AT CAMP I CAN...

PLAY  EXPLORE  IMAGINE

CREATE  DREAM

SUMMER CAMP 2019
PARENT HANDBOOK

SIMI VALLEY FAMILY YMCA
Dear Parents,

Welcome to the 2019 Simi Valley Family YMCA Summer Day Camp Program! The Y’s past, present and future commitment is to ensure that your child’s summer is an enjoyable and memorable one.

Our Simi Valley Family YMCA Summer Camp Programs have been specifically designed with the needs and interests of both you and your child in mind. Led by qualified counselors in a group setting, your camper will be participating in activities specific to age and interests. Major field trips and traveling camps are more common in our older groups, while our younger campers will begin to venture out, take smaller local trips and spend time learning about themselves and the friends around them. Personal growth, self-respect, character building, and our core values: Honesty, Caring, Respect, and Responsibility are strongly emphasized in all of our day camp programs.

Since 1885, values based programming has set Y camp apart from all other camp programs and continues to distinguish us as more than just the largest provider of childcare services in America. We’re investing in the future by strengthening the character of each individual child.

It is crucial to the success of your experience with us that you read and understand everything contained in the Parent Handbook. Please take the time to go through it thoroughly. If you have any questions or concerns, please feel free to call us at:

805.583.5338

Our promise to you is that we will do our best to ensure your child’s camp experience is a positive, fun-filled one. We are looking forward to providing you and your child with a fun, safe environment that is supportive of your family and is oriented toward positive character development. So, relax and take comfort in the fact that your child is about to have a great camp experience with the Simi Valley Family YMCA!

See you at Camp!

Sincerely,

The Simi Valley Family YMCA Staff

Revised February 2019
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YMCA CAMP PHILOSOPHY

The goal of the YMCA camp program is to encourage participants to grow in body, mind and spirit. The foundation of our character development emphasis is the YMCA four core values: Honesty, Caring, Respect and Responsibility. Day Camp provides challenging activities that promote healthy lifestyles, strengthen family relationships, and foster community involvement in both small and large group settings. All of this is done under the guidance of caring and well-trained staff members. The YMCA Day Camp gives children experiences that will last a lifetime.

AGE GROUPS

**Full Time:** Children attend 4-5 days per week  
**Part Time:** Children attend 2-3 days per week

<table>
<thead>
<tr>
<th>Grade Entering Fall 2018</th>
<th>Location</th>
<th>Full Time Fee</th>
<th>Part Time Fee</th>
<th>Phone Number</th>
</tr>
</thead>
</table>
| Age 2.5 yrs. – K      | Justin Early Learners Academy YMCA 2245 N. Justin | Full Day: $189/week  
Half Day (7a-1p): $160/week | Full Day: $149/week  
Half Day (7a-1p): $115/week | 805.217.1835 |
| K-2nd Explorer Camp  | Berylwood Elementary YMCA 2300 Heywood St. | $218/week | $145/week | 805.750.1602 |
| 3rd–5th Challenger Camp | Berylwood Elementary YMCA 2300 Heywood St. | $223/week | $163/week | 805.527.6915 |
| 6th–8th Teen Camp     | Santa Susana Elementary YMCA 4300 Apricot Rd. | $232/week | $176/week | 805.368.4815 |
| K-5th Base Camp       | Katherine Elementary YMCA 5455 Katherine St. | $189/week | $145/week | 805.527.5730 |
| 1st– 5th Expo Camps   | Santa Susana Elementary YMCA 4300 Apricot Rd. | $198/week |  | 805.796.3180 |

SESSION DATES AND PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>June 10th–June 14th</td>
<td>May 31, 2019</td>
</tr>
<tr>
<td>Two</td>
<td>June 17th–June 21st</td>
<td>June 7, 2019</td>
</tr>
<tr>
<td>Three</td>
<td>June 24th–June 28th</td>
<td>June 14, 2019</td>
</tr>
<tr>
<td>Four</td>
<td>July 1st–July 5th</td>
<td>June 21, 2019</td>
</tr>
<tr>
<td>Five</td>
<td>July 8th–July 12th</td>
<td>June 28, 2019</td>
</tr>
<tr>
<td>Six</td>
<td>July 15th–July 19th</td>
<td>July 5, 2019</td>
</tr>
<tr>
<td>Seven</td>
<td>July 22nd–July 26th</td>
<td>July 12, 2019</td>
</tr>
<tr>
<td>Eight</td>
<td>July 29th–August 2nd</td>
<td>July 19, 2019</td>
</tr>
<tr>
<td>Nine</td>
<td>August 5th–August 9th</td>
<td>July 26, 2019</td>
</tr>
</tbody>
</table>
REGISTRATION POLICIES

Requirements for Registration:

<table>
<thead>
<tr>
<th>Membership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$40</td>
</tr>
<tr>
<td>Family</td>
<td>$80</td>
</tr>
</tbody>
</table>

Cancellation

The Simi Valley Family YMCA office must receive notification of the intent to cancel at least 2 weeks prior to the start of the session. If we receive notification, we will refund all program fees.

