



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2025 YMCA SUMMER DAY CAMP FAMILY GUIDE

Hello Parents and Guardians of our Summer Day Camp Participants:

Thank you for enrolling your child in the YMCA Summer Day Camp program. We are looking forward to offering families a safe and fun place for all children throughout the summer!

Please take the time to review the contents of this Summer Day Camp Family Guide as it outlines many important details and helpful information that you and your family will need to know while attending our program. Our Youth, Teen & Family Programs Handbook also outlines the basic policies and procedures for those families participating in any YMCA Youth, Teen & Family programs including Summer Day Camp. The YMCA of Lincoln Youth, Teen & Family Programs Handbook can be found on our website at ymcalincoln.org. Please read through the handbook and familiarize yourself with its contents prior to the start of the program.

Each location is planning to have an Open House on the following dates & times:

Campbell CLC | Wednesday, May 21 | 5:30-6:30pm | Enter at Door #6

Cooper YMCA | Wednesday, May 21 | 6:30-7:30pm | Enter at the main entrance

Copple Family YMCA | Sunday, May 18 | 12:00-1:00pm | Enter at Door #2

Fallbrook YMCA | Tuesday, May 20 | 6:00-7:00pm | Enter at the main entrance

Northeast YMCA | Tuesday, May 20 | 6:30-7:30pm | Enter at the main entrance

Pershing CLC | Tuesday, May 20 | 5:30-6:30pm | Enter at Door #1

We know our Y program participants are eager to have a fun and exciting summer, to get outside and make lasting memories. We are excited for what is sure to be a great summer! If you have any questions or concerns, please don't hesitate to contact us.

See you soon!

SIGN-IN & OUT PROCEDURES



We will utilize specific doors as the entrance to the Summer Day Camp programs at each of our sites. This information will be shared with you by your Program Director. Upon dropping off/picking up your child, you must come to the specified entrance and enter the program facility. There will be a greeter stationed to check participants in until 9:00am and to check participants out beginning at 3:00pm. All children **MUST** be walked into the facility/program area by an authorized adult. If you arrive to drop-off or pick-up between 9:00am and 3:00pm, you will need to walk your child to the camp entrance and call the site phone number so a staff person can assist you. After your child is signed into the program the staff will then assist in getting participants to their assigned group.

Anyone dropping off/picking up a participant from our program must physically walk to the program's check-in/-out station. For the safety and protection of each participant, the staff cannot accept or release any participant before he/she has been checked in or out by an authorized adult. Anyone picking up a program participant may be required to show ID until the staff are able to identify and verify you when they see you. Please remain patient while the YMCA staff retrieve your participant as it may take a few minutes for staff to facilitate. The YMCA utilizes ActiveNet Connect on iPads to check participants in and out of the program. Please note that the following individuals listed when completing the questions, as part of the registration process, will be automatically listed as an Authorized Pick-Up Person for the participant: 1st and 2nd Parents/Guardians; Emergency Contacts, and Authorized Pick-Ups. All adults authorized to check your participant in and out of the program need to be listed in your participant's custom questions. If someone other than those adults listed as authorized will be picking up your participant, it is important that you call the site phone and email the Program Director so that we can add them to the participant's authorized list. If we receive no message and can't reach you, or an emergency contact by phone, we will refuse to let your child go, no matter the circumstances. We are obligated to care for and protect your child, so you must be committed to communicating all changes such as these to the program staff.

HEALTH PROCEDURES



If your child is sick, please keep them home. Participants who are sick or who are experiencing illness symptoms are not allowed to be in our programs. If the participant is already on site and they begin to show illness symptoms, the staff will place the participant in the isolation area and contact their parent/guardian for immediate pick up. Participants will then need to be excluded for a certain period of time, depending on the symptoms/illness. Please refer to page nine of the Youth, Teen & Family Program Handbook for a detailed outline of our Illness Exclusion Policy for Youth, Teen & Family/CLC programs.

WHAT SHOULD MY CHILD WEAR & BRING TO CAMP?



