



SUMMER DAY

CAMP

CAPITAL DISTRICT YMCA



FIND YOUR FUN



THE MORE YOU KNOW

- Registration opens February 1
- 9 weeks of camp from July 1 to August 30
- CDYMCA members get discounted rates
- Expanded travel camp options
- Scholarships available
- New weekly themes

WELCOME TO CDYMCA DAY CAMP



CAMP BEGINS

JULY 1

CAMP ENDS

AUGUST 30



9 CAMP LOCATIONS

ADVENTURE CAMP
BETHLEHEM YMCA
GLENVILLE YMCA
GREENBUSH YMCA
LALLY EARLY
LEARNING CENTER
LANSINGBURGH CAMP
LYNNWOOD
PRESCHOOL
SOUTHERN SARATOGA
YMCA
TROY YMCA

The recipe for a wonderful childhood includes adventure, learning, safety, friends, and fun! The CAPITAL DISTRICT YMCA uses these components to design our camp program, which will help your children grow by nurturing their sense of belonging as they meet new people and develop lifelong friendships. We have become more intentional in these areas by adding more opportunities for our campers.

Our staff aims to create a fun, adventurous atmosphere so all campers will have the best summer ever! Before your child arrives at camp, our team are trained according to Department of Health regulations, CPR, AED, First Aid, and more.

Our exciting activities will draw your child in, but the relationships formed at camp are why they want to come back year after year. We look forward to making new memories with your camper! Find your fun here at CDYMCA Summer Camp!

Sincerely,

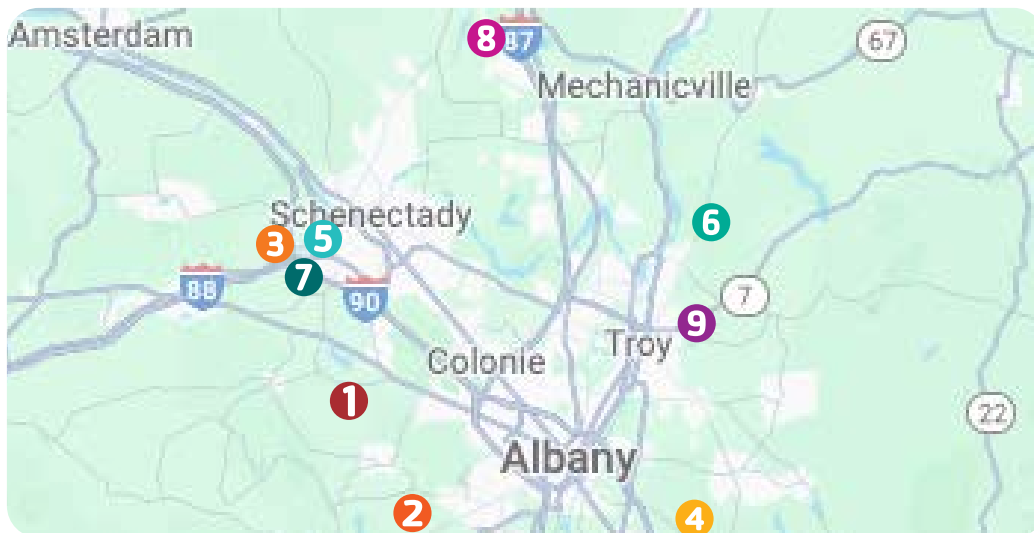
Lynn Siebert
Executive Director of Childcare
and Day Camps
Capital District YMCA
lsiebert@cdymca.org