There will be no refunds/credits or makeup days for days missed.

If your child is asked to leave camp due to a violation of a camp policy, your program fees will not be refunded. NO EXCEPTIONS.

New Registration/ Changes

Please keep in mind when enrolling your child that each camp is on a week to week basis. There will be no switching to other camps in the middle of a session. If after your initial selection of camp sessions you wish to make a change, you may do so by submitting your request to the Simi Valley YMCA main office. Changes to enrollment must be made by the Wednesday before the start of a new week. If registration changes in enrollment or payment occurs after the deadline, there will be a $20 fee assessed. We will make every effort to accommodate your change depending on enrollment and space. New Registration must be done 24 hours before the next camp day. NO EXCEPTIONS.

Payment Information

You may not bring your child to camp if you have not paid in full. Before your child will be allowed to attend camp, you will be required to pay at the Simi Valley YMCA office and present your receipt to the Camp Director. Availability is not guaranteed.

For Your Taxes

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the child care provider to get the child care credit.

Our Taxpayer I.D. Number is #95-2305501

The legal name of our YMCA is:
Southeast Ventura County YMCA, Inc. Simi Valley Family YMCA Branch

Financial Assistance

Financial Assistance is available on a first-come, first-serve basis. Please contact the YMCA office for the proper application form to apply. Please allow ten business days for review of these forms and note that your child will not be able to attend the summer camp program until the review process is complete, registration packet is turned in, and payment is made. It is the goal of the YMCA to not turn anyone away for purposes of financial hardship; however this is subject to the availability of funds raised through several different annual fund raising events. Please inquire about how you can be involved in helping raise these much-needed funds.
STAFF

Qualifications
The program positions and requirements are:

- **Camp Director**: 12 units post-secondary education in early childhood development or related courses including 3 units Childcare Administration and a minimum of 1 year experience.
- **Senior Counselor**: 6 units post-secondary education in early childhood education or related course and a minimum of 1-year experience.
- **Counselor**: Completion of YMCA Summer Camp Training Module

Staff Training
Every staff person attends regular in-service training events that cover the following topics:

- Cultural Awareness and Practicing the YMCA Core Values
- Positive Discipline and Redirection Techniques
- Safety & Emergency Procedures, First Aid and CPR
- Age Group Appropriate Activities
- Working with Families
- Child Abuse Awareness
- Pool Safety

Staff to Child Ratios
We have found that program quality is greatly improved with a lower ratio. It is our goal to maintain a staff to child ratio of 1 to 14 children in attendance and an even lower ratio in our K-2nd age group and on water activity days.

POLICIES AND PROCEDURES

What Should I Do on the First Day of Camp?

**Be Paid Up!** On the first day of each camp session, the Camp Director will be checking in participants. If you have paid in full by the deadline, your child’s name will be on the roster sheet and you may sign in your child. If you have not paid in full, your child will not be allowed to remain at camp until we can verify a payment has been made. You may go to the main Simi Valley YMCA office to pay your camp tuition if there is space available. Once you have done this a receipt will be issued and you will present this to the Camp Director. They will then add your child’s name to the roster.

When May I Drop Off/Pick Up My Child Each Day?

Regular camp hours are from 9:00a.m. - 4:00p.m. Extended care is available, at no additional charge, from 6:30a.m. - 9:00a.m. and also from 4:00p.m. - 6:30p.m. every day. You may drop your child off any time between 6:30a.m. and 9:00a.m. each morning and pick up after 4:00p.m. until 6:30p.m. Please note that required drop off times may vary day to day, depending on the field trip. It is imperative that you sign your child in and out every day and have available a proper
**photo I.D.** This is for (purposes of) your child’s safety. Additionally, no one under the age of 18 is permitted to sign your child out. This is a state of California mandate, therefore no exceptions can or will be made.

**When Will Traveling Camps Return to the Site Each Day?**

Most of the time, campers will return to the sites between 3:30p.m. and 4:30p.m. on field trip days. On certain field trips and depending on the camp, some days may be earlier and some may be later. This is to allow ample opportunity for campers to enjoy their visit to amusement parks and attractions. Exceptions to normal camp procedures and hours will be posted at the Parent Information Area designated at each camp location. The weekly calendars will be available on the Monday prior to each session. However, these calendars are not all inclusive and it is important that you check the Parent Information Area for any changes and updates.

