



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 our YMCA Camp Zehnder! 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 our campers, families, and staff. With multiple weeks of camp, the fun never ends. Check out our Facebook Pages & Instagrams 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!



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, foxes, snapping turtles, snakes, worms, beetles, hippogriffs and so much more!

Our Camp Zehnder facilities include the main office, aquatic center, nature building, art building, a large outdoor lap pool, Z-zone, locker rooms with showers & privacy stalls, picnic areas, vegetable & herb gardens, covered pavilions and tents for extreme heat or rainy days. There are many fun filled activities that your camper will be able to experience while at camp including, but not limited to, the following: playgrounds, archery (2nd grade & up), biking (3rd grade & up), boating, high ropes (2nd grade & up), team building, mini-golf, basketball, volleyball, soccer, hockey, gaga, arts & crafts, cooking, gardening, nature, science, fishing, hiking, whiffle ball, board games, elective classes, squirt tag, laser tag and so much more! Activities are all dependent on age, full-time enrollment, and weather conditions.

RESTROOMS

At Camp Zehnder there are male, female, and gender-neutral bathrooms available. Bathrooms can be found in the main office, the aquatic center, the Z-zone in the middle of the property, and the art building at the back of the property. Adults and children are not allowed in the bathrooms at the same time. A director or coordinator may enter the bathroom in case of shenanigans or an emergency. Younger campers are given frequent bathroom breaks throughout the day and are encouraged to try to use the bathroom during those times.

LOCKER ROOMS

Separate locker rooms are available for all our male and female campers. Our locker rooms all include privacy stalls. Adults and children are not allowed in the locker rooms at the same time. Camp staff will stand in the main doorway when campers are in the locker rooms. A director or coordinator may enter the bathroom in case of shenanigans or an emergency. Overnight lockers are not available. Campers must take all their belongings home with them each day. (Preschool campers may keep an emergency change of clothes at camp.)

LOST & FOUND

Please label all your camper's belongings. At Camp Zehnder, the lost & found is kept by the main office and is available at drop off and pick up times. Any items without names will be discarded after each Friday at the end of the camp day. The YMCA is not responsible for lost or stolen items.

TICKS & 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 how to recognize ticks and poison ivy, as well as how to perform regular tick checks on themselves. Campers are encouraged and reminded to stay on the cleared trails to help limit their exposure to ticks and poison ivy.

MOSQUITOES, BEES & BUGS

Our outdoor camps are surrounded by wooded properties, and we have a lot 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. Campers are not permitted to share their bug spray with fellow campers. If your camper is allergic to bees, please make sure that you indicate this on your camper's Health History Form via CampDoc. *We have an active, but contained, observation hive on site*

CAMP ADMINISTRATION

CAMP OFFICE HOURS

Our camp office is open from 7:30 a.m. to 6:00 p.m., Monday through Friday.

Contact Information

Phone Numbers:

Camp Zehnder - 732.836.9177

E-mail: Summerfun@ymcanj.org

Please Note: Phone lines are not monitored closely after 5 p.m.

SUMMER CAMP PROGRAM HOURS

9:00 a.m. to 4:00 p.m., Monday through Friday.

Camp provides before-care from 7:30-9 a.m. and after-care from 4-6 p.m. for an additional fee.

Please Note: Campers that are not enrolled in before/after-care will not be dropped off before 8:45 a.m. nor picked up after 4:15 p.m., without incurring before & after-care fees. There will be a \$10 fee imposed for each 15-minute interval if a before/after-care camper is dropped off before 7:15 a.m. or picked up after 6:15 p.m.

CAMP STAFF

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

ARRIVAL & DISMISSAL

To ensure the safety of all campers and staff, arrival and dismissal of campers will only be permitted during scheduled times. If you have a last-minute change in early pick-up, please notify the office as soon as possible. Bearing no emergency, it is strongly discouraged that campers come late to camp and/or be picked up early. If early pickup is absolutely needed, please call at least 30 minutes ahead, so that your camper will be ready. Please bring proper photo ID at pick up time. **No campers will be released to a parent/guardian who is not listed on the camper's authorized pick-up list.**

CAMP DROP-OFF & PICK UP

Camp families will be given a name card to display on your car dashboard. Until you have received that name card, please have a photo ID ready during pick up time. All campers are allowed to be signed out only by individuals that are on the camper's authorized pick-up list. Individuals on the authorized pick up must be 18 years or older. If there are any additions or changes to the authorized pick-up list, please inform the camp via email. By law, we cannot release a camper unless we have written authorization from the camper's parent/guardian.