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CAMP LOCATIONS



1 ADVENTURE CAMP

1 Camp Nassau Lane
Guilderland, NY 12084

Ages 5-14, entering Kindergarten

2 BETHLEHEM YMCA

900 Delaware Avenue
Delmar, NY 12054

Ages 5-14, entering Kindergarten

3 GLENVILLE YMCA

127 Droms Road
Glenville, NY 12302

Ages 6-14, entering 1st Grade
Kindergarten will be at Learning Ladder

4 GREENBUSH YMCA

20 Community Way
East Greenbush, NY 12061

Ages 5-14, entering Kindergarten

5 LALLY EARLY LEARNING CENTER CAMP

204 S Ten Broeck Street
Scotia, NY 12302

Ages 4-12, entering Kindergarten

6 LANSINGBURGH CAMP

55 New Turnpike Road
Troy, NY 12182

Ages 5-14, entering Kindergarten

7 LYNNWOOD PRESCHOOL CAMP

3714 Carman Road
Schenectady, NY 12303

Ages 3-4

8 SOUTHERN SARATOGA YMCA

1 Wall Street
Clifton Park, NY 12065

Ages 6-14, entering 1st Grade
Kindergarten will be at KidzLodge

9 TROY YMCA

2500 21st Street
Troy, NY 12180

Ages 5-14, entering Kindergarten

WHAT TO BRING TO CAMP EACH DAY

To help your child keep track of their belongings, please add your child's name on everything they bring to camp. Please send your child in comfortable clothing that is okay to get dirty.

- Hand sanitizer
- Water bottle
- Healthy snacks and lunch that does not need to be refrigerated/heated
- Bathing suit and towel
- Cap/hat/visor
- Non-aerosol sunscreen
- Non-aerosol bug spray
- Backpack
- Weather appropriate apparel, including closed toed or athletic shoes

WHAT TO LEAVE AT HOME

To provide the best experience for your child, and help them focus on each fun activity, please leave these items at home:

- Cell phones and electronic devices
- Toys or stuffed animals
- Money
- Trading cards
- Make up
- Excessive jewelry

Lost items are placed in our Lost & Found area. Please let us know immediately when an item is lost. During the summer, items not claimed are donated to local charities. The CDYMCA is not responsible for lost, misplaced, or stolen items.

SAMPLE SCHEDULE

Younger camper sample schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 9am	Extended Care	Extended Care	Extended Care	Extended Care	Extended Care
9am – 4pm	Camp day includes: <ul style="list-style-type: none"> • Arts & Crafts • Swim or Water Play • Archery or Outdoor Activities • Low Ropes/Team Building • Lunch • STEM Projects • Drama & Theater • Sports & Games • Snack 	Camp day includes: <ul style="list-style-type: none"> • Arts & Crafts • Swim or Water Play • Archery or Outdoor Activities • Low Ropes/Team Building • Lunch • STEM Projects • Drama & Theater • Sports & Games • Snack 	Camp day includes: <ul style="list-style-type: none"> • Arts & Crafts • Swim or Water Play • Archery or Outdoor Activities • Low Ropes/Team Building • Lunch • STEM Projects • Drama & Theater • Sports & Games • Snack 	Camp day includes: <ul style="list-style-type: none"> • Arts & Crafts • Swim or Water Play • Archery or Outdoor Activities • Low Ropes/Team Building • Lunch • STEM Projects • Drama & Theater • Sports & Games • Snack 	Camp day includes: <ul style="list-style-type: none"> • Arts & Crafts • Swim or Water Play • Archery or Outdoor Activities • Low Ropes/Team Building • Lunch • STEM Projects • Drama & Theater • Sports & Games • Snack
4 – 5:30pm	Extended Care	Extended Care	Extended Care	Extended Care	Extended Care

WHAT WE OFFER

CDYMCA summer camp provides children (ages 5-14) with fun, supervised activities that teach character values, conflict resolution, and leadership skills. We offer a variety of activities, from crafts to science projects to songs and water activities. All activities are age-appropriate, and children are placed in respective age groups to enjoy activities geared toward their development level.

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CAMP HOURS

Monday through Friday, from 9am to 4pm, with before-care from 7:30 – 9am and after-care from 4 – 5:30pm at no additional charge.

SAMPLE SCHEDULE

Older camper sample schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 9 am	Drop off	Drop off	Drop off	Drop off	Drop off
9:15 am	Counselor Planned Activity	Counselor Planned Activity	Counselor Planned Activity	Counselor Planned Activity	Counselor Planned Activity
10:00 am	Water Play	Playground & Sandbox	Water Play	Playground & Sandbox	Playground & Sandbox
10:45 am	Archery & Low Ropes	Science & Outdoor Education	Archery & Low Ropes	Science & Outdoor Education	Science & Outdoor Education
11:30 am	Sports & Games	GaGa Ball	Sports & Games	Basketball	GaGa Ball
12:15 pm	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 pm	Arts & Humanities	Arts & Humanities	Arts & Humanities	Arts & Humanities	Arts & Humanities
1:45 pm	Swim Change	Swim Change	Swim Change	GaGa Ball	Swim Change
2:20 pm	Swim	Swim	Swim		Swim
2:50 pm	Swim Change	Swim Change	Swim Change		Swim Change
3:05 pm	Nature Walk or Mindful Play	Nature Walk or Mindful Play	Nature Walk or Mindful Play	Nature Walk or Mindful Play	Nature Walk or Mindful Play
4:00 pm	End of Day Rendevous	End of Day Rendevous	End of Day Rendevous	End of Day Rendevous	End of Day Rendevous
4:15 – 5:30 pm	Extended Care	Extended Care	Extended Care	Extended Care	Extended Care