Participants should be dressed appropriately for active play. Be sure to wear comfy clothes and closed toe shoes. We plan to have lots of fun, go outside, do hands on projects, and more. Your child's clothes may get a little messy and shoes should allow them to run around safely. Participants should wear tennis shoes or sandals that securely strap on—NO FLIP FLOPS.

Participants should bring the following items, labeled with their first and last name, in their bag each day:

- Lunch with 4 of the 5 food groups (applicable for Cooper, Copple Family, Fallbrook, and Northeast locations)
- Swim suit & towel
- Water bottle
- Sun protection—sunscreen, hat, sunglasses
- Change of clothes
- Insect repellent (if needed)

The YMCA is not responsible for any personal belongings that may become lost or stolen while participating in our Youth, Teen & Family programs.

WHAT NOT TO BRING TO CAMP



Please **DO NOT** bring the following personal items to Summer Day Camp: money, weapons, candy/gum/soda pop, toys/games/valuables. Due to the fact that we provide toys, manipulatives, sports equipment, etc., we ask that participants **DO NOT** bring their own toys and games from home as this tends to cause issues and can result in items being lost, stolen, or damaged. These include, but are not limited to; card games, fidget spinners, beyblades, stuffed animals, slime, shopkins, legos, keychain toys, balloons, sports equipment, etc.

Please check your child's bag each day to ensure they have not packed any of these items. If personal items are brought, staff will collect and keep the items and return them to parents/guardians when the child is picked up.

WEATHER & OUTDOOR PLAY



Students should come to the program dressed ready for the day and appropriately for the weather, as we will try to go outside every day (weather permitting). When deciding if we will go outside each day, we will follow the Child Care Weather Watch Guidelines as recommended by the Lancaster County Health Department, in addition to following the direction of the YMCA administration. We ask that participants wear tennis shoes or closed toe shoes as it is difficult to play and run wearing sandals/flip flops.

CELL PHONE/SMARTWATCH POLICY



All of our Youth, Teen & Family programs have a phone on site. For the safety and privacy of the participants in our programs, the Y does not allow recreational use of personal cell phones/smartwatches during program hours and asks that parents/guardians/participants utilize the program phone when they need to communicate with one another. Participants may only use their cell phone/smartwatch with permission from the program staff. If the cell phone/smartwatch is used improperly and/or inappropriately or if the use of a cell phone/smartwatch becomes a distraction during the program and/or conflicts with program activities, the program staff reserve the right to confiscate the cell phone/smartwatch and hold it until the program participant is picked up.

ACCESSIBILITY IS A MUST



A parent/guardian/emergency contact must be accessible by phone, at all times during the hours of the program. It may also be necessary for you to come to the site to pick up your child within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick-up your child within the 30 minute time frame, staff may contact the Lincoln Police Department to assist. Failure to comply with this policy may also result in dismissal from the program.

COMMUNICATION FROM SUMMER DAY CAMP



We correspond with parents/guardians in a variety of different ways, here are some things to note about our communication procedures:

- A majority of our communications with you will be done via email or over the phone.
- Both the 1st Parent/Guardian and the 2nd Parent/Guardian listed on your child's registration will receive information about the program, including, but not limited to the Family Guide, schedules, and other communications from the Program Director.
- We ask that parents/guardians check their child's backpack every day. We may place Health Reports*, Behavior Reports, personal notes, etc. in there that are specifically for your child(ren).

**Please note that our staff do their best to fill out Health Reports for all injuries that are reported to us. If you find that your child was injured and you did not receive a Health Report, please contact one of our Directors as soon as possible so they can assist you.

**Please also note that in the case of divorced, separated, or unmarried parents, the YMCA will assume both adults listed on the child's registration may give directives in regards to the child. If there is a conflict, the YMCA will take direction from the adult that registered the child.

