



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2025 SUMMER CAMP YMCA CAMP Y-KODA SITE PARENT HANDBOOK

YMCA CAMP Y-KODA
W3340 SUNSET ROAD, SHEBOYGAN FALLS, WI 53085
P: (920) 467 - 6882 • F: (920) 467 - 7240

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WELCOME TO CAMP

WELCOME TO CAMP!

Welcome to YMCA Camp Y-Koda! We are excited that your child will be joining us this summer. We hope that this parent handbook helps answer any questions that you may have about our Summer Camp Program at our Camp Y-Koda location. Please read through this handbook carefully and keep it as a reference throughout the summer. Your child's safety is our number one priority.

ABOUT US

The YMCA Camp Y-Koda Summer Camp Program is to provide opportunities for kids to grow, learn, and play in a safe outdoor environment. We aim to provide new experiences for kids and to promote an appreciation for the outdoors. As part of the YMCA, we seek to develop the personal character and integrity of each child by putting Christian principles into practice through programs that build healthy spirit, mind and body.

YMCA Camp Y-Koda is a licensed day camp by the Wisconsin Department of Children and Families (DCF) and are a branch of the Sheboygan County YMCA. Our camp follows the YMCA standards in addition to the rules & regulations set by the DCF. Being a licensed day camp for children means that YMCA Camp Y-Koda meets over 350 standards in health and safety, assuring you that we are providing the best possible camp environment for your child.

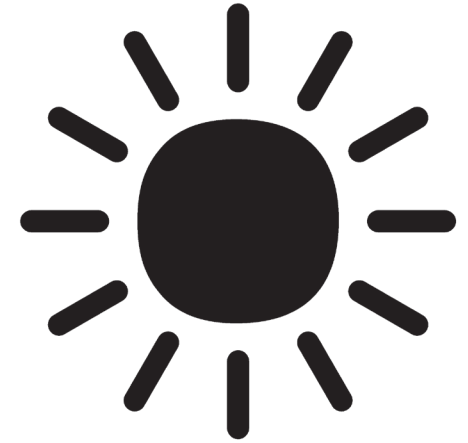
THE PROPERTY

YMCA Camp Y-Koda is located at the following physical address: W3340 Sunset Road, Sheboygan Falls, WI 53085. The camp is located in between Sheboygan, WI and Plymouth, WI just west of the Sheboygan Falls exit and right off of State Highway 23.

The camp itself is 80-acres with trails that surround the perimeter and run through the general camp. Our natural features include prairie, forest, a lake, and the Sheboygan River. Camp has four main buildings: Johnsonville Lodge, Lohmann Lodge, Jung Family Craft Center, and Denison Pavilion. Johnsonville Lodge serves as a headquarter area during inclement weather, our cafeteria and



lodging for resident camps and other indoor programming. The Jung Family Craft Center is home to Arts & Crafts and the Camp Store. The Denison Pavilion is used to serve snack out of on a daily basis, lost & found and serves as one of the headquarters for our Pee Wee campers. Lohmann Lodge serves as the second location for our Pee Wee Campers. Camp Y-Koda has four family campsites named: Campsite #1, Senty Campsite, Muth Campsite, and Gentine Campsite. Each campsite has cabins, picnic tables and a fire pit. Camp has a swimming pool, high ropes and challenge course, basketball courts, volleyball courts, gaga ball pit, archery range, slingshot & BB Gun ranges, a ball field, a playground, a play garden and nature classrooms.



MEET THE TEAM



JEREMIAH DENTZ, EXECUTIVE DIRECTOR

jdentz@sheboygancountyymca.org

Jeremiah started working at Camp Y-Koda in 2001 shortly after earning his Bachelor's Degree in Environmental Education from the UW-Stevens Point. Jeremiah strongly believes in the value of outdoor experiences as part of a healthy childhood and works to ensure Camp Y-Koda provides those experiences to everyone. He enjoys his job because he knows camp is impacting young lives in a positive way and providing life-long memories. He loves seeing exhausted, dirty, and smiling faces at the end of a full day of playing outside.



