure of camp is deemed appropriate, the YMCA will contact parents/guardians immediately via Remind, phone, email, as well as post further information on our website and or Facebook page.





COMMUNICATIONS

COMMUNICATION IS THE KEY TO SUCCESS!

Our camps have a variety of ways to keep you informed about what is happening at camp. Any family member can be added to our email list. To add someone, or to keep your email address up to date, send your name and email address to Summerfun@cymca.org.

Like us on Facebook at YMCA CAMP ZEHNDER, Freehold Family YMCA and Old Bridge Family YMCA. Visit our website for updates and announcements at TheCommunityYMCA.org.

HERE IS WHAT YOU CAN EXPECT:

- > Monthly emails during the off season to keep you connected to camp planning & events
- > Weekly emails during the camp season to let you know what's been happening all week and what's planned for the coming week and an opportunity to give feedback on your week with camp.
- > Daily Facebook posts during the camp season full of the day's activities, updates, and camper achievements
- > Daily reports sent home for preschool, kindergarten and first grade campers. (others upon request)
- > Fliers sent home during the summer to announce special events
- > Family Nights to meet our staff and try some of our camp activities

End of the summer Seer survey emailed to parents and results are compiled and reviewed by camp staff. A formal review with Seer staff member and leadership team and changes and updates are made for the following season.

REMIND APP

Please sign up for our Remind App to get the latest news and updates regarding camp. **Download and join the class ycamp3911.**

CAMP:

To receive all camp messages via text, text@ycamp3911 to 81010.

CONTACT US

We appreciate your input and feedback, please call us with any comments or concerns. Discussions are kept confidential, and we are discreet and respectful with your feedback. You can contact our staff anytime at 732.836.9177.

Phone calls and e-mails are responded to within 24 hours; for immediate issues, please call the office directly at 732.836.9177