**What If I Am Unable to Pick Up My Child by 6:30 P.M.?**

While we realize that commuting parents are at the mercy of Southern California’s freeway congestion, we also have staff that work long, demanding days, providing your child the best and safest camp experience possible. We suggest that you establish a list of friends or relatives who live nearby that you may call in the event that you cannot pick up your child on time. Please provide this information to us so that your child may be allowed to leave camp with those designated people.

It is your responsibility to make arrangements for picking up your child. Please remember that any adult attempting to pick up a child from day camp will be asked to show proper photo identification and must be on the pick up list. In the event that you are late, and cannot make arrangements for pick up, the YMCA staff will remain with your child and a fee of $10.00 for every fifteen minutes (or portion thereof) past 6:30p.m. will be charged. Alternate arrangements will be discussed after more than three late pick ups.

**LATE PICK UP FEE SCHEDULE**

<table>
<thead>
<tr>
<th>Arrival Time</th>
<th>Late Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:31 - 6:46 p.m.</td>
<td>$10.00</td>
</tr>
<tr>
<td>6:47 – 7:02 p.m.</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

The site clock will be used to determine time of pick up.

If you are going to be more than 30 minutes late, you must call the YMCA site. If no contact is made, we will call the local police to supervise your child. In our area, we contact the Simi Valley Police Department.

**Can My Child Bring an Electronic Device to Camp?**

Due to the disruptive nature of devices such as cell phones, tablets, etc., these devices will not be allowed at the YMCA. If your child needs to make an emergency phone call, he/she may request the use of the camp phone. Devices found being used will be confiscated by the YMCA staff and returned to the parent at the time of pick up. The YMCA is not responsible for lost or stolen items.
CHARACTER DEVELOPMENT AND VALUE EMPHASIS

Character Development and value emphasis is a large part of what differentiates the YMCA from other camp programs. We feel that it is vital that children learn the importance of our four core values: Honesty, Caring, Respect, and Responsibility. We will conduct activities emphasizing these values throughout our program. These activities can range from thoughts for the day, inspirational messages, and/or “appreciation” stories for campers and staff members.

WHAT IS A TYPICAL CAMP DAY LIKE?

The camp day begins with an Opening, typically starting at 9:00 a.m. At Opening, songs, skits, and games wake up campers and get them excited for the day. This is also the time when roll is taken and attendance is verified. Depending on the camp and the day, indoor and outdoor group activities are set up, and traveling camps get ready for their trips to parks, beaches, swimming, and other locations throughout the week. Each camp ends their day with a Closing. At Closing the group gets together to share reflections of the day, songs, and any announcements or reminders for camp.

CAMP SCHEDULES

Weekly calendars of events and activities will be available prior to the first week of camp. Please check the Parent Information Area at the camp location for changes and specific information on the week’s activities.

WHAT SHOULD MY CHILD BRING TO CAMP?

General Information

The YMCA will not be responsible for the loss and/or theft of items brought to camp. Your child is responsible for everything he/she brings to camp. YMCA staff will not be responsible for attending to your child’s belongings. Please put your child’s name on all of her/his belongings.

Please dress your child in light, durable clothes that can get dirty and closed-toed shoes each day of camp. Sandals and flip-flops are not allowed at any time, but may be packed for beach and swim days.

Daily Lunch, Snacks and Drinks

Snacks and lunches are not provided at camp. A lunch and at least 2 snacks will need to be provided for your camper every day. The following suggestions should be helpful in planning your camper’s lunch:

- Please provide a healthy and nutritious lunch for those long days at camp!
- Lunches and drinks should be packed in small coolers with your campers name clearly written on it.
- Bring a water bottle labeled with your child’s name every day!
- Provide 2 or more snacks each day for morning and afternoon snack time.

Please do not send anything that needs to be warmed up or refrigerated, as we cannot do so.
**Major Field Trip Days/T-Shirt Days**

On Major Trip Days all children need to be dropped off at camp by 8:00 a.m. unless otherwise noted. This will allow our staff to get them into their age appropriate groups while helping ensure we leave for our destination on time. **On Major Trip Days, your child must wear his/her 2019 Simi Valley YMCA Camp T-shirt.** T-shirts are provided for the safety of your child so he/she can be easily identified while at large amusement parks or out in public areas.