KAITLYN EMONS, SUMMER CAMP DIRECTOR

kemmons@sheboygancountyymca.org

Meet Kaitlyn, a Y-Koda alumni camper and now our Summer Camp Director! She grew up in Sheboygan area, while staying involved with other communities such as Milwaukee, Madison, Ozaukee County, Florida and Alabama. Kaitlyn has a BSAS in Architecture from the UW-Milwaukee and a Project Management Certificate from Lakeshore Technical College. In 2015 she worked at Disney World in Orlando as a Children's Activities Hostess at Disney's Port Orleans Resort. After wearing many hats with Y-Koda, Kaitlyn discovered that making a positive impact in our community and working with youth is her passion. Kaitlyn has served as a Volunteer Committee Member for the YMCA Mid-America Camping Conference from 2020-2021, and has a current Team Leadership Certification with Y-USA. She is a 2024 graduate of the chamber's Leadership Sheboygan County program. In 2024 she served as a nominee for Sheboygan's Top Young Professional of the Year & Young Professional Community Volunteer of the Year. Year-round you will find Kaitlyn actively involved with the Sheboygan Chambers Young Professional Program and other professional endeavors. In her free time, she enjoys volunteering weekly at the Sheboygan Warming Center from December – April and enjoys teaching Zumba Classes. As an Army wife, Kaitlyn understands the importance of family time, and especially hanging out with her niece and nephew! This is Kaitlyn's 14th year working at Camp Y-Koda.



TERESE KOENE-CARROLL, BILLING & REGISTRATION

tcarroll@sheboygancountyymca.org

Terese began working at Camp Y-Koda in 2007 as an Outdoor Educator. With her love of camp, she became our Administrative Assistant and a Lifeguarding CPR & First Aid Trainer for the Outdoor Education and Summer Camp Team. When she was 7 years old, she saved her 4 year old brother from drowning. She has been a lifeguard instructor for over 20 years and a swim instructor for more than 30 years. The best part she loves about working at camp is taking walks around our grounds and seeing our campers every morning with pure energy and excitement they have for camp. She enjoys working with her family on a small hobby farm taking care of their ever-changing menagerie of animals. During her down time, Terese enjoys a good cookout with her friends and family. Her favorite activity at camp is anything to do with water either at the lake, river or swimming pool.



DANI ROSCOVIUS, ASSISTANT SUMMER CAMP DIRECTOR

droscovius@sheboygancountyymca.org

Dani is currently working towards her Bachelor's Degree in Organizational Leadership through Maryville University online, with one more year to go! She grew up going to summer camp in central Wisconsin, moved into junior staff volunteer programs, and eventually became a camp counselor herself. Dani took those experiences and her love for camp to the south and worked for YMCA's in Alabama, Upper Michigan and Central Wisconsin. She then moved back to Wisconsin to join the Camp Y-Koda staff in 2022. She strongly believes in the impact that the YMCA and Summer Camp can have on the campers, teens, and staff, and work toward guiding and influencing children into a positive and life-changing experience. In her free time, Dani enjoys sipping coffee, hiking with her dogs, road trips, and spending time with her nieces and nephews.

REGISTRATION

Summer Camp fees range in price from \$170.00 to \$640.00. There is a one-time registration fee of \$15.00 per camper in addition to the listed camp fees. The registration fee is paid only once regardless of how many camps the camper signs up for. We require payment of the \$15.00 registration fee and a \$50.00 deposit(s) per camp(s) at the time of registration.

ANY LIMITATIONS TO ENROLLMENT

The camp cannot provide one-on-one child care.

WAIT LISTS

If you are interested in registering your child(ren) for a camp week this season, we highly encourage you to join the waiting list. Each year we see high demand when registration opens up and a waitlist starts on any camp. We cannot guarantee a spot will open up, but we tend to see spots become available closer to the desired camp week or after registration opens.

To be added to the waitlist, the online system will give you the option to "Add to Waitlist" during registration.

