YMCA IN GREENFIELD
2017 DAY CAMPS

BEST SUMMER EVER

The Y.™ For a better us.™
YMCA DAY CAMP PARENT HANDBOOK
AND ENROLLMENT FORMS

Sample Day at YMCA Camps 4
YMCA Philosophy 5
Adjustment to Camp 5
Agreement Contract 5
Termination of Contract 5
Procedure 5
Camp Forms 5
State Licensing 5
Enrollment 6
Fees 6
Camp Refund/Transfer Policy 6
Sliding Fee Scale Assistance 6
Child Care Vouchers 6
Required Immunizations 6
Policy for Immunization Forms 6-7
Procedures for Illness & Emergencies 7
Plan for Administering Medication 7
Staff / Child Ratio 7
Staff Recruitment 7
Safety & Supervision 7-8
Special Needs Policy 8
Parent Suggestions 8
Camp Goals 8
Challenging Your Child – Gymnastics 9
Early / Late Camp Care 8
Camp Apex Transportation 9
What to Bring to Camp 9
What Not to Bring to Camp 9
Mezzanine – Gymnastics 9
Family Nights – Camp Apex 9
Behavior Management 10
Basic Discipline Policy 10
Camp Descriptions 11
Camp Weeks and Fees 12
Camp Registration Forms 13-15
Dear YMCA Summer Camp Families,

It is a pleasure to welcome you to our Summer Camps for 2017! We are very excited for your child(ren) to spend the summer with us. Our staff has been working hard planning a terrific summer of programming for your children. We have made a few changes to our policies and procedures so please read this handbook to be informed of these changes.

Our summer programs are designed to give your child an exciting and enriching summer under the supervision of trained and experienced leadership. It is our primary goal to provide your child with a safe and fun summer. However, summer programs can be a lot more...a chance to learn from new experiences, to grow, to make new friends, and to develop important social skills that will last a lifetime.

All of the activities that take place during the summer will have the foundation of a theme that has been planned out by our Camp Staff and YMCA Program Committee. It is the goal of this group to expose the campers to a variety of daily activities that reflect the YMCA mission and character values. In doing so, the activities will provide a level of supervision and structure that will offer many different challenges to your children during their time at camp.

We welcome open lines of communication with regard to your child(ren). Please contact your Camp Director if you have any concerns or suggestions to better help your children. It is important to inform Camp Directors of all vital information with regards to your child(ren) to ensure your camper(s) have the best summer ever!

You can contact Camp Directors via email or phone; during the camp day directors will get back you as soon as possible.

We look forward to seeing your child this summer!

DAVE GARAPPOLO
Camp Apex Director
413-773-3646 ext 436
Camp Apex: 413-625-2493
dgarappolo@ymcaingreenfield.org

KELLY CLEVenger
Gymnastics Camp Director
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KARA YOUNGER
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413-773-3646 ext 452
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BEN JOHNSON
Sports Camp Director
413-773-3646 ext 436 (prior to 6/18)
413-773-3646 ext 0 (6/19-8/18)
## SAMPLE DAY AT YMCA CAMPS

### CAMP APEX – 65TH YEAR!

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>12:10</td>
</tr>
<tr>
<td>Buses leave Y for Camp Apex</td>
<td>Lunch/Clean-up, Afternoon Announcements</td>
</tr>
<tr>
<td>9:00</td>
<td>12:50</td>
</tr>
<tr>
<td>Arrival/Attendance &amp; Morning Ceremony</td>
<td>Choice Time: Pick your favorite activity</td>
</tr>
<tr>
<td>9:40</td>
<td>2:50</td>
</tr>
<tr>
<td>Arts and Crafts</td>
<td>Outdoor Adventures (hikes, stream play)</td>
</tr>
<tr>
<td>10:35</td>
<td>3:40</td>
</tr>
<tr>
<td>Archery</td>
<td>Tribe Time/Clean Up</td>
</tr>
<tr>
<td>11:30</td>
<td>4:15</td>
</tr>
<tr>
<td>Swim Lesson</td>
<td>Campers are dismissed – parent pick up at Camp Apex</td>
</tr>
<tr>
<td></td>
<td>4:30</td>
</tr>
<tr>
<td></td>
<td>Parent pick up in YMCA upper parking lot or campers move to Late Care at Camp Apex</td>
</tr>
</tbody>
</table>

### APEX SPECIALTY CAMPS

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
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<tbody>
<tr>
<td>8:45</td>
<td>12:10</td>
</tr>
<tr>
<td>Buses leave Y for Camp Apex</td>
<td>Lunch/Clean-up, Afternoon Announcements</td>
</tr>
<tr>
<td>9:00</td>
<td>12:50</td>
</tr>
<tr>
<td>Arrival/Attendance &amp; Morning Ceremony</td>
<td>Choice Time: Pick your favorite Apex activity</td>
</tr>
<tr>
<td>9:40</td>
<td>2:50</td>
</tr>
<tr>
<td>Specific skill/camp or instruction</td>
<td>Games or Obstacle Course</td>
</tr>
<tr>
<td>10:35</td>
<td>2:50</td>
</tr>
<tr>
<td>Specific skill/camp or instruction</td>
<td>Outdoor Adventures (hikes, stream play)</td>
</tr>
<tr>
<td>11:30</td>
<td>3:40</td>
</tr>
<tr>
<td>Specific skill/camp or instruction</td>
<td>Tribe Time/Clean Up</td>
</tr>
<tr>
<td></td>
<td>4:15</td>
</tr>
<tr>
<td>Campers are dismissed – parent pick up or bus ride back to YMCA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4:30</td>
</tr>
<tr>
<td>Parent pick up in YMCA upper parking lot or campers move to Late Care at Camp Apex</td>
<td></td>
</tr>
</tbody>
</table>