CAMPER RELEASE

The YMCA camps have a policy concerning the release of campers to authorized individuals. Please indicate and discuss with us if you have any concerns or needs for your camper's departure from camp.

If a non-custodial parent/guardian has been denied access or granted limited access to a camper by a court order, please provide documentation to that effect so we may keep a copy on file in compliance with 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 Coordinator, the child would be placed at risk or harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics, alcohol, etc... In such a situation, the Camp Coordinator will attempt to contact the camper'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 Coordinator will contact the local Police Department.

In the event that a camper is left one hour past regular camp or after-care, with no contact from a parent/guardian, the camper will be supervised and the following procedure will be followed:

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

CAMPER 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, Responsibility, and Inclusion 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 and on the bus
- > Creating a safe, caring environment
- > Keeping electronics at home and having cell phones turned off and out of sight; taking photos or videos of staff or campers is strictly prohibited except by authorized YMCA staff

* All campers must be fully and independently potty-trained.

CAMPER GOALS

Friendship, Achievement & Belonging.

- > Campers will create a sense of appreciation and understanding of nature.
- > Counselors will help campers create goals for themselves and aid in helping them achieve those goals.
- > Campers will learn to challenge themselves, while being encouraged by staff and fellow campers.

SOCIAL EMOTIONAL LEARNING (SEL)

As part of Social Emotional Learning (SEL) in our School-age and Camp programs, we incorporate the Sanford Harmony Curriculum. This curriculum is designed to help our students and campers acquire and effectively apply the knowledge, attitudes, and skills necessary for being a healthy adult. The activities in this curriculum include problem-solving skills and communication and understanding, as well as teaching kids to embrace diversity and build healthy relationships that will last well into adulthood.

DISCIPLINE POLICY

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

It may become necessary to separate a camper from the group until they are 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 break from the group
- > Providing an example for speaking and interacting with fellow campers in a positive manner. If disruptive behavior continues, the Camp Coordinator will contact the parent/guardian:

First call: Official warning of camper's behavior; **Second call:** Suspension (length dependent upon 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

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 you transportation changes, please notify us in writing.

ABSENTEEISM & LATE CAMPERS

Attendance will be taken daily. For safety reasons, it is important that we know your child is absent from camp. Please call the main office at 732.836.9177 or email Summerfun@ymcanj.org and speak slowly and clearly when you leave your message. Camper attendance is initiated by the process of a parent/guardian dropping children off. Camp personnel will not attempt to contact parents/guardians or emergency contacts if a child is not dropped off/signed in as expected.

CAMP GROUPS

All camp groups are co-ed and arranged by the highest grade completed. In some cases, campers of similar age can be grouped together on request. Please submit your request(s) 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 (closed-toed, with backs), preferably sneakers, which are suitable for running and climbing. Please keep in mind that the campers are outdoors most of the time. They will get 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 challenging. The lost and found will be available throughout the summer and on Family Nights, however unclaimed items are not stored and kept for more than a week.

Send your child with the following labeled items daily:

- Backpack (not too heavy, as campers will transport them throughout the day)
- Lunch with ice pack
- Swimsuit and towel
- Reusable water bottle
- Sunscreen
- Hat
- Plastic bag for wet items
- Favorite Book to read
- NO CROCS!

Other items your camper may need:

- Water shoes/sandals (for pool area)
- Goggles (Goggles are not available to borrow at camp)
- Bug spray
- Hand Sanitizer (we will NOT be able to refill personal hand sanitizer)

The following items are NOT permitted at camp:

- Alcohol and nonprescription 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, and air 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 Coordinator 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 30 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 a camper is prone to burning easily.

LUNCH & SNACK

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. Please remind your camper that 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 via CampDoc. Campers are also encouraged to bring nonperishable snacks in their lunches for the morning and afternoon.



TRADING POST

Trading post is open during free swim time, the 2nd swim period of the day. Campers can purchase snacks from the trading post by having an account with funds on it. Funds can be added to camper accounts via the Y's Daxko registration platform. Campers may only go to the trading post once a day.

MEDICAL CARE & ILLNESS

A certified nurse and/or qualified Health Director is on duty during camp hours 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.