YOUTH, TEEN & FAMILY HANDBOOK



In addition to this Family Guide, the Youth Teen & Family Programs Handbook outlines the basic policies and procedures for those families participating in any YMCA Youth, Teen & Family program. Please review this handbook prior to the start of the Summer Day Camp program. A PDF copy of the YMCA of Lincoln Youth, Teen & Family Programs Handbook can be found [here](#).

HOMEROOM GROUPS & SCHEDULES



Children will be assigned to a group based on their age/grade. Some grade levels may be combined with other grade levels depending on the number of participants in each grade that get enrolled.

- The detailed weekly schedule for your child's specific group will be shared with you by your Program Director.
- Our schedules are always subject to change. We will follow the set schedule each day to the best of our ability, but please understand that weather and other factors may affect our plans and require us to do alternative activities. Any major changes to the schedule will be communicated with you via email.
- A general schedule overview is included in this packet for your reference.
- The weekly activities and curriculum components will be tied to the weekly Summer Day Camp themes.

LUNCH REMINDERS



The YMCA does not provide lunch during Summer Day Camp. Program participants are responsible for providing their own lunch each day of camp. Pershing CLC Summer Camp provides breakfast and lunch. We are also still looking into whether Campbell CLC will be able to offer the same. Lunch must remain with the participant's personal belongings and be brought to the home room area with each program participant when they sign in. Please remember:

- Lunches must be labeled with the participant's first and last name.
- Lunches will not be refrigerated, placed in coolers, or warmed up, so please plan accordingly by packing lunches with an ice pack in an insulated bag.
- Participants will not have access to a microwave. No microwaveable items should be sent in your child's lunch.
- Lunches need to include items from at least 4 of the 5 food groups (dairy, grains, protein, fruits, vegetables).
- Vending machines are only to be utilized by participants when they are with their parent/guardian prior to checking into the program or after checking out of the program.
- Soda pop is not allowed in lunches. Please provide a juice or sports drink for your child's lunch or have them utilize their water bottle during lunch. Milk will be available upon request.
- Please avoid sending lunches with common allergens such as peanut butter. Lunches containing a common allergen, such as peanut butter, must be clearly labeled with the words "Contains Peanuts."
- Program Participants will not share cups, water bottles, or eating utensils.

REMINDERS



- At some sites, participants enrolled in Summer Day Camp (NOT PRE-K CAMP) will be able to register for Summer Day Camp Swimming Lessons and Swim Team. Please see the link in the welcome email or contact your Program Director directly for the link.
- Program Participants must bring their own swim suit and towel to participate in swimming.
- There will be four off-site field trips for the Summer. More information is included in this guide.
- A snack will be provided by the YMCA twice per day, in the morning & afternoon.
- At the Cooper, Copple Family, Fallbrook & Northeast Summer Day Camps, program participants are responsible for providing their own lunch each day of camp. Lunch must remain with camper's personal belongings and be brought to the home room area with each program participant when they sign in.
- Handwashing and hand-sanitizing will be done frequently throughout the day. Program participants and staff must wash their hands or use hand sanitizer before and after lunch and snack times.

SUMMER DAY CAMP SCHEDULE OVERVIEW



The weekly activities and curriculum components will be tied to the weekly Summer Day Camp themes. The weekly themes can be found on our website at ymcalincoln.org. The weekly schedule for each Group of Summer Day Camp may include all or some of the following components:

- Swim Time – Our Summer Day Camp programs will utilize the outdoor pools (weather permitting) at the Cooper Y, Copple Family Y, and Fallbrook Y for weekly swimming. At the Northeast Y, our campers will be utilizing the indoor pool at the Northeast Y and the outdoor pool at the University Place Aquatic Center. At the Pershing CLC Site, our campers will be utilizing the indoor pool at Northeast High School and/or the outdoor pool at Ballard. The Campbell CLC Site will be utilizing the indoor pool at Northeast High School.
- Outdoor Time – Outdoor time will consist of games, nature walks, and sports.
- Gym Time – Gym time will consist of games, sports and fitness activities.
- Chill Time – Chill time will consist of quiet reading, coloring, puzzles, brain games. We plan to do a Summer Reading Challenge, more details coming soon!
- Dance Party – Dance Party time will consist of music, dancing, and is a great time to get our kids moving in a healthy, fun way!
- Guest Speakers – In addition to four off-site field trips we will be bringing in guest speakers throughout the summer.
- Curriculum Components – Our team has worked hard to develop a fun, educational, and engaging curriculum for our campers! Curriculum Time on our schedule will consist of the following:
 - Character Development
 - Service Learning
 - Camp Crafts
 - Team Building
 - STEM (Science, Technology, Engineering, Math)