STAFF TRAININGS

Staff attend trainings before working at any of our camp locations. Their training covers CPR, first aid, character development, age appropriate activities, bullying prevention, child abuse awareness, and a variety of additional topics that ensure that your child enjoys a safe and fun experience.

DROP OFF AND PICK UP

Always have your ID with you. Children will only be released to those individuals listed on the emergency and/or authorized pick up section of the enrollment form.

CDYMCA DAY CAMP

Week 1
July 1 – 5

Week 2
July 8 – 12

Week 3
July 15 – 19

Week 4
July 22 – 26

Week 5
July 29 –
August 2

To Infinity and Beyond

Stir up your creative juices as you work in teams to understand the science behind space! Inspire your young scientist's curiosity, passion, and confidence to discover something extraordinary.

Under the Sea

Discover the amazing abilities of H₂O. Bring your swimsuit and splash in our world of water at camp!

Roll Out the Red Carpet

Immerse yourself in the world of entertainment as we explore the glamorous world of Hollywood! Step into the role of the main character or support the cast as you learn what it takes to make it on the big screen.

Color Collisions

Join us for a week of all-camp-friendly competition as we divide into color-themed teams and race against each other in games including tug-of-war, brain teasers, and more!

Wham! Pow! Bam!

Join us for a "powerful" good time as we explore a week of superheroes! Come dressed as your favorite superhero or invent your own as we jump, run, and fly through our superhero training program.



AT-A-GLANCE

Week 6
August 5 – 9

Ultimate Summer Games

Ultimate Summer Games is back! Join us for a special day where teams of campers face off against each other to determine who is the ultimate summer camp team!

Week 7
August 12 – 16

Come on Down!

Have you always wanted to be a contestant in your favorite game show? Now you can during this special week of camp! Create and play your very own game show experience where the sky's the limit!

Week 8
August 19 – 23

Wildlife Week

Want to explore the world? Start your world adventure by learning about different habitats and the animals that live there.

Week 9
August 26 – 30

Camp Classics

Everyone has a favorite camp game – join us for a week as we celebrate them all! Capture the flag, create a bracelet, jump in the gaga pit, and more as we enjoy camp classics.

RESPECTFUL CONDUCT

To ensure all children enjoy a positive experience while in our care, we ask that your child is able to follow these guidelines:

- Remain with their counselor at all times
- Always remain with their group
- Avoid entering unauthorized areas
- Use respectful language and be courteous to staff and others
- Be respectful to others, making sure never to fight, injure, or bully
- Take proper care with their items and the items of others, never stealing or defacing property
- Follow check-in and check-out procedures

We will notify you to ensure you're aware of any situation regarding an incident with your child. We will provide you clear information about the situation and direction regarding the next steps for your child.



TRAVEL CAMP

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 at Southern Saratoga July 1 – 5	Team building & safety presets at camp	Bronx Zoo 7am departure 8pm return	Grafton Lakes State Park	Off for the holiday	Kayaking Kayak Shak
Week 2 at Glenville July 8 – 12	Team building & safety presets at camp	Grafton Lakes State Park	Adirondack Extreme Adventure Course 5pm return	Kayaking Kayak Shak	Great Escape (Amusement Park only) 6pm return
Week 3 at Bethlehem July 15 – 19	Team building & safety presets at camp	Grafton Lakes State Park	Albany's Indoor Rock Gym	Wild Waters Outdoor Center (Lake Luzerne)	Great Escape (Amusement park only) 6pm return
Week 4 at Adventure Camp July 22 – 26	Team building & safety presets at camp	Grafton Lakes State Park	Albany's Indoor Rock Gym	Kayaking Kayak Shak	Water Safari 8:30am departure 8pm return