### GYMNASICS CAMP – 65TH YEAR!

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45</td>
<td>12:30</td>
</tr>
<tr>
<td>Check-In/Games</td>
<td>Choice time – Mini/Half Day Campers dismissed</td>
</tr>
<tr>
<td>9:10</td>
<td>1:00</td>
</tr>
<tr>
<td>Cardio/Stretching</td>
<td>4th rotation</td>
</tr>
<tr>
<td>9:30</td>
<td>1:30</td>
</tr>
<tr>
<td>Attendance/Announcements/Groups</td>
<td>5th rotation</td>
</tr>
<tr>
<td>10:00</td>
<td>2:00</td>
</tr>
<tr>
<td>1st rotation</td>
<td>6th rotation</td>
</tr>
<tr>
<td>10:30</td>
<td>2:30</td>
</tr>
<tr>
<td>Snack</td>
<td>Choice time</td>
</tr>
<tr>
<td>11:00</td>
<td>3:00</td>
</tr>
<tr>
<td>2nd rotation</td>
<td>Swimming (Aquatic endurance &amp; rec swim)</td>
</tr>
<tr>
<td>11:30</td>
<td>4:00</td>
</tr>
<tr>
<td>3rd rotation</td>
<td>Campers are dismissed – Parent pick up or move to Late Care in the Game Room</td>
</tr>
</tbody>
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### SPORTS CAMP – 20TH YEAR!

<table>
<thead>
<tr>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>12:00</td>
</tr>
<tr>
<td>Greetings &amp; Attendance</td>
<td>End of AM camp/Lunch/Clean Up</td>
</tr>
<tr>
<td>9:15</td>
<td>12:30</td>
</tr>
<tr>
<td>Warm-ups/Instruction Prep</td>
<td>Choice Time</td>
</tr>
<tr>
<td>9:30</td>
<td>1:00</td>
</tr>
<tr>
<td>Drills &amp; Demonstrations</td>
<td>Kid-Fit Center</td>
</tr>
<tr>
<td>10:15</td>
<td>1:30</td>
</tr>
<tr>
<td>Snacks</td>
<td>Swimming (rec swim)</td>
</tr>
<tr>
<td>10:30</td>
<td>2:00</td>
</tr>
<tr>
<td>Skills/Drills</td>
<td>Arts and Crafts</td>
</tr>
<tr>
<td>11:30</td>
<td>2:30</td>
</tr>
<tr>
<td>Games</td>
<td>Snack/Choice Time</td>
</tr>
<tr>
<td></td>
<td>3:30</td>
</tr>
<tr>
<td></td>
<td>Gym Games</td>
</tr>
<tr>
<td></td>
<td>4:00</td>
</tr>
<tr>
<td></td>
<td>End of Camp Day/Parent pick up or move to Late Care in the Game Room</td>
</tr>
</tbody>
</table>
THE YMCA PHILOSOPHY
At the YMCA we believe that summer is a special time of year for kids, a time to explore the world around us, to build on strengths, develop new friendships and feel good about themselves.

The YMCA offers your child more than just a safe, fun summer experience. It’s a place where your child will grow, meet new friends, and experience new things. YMCA summer programs seek to build character, demonstrate values and develop skills for life. It’s the Y’s guarantee that we will not only provide your child with safe and fun programs, but we will also offer opportunities which will enrich the life of your child.

ADJUSTMENT TO THE CAMP EXPERIENCE
If a child is unable, in our opinion, to enjoy the camp experience, we reserve the right to ask for his or her withdrawal after consultation with parents. Please feel free to speak to our camp staff regarding any questions or problems your child may have adjusting to the camp program.

AGREEMENT CONTRACT
This contract pertains to the YMCA in Greenfield’s agreement to enroll a child at summer camp. It describes the expected responsibilities of parents as well as the terms for cancellation of that agreement.

1. The parents or guardians will read and comply with all the written policies of the program. The YMCA will make all the policies available either prior to the start of a child in the program, or upon request.

2. A parent or guardian shall furnish all medical and emergency information before the child begins camp.

3. A parent, guardian or designated representative for the child shall not send the child to the program if he/she is ill or has a temperature. All contagious illnesses a child contracts must be reported to the Camp Director.

4. Parents or guardians shall notify the Camp Director when someone other than those named on the child’s Emergency Information will be picking up the child.

5. The parents or guardians will provide the child with nutritious snacks and fluids each day. (Free lunch is provided for full day campers – excluding the weeks of June 19-23 and August 21-25.)

6. The parents or guardians shall see that the child is dressed appropriately.

7. If it is determined during the day that the child is ill or has a temperature, the parent/guardian will be notified. It is their responsibility to have the child picked up from camp as soon as possible.

8. The parent or guardian shall notify the YMCA if a child will be absent on a regularly enrolled day.

9. The parent or guardian will forfeit their deposit and any fees paid within 30 days of the first day of camp in case of withdrawal from the program. Fees (not deposit) are refundable for medical reason with written doctor note.

10. The parent or guardian will assist the staff in handling any behavior problems or other concerns by being open to discussions and conferences in order to best serve their child.

11. A $10 late fee will be added for those not paid in full by the Friday before the start of the camp session AND your child WILL NOT BE ALLOWED TO ATTEND CAMP.

TERMINATION OF THE AGREEMENT
This Agreement shall be terminated due to any one or more of the following:

1. The camp season has come to an end.

2. Serious illness of the child, preventing camp attendance.

3. The parent or guardian allows their account to become delinquent by more than one week.

4. Failure of the parents or guardians to honor the obligations listed in this Agreement or in any rules, regulations or manuals promulgated or provided by the program.