**Swimming**

- Children will swim on scheduled swim days (weather and special events permitting).
- YMCA reserves the right to suspend swimming activities for disciplinary or safety reasons.
- Children will be given a pool orientation and swim tested.
- Weaker or non-swimmers will be kept in the shallow end of the pool and may receive a flotation device.
- Certified YMCA lifeguards and camp counselors supervise children at the pool.
- Children are not permitted to take full showers (in the locker room), however, they will be allowed to rinse off at our shower on deck.
- Please provide your child with protection from sun (i.e. sunscreen, hat, shirts etc.).

**Sunscreen**

Parents should supply a sunscreen product with a minimum SPF 30 for their child’s use. To ensure full and proper application, campers under six years old will be assisted by the counselors when applying sunscreen. Counselors will supervise children over six years old with sunscreen application and will remind the campers to reapply it throughout the day. It is suggested that all sunscreen be applied first thing in the morning, and reapplied throughout the day after swimming, sweating, or when the initial application naturally wears off. The guidelines on the product should be followed. If your child refuses to reapply sunscreen when asked, you will be contacted and informed that he/she is not cooperating. We want you to feel free to provide a t-shirt/rash guard and/or hat for your child’s added protection.

**How Much Spending Money Should My Child Bring to Camp?**

Spending money on trip days will be based on the camp and the trip. If allowed, spending money is always optional and never required. Please see your camp calendar or speak to your Camp Director if you have any questions.

**YMCA TRANSPORTATION**

The Simi Valley Family YMCA owns five passenger vans that may be used in transporting campers and has a leased bus for all major trips. **Please note that in no circumstance will a scheduled bus departure time be altered in order to wait for a tardy camper.**

In the event that a camper misses the bus, we will not be able to accommodate a child being dropped off at the trip location, unless pre-arranged with the Camp Director.

All drivers of YMCA vehicles must have valid California driver’s licenses. In addition, we require our drivers to:

- Take and pass a drug test.
- Complete vehicle safety checklists following thorough vehicle inspections.
- Exercise extreme care and caution when boarding and dropping off children.
- Account for every child scheduled to ride the van or bus, and ensure that the children are sitting properly in their seats and not extending any body parts outside of the vehicle.
- Drive with care, courtesy, and safety.
- Obey all traffic laws and posted signs.

WHAT IS THE YMCA’S PROCEDURE FOR DISCIPLINE?

At the YMCA we do not believe that punishment is the best way to help children learn good behavior. Instead, we use the following graduated approach when a child’s behavior goes outside of the group rules or is otherwise inappropriate.

1. Reason with the child.
2. Ask the child to sit a small distance away and take some time to calm down.
3. Reinforce positive behavior.
4. Camp Director will talk with the child to figure out a positive behavior modification plan and will also speak with the child’s parents.
5. Plan a conference with both parent and child to come up with strategies to correct the behavior.
6. In extreme or reoccurring cases, the program director will be brought in and will review the situation. Appropriate action will be determined; this can result in temporary or permanent removal from our program.

Physical violence cannot and will not be tolerated at our camp. A first incident will result in a verbal warning, documentation, and parent meeting with the Camp Director.

Successive incidents will be dealt with on a case by case basis depending on the severity and amount of program disruption involved. THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE CAMP ENROLLMENT IN CASES OF EXTREME MISCONDUCT THAT MAY ENDANGER OTHERS.

Children found with weapons or dangerous objects are immediately terminated from the camp program.

WHY COULD A CHILD TYPICALLY BE REMOVED FROM CAMP?

The Simi Valley Family YMCA reserves the right to dismiss any child from camp for the following reasons (other causes may also potentially merit dismissal):

- Discipline problems, including, but not limited to: physical violence, offensive language, and destruction of property or theft.
- Being in possession of a weapon or dangerous object.
- Non-payment of camp tuition.
- Repeated late payments of camp tuition.
- Repeated late pick up.
PARENT CODE OF CONDUCT

The YMCA expects that all participating parents act as positive role models while at a YMCA site. Participants, parents, and guests are expected to behave in a civilized manner toward one another and toward YMCA employees and volunteer staff at all times. Parents who exhibit inappropriate behavior will be asked to leave the site immediately.

While it is rare that extreme incidents occur with adults relating to our camp program, THE YMCA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE CAMP ENROLLMENT DUE TO EXTREME HOSTILITY OR MISCONDUCT DEMONSTRATED BY ADULTS/PARENTS. PARENTS MAY NOT DISCIPLINE CHILDREN WHO ARE NOT THEIR OWN AT THE YMCA.

Conversely, if you observe a problem with our camp program or with a staff member, please contact a YMCA Camp or Program Director and/or put your complaint in writing. By doing this, we avoid any unnecessary confrontations that might be uncomfortable for the children, other parents, and the staff.