TRIPS ARE SUBJECT TO CHANGE IN PART DUE TO WEATHER

Please contact Briana Bogatka with any questions or concerns regarding Travel Camp:

Office: 518 371 2139 x5521

Cell: 518 858 0147

bbogatka@cdymca.org

AT-A-GLANCE

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 5 at Greenbush July 29 – August 2	Team building & safety presets at camp	YMCA Camp Chingachgook	Albany's Indoor Rock Gym	Wild Waters Outdoor Center (Lake Luzerne)	Great Escape (Amusement Park only) 6pm return
Week 6 at Southern Saratoga August 5 – 9	Team building & safety presets at camp	Moreau State Park	Adirondack Extreme Adventure Course 5pm return	Wild Waters Outdoor Center (Lake Luzerne)	Great Escape (Amusement Park only) 6pm return
Week 7 at Adventure Camp August 12 – 16	Team building & safety presets at camp	YMCA Camp Chingachgook	Adirondack Extreme Adventure Course 5pm return	Wild Waters Outdoor Center (Lake Luzerne)	Great Escape (Amusement park only) 6pm return



- **Monday attendance and participation in Travel Camp are MANDATORY for team building, safety, and organization purposes.**
- Travel Camp is for children entering 4th grade to 10th grade
- Unless otherwise noted, Travel Campers need to arrive daily by 8:30am
- Travel Camp returns to camp at 4:30pm unless otherwise noted
- Each week, Travel Camp is at a different CDYMCA camp. Drop off and pick up are at that camp for the week.
- About a week ahead of time, more detailed information regarding your camper's upcoming week in Travel is emailed out. This information includes but is not limited to a newsletter, welcome letter, day-to-day specifics, and other required trip paperwork. Paper copies are sent home with the campers on Mondays as well.

TRAVEL CAMP

FREQUENTLY ASKED QUESTIONS

Q: Who is the contact person for Travel Camp?

(registration, waitlist, day-to-day questions, medical needs, attendance updates, etc.)

A: Contact Briana Bogatka with ALL questions or concerns regarding Travel Camp:
Briana Bogatka, Travel Camp Coordinator
Office: 518-371-2139 x5521 • Cell: 518-858-0147
bbogatka@cdymca.org

Q: What are the age/grade requirements for Travel Camp?

A: Travel Camp is for children entering 4th grade to 10th grade

Q: What happens when there's inclement weather?

A: When inclement weather impacts the majority of a trip day, an alternative trip is planned. The final decision on the trip plan (original or alternative) is made and communicated the morning of by 9am. The decision is based on hourly forecasts of the destination location.

Q: What are the types of inclement weather trips?

A: A few examples include but are not limited to:

- Movies & bowling
- Movies & ice skating
- The Fun Spot
- Albany's Indoor Rock Gym
- Baseball Hall of Fame
- Local museums & planetariums

Q: When does my child need to arrive at camp?

A: Travel campers need to arrive by 8:30am at the latest (daily). At 8:30am we have final departure checks and a brief morning meeting.

Q: When does Travel camp leave for the trips?

A: At 8:30am we conduct morning departure checks and a brief morning meeting. We load the bus at 8:45am and depart BEFORE 9am.

Q: Where do I drop-off and pick-up my child in Travel Camp?

A: Each week, Travel Camp is at a different CDYMCA camp. Drop-off and pick-up are at that CDYMCA camp for the week. Drop-off and pick-up procedures are the same as day camp.

Q: When can I drop-off and pick-up my child at camp?

A: Drop-off begins at 7:30am.

Travel campers need to arrive by 8:30am.

Pick-up ends at 5:30 pm unless otherwise noted.

Travel Camp returns to camp at 4:30pm unless otherwise noted.

Q: What does my child do on Mondays in Travel?

A: Monday attendance and participation in Travel Camp is MANDATORY for team building, safety, and organization purposes.

Mondays set precedents for the safety, flow, and procedures used during the trips. We follow at-camp activity schedules, along with swim testing and free swim. For water trips, a swim test or "level check" ahead of time is required for safety.

Q: What does my child need to bring to Travel Camp daily?

A: Each week a newsletter, welcome letter, and other necessary trip paperwork are emailed. Paper copies are sent home with the campers on Mondays.

The newsletter explains what your child needs day-to-day in Travel Camp; the "what to bring" list changes based on the trip.

Q: What time does Travel Camp return to camp?