5. The Camp Director and Program Director determine that it is not in the best interest of the child, the program or other children enrolled to have the child in attendance due to dangerous, disruptive or inappropriate behavior. Up to a 3-day suspension period will be given to any child who exhibits inappropriate behavior that continues beyond or in spite of the normal disciplinary routines of the program.

6. Failure of the child’s parents or guardians to cooperate with the program in situations deemed serious enough to warrant termination.

7. Failure to disclose all vital information regarding your child may result in dismissal of camp. See page 14.

PROCEDURE
In exercising its discretion under the guidelines above, the program may request the child and/or the child’s parents or guardians to attend conferences with the program personnel regarding matters that potentially warrant termination. The child’s parents or guardians may also request a conference with program personnel regarding policies or matters potentially warranting termination. The Camp Director shall have the sole right and responsibility to determine any disputed factual matters regarding termination of the Agreement.

By signing the enrollment packet you agree to cooperate with the general policies of the program as outlined in this Camp Handbook and herein, to perform the obligations of parents and guardians set forth in this Agreement, and to abide by the rules, regulations and manuals provided by the program. My signature indicated that I have read the terms of this Agreement and that I understand the rules and policies of the program. I have read the parent/family handbook for each camp my child is attending.

I understand and will follow all procedures in the handbook(s).

CAMP FORMS
Due to regulations, any child attending multiple camps must fill out multiple forms – i.e.: Camp Apex and Sports Camp – separate forms for each camp are needed because they are held at different locations. It is ok to copy them to save time.

STATE LICENSING
All YMCA Day Camps must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health. Parents may request a copy of our Health Care Policy at the Welcome Center.
**ENROLLMENT**

Campers are accepted on first come, first served basis. Drop off all completed registration forms to the Welcome Center. Parents/Guardians may apply for the Y’s Sliding Fee Scale at anytime - award letters with Sliding Fee rate will not be issued until after April 1.

**Registration must include:**

1. a completed enrollment packet: ALL emergency information, waivers, release and confidential forms
2. a $40 non-refundable deposit per week of a session, per child

Medical forms must be signed by your child’s PHYSICIAN and must be on file before the start of camp. One form needed PER camp.

**FEES**

A non-refundable deposit of $40 a week must be paid when registering. **A $10 late fee will be accessed for those not paid in full by the Friday before the start of the session AND children will NOT BE ALLOWED TO ATTEND CAMP.** Pick up forms and register at the Welcome Center.

Acceptance to all camps is on a first-come, first-serve basis. All registrations taken on the Saturday before the start of a session must be paid in full at that time and a $10 late fee will be accessed. ALL REGISTRATION FORMS ARE AVAILABLE at ymcaingreenfield.org or can be picked up at the Welcome Center.

**CAMP REFUND/TRANSFER POLICY**

Camp Refund/Transfer Policy - Refunds may be made for moving out of the area or a medical condition with a physician’s note. The YMCA does not refund cash. Allow 7 to 10 days for refund checks. Requests must be made in writing. No other credit or refunds will be given after a session starts. Refunds/transfers will be made according to these guidelines:

1. The original deposit is non-refundable. The original deposit can be transferred to another camp prior to one week before the start of a session.
2. When a refund is requested prior to the start of the session, a full refund will be given minus the $40 deposit.
3. Transfer/refund requests made after a session begins for medical reasons or moving: the non-used days will be prorated and the balance will be transferred or refunded as requested. This is only done by the Program Directors in writing and is subject to the policy of refunds, medical reasons or moving.
4. A $10 fee will be charged for transferring camps once registered.

**SLIDING FEE SCALE ASSISTANCE**

The YMCA has a sliding scale to make Youth Memberships, programs and camps accessible to families of every income level. Applications are available at the Welcome Center. Sliding Fee Scale Applications are accepted on a first come – first served basis until the funding is depleted. The amount of aid is based on household size, gross household income and total funds available. There is a two- to six-week maximum for aid. Assistance for camp is made possible through the Y’s Annual Campaign, its “Kids to Camp” Annual Golf Tournament, and the Franklin County United Way. Camp awards are made separately from other Sliding Fee Scale Support provided (for other Y programs or memberships). Families receiving Sliding Fee Scale Support are required to put a $10 deposit for each session of Camp for which they are registering. A separate Sliding Fee application must be filled out even if currently receiving financial assistance for membership.

**CHILD CARE VOUCHERS**

Child Care Vouchers are accepted for all camps. Parents must specify which camp they want with their voucher representative. A $5 a week deposit is required for voucher applicants, along with parent fees and voucher letter.

**REQUIRED IMMUNIZATIONS**

Required Immunizations (430.155) For Campers and Staff under 18 Years Old:

1. Measles, Mumps and Rubella (MMR) Vaccine: At least one dose of MMR vaccine(s) must be administered at/ or after 12 months of age or there must be proof of laboratory evidence on immunity. A second dose of live, measles containing vaccine is required for all campers and staff. Both doses of measles vaccine must be given at least one month apart, and be given at/or after 12 months of age, or laboratory evidence of immunity;
2. Polio Vaccine: At least three doses of either trivalent oral polio vaccine (OPV) or enhanced potency inactivated polio vaccine (e-IPV) are required. If a mixed schedule of polio vaccine is given (IPV and OPV), a total of four doses is required;
3. Diphtheria and Tetanus Toxoids and Pertussis Vaccine: At least four doses of DTP/DTaP/DT/Td are required. The Pertussis component is not given to anyone seven years of age or older. A booster dose of tetanus/diphtheria, adult type toxic (Td) is required if more than ten years have elapsed since the last dose.
4. Hepatitis B: Effective January 1, 1999 for all children born on or after January 1, 1992, three doses of Hepatitis B vaccine are required.