FIELD TRIPS/SPECIAL OPPORTUNITIES



We are excited to offer four off-site field trips AND two inflatable game rentals coming to our branches this summer! More details about each field trip will be shared with you ahead of the field trip date. Participants enrolled in camp that week and in attendance the day of the field trip must be able to participate in planned field trips as alternative care will not be available at the site. Participants will be transported on a school bus to and from the field trip location. Field Trips will be held during the following weeks:

- June 9–13: Lincoln Children’s Zoo
- June 16–20: Inflatable 9 Hole Golf Rental
- June 23–27: Breslow Ice Skating
- July 7–11: Sun Valley Lanes
- July 18–25: Inflatable Axe Throwing

****The 4th field trip will be to the Marcus Theater location closest to each YMCA Branch/CLC Site. Each branch/location will be going on this field trip on different weeks. Please see below for the week your location will be attending this field trip:**

- Northeast YMCA, Campbell CLC & Pershing CLC: July 21–25
- Cooper YMCA: July 28–August 1
- Fallbrook & Copple Family YMCAs: August 4–6

Please note that field trips may be canceled or rescheduled due to the weather and/or other factors.

PARTNERING FOR SUCCESS



We aim to build strong kids and families through programs that promote positive character development and healthy relationships. Our staff seeks to promote an environment that allows each child to participate fully and safely. The Y is committed to providing a healthy, fun, nurturing environment for children in our care. We believe that program rules and specific discipline policy for inappropriate behavior are necessary in order to maintain a positive and safe environment for all program participants. Please read over and talk about the program rules and the behavior management and disciplinary procedures with your child so they understand them prior to the start of the program. These items are outlined in this packet and in our handbook. At all times, participants in our Youth, Teen & Family programs should be safe, respectful, responsible, caring, and honest.

The Y encourages and supports a team approach to addressing behavior concerns. We want to help program participants be successful in our programs. Y staff will communicate with participants and their parent/guardian about any concerns and issues that arise, and we ask that parents/guardian communicate with program staff as well. We will utilize documentation including, but not limited to, incident and accident reports, behavior and intervention reports, goal sheets, behavior plans and/or additional support plans. Our programs provide a structured, recreational and educational environment and when ongoing challenging behavior occurs, it is disruptive and distracting. The Y has a responsibility to respond to challenging behaviors according to the guidelines and procedures outlined in this packet and in our handbook.

The Y is able to provide the following:

- Care to children with mild-moderate behaviors.
- Individualized behavior support plans as needed.
- Training to all of our staff in general behavior management.

The Y acknowledges the following limitations:

- We are unable to provide one-on-one care.
- We have a no-chase policy, so in the event of a runaway we will contact the police and parents/guardians to arrange immediate pick-up.
- We are unable to offer services to children who pose a significant safety risk to themselves or others.
- We are also not able to provide treatment level care or therapeutic behavioral services.
- We are unable to assist with toileting/diaper changing.

Parent/Guardian Responsibilities Include:

- Parents/Guardians will be involved in their children's problem solving process. This includes reading and signing any documentation at pick up and actively participating in problem solving over the phone if needed.
- For the safety of the child, other children, and the staff, when a child has demonstrated extreme inappropriate behavior, or is requiring one-on-one support, a parent or authorized escort must pick up the child. In these circumstances it may be necessary for you to come to the site to pick up your child within 30 minutes of the Y contacting you. If we are unable to reach an authorized adult, or if you fail to pick up your child within the 30 minute time frame, staff may contact the Lincoln Police Department to assist. Failure to comply with this policy may also result in dismissal from the program.
- Parents/Guardians will be expected to take an active role in the development and implementation of a behavior plan if needed.
- If at any time you have questions, concerns, or need support, please reach out to the Program Director immediately. We are here for you!