A: Unless otherwise noted, Travel Camp returns at 4:30pm. Any delays due to traffic are communicated.



TRAVEL CAMP

FREQUENTLY ASKED QUESTIONS

Q: Where do I turn in the needed paperwork for Travel Camp?

A: Signed paperwork for Travel Camp can be emailed to Bri Bogatka at bbogatka@cdymca.org or given to your camper to return to Travel Camp staff only!

Camper responsibility is a big part of Travel Camp, so your camper can turn in their own paperwork to the Travel Camp staff.

100% online Camp Docs completion is due Monday morning of the trip week.

For safety, the paperwork and 100% online Camp Docs completion are required before the trip departures. Campers cannot attend the trips without them completed.

All paperwork is due by Tuesday morning of the trip week!

Q: How are the children grouped throughout the day?

A: Travel campers are in smaller (8-10 max), age appropriate groups throughout the day based on the activities and needs of the campers.

The groups and counselors are consistent day-to-day. Counselors are present and active with their camper groups at all times.

Campers are to stay with their groups and counselors at all times for safety.

Q: What does Travel Camp do at the state parks?

A: Travel Camp participants enjoy a variety of activities at the state parks throughout the day.

Activities include but are not limited to:

- Swimming
- Beach Play
- Playground
- Walking Trail/Hike
- Field Games
- Basketball Court/Baseball Field for additional games
- Counselor Planned Games

Q: Are electronics allowed on the bus or in Travel Camp?

A: Per CDYMCA policy, all electronics (phones, smart watches, air pods, etc) are items to be left at home and not allowed out at camp, on the bus, or on the trips.

If you need to reach your camper throughout the day, please call: 518-858-0147.

If we or your camper need to reach you throughout the day, we will call you from 518-858-0147.

Q: For down-time on the bus or trip, can my camper use items from home?

A: Travel Camp has fidget and activity bins with a variety of items to use throughout the day along with counselor planned games.

Additional items like books, fidgets, cards, lanyards, puzzles, and writing/sketch books can be brought from home. Campers are responsible for their own items.

Q: Is there a lost and found for Travel Camp?

A: Forgotten items by Travel Campers are kept together with other Travel Camp items. Travel's Lost and Found bin is reviewed daily with the campers on the bus. Items left at the end of the week return to Day Camp's Lost and Found.



TRAVEL CAMP

SAMPLE NEWSLETTER

	Where we are going	What to bring	Required paperwork	Depart/return times
Monday	No traveling Team building & Presets at Camp	<ul style="list-style-type: none"> Backpack/bag for the following items Lunch, AM snack, PM snack Swimsuit & towel Bag for wet items Optional: water shoes/flip flops Sunscreen and bug spray Sneakers or closed-toed shoes Water bottle 	<p>Please be sure your Camp Docs are completed.</p> <p>Submit additional paperwork to Bri</p>	<p>ATTENDANCE REQUIRED</p> <ul style="list-style-type: none"> Safety Teambuilding Team meeting Final trip preparations
Tuesday	Glimmerglass State Park	<ul style="list-style-type: none"> Backpack/bag for the following items Lunch, AM snack, PM snack, and/or money (Concession stand available) Swimsuit & towel Bag for wet items Sunscreen and bug spray Water shoes/sandals/flip flops Sneakers Water bottle Optional: \$4-7 for Ice cream 	<p>Consent to Treat/ Emergency Info</p> <p>Off-Site Swimming Permission Slip</p>	<p>9:00-4:30pm</p> <p>Be at camp by 8:30am</p> <p>Load bus at 8:45am Depart before 9am</p> <p>Return at 4:30pm</p>
Wednesday	Adirondack Extreme Adventure Course (Ropes & Zipline Courses)	<ul style="list-style-type: none"> Backpack/bag for the following items Lunch, AM snack, PM snack Sunscreen and bug spray Sneakers Water bottle Longer pants/capris/shorts 	<p>Consent to Treat/ Emergency Info</p> <p>Waiver</p>	<p>9:00-5:00pm</p> <p>Be at camp by 8:30am</p> <p>Load bus at 8:45am Depart before 9am</p> <p>Return at 5:00pm</p>
Thursday	Adirondack Adventure Center (Tubing)	<ul style="list-style-type: none"> Backpack/bag for the following items Lunch, AM snack, PM snack Swimsuit & towel Bag for wet items Sunscreen and bug spray Water shoes (can't slip or slide off) Sneakers Water bottle 	<p>Consent to Treat/ Emergency Info</p> <p>Off-Site Swimming Permission Slip</p> <p>Waiver</p>	<p>9:00-4:30pm</p> <p>Be at camp by 8:30am</p> <p>Load bus at 8:45am Depart before 9am</p> <p>Return at 4:30pm</p>
Friday	Great Escape (Amusement Park) *no water park	<ul style="list-style-type: none"> Backpack/bag for the following items AM snack, PM snack (Lunch, drink, & snack included in ticket) *Lunch and water bottles from home cannot be brought into the park (medical/allergy exceptions- bri is made aware) Sunscreen and bug spray Sneakers Water bottle Great escape is cashless. Cash exchanged into reusable gift cards. Optional: can supply your child with additional money for arcade games 	<p>Consent to Treat/ Emergency Info</p>	<p>9:00-6:00pm</p> <p>Be at camp by 8:30am</p> <p>Load bus at 8:45am Depart before 9am</p> <p>Return at 6pm</p> <p>Pick-up facilitated by Bri & staff: bring photo ID</p>