**POLICY FOR IMMUNIZATION FORMS**

The YMCA Summer Camp Directors are changing the way we are asking medical offices to handle Health forms. Instead of having them mail or fax the forms directly to us we are requesting that they send the forms back to the parent. Parents should include a stamped, self addressed envelope for the Health Form to be returned in.

**All campers MUST have a physician provided PHYSICAL & CERTIFICATE OF IMMUNIZATION on file prior to starting camp. Each camp requires a form – after receiving your copy from your child’s physician, please make copies and provide them when registering.**

The Massachusetts Department of Public Health requires us as a Licensed Camp to have on file a current Immunization Form for each camper in our program. The Health Inspector comes prior to the start of camp to check each immunization sheet to see that each child’s immunizations are complete and meet the standard set by the Massachusetts Department of Public Health. Prior to the start of camp the Health Inspector wants to see that we have made good progress acquiring health forms and that we have a system to ensure that each child will have a health form prior to their starting camp. From that point on we are subject
to unannounced visits to ensure that we are following Health Department policies.

If the health inspector comes during session 4 he or she must be able to verify that there is a health form on file for each child for sessions 1 to 4 and that good progress is being made for sessions yet to come. Each camp carries its own license which means that each camp is required to have a full set of forms on file all summer for each child attending. We are not allowed to send forms back and forth between our different camps, and buildings.

PROcedures for Illness & Emergencies
No camper may attend camp if they are sick. All communicable diseases must be reported to the Camp Director. No medication will be given at camp without written notice from a parent/guardian and doctors forms. Be sure all allergies are listed on your child's medical forms. In the case of bee allergies, be sure that any necessary treatments are left at the YMCA and any EPI Pens are left with the counselors or directors.

We will have periodic lice checks at camps. In case of head lice no camper may attend camp unless all lice AND nits have been removed.

All campers with fevers over 100°F and/or vomiting must leave the property as soon as possible and not return for 24 hours of being symptom free.

In case of serious or life threatening accident or illness, emergency assistance must be obtained by contacting Medcare Ambulance or 911 Emergency Dispatch. Under no circumstances will victim or other children be left unsupervised. Staff should follow these steps:

a. Confirm a child's injury or illness.
b. Camp Director phones ambulance.
c. Camp Director phones parent and YMCA Front Desk.
d. Other children are grouped together with Counselors; Camp Director remains with child until assistance arrives.

If parent cannot be reached, parent alternate is contacted from child's files. A Camp Director will accompany child to hospital until parents arrive.

In the case of a mild injury i.e. sprained ankle or wrist:

a. The child will be given ice and a place to rest to keep the area elevated.
b. If the child is unable to return to the camp activities the parent will be notified.
c. If we are unable to reach a parent, a parent alternate from the child's forms will be contacted.

In the case of a mild sickness i.e. upset stomach:

a. The child will be given a place to rest.
b. The parent will be notified.
c. If we are unable to reach a parent, a parent alternate from the child's forms will be contacted.

Plan for Administering Medication
Medication will only be given to children according to the following guidelines. A record of any medication given will be kept in children's files, including the type, date, time and dosage. Any medication left at the program will be kept in a locked drawer in the office. Outdated or unused medication will be flushed away.

a. Prescription Medicine - Must have completed the Authorization to Administer Medical form from parent and doctor and the original prescription container indicating dosage.
b. Non-Prescription Medicine - Must have written permission from parent and written notice from a physician indicating dosage. Permission for medication shall only be valid for one camp season.
c. Topical - Must have written permission from parent.
d. Form must be reviewed by Health Care Consultant.

Staff/Child Ratio
State regulations mandate a 1:5 staff/child ratio for children 6 years of age and younger. Campers 7 and older are grouped in a 1:10 staff/child ratio (for Camp Apex and Sports Camp). Gymnastics Camp ratios for children 7 and older is 1:6 staff/child.

Staff Recruitment
The following is our standard procedure to ensure that our employees have a background free of conduct that has an adverse effect on his/her ability to provide for the safety and well being of the campers. The following are minimum requirements for each prospective employee who may have unsupervised contact with a camper:

1. Prior Work History (address, phone number)
2. Three positive reference checks from individuals not related to the staff person including, but not limited to previous employers or school administration.
3. Inquiry by agency into the individual's prior criminal history (CORI check or SORI if over 16).
   a. Potential employees who are 16 and older will have to fill out a criminal offender record Information (CORI) check.
   b. All staff 17 and older who live outside of MA are to provide documentation from their local chief of police indicating their prior criminal history.
4. Based on the required information we will then determine if the potential employees history should disqualify them from any type of contact or presence at the camp.
5. For potential employees who need certain qualifications such as certifications or education we insist such documentation be submitted prior to any unsupervised contact with campers, they will only be able to supervise along with a staff member whose background has been approved.

Safety and Supervision
As parents/guardians we know you are concerned about your child being in a quality program and, above all, one that is safe and well supervised. Toward that end we take many preventative measures at camp to insure that accidents are avoided and children are well supervised.

- Criminal background checks are done on all staff.
- The camp facility is inspected and licensed by the Board of Health every year. This includes a test for water purity.
- All our staff are trained in areas including First Aid, recognition of child abuse, health and safety issues and positive discipline. At least three staff people on the grounds at all times are certified in CPR.
- Children are never left unsupervised and a strict "buddy
system” is used to insure that no child goes off alone.
• In case of accident or injury, a standard procedure of
  applying first aid and reporting the incident is used.
Our procedure insures that:
1. children are never left unsupervised
2. appropriate aid is given quickly by certified staff
3. parents/guardians are informed as soon as possible
4. a detailed account is kept in writing
If you have any questions or concerns about safety at camp, please feel free to bring them to the attention of the Camp Director.