Cost? It is FREE to join the waiting lists, however you will be required to complete the required forms online. When a spot opens up you will be contacted about the next steps and have 24 hours to decide if you wish to take the open spot or not. If we do not hear from you via email or telephone, we will move to the next person on the waiting list.

FRIEND REQUEST

If your child plans to attend camp with a friend or group of friends, you may request they be placed with the same counselor by filling in the "Friend Request" section when registering. In order to be in the same cabin group, children must be in the same age category and attend the same camp. We will make every effort to grant your request. However, placement is **not guaranteed** as certain age groups are separated by State Licensing Regulations and we cannot make exceptions.

CAMPERSHIPS & FINANCIAL ASSISTANCE

Attending camp and nature based programs can truly be an experience that lasts a lifetime and the relationships built and memories made during your child's stay can last a lifetime. We know that for many families, the cost of attending programs, especially week-long camps, can be a financial challenge that they might not be able to afford. **We are here to help.** Please visit our website at sheboygancountyyymca.org/camp-y-koda for information on Camperships, Financial Assistance and Wisconsin Shares Information.

- **PLEASE NOTE**
- There are limited number of spaces per camp. We HIGHLY recommend that you register early to guarantee your child a spot for the summer. Additionally, camp scheduling, field trips, and content are subject to change due to ratios, staffing, inclement weather and unforeseen events or circumstances. We will do our best to notify parents when these changes occur.

PAYMENT & CANCELLATION POLICIES

Need to change or update your registration? Contact Billing & Registration at tcarroll@sheboygancountymmca.org to request a change. All requests must be made in written documentation format such as: via email or visit the office to complete a form.

Due to large waitlists for each camp, we kindly ask that if you decide to cancel your child's enrollment, you let us know as soon as you can. This way we can reach out early enough to the next person on the waiting list.

- **Camp Balances and any cancellations are due by the following dates:**
 - Weeks 1-3 Final Payment is due by May 1, 2025
 - Weeks 4-7 Final Payment is due by June 1, 2025
 - Weeks 8-12 Final Payment is due by July 1, 2025
 - If your camp balance is not paid by the weeks above, Camp Y-Koda and the YMCA will automatically charge your card on file on the 1st of each month.
 - If you have registered Online or have access to your camper's account Online, you may login and pay your balance by the above payment schedule.
- **The \$15.00 registration fee and all \$50.00 camp deposits are non-refundable under any circumstances.**
- **Choosing to Cancel at Camp:**
 - Due to holding a spot & choosing to cancel a camp before final payment is due, you will receive a partial refund of the camp fee. The one-time registration fee & camp deposit(s) will be forfeited.
 - If you decide to cancel by final due date, no refund will be provided.
- **No Show Policy:** If you are registered for any given camp session and do not attend for any reason/or do not notify that you will not be attending all fees for that camp will be forfeited.
- **Got off the waiting list?** If you got off the waiting list or sign up for a camp after final payment is due, the camp payment must be paid in full prior to attending.
- **Child does not like Camp?** We understand that camp and the outdoors is not for all, however due to holding a spot in any given camp session, refunds will not be provided if you choose to cancel or remove them from the week.
- **Poor Behavior & Choices at Camp:** The YMCA staff try our best to handle all camper behaviors & conflicts professionally and positively. We aim to redirect behavior in the best & safest manner possible for all participants, staff & volunteers. We understand that personalities may clash from time to time. If you choose to cancel your child out of camp due to clashing or conflicts between camper vs. camper, no refunds will be provided.
- **Termination:** If your child is terminated from the program for a single, multiple or all their camp sessions in any given season from the YMCA or Camp Y-Koda, due to poor behavior and choices made by your child, no refunds will be provided.
- **Unless otherwise specified, all camps are offered Monday-Friday. If you are not able to attend any portion of the camp session, no pro-rated fees, credits or refunds will be provided.**

For more information on our Payment, Cancellation & Refund Policies, please visit our website at sheboygancountymmca.org/camp-y-koda.