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. 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 VIA CAMPDOC

Each camper is required to have an updated Health History form and immunization record on file in our CampDoc platform 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 in order for adequate and appropriate preparation and care to be provided to 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 via ambulance, along with a designated Y 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 via our CampDoc platform 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 parents 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 Camp Coordinator. 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 camper's 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 and documentation via our CampDoc platform at least 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

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

If symptoms of illness develop or an injury occurs while at camp, please make arrangements 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. This is to help ensure the safety of our campers and staff members.

PAYMENT, CHANGES, 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, but rather applied to the total camp fee.

- > A \$50/week deposit is due upon registration. Deposits are NON-REFUNDABLE.
- > Online changes and final balances are due 30 days before each camp week's start date (e.g., 5/26/23 for 6/26/23 start date).
- > Cancellations must be made in writing to the branch's Camp Coordinator 30 days prior to the beginning of the cancelled camp session. Cancellations later than 30 days prior may not be refunded (refunds are less the deposit). *The only exception is if a medical professional provides a reason, in writing, stating the child cannot attend for the entire week.
- > If a camper is absent for three or more days due to illness, a tuition refund or credit toward future camp weeks will be provided. ***Doctors note required within 2 weeks of absence.***
- > If camp is closed due to facility emergency, a refund or credit toward future camp weeks will be provided at the family's written request. Written request must be submitted within 30 days of the facility closure. No refunds are provided for issued state of emergencies or unnatural events.
- > No credits refunds, or make-ups will be provided for absences due to disciplinary measures, family trips, holidays, vacations, disasters, family emergencies, etc....

WE DO NOT REFUND FOR WEATHER CONDITIONS.

ADDITIONAL CAMP WEEKS

If spots are available, you may register for additional weeks online up until 11:59 p.m. the Thursday before the following week. All additional weeks are subject to availability.

CAMP FAMILY NIGHTS

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 other camp families. Please check our Web site or Facebook page for updates!

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

wildlife friends will constitute a phone call to the Animal Control Officer and to the camper’s parent/guardian for immediate dismissal and possible suspension from camp.

EMERGENCY DRILLS

For the safety of your children, we will be running the following drills weekly as per our staff manual. At the start of all drills, a SIREN will sound followed by one of the announcements below:

LOST CAMPER DRILL

After a Lost Camper 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. The Senior staff member will organize a search of the entire camp property and surrounding areas. Everyone will remain seated without resuming activities and wait for their group to be called. At this 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 DRILL - Medical Emergency (Sudden Illness or Injury)

After a 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. The Camp Coordinator 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 along with group numbers. We do not return to activities until we hear the ALL CLEAR.

Weather Emergency Drill

After a 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 to report ALL CLEAR (along with their numbers). We do not return to activities until we hear the ALL CLEAR.

AQUATIC DRILLS

A weekly aquatics 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, nor put on shoes, nor grab bags. Campers may be asked to clear the pool deck and go into the bathrooms. They will move as a group into either bathroom, then staff can gather personal items for the campers, and evacuate the aquatics complex.

The pool is always cleared during emergencies at camp.

- 1 whistle sound – Medical Emergency / Lost Camper
- 2 whistle sounds – Campers Attention / Buddy Check
- 3 whistle sounds – End of Activity / Clear the Pool

When 1 whistle blast sounds, counselors will immediately gather their campers on the pool deck and follow the procedures for a lost camper drill. Counselors will inform the Aquatics Director or a member of the Senior Staff if one of their campers is missing. Groups will not return to pool activities until ALL CLEAR is announced over the radio.

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 Coordinator 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.

Once release has been granted by the Camp Coordinator and local authorities, campers may be released to a parent/guardian with proper photo ID and sign out with the designated camp personnel.

If an immediate closure of camp is deemed appropriate, the YMCA will contact parents/guardians immediately via phone or email, as well as post pertinent information on our website and our 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@ymcanj.org. Like us on Facebook at YMCA CAMP ZEHNDER.

HERE IS WHAT YOU CAN EXPECT:

- > Regular Facebook posts during the camp season full of camp activities, updates, and camper achievements
- > Camper progress reports
- > Announcements sent home during the summer regarding special events
- > Family Nights to meet our staff and try some of our camp activities
- > End of summer confidential e-survey
- > Emails during the off-season to keep you connected to camp planning & events

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