SPECIAL NEEDS POLICY
Every person, regardless of special need, is welcome to register for YMCA programs. At the time of registration, if a child’s particular needs appear to be one’s not met by our standard program, a meeting will be requested between parents/guardians and the supervising YMCA Program Director. If your child receives one-to-one care at school it is recommended they do so at camp as well. At that meeting, parents/guardians must describe in detail what their child’s needs may be, and a written plan generated indicating what changes in program, routine or setting would accommodate those needs. YMCA Program Directors and the Executive Director will then review this plan to determine whether or not program adaptations would pose an undue hardship, either financially or to other participants. Whenever possible, program adaptations will be made. If it is determined that undue hardship would be imposed in order to meet a particular child’s needs, parents/guardians will be informed in writing within one week of their conference with YMCA staff, indicating exactly which program adaptations the YMCA would not be able to make. In such a case, parents/guardians may appeal a decision directly to the Massachusetts Office For Child Care Services in licensed programs, or the A.D.A for other programs.

PARENT SUGGESTIONS
Your questions, suggestions, and concerns are important to the success of YMCA Day Camps. If a staff member is not free to speak with you immediately, please leave your name and phone number, and someone will call you as soon as possible. Remember that you are your child’s advocate. You should inform the staff if your child is having difficulty at camp. If your child exhibits inappropriate behavior at camp, the Director and staff need your input. Let them know if changes are occurring at home that are affecting your child’s mood or behavior. Do not let a potential problem arise and grow. Also, if your camper enjoyed a particular event or activity and you appreciate something special at Camp, please tell the staff. Parents / Guardians are welcome to visit camp at anytime during the session. Upon arrival at Camp Apex please sign-in at the office. To visit Sports Camp or Gymnastics Camp please stop and see the Welcome Center staff.

CAMP GOALS
1. To provide a safe, supportive atmosphere focused on campers and their individual wants and needs.
2. To offer a wide range of fun and challenging activities out of which campers can discover their own strengths and successes.
3. To help campers find ways to come together as unique individuals important to the workings of the group as a whole.
4. To show campers through quality leadership our own respect for others and the world around us.

CHALLENGING YOUR CHILD – GYMNASTICS
The way we teach in either stations or a circuit allows us to work with each child at their level on each piece of equipment. This is important because:
• All children have their own rate of improvement and while it might be similar to those in his or her group, it is rare to have two people achieve the same skills at the same time.
• Some participants come to us strong in one area and not strong in other areas. This often happens with gymnasts who have had acrobatics before. Their floor skills are strong but bars, beam and vault are new activities for them.

EARLY AND LATE CAMP CARE
• Early Care fee is $35 a week / Late Care fee is $35 a week
• Combine both Early & Late Care fee is $60 a week
• Fee must be paid in full at the time of registration.

EARLY CARE – NEW THIS YEAR – NOW 2 LOCATIONS!
Camp Apex: If your child is registered to attend Camp Apex, you now have the opportunity to use Early Care at Camp Apex. Children can be dropped off starting at 6:15 am. They will be able to play games and participate in craft time.
YMCA in Greenfield: Early Care will take place in the Game Room. Campers can be dropped off starting at 6:15 am. If attending Camp Apex, campers will be brought to the bus at 8:30 am for departure to Apex at 8:45 am. Gymnastics & Sports Campers will be brought to their camps at 8:45 am.

All parents/Guardians are required to sign their children in to Early Care. Campers must not be dropped off at the Welcome Center or back door.

Breakfast is provided daily from 7:30-8:30 am.

LATE CARE
Camp Apex: Children who are registered for Late Care will remain at Camp Apex. Campers will be allowed to swim, play Gaga ball or quiet games. Campers must be picked up by 6 pm.
YMCA in Greenfield: Late Care takes place in the Game Room. Campers will be able to play in the Game Room, KidFit, and do arts & crafts. Campers must be picked up by 6 pm.

Please be aware that this program needs to comply with the Board of Health Camping Regulations. Parents must pre-register and pay for early and late care prior to your child attending his/her camp weeks in order for us to maintain the proper staff child ratios.

PLEASE NOTE: No meals will be provided June 19-23. During the week of August 21-25 (YMCA Clean Up Week), all EARLY and LATE CARE will be held at Camp Apex. No meals will be provided during this week.
CAMP APEX TRANSPORTATION DROP-OFF & PICK-UP

All Camp Apex campers will be departing and returning to the YMCA at the same time daily. You will sign your child in and out with a counselor at the bus each day (beginning at 8:30 am). The bus will depart the upper YMCA back parking lot at 8:45 am and return before 4:30 pm. Parents must park in either the lower YMCA parking lot or the lower section of the Municipal Lot (town meter fees are enforced). Please DO NOT block private parking spaces (from dumpster along side of brick Mental Health building). Children who do not ride the bus to Apex, may be dropped off and signed into Camp Apex starting at 8:45 am and children being picked up at Apex must be picked up no later than 4:15 pm. The camp day ends at 4 pm, children not registered for late care, must be picked up in the Y’s Upper Back Parking Lot by 4:30. On rainy afternoons the Ys Social Room will be used for parent pickup. Please use the side entrance to the Y doors located in the Limited Mobility Parking Lot. DO NOT PARK IN THE LIMITED MOBILITY PARKING LOT WHILE PICKING UP YOUR CHILD.

All children must be signed into camp (either during Early Care, at Camp Apex, or at the buses at the YMCA). You also are required to sign out your child at the end of the day in the Upper Back Parking Lot behind the YMCA, at Camp Apex, or pick up during Late Care. If a child misses the bus in the morning, parent/guardian must transport the child to camp.