HOURS OF OPERATION

SUMMER HOURS OF OPERATION

Our Summer Camp Program operates for twelve weeks during the summer, beginning on Monday, June 9, 2025 and ending on Friday, August 29, 2025. The program itself runs 8:30am to 4:00pm Monday through Friday, however we do offer extended care beginning at 7:15am and ending at 5:30pm. Staff will not be available before and after the extended care starting and ending times. If campers are not signed up for extended care, their parent or guardian is expected to be at the designated location to pick-up and drop-off their child at the designated time.

In addition to the regular camp hours, as part of our program, we offer an optional Thursday Night Sleepover & Family Afternoon Program (see pages 24-25).

Summer Camp Hours 8:30am-4:00pm
Summer Office Hours 7:15am-5:30pm

The office is staffed all night during Thursday Night Sleepovers and all resident camps.

YEAR LONG HOURS OF OPERATION

YMCA Camp Y-Koda is open year round. The posted hours of operation are Monday through Friday from 8:00am to 4:30pm, however through the year, we occasionally offer weekend programs, sleepovers, and camp experiences during non-school days. We are licensed January through December.

DAYS CLOSED: The YMCA and camp are closed on New Year's Day, Memorial Day, the 4th of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day.

- • • • •
- **SESSION DATES**
- Week 1: June 9 - 12, 2025
- Week 2: June 16 - 20, 2025
- Week 3: June 23 - 27, 2025
- Week 4: June 30 - July 3, 2025
- Week 5: July 7 - 11, 2025
- Week 6: July 14 - 18, 2025
- Week 7: July 21 - 25, 2025
- Week 8: July 28 - August 1, 2025
- Week 9: August 4 - 8, 2025
- Week 10: August 11 - 15, 2025
- Week 11: August 18 - 22, 2025
- Week 12: August 25 - 29, 2025

• *Please Note: No camp on July 4, 2025.*



CHECKING IN

When you arrive to Camp Y-Koda, you may park in our main parking lot. A staff member will be available to help guide you to the check-in location, located behind the Johnsonville Lodge. If your child is enrolled in Pee Wee Camp, the Pee Wee Check-in is located inside of the Johnsonville Lodge. Each group will have a sign-in/out sheet. If the assigned counselor is absent, your camper will be signed in by another YMCA Staff Member.

We have two options available to get your camper checked in, please see the options below:

- **Option #1:** You may walk and check-in your camper with their counselor. Please use the outside pathway West of the Lodge.
- **Option #2:** You may drop-off your camper to do "Curbside" drop-off in the coned area near the front lawn. A YMCA Staff Member will help direct your camper to find their counselor.

Check-in is from 8:15am - 8:30am each day. Groups begin their day 8:30am sharp!

We cannot accommodate early check-in. If you would like to drop-off your child earlier, you will need to sign your child up for our extended care. Please see page 34 to learn more about extended care.
***For the safety of all children, visitors, staff & volunteers, we kindly ask that you leave your dogs or animals at home. Dogs and/or animals are NOT allowed on the camp property. Service animals are welcome.*

If inclement weather, check-in will be moved indoors of the Johnsonville Lodge.



CHECKING OUT

When you arrive to Camp Y-Koda for check-out, you may park in our main parking lot. All authorized pick-ups are required by the Department of Children & Families to bring a Photo ID when picking up your camper. The name on the ID must match the name on the campers authorized pick-up list. All authorized pick-ups must initial on the campers group sign-out sheet. All groups have a separate check-out.

All authorized pick-ups are required to exit their vehicle to sign-out the designated YMCA staff member supervising your child's group. Please walk on the West side of the Johnsonville Lodge to find check-out located behind the building.

***For the safety of all children, visitors, staff & volunteers, we kindly ask that you leave your dogs or animals at home. Dogs and/or animals are NOT allowed on the camp property. Service animals are welcome.*

Check-out is from 4:00pm -4:15pm each day. If your camper will be taking the bus, the bus will leave at 4:00pm sharp. If your camper is signed up for extended care at Camp Y-Koda, they will leave for the playground at 4:15pm sharp.