Our team wants to partner with parents, families, and participants to help ensure every child has a fun, safe and enjoyable experience in our programs. However, the YMCA does reserve the right to terminate care immediately for conduct unbecoming a program participant including but not limited to continued behavior issues, causing harm to another participant or lack of parent cooperation.

ADDITIONAL CAMP FORMS

Communication between program staff and the parents/families of our program participants is key to the success of each child in our program! Our goal is to help every child have a fun and safe time while in our care. Communication about a child's progress and behavior will be shared by the Y staff, generally over the phone or via email. Other means of communication include phone calls, e-mail, parent newsletters or a note sent home with the child.

MEDICATION REQUEST FORM (included in this packet):

Because we are a state licensed program, we cannot administer medications without written instruction and consent from the parent/guardian. If your child has medication, please fill out a Medication Request Form and ensure it is always up-to-date while on file. If during the course of the program, you find you need to fill one out, the program staff will have extra copies. All medications to be given to your child must be in the original container and sealed in a clear plastic bag. Medications need to be labeled with the child's name, doctor, medication name, dosage, and pharmacy. If your child has an EpiPen, we will need an Allergy Plan from your child's doctor. If your child has an inhaler for asthma, we will need an Asthma Plan from your child's doctor.

ADDITIONAL SUPPORT PLAN (included in this packet):

We do understand that some of our participants may need some additional support to help them be successful in our program. The YMCA of Lincoln, NE does not discriminate against children with special needs or who need additional support in our programs. We request this information in order to provide a safe and enjoyable experience for each child. Please note that the terrain of our facilities, program constraints and our activity levels may make it difficult to accommodate children with certain special needs/additional supports. This form is to be used by the Program Director and the parent/guardian, in order for the YMCA to be made aware of a child's additional supports and/or specific special health, dietary, mobility or disability needs and to put in place safety and/or medical accommodations as applicable. The Y will make every reasonable effort to accommodate a child's special needs/additional supports but we cannot guarantee that this is possible in all circumstances. If your child needs more assistance or support than the staff is able to provide, during their time in our care, we may contact the parent/guardian or the emergency contacts to assist the child at the program site or over the phone, and if necessary, come and take them home for the day. The Additional Support Plan should be filled out by the parents and returned to the Program Director, prior to the first day of camp.

PARTICIPANT MEDICATION REQUEST FORM

I understand that all medications must be brought in their **original** container, listing all of the following and then sealed in a plastic bag:

*Doctor's Name *Name of Medication *Dosage *Child's Name *Pharmacy

PLEASE COMPLETE THE FOLLOWING INFORMATION:

I, _____, do hereby request and give my permission to the staff at the YMCA of Lincoln
Parent/Guardian

to give the medication listed below to _____.
Child's First & Last Name

Name of Medication: _____

Dosage: _____

Time and Date medication is to be given: _____

Signature of Parent/Guardian

Date

I, _____, do hereby request and give my permission for my child _____
Parent/Guardian Child's First & Last Name

to administer their own medication under the supervision of the YMCA staff.

Name of Medication: _____

Dosage: _____

Time and Date medication is to be given: _____

Signature of Parent/Guardian

Date

Competency Statement

I, _____, have determined the YMCA Staff competent to give or apply medication to my child.