Safety on the bus is our number one priority in terms of bus policies. That is why there are no changes allowed in schedules. It is essential that we know beyond a doubt what bus a child is riding in order to insure their safe arrival and departure from camp. Safety also applies to children’s conduct on the bus. Children are asked to adhere to several basic rules in riding the bus:

1. Remain sitting in seats, no walking in the aisles or standing in the seats.
2. Hands remain in the bus and not out the windows.
3. Throwing objects, inappropriate language, disrespectful treatment of counselors or other campers will NOT be tolerated.
4. NO FOOD will be allowed to be eaten on the bus.

If a child must be spoken to twice for inappropriate behavior on the bus, the Camp Director will contact parents and officially place the child on probation. In the case of any further incident, the child will not be allowed to ride the bus for at least one week. Parents/guardians must provide transportation during that week. If a child misses the bus in the morning, parent/guardian must transport the child to camp.

We appreciate every parent’s/guardian’s patience and cooperation when it comes to the camp bus. It is difficult to orchestrate the safe transportation of as many as 130 children up and back every day, and only strict adherence to policy will insure that all goes smoothly. We also try to keep up our end of the bargain by keeping bus times consistent and punctual. If for any reason, the bus is held up, parents/guardians will be notified at the pick up spot as soon as possible.

WHAT TO BRING TO CAMP

- Appropriate clothing for athletic participation:
  - **Gymnastics Only**: no jeans, no socks, no baggy sweatshirts or T-shirts, no baggy pants, no pants that hang below the feet, no jewelry (rings scratch the bars, bracelets, necklaces and dangle earrings are personal dangers and interfere with spotting)
  - **Sports Camp Only**: Athletic shoes with non-marring soles
  - **Camp Apex**: NO open-toed shoes; shin guards (soccer only)
  - Hair ties for longer hair
  - Bathing Suit / Towel – all campers must change daily with their groups, **whether or not participating**
  - **Camp Apex**: Hat, Sunscreen and Bug Spray (can come to camp if accompanied by a parental release form – must be stored with camp staff between uses)
  - Nutritious snack for mid-morning
  - Drinks (water, juice)
  - Water Bottle
  - Lunch (if not eating free lunch - lunch (breakfast) is not provided June 19 – 23 and August 21-25)

WHAT NOT TO BRING TO CAMP

- Any toys (including trading cards)
- Pocket knives / Glass bottles
- Expensive Items
- MP3 players / iPods / Hand held video games / Electronics
- Cell phones

THE MEZZANINE – GYMNASTICS ONLY

Due to our new Ninja Adventure equipment up in the Mezzanine, there will not be room for parents to sit and watch camp. Parents may observe their campers at the top of the stairs through the viewing window.

FAMILY NIGHTS – CAMP APEX ONLY

Family Night is where campers can share Camp Apex with their families. Family Night (5:30 to 8 pm) is a great time for families to do something together and to meet the staff that work at Camp Apex. Fun activities are available for campers and their families to enjoy. Families can pre-order a pizza – or bring your own dinner.

2017 Family Nights: July 6; July 20; August 3; August 17

Of course, it is always fine to visit us at camp during the day, just be sure to sign-in at the main office so we can assure the safety of all the children.
BEHAVIOR MANAGEMENT
The YMCA believes that there are alternatives to punitive discipline which can effectively manage behavioral problems and develop a strong sense of community in our programs. All staff are trained in these techniques and operate according to a single, vision of appropriate discipline and behavior management. No child is ever subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting; punishments which could subject the child to verbal abuse, ridicule or humiliation; denial of food, rest or bathroom facilities, punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

Our priority in behavior management is a preventative one. We believe that if children are placed in a rich, appropriately designed, well organized and creative environment, there is little reason or temptation for campers to involve themselves inappropriately. Counselors work to get to know each participant as individual with a particular style of likes and dislikes, and activities are made available to appeal to a wide range of personal styles.

Within a group setting, however, individuals must learn to sometimes wave their personal preferences in deference to routines and limits that allow the group to work effectively as a whole. In order to accept that responsibility, campers must feel they are an integral part of camp, and its rules and routines. Therefore, we encourage children to think of rules and limits themselves, as well as, the consequences for breaking those rules. Giving campers a sense of ownership in the program is a way of teaching them to consider the effects of their behavior on others.

We encourage children to participate in all activities at camp. If something is too difficult we will modify the skill or activity. When an individual child’s actions go against the rules and limits set by the group, or are dangerous or hurtful to others, we believe that a standard, predictable and consistent routine of consequences carried out by staff and Camp Director is most effective. For example: first, a simple statement pointing out the circumstances surrounding inappropriate behavior. If repeated, a child may be asked to choose between changing the behavior or changing their activity if it is too difficult. If the behavior continues, a child might be restricted from a particular activity all together, or asked to speak to the Camp Director. A “time-out” may be used if a child’s actions are continuously dangerous to himself or others. The process includes a short period of time, (usually left up to the child), spent sitting on their own in order to allow him/her to regain composure, understand the inappropriateness of their actions, and to begin interacting with others on a “fresh start” basis.

At all stages of discipline, an emphasis is placed on communication with the child in an effort to better understand their motivations as well as to explain why a particular behavior cannot be allowed. We point out and discuss facts of behavior without ever attacking a child’s character. We practice mediation and problem solving techniques whenever possible in an effort to get campers to learn how to recognize for themselves the responsibility of safe and thoughtful behavior.

If a child exhibits extremely dangerous or consistently inappropriate behavior, parents will be contacted and a conference between parent/guardian child and Camp Director requested. Continued behavioral problems will result in a probationary period of 3 days being set. Continued behavioral problems or lack of parental cooperation and support will lead to dismissal from camp. See your Agreement Contract for more information about dismissal policies.