LATE PICK-UP POLICY

To get our campers and staff home on time, it is important that parents pick up their children by the required time. While we realize that there are times when you will be held up, we have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee will still be given. The following is our policy:

- 1st time – more than 5 minutes late is a warning.
- 2 or more late pick-ups – A fee may be placed for every 15 minutes thereafter. If you know you are going to be arriving late for multiple dates, we highly encourage you to sign up your children for extended care. For extended care, a late pick-up fee will be placed of \$5.00 per 15 minutes after the extended care ends at 5:30pm. We hope this policy will not be needed.

This policy is a matter of mutual respect between the YMCA staff and our participants. Children grow quite anxious and worried when their parents are running late.

ABSENCES

If your child is going to be absent, please call or email the camp office or director by 8:30am. If your camper does not attend the camp day and the office has not been notified, the camp office will contact the authorized and emergency persons listed in the child's registration form. If we do not hear from you by 9:30am your child will be marked absent. We understand parents need to get to work and continue the day, and we ask that you please notify the camp office or camp director as a courtesy to our staff and counselors.

Main Office Telephone: (920) 467 - 6882

Camp Director's Email: kemmons@sheboygancountyymca.org

If your camper will be absent on selected days due to appointments, family trips, etc., we ask that you also notify the office in advance. All notices must be made in writing to the Camp Director. NO payment credits are made for absences.



ARRIVING LATE TO CAMP

If a camper arrives late to camp, parents must report to the office to sign their child in. Office staff must receive a signature and printed name from the parent/guardian dropping off the camper on the "Sign In/Out" form, the campers name and the time of drop off are also recorded. The camper is then transported by administrative staff to their destination at which time the camper's counselor also records the specific time the camper joined their group.

Parents & Legal Guardians may not take their camper down to the campsite or bring them to their group. Children will be taken down to their group by camp staff.

LEAVING EARLY FROM CAMP

The opposite procedure of arriving late to camp occurs when a camper leaves early from camp. In this situation, the camper is transported from the group to the office where an authorized pick-up person is waiting. The authorized pick-up must show photo ID to confirm their authorization, which is checked against the campers registration form. If the photo ID matches, the authorized pick-up person must sign, date, and list the time of the pick-up.

If you need to pick up your camper early on any given camp day, please contact the camp office or email the camp director so we can put your child's name on our early pick up board and have them ready and waiting for you in the camp office when you arrive. We do ask that you provide advance notice, as it will give us the appropriate amount of time to inform our counselors that your child will be getting picked up early and that way your campers belongings are gathered ahead of the time.

If we are not alerted of the pick up, it will take us about 10-20 minutes to gather your camper, depending on what activity they are engaging in and where their activity is held.

DAY CAMP PACKING LIST

Campers can pack their belongings in a backpack (recommended) or a large bag.

PACK IT

- Backpack
- Lunch
- Water Bottle
- Towel
- Bathing Suit
- Change of Clothes
- Closed-toed Shoes
- Water Shoes
- Mask (Optional)
- Rain Jacket
- Sunscreen
- Bug spray
- A Smile!



LEAVE IT

- Phones
- Electronics
- Weapons
- Credit Cards
- Toys (Legos, dolls, etc.)
- CD Players
- Smart Watches
- Jewelry
- iPod, iPad, Music Player
- Animals & Pets
- Vehicles
- Fidget Toys

PLEASE READ: Camp Y-Koda and the YMCA is NOT responsible for any missing, stolen, or mis-placed items.



TOP TIP

- Camp is fun, busy, and messy. While we encourage campers to keep up with their things, we always suggest packing older clothes and towels that your camper won't miss if lost or accidentally misplaced.
- We highly encourage you to label all items brought to camp. Our staff does every effort to make sure all items brought to camp return home. If a child does not claim an item, it is brought to our lost & found collection.

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WHAT TO EXPECT

CAMP T-SHIRTS

A camp t-shirt is included in the registration fee. Campers receive their t-shirt on the Monday or Tuesday of the first camp they attend. They receive one t-shirt, regardless of how many weeks of camp they attend. If your camper does not receive their free camp t-shirt, please call or email the camp director.