BATHROOM ACCIDENTS

All children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child we will do the following:

- You will be called to bring a change of clothes.
- You or your child may change the clothes and return to the site.
- If your child already has a change of clothes he/she may clean himself/herself up and change clothes.
- Our staff may not assist in changing soiled or wet clothes.

INJURIES

If your child is injured, we are legally only allowed to:

1. Rinse and administer Band-Aids and ice packs for minor cuts, scrapes, and bumps.
2. Contact you or your emergency contact if any injury may require medical attention.
3. Secure medical treatment immediately in the event that you cannot be reached or if the nature of the injury warrants immediate action.

ILLNESS

In order to prevent the spread of illness, your child cannot attend the YMCA Camp program with any one of the following symptoms or illnesses listed below.

*Please note that if any of these symptoms or illnesses become present while at camp, your child will need to be picked up within an hour.*

- Fever (currently or in the past 24 hours)
- Conjunctivitis (pink eye)-child may return after 24 hours of medication
- Cold or Flu
- Infectious mucus (green or yellow)
- Contagious Rash
- Mumps
- Chicken Pox
- Scarlet Fever
- Diarrhea
- Whooping Cough
- Lice
- Vomiting
- Measles
WHAT IF MY CHILD NEEDS TO TAKE MEDICATION WHILE AT CAMP?

- A signed Authorization to Administer Medication form must be filled out and accompany the medication.
- Medication must be brought to camp by the parent in the original prescription container. **Do not send the medication with your child.**
- If it is an over the counter medication, a written note from your child’s doctor must be provided.
- Please be sure to list all medications and allergies on your child’s enrollment form and speak to your Camp Director.

SIMI VALLEY YMCA LICE PREVENTION POLICY AND PROCEDURES

Occasionally there may be instances of lice at summer camp. To prevent the spread of lice, we have instituted specific policies and procedures.

Please help the staff adhere to our policy and procedures. If you have any questions or concerns please contact the YMCA office at 805.583.5338.

You may also visit the National Pediculosis Association for more information at: www.headlice.org

**Before Camp Starts**

1. Check your child’s hair for any indication of lice.
2. If you suspect your child has lice or you find nits...
   - Follow the procedure guide found on the web page above.
   - Make sure all nits are gone before your child can begin camp.

**After Camp Begins**

3. If an incident of lice occurs or we suspect we may have a lice issue at camp, your child’s hair/head will be checked by a staff member, in a discreet manner.
4. If a staff member finds lice...
   - Staff will alert parent to the situation and your child will need to be picked up within an hour.
   - Staff will give parent a copy of our lice procedure guide and staff will make the camp aware that lice may be going around.
   - **Camper will not be allowed at camp until all visible (dead or alive) nits are eliminated.**

We realize that this is a very sensitive issue for all of us. Our staff are aware that head lice is NOT a result of bad grooming or poor hygienic habits. Staff have experience in detection of and dealing with head lice. Our policy and procedures regarding lice are designed to prevent the common outbreak that most camps have to deal with throughout the summer.
WHOM SHOULD I SEE WHEN I....

- Have a question about payment: YMCA Office
- Want information about other YMCA programs: YMCA Office
- Have a concern about a camper: Camp Director
- Have a concern about a camp counselor: Camp Director
- Have a concern about a camp activity: Camp Director
- Have a concern about a program policy: Program Director
- Have concerns about a Camp Director: Program Director
- Have a concern about transportation: Program Director

OPEN-LINE

The Simi Valley YMCA wants to make sure that you and your camper have a wonderful experience with our Day Camp Program. To help assure that your experience is the best it can be, we use an on-line communication tool called OPEN-LINE. OPEN-LINE allows you to communicate with us at a time and place that is most convenient for you and helps us find and resolve issues quickly.

How it works:

OPEN-LINE sends you an email “check-in” each month of Day Camp. You can use this check-in to report any issues your child may be experiencing or anything you would like to share about our day camp. It’s a fast and easy process (it takes only a minute of your time) and allows us to respond quickly and efficiently to any problems -- as well as to any suggestions or ideas -- you may have. If you have nothing to tell us, simply ignore the email check-in.

THANK YOU FOR TAKING THE TIME TO READ THIS

YMCA Day Camps challenge children to grow in imagination, creativity, self-directed initiative, and leadership. We are dedicated to changing the lives of our campers in the most positive way possible. Thank you for giving us the opportunity to do so! Happy Camping!

If you have any questions or concerns please feel free to contact us at the Main YMCA facility at 805.583.5338.

Jennifer Guarino
Child Care and Camp Program Director
Ext. 239

Ryan Fowler
Senior Program Director
Ext. 241