WE WILL ALL PRACTICE THE “YMCA CORE VALUES” OF CARING, HONESTY, RESPECT, AND RESPONSIBILITY

BASIC DISCIPLINE POLICY
“2 Strikes” = a call home           “3 Strikes” = dismissal for 24 hours
Examples of strikes:
• Bullying
• Too many think times
• Too many office visits (twice in a day)
• Talking back
• Disrespect

“No Strikes” = immediate dismissal for at least 24 hours
Examples:
• Hitting, Punching, Pushing another camper in anger
• Destruction of property OR stealing
• Any other offense classified as a high risk behavior
• No parent follow through will cause termination from program.

Repeat offenders will be disciplined
GYMNASIATICS CAMP
Ages 3.5 to 14

Full Day ages 5-14; Half Day (am/pm) ages 5-14; Mini ages 3.5-5
Located in the Y’s air conditioned Gymnastics Center.

Full Day Gymnastics Camp is designed for boys and girls interested in any level of gymnastics. Each group of gymnasts rotates through different instructional areas each day: beam, bars, vault, floor, dance and Kid-Fit. Afternoon activities include a recreational swim. Full Day Camp runs Monday thru Friday from 9 am to 4 pm.

Mini Gymnastics Camp is shorter day camp experience for younger gymnasts. They will arrive in the morning, rotate through the instructional areas, have snack and lunch. Children 5 years old may choose to start the summer with this camp and progress to full day camp later in the summer. Mini Camp runs Monday thru Friday from 9 am to 1 pm.

Half Day Camp provides a shorter day camp experience for newer gymnasts. Half Day Camp runs Monday thru Friday from 9 am to 1 pm or 12 noon to 4 pm. Both camps include free lunch. Option of extended care from 4 – 6 pm at the YMCA in Greenfield’s Game Room.

GYMNASIATICS SPECIALTY CAMPS
Superhero Training ages 4-7; Ninja Challenge ages 8-14
Located in the Y’s air conditioned Gymnastics Center. All campers, as part of their day, will also enjoy Choice Time.

Superhero Training Camp: Put on those capes and come have a great adventure! Everyday camp staff will read a story about different superheroes to the campers who will then act out some of the storylines. Superhero Training will meet Monday thru Friday (July 10-14; August 7-11) from 9 am to 1 pm.

NEW THIS YEAR! Ninja Challenge Camp: Use our new Warped Wall and let your Ninja out! If you love to flip, twist, jump, and swing under and over objects this is the camp for you! You will put your strength to the test as you attempt various obstacle courses throughout the week. Ninja Challenge Camp runs Monday thru Friday (June 26-30; July 24-28) from 9 am to 1 pm.

SPORTS CAMP
Ages 6 to 14

Sports Camp is for kids who love to be active and enjoy learning by doing and playing. Campers will develop strength, endurance, and self confidence through progressive activities that promote sportsmanship, build team work, and develop sports skills all while having lots of fun!

Mornings include the skills and fundamentals and games of each sport. Afternoons is where kids will benefit from Kid Fit Center workouts, games in the Gym, arts & crafts and daily recreational swim. On Fridays campers will have the chance to use the inflatable obstacle course! Perfect for kids attending summer school in the mornings.

This action packed co-ed camp runs Monday thru Friday. Choose from full day (9-4pm), morning only (9-12pm), or afternoon only (12-4pm) camps.
**2017 CAMP DATES**

<table>
<thead>
<tr>
<th>Week</th>
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<tbody>
<tr>
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<td>Week 2</td>
<td>June 26 – June 30</td>
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<td>Week 3*</td>
<td>July 3 – July 7</td>
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<td>Week 4</td>
<td>July 10 – July 14</td>
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<td>Week 5</td>
<td>July 17 – July 21</td>
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<td>Week 9</td>
<td>August 14 – August 18</td>
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<td>Week 10</td>
<td>August 21 – August 25</td>
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Early & Late Care offered all weeks

**2017 YMCA IN GREENFIELD CAMPS**

**CAMP APEX**

<table>
<thead>
<tr>
<th>Ages</th>
<th>Full Day</th>
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<tr>
<td>Week 5</td>
<td>ICKY STICKY GOO</td>
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<td>Week 7</td>
<td>OUT OF THE BOX</td>
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<tr>
<td>Week 10</td>
<td>SUMMER FINALE!</td>
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† having completed kindergarten

**GYMNASTICS CAMP**

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**SPECIALTY CAMPS AT APEX**

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**GYMNASTICS SPECIALTY CAMPS**

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<th>Mini</th>
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**SPORTS CAMP**

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**FREE LUNCH!**

Your full day camper will enjoy a FREE lunch everyday of camp provided by the Greenfield Public Schools Summer Food Program. Lunch (and breakfast) is NOT provided June 19-23 and August 21-25.

**Different Camps need separate sets of registration forms.** If your child attends different types of camp they will need a set of forms for each camp. If your children attend Gymnastics Camp for a week then Camp Apex, they will need two sets of forms. You can fill out one packet and then photo copy as many sets as you will need including physical and Immunization forms.

**Multiple weeks of the same camp only need one set of forms.** If your child is attending more than one week of the same camp only one set of forms is needed.

**Deposits are required.** A $40 deposit is required, per each week of camp, when registering your child. A $10 deposit per week is due if approved for camp Sliding Fee Scale support ($5/week for voucher). Financial Aid/State Child Care Voucher is on a first come first served basis while funds are available.