Parent/Guardian

Signature of Parent/Guardian

Date

Medication Administration Log

[illegible]

YMCA of Lincoln Youth, Teen & Family Program Additional Support Plan

Must be completed by Parent/Guardian

The YMCA of Lincoln, NE does not discriminate against children with special needs or who need additional support in our programs but requests this information in order to provide a safe and enjoyable experience for each child. Please note that the terrain of our facilities, program constraints and our activity levels may make it difficult to accommodate children with certain special needs/additional supports. This form is to be used by the Program Director and the parent/guardian, in order for the YMCA to be made aware of a child's additional supports and/or specific special health, dietary, mobility or disability needs and to put in place safety and/or medical accommodations as applicable. The Y will make every reasonable effort to accommodate a child's special needs/additional supports but we cannot guarantee that this is possible in all circumstances. If your child needs more assistance or support than the staff is able to provide, during their time in our care, we may contact the parent/guardian or the emergency contacts to assist the child at the program site or over the phone, and if necessary, come and take them home for the day.

Child's First and Last Name: _____ Date of Birth: _____ Age: _____ Grade: _____

☐ Male ☐ Female

Primary Phone: _____

Address: _____ City: _____ Zip: _____

Parent/Guardian's Name: _____

Parent/Guardian 1: _____ Work: _____ Cell: _____ Email: _____

Parent/Guardian 2: _____ Work: _____ Cell: _____ Email: _____

EMERGENCY CONTACTS

1. Name: _____ Phone Number: _____ Relationship: _____

2. Name: _____ Phone Number: _____ Relationship: _____

3. Name: _____ Phone Number: _____ Relationship: _____

INFORMATION REGARDING YOUR CHILD'S NEEDS: (Please check if applicable)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> ADHD/ADD | <input type="checkbox"/> Asthma | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Asperger Syndrome | <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Autism | <input type="checkbox"/> Seizure Disorder |
| <input type="checkbox"/> Developmental Delay | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Behavior Concerns | <input type="checkbox"/> Sensory |
| <input type="checkbox"/> Physical Impairment | <input type="checkbox"/> Tourette Syndrome | <input type="checkbox"/> Assistive Technology | <input type="checkbox"/> Dietary Restrictions |
| <input type="checkbox"/> Mental Health Concerns | <input type="checkbox"/> Health/Medical Conditions | <input type="checkbox"/> Mobility | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Speech/Communication | <input type="checkbox"/> Other Needs | | |

For all needs checked please provide additional information including, but not limited to, how the need is displayed and other important information.

If your child uses an insulin pump and / or blood glucose meter:

☐ Uses independently ☐ Needs some assistance ☐ Needs regular assistance ☐ Not applicable

Additional information regarding your insulin pump and/or glucose meter: _____

Would need to take medication at the YMCA: ☐ YES ☐ NO

If yes, please provide additional information: _____

Form Continued on Next Page →

Allergies (food/medication/etc.): ☐ YES ☐ NO

If yes, please provide additional information: _____

Would need assistance in eating or drinking: ☐ YES ☐ NO

If yes, please provide additional information: _____

Any recent big life changes for your child: ☐ YES ☐ NO

If yes, please provide additional information: _____

COMMUNICATION: (Please check if applicable)

☐ Non-verbal ☐ Limited verbal ☐ Verbal

Uses a communication device: ☐ YES ☐ NO

Uses a hearing aid or amplification: ☐ YES ☐ NO

Loud noises are distressing: ☐ YES ☐ NO

Please include any additional information to support your child's communication needs and how to communicate effectively with them:

MOBILITY: (Please check if applicable)

☐ Independent ☐ Uses a walker/crutches/cane ☐ Uses a wheelchair

If your child uses a wheelchair:

☐ Uses independently ☐ Needs some assistance ☐ Needs regular assistance ☐ Electric wheelchair

If your child uses walker/crutches/cane:

☐ Uses independently ☐ Needs some assistance ☐ Needs regular assistance

Additional information regarding your child's mobility:

Additional information or strategies (general, calming, coping, etc.) to help your child be successful:

Any additional information not previously covered:

Parent/Guardian's Signature: _____ Date: _____

YMCA USE ONLY-----

Director's Signature: _____ Date Assessment of Receipt: _____

Determination: _____

Assessment Reviewed By: _____

Notification to Requesting Party: ____/____/____ By: _____