COUNSELORS IN TRAINING (CIT)



AGES

14 & 15
ENTERING 9TH AND
10TH GRADE

The Counselor-in-Training (CIT) program is designed to develop leadership skills in young people entering 9th and 10th grades. CIT applicants must be 14–15 years of age and/or entering 9th and 10th grades.

The CIT program is the first step in an individual's transition from camper to a potential staff member. We take pride in helping youth develop the necessary skills through interactive training, team building activities, and hands-on learning experiences. The goal of our program is to help CITs develop a positive work ethic that they can apply to any leadership experience in the future.

CITs shadow actual counselors, plan and facilitate activities, and participate in nearly every aspect of camp. We accept applications for teens 14 and older and/ or are entering the 9th grade. CITs are selected based on maturity, enthusiasm, and a desire to be a future leader at camp. This program does NOT guarantee employment.



Goals of the Program

- Prepare teens to work with children of all ages and backgrounds by providing lessons on age characteristics, diversity and inclusion, and behavior management.
- Prepare teens to become successful camp counselors by embedding the majority of their experiences within camper groups, working alongside counselors.
- Encourage role-modeling behavior.
- Provide hands-on training experiences in safety procedures, game and curriculum implementation, and group supervision.
- Establish a feedback system to enhance professional and personal development.
- Empower teens to enhance their abilities by providing them opportunities to explore and learn.

DAY CAMP PRICING

Deposit: \$50 non-refundable deposit per camp week for each camper registered is due upon registration.

Sibling Discount: A sibling discount of \$20 per week is honored for families with two or more children enrolled in this program.

CDYMCA DAY CAMP	
MEMBER PRICING	NON-MEMBER PRICING
\$310 per week	\$360 per week

CDYMCA TRAVEL CAMP	
MEMBER PRICING	NON-MEMBER PRICING
\$360 per week	\$410 per week

The cost of Travel Camp for Week 1 is the same as the other weeks, even with the holiday off, due to a specialty trip.

Camper MUST be a member at the time of registration through the last week of camp to receive member pricing.

Weekly payments for camp can be made by automatic draft, cash, online, or by mailing check to Childcare Billing Capital District YMCA, 465 New Karner Road Albany, NY 12205.

Please print your child's name in the memo section of your check. Because the Capital District YMCA processes checks as electronic funds transfers, the check will appear as a debit on your statement, and you will not receive a cancelled check.

We do not mail a bill each week. All payments are due Monday of the week they are registered for camp. If your payment is not received by the Tuesday of that week, your child will be removed from the program. If you have any additional questions, contact the Billing Department at billing@cdymca.org or call 518.869.3500.

Please note that if you need to cancel any week for any reason, **we need at least one-week notice**. If you cancel with less than one week notice, you are responsible and billed for that week. **Deposits are non-refundable and non-transferrable**. Cancellation requests can be emailed to billing@cdymca.org

FREQUENTLY ASKED QUESTIONS

Q: How is my deposit applied?

A: Your deposit will be applied to the weekly draft. Keep in mind that the deposits are non-refundable. To calculate your weekly fees, subtract \$50 (the deposit).