**SUMMARY**

- **Camp Apex/Sports Camp: Dave Garappolo 413-773-3646 x436; Kara Younger x452.**
- **Gymnastics Camp: Kelly Clevenger x423**
- **Gymnastics Camps run Monday thru Friday from 9-1pm. Add Gymnastics/Sports Camp (1-4pm) for only $75 more.**
YMCA DAY CAMP REGISTRATION FORMS

Camper Name ______________________ DOB ___________________ Gender __________________

Membership Category:
☐ YMCA Facility Member (M)
☐ Program Associate (PA)
☐ Non-Member (NM)

Age: ____________________________ Home Phone: ____________________________ Parent E-mail: ____________________________

Street: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

Contact Information:
1) Parent/Guardian Name:__________________________ 2) Parent/Guardian Name:__________________________
Business Name:__________________________ Business Name:__________________________
Phone: ____________________________ Phone: ____________________________
Hours at Work: ____________________________ Hours at Work: ____________________________
Cell Phone: ____________________________ Cell Phone: ____________________________
Email: ____________________________ Email: ____________________________

Release information if the parent or legal guardian cannot be reached:
1) Name: ____________________________ 2) Name: ____________________________
Day Phone: ____________________________ Day Phone: ____________________________
Cell Phone: ____________________________ Cell Phone: ____________________________
Relationship to child: ____________________________ Relationship to child: ____________________________

I give permission to the YMCA staff to release my child to the persons listed above other than the natural parent or legal guardian. Photo I.D. must be presented when picking up child. Please note that we cannot deny release to a natural parent unless legal action denying visitation has been taken and is documented.

Please initial each statement below and sign.

1. I understand that ALL camp fees must be paid IN FULL the Friday before camp starts and that my child will not be able to attend camps that are not paid in full. YES ________ NO ________
   *A $10 late fee will be applied if not paid in full*

2. I will provide a copy of my child’s physical and immunization records or immunization waiver (signed by their physician - one per camp!) YES ________ NO ________

3. I have received, read, and understand the Camp Handbook provided to me. YES ________ NO ________
   This includes the Agreement Contract, Termination of Agreement, Procedure, and Basic Discipline Policy

4. I give my permission to the Y staff to administer any standard first aid as needed. YES ________ NO ________

5. In case of medical or surgical emergency, I authorize the camp staff to obtain emergency transport to Bay State Franklin Medical Center. I further authorize the administration of medication as described in the Camp Handbook. YES ________ NO ________

6. I give my child permission to use bug repellent YES ________ NO ________ and or sun screen YES ________ NO ________ as needed. Parents must provide their own sun screen and repellent. This will be kept by the Camp Staff for the duration of camp weeks

7. In the event that my child should experience anaphylaxis and does not have an EpiPen, I give permission for the Y Camp Staff to give my child Benadryl to slow the reaction until emergency services can respond. YES ________ NO ________
   More information on this subject can be found on the website of the Asthma and Allergy Foundation of America, www.aafa.org

8. I give my permission for photographs of my child to be used in any promotional materials for the YMCA, including print in newspapers. YES ________ NO ________

   By signing below, you acknowledge your responses to all EIGHT of the statements above.

Parent/Guardian Signature ____________________________ Date ____________________________

YMCA Summer Camp Enrollment Packet
Please fill out and answer **ALL** questions

Camper Name ___________________________________________________________ Nickname ___________________ DOB ___________ Age ___________

Family Physician ___________________________________ Telephone ___________________ Address ______________________________________________________

Health/Medical Insurance covering child (name of provider and ID number) ________________________ Participating hospital ______________________

Things your camper likes to do ____________________________________________

Does your child have specific skill development goals that he/she would like to attain? ______________________

How does the child get along with others the same age? __________________________ Does your child currently have an IEP? YES ☐ NO ☐

With whom is the camper living? ____________________________________________

Is there anything about your child’s development or behavior that his/her counselor should know in order to better work with him/her**? ________________

Please list your objectives for sending your child to camp __________________________

Any chronic or long-term illness? ___________________________ If yes, please specify ______________________

Any operations or serious injuries? ___________________________ If yes, please specify ______________________

Name any known allergies

Food ____________________________________________________________ Drugs ____________________________________________________________

Plants ____________________________________________________________ Animals ____________________________________________________________

Other ____________

Explain reaction and medication used ____________________________________________

Does your child have any of the following? Fainting spells ☐ Seizures ☐ Stomach upsets ☐ Emotional problems ☐

Other ____________________________________________________________

Medication Is your child taking any medication? YES ☐ NO ☐ If yes, give name of medication ______________________

Note: **Directions for administering medication must be on label, with name of medication and child’s name.**

Anything else we should know about your child’s mental / physical health**? __________________________

__________________________

Any other suggestions? _________________________________________________________

__________________________

**FAILURE TO DISCLOSE ALL VITAL INFORMATION REGARDING YOUR CHILD MAY RESULT IN DISMISSAL OF CAMP.**

X Parent/Guardian Signature ___________________________ Date ____________________________

---

PER THE MASSACHUSETTS DEPARTMENT BOARD OF HEALTH:

All campers MUST have a physician provided

**PHYSICAL & CERTIFICATE OF IMMUNIZATION**

on file prior to starting camp. Each camp requires a form – please make copies.
<table>
<thead>
<tr>
<th>Week</th>
<th>Week 1</th>
<th>Week 2</th>
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**Extended Care Options**

- Early Care ONLY at Camp Apex: $35 (6-14)
- Late Care ONLY at Camp Apex: $35 (6-14)
- Combo AM & PM Care at Camp Apex: $60 (6-14)
- Early Care ONLY at YMCA: $35 (6-14)
- Late Care ONLY at YMCA: $35 (6-14)
- Combo AM & PM Care at YMCA: $60 (6-14)

**Camp Payment Form**

Please complete a form for each camper. Fill in the week(s) you are enrolling your child. Shaded areas denote the camp week is unavailable.

- Address
- Phone #
- Email
- Age
- DOB
- First Name
- Last Name

GRAND TOTAL

TOTAL FEE $245

DEPOSIT = $40/WEEK

BALANCE DUE $205

* ALL extended care options must be paid in full at time of registering.