Q: My child may not attend every day. Is there a drop-in option?

A: Sessions are purchased and billed weekly. We don't have an option for daily rates.

Q: What happens if I am placed on the waitlist?

A: If a spot opens, someone from the childcare/billing department will reach out.

Q: How do I make payments?

A: You can log into your YMCA account anytime to make or change a payment method or contact billing@cdymca.org

Q: Can I cancel my registration online?

A: No, you cannot cancel your registration online, **you must contact billing@cdymca.org with a 1 weeks' notice.**

Q: Do you offer swim lessons?

A: Swim lessons are separate from camp and are offered through the aquatics department.

Q: Are the children outside all day?

A: Yes, we are an outdoor camp except during inclement weather. Please ensure your child has appropriate clothing/outerwear.

CAMP REGISTRATION INFORMATION

Visit cdymca.org/summer-camp to register online!

Review pricing on page 14. **Campers MUST be members prior to registering to receive member pricing.** If they are not and you'd like to sign them up for a membership, be sure to register them online or at your local branch prior to registering for our CDYMCA Summer Camp!

1. Go to cdymca.org/summer-camp to review the information and our CDYMCA Summer Camp Brochure.
2. Find the CDYMCA Summer Camp location where you would like to register your camper at.
3. When you are ready to register, click on the type of camp you wish to register your child(ren) for (ie. Day Camp, CIT Camp, Travel Camp).
4. Once selected, the website will take you to Daxko to complete your registration.
5. It will now ask you to log in unless you are already logged into our site for other program registrations. If this is the case, you can skip these steps as it will not ask you to log in. *Tip: log into Daxko a few days prior to registration opening to make sure you remember/update your password
 - a. If you know your camper's membership/participant email and password, log in. Use the login information you have used to register for YMCA programs (this would be the same credentials as registering for camp last year or for Before and After School programs).
 - b. If you do not know the login information for your camper's profile, or your attempt in the previous step fails, click the "I don't know my credentials" option. It will ask you to enter information and verify the email that we have on file.
 - c. If your camper has never enrolled in any of the Capital District YMCA programs or classes and has never been a member, you can select "I have never been a member or participant and I want to create a new account."
 - d. Enter the required information for your camper, and select a membership type. If you are not interested in registering for a membership, please select the "non-member" option.
 - e. If you have any concerns or questions at any point of this process, please contact our billing department at billing@cdymca.org.
6. Please be aware that your camper can only attend ONE OPTION/CAMP TYPE EACH WEEK.
 - a. You can register your camper for one option or multiple options throughout the summer, just not in the same week
7. On the next page, review and select "Add to Cart."
8. Go to your cart and REVIEW. Make sure there are NO overlapping dates.
9. Once you have all of the weeks you would like in your cart, checkout and complete the billing information.
10. Review and sign all waiver and notifications. **Please note this will include you accepting the \$50 deposit.**
11. After completing registration, you will receive a confirmation email.



PAYMENT/REGISTRATION P

WEEKLY AUTO PAYMENTS

Payments for camp are processed via a weekly auto draft. On the registration form, you will provide credit/debit card or bank account information which will be automatically charged each week. The charge is made on the Monday of the camp week. All fees are nonrefundable.

NON-REFUNDABLE DEPOSIT

A non-refundable \$50 deposit is due for each week of camp at the time of registration. For example, if a camper is registered for 9 weeks at initial registration, a deposit of \$450 is taken. This deposit is applied to the child's weekly draft. The full deposit amount is drafted from the bank or credit/debit card that you provide within your registration form.

CANCELLATIONS

- All cancellations must be submitted at least one week prior to the draft date. **Cancellations submitted less than one week prior to the draft date will not receive any refund or credit.**
- **To submit cancellation requests, please email our Billing Department at billing@cdymca.org**

SCHEDULE CHANGES

- All changes must be submitted at least one week in advance.
- Changes submitted less than one week prior to the draft date will not receive any refund or credit.
- **To submit change requests, please email our Billing Department at billing@cdymca.org**

SPLIT PAYMENTS

If a family needs to split payments between two parties, both parties need to supply banking information. Please email the CDYMCA Billing Department. We cannot split deposit payments.

DISCOUNTS

A sibling discount of \$20 is honored for families with two or more children enrolled in this program or full-time child care. Typically, the discount applies to the

oldest child/children.

NON-SUFFICIENT FUNDS (NSF) POLICY

Should any payment draft not be honored by your financial institution for any reason, you will be charged a \$25 NSF fee. Campers with an outstanding balance will not be allowed to attend camp until the balance is paid. In addition, if a camper has an outstanding camp balance, they will be ineligible to register for any other Y programs, including Y-Time, until the balance is paid.

ANNUAL CAMPAIGN SCHOLARSHIP

The Y has a financial assistance program that awards a percentage off of CDYMCA Summer Camp to qualifying families based on income. To qualify for a scholarship, families must apply with our Membership for All application located on our website. Please note that childcare/day camp scholarships are different than membership scholarships. **Please note Day Camp scholarships do not apply to Travel Camp.** Please contact billing@cdymca.org with questions.

POSITIVE GUIDANCE

Behavior management is accomplished through a positive approach that respects the child as an individual. Praise and positive reinforcement are effective methods of managing children's behavior. When children receive positive feedback and interaction from adults and others, they develop good self-awareness, problem solving abilities, and self-discipline.

Y staff will address normal day-to-day behavior by guiding children to resolve their own conflicts. The following techniques will be used to influence children's behavior: positive role modeling, setting limits, re-direction, and positive behavior alternatives.

Depending on the frequency and/or severity of a child's negative behavior, a meeting will be held with the parent(s), Site Director and the Childcare Director. With parental assistance, a plan will

POLICIES AND PROCEDURES

be devised to help us work with the child. The Y reserves the right to suspend or terminate a child from the program if behavior does not improve or is severe enough. Any child who inflicts physical harm on other children or Y staff may be immediately dismissed from the program.

BEHAVIORAL POLICY

At the Capital District YMCA, our childcare programs are designed to build capacity for students to succeed. The purpose of our Behavioral Policy is to reflect our four core values of **caring, honesty, respect and responsibility**. Our goal is to promote and maintain a positive atmosphere within each school-age childcare program; a child's misbehavior may prevent our staff from fulfilling this goal. A child exhibiting disruptive behavior (minor or major) will be guided using the following guidelines.

MINOR INCIDENTS

Minor incidents are minor day-to-day infractions that occur and are dealt with on the spot by our staff. Examples include:

- Misuse of YMCA equipment
- Disruptive outbursts
- Spontaneous slip of questionable words
- Playground disagreements and squabbles
- Rough housing

When these types of incidents occur, we focus on problem-solving and helping the child make better decisions in the future. Our staff use positive working strategies to help a child realize that negative behavior is ultimately nonproductive.

Each child should enjoy activities planned with the understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules for safety and behavior, we help each child learn to exercise self-discipline with our guidance. If a child exhibits repeated behavioral problems, you will be notified and encouraged to guide your child's behavior.

MAJOR INCIDENTS

Major incidents endanger the physical and mental safety of the child, other children and/or staff. Though most of the following misbehaviors are not evident in YMCA programs, it's important to be aware of them. Major incidents include, but are not limited to:

- Minor incidents that become repetitive or chronic
- Weapons
- Bullying
- Theft
- Lying
- Leaving supervised area without permission
- Throwing stones or other projectiles
- Abusive language
- Verbal threats
- Direct disobedience of and/or defiance of our staff
- Violation of any school's Code of Conduct

A child exhibiting any of these behaviors will be separated from the group, a Behavioral Report completed, and a conference with the parent/guardian/responsible adult will occur. The child will be required to complete a behavior contract and submit it to our staff before returning to the program. Failure to comply with the contract will result in suspension or expulsion from our program.

For the safety and well-being of children in our care, we cannot care for children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activities which may include, but are not limited to:

- Behavior that requires constant attention from staff
- Behavior that inflicts physical or emotional abuse on other children or self
- Behavior that abuses staff and/or ignores or disobeys rules

In response to any activities that involve fighting, assault, vandalism, using illegal substances, or

PAYMENT/REGISTRATION POLICIES AND PROCEDURES

any other endangering behavior, our Site Director or Childcare Director will immediately remove the child from the program and contact you. Expulsion from the program will follow.

PARENT CONDUCT POLICY

Any misconduct by a parent/guardian/responsible adult toward Y staff and/or program participants may result in termination of your child from our program. This behavior includes threats, harassment, swearing, and violations regarding picking up your child.