ELECTRONICS, SMART WATCHES & CELL PHONE POLICY

Our programs promote the opportunity for participants to learn and play in nature and we strongly believe in the importance of disconnecting during the camp experience. Please leave them at home. If brought to camp, on the bus, to extended care and to our sleepovers, these devices will be taken away and kept in the office until a parent comes to pick them up. They will not be returned to the child at the end of the day or camp week until a parent comes to pick them up.

TRADING CARDS & TOYS POLICY

Trading cards and toys brought from home are NOT permitted at Y-Koda or Maywood. These items include, but not limited to: Pokemon Cards, Walkie Talkies, Legos, Nerf Guns, Sport Cards, playing cards, dolls, etc. Our camp encourages children and teens to learn and play in nature, and we strongly believe in the importance of less distractions during our camp activities. These items are not to be brought to camp each day. If brought to camp, these devices will be taken away and kept in the office until a parent comes to pick them up. They will not be returned to the child at the end of the day.

CAMP STORE

The camp store is your official source for a wide variety of novelty items and camp “swag” such as t-shirts, sweatpants, long sleeve t-shirts, hats and more! Campers may also purchase snacks and refreshments at select times. The store will be open during our snack periods only on Tuesdays, Wednesdays & Thursdays and during our Thursday Night Family Programs. Snacks, drinks, and ice cream items range from \$0.25 to \$1.50. Merchandise items range from \$1.50 to \$50.00. We recommend buying merchandise items at our Thursday Night Family Program.

PEE WEES AND THE CAMP STORE

Every week during the summer, Pee Wee campers will get the opportunity to visit our camp store only on Wednesdays. The camp store has nutritious snacks, refreshments and ice cream treats, as well as novelty camp items such as t-shirts, stickers, and more. If campers would like to purchase items, please send their money in a bag that is labeled with your camper on Friday. Camp highly recommends sending one or two dollars along with Pee Wee campers.

CAMPER’S MONEY

Camp Y-Koda is not responsible for any money missing, unattended money left out or theft of the participants money.

Camp highly recommends putting all camper money in a non-transparent bag or container to place in a secure location in their backpack. It is recommended that you send no more than \$5.00 per day with your camper. \$1.00 will do just fine. If they are interested in purchasing more expensive items, we recommend they do that at the Thursday Night Family Program with their parent or guardian present. **Please discuss with your camper the importance of keeping their money safe and for themselves.** The store is simply viewed as a nice novelty for campers; a fun area allowing them to make choices and have the opportunity to purchase a special treat as part of the camp experience.

ACTIVITIES

YMCA Camp Y-Koda provides a wide range of camps to choose from along with activities that appeal to a large range of ages and interests. Our program is designed to give campers a wide range of learning opportunities planned accordingly to the developmental level of each group. The camps and activities we offer expose children to a variety of experiences, educational opportunities, skill development, and personal growth. We offer something for everyone including traditional day camps, adventure trips and resident camps.

Groups are placed in activities that provide each child with age-appropriate experiences.

The Summer Camp Program is designed to give campers a wide range of learning opportunities planned accordingly to the developmental level of each age group. The camps and activities we offer expose children to a variety of experiences, educational opportunities, skill development, and personal growth. The following are some examples of camps or activities and the area they may focus on:

Skill Development: Archery, BB Gun, Canoeing, Kayaking, Paddle Boarding, Slingshots, Sailing, Windsurfing, Golf, Cooking

Social Skills: Cabin Group Talks, Playground, Gaga Ball, Cookout, Arts & Crafts

Self Esteem Growth: Camp Songs, Skits, Drama Camps

Education: Mad Scientist Camp, Nature Hikes, Nature Programs

Adventure: Off-Site Adventure Trips, High Ropes Course, Paintball, Racing Camp

Leadership Development: LIT Camp, Team Building Course, Volunteering, CIT Camp

Nature Appreciation: Eco-Buds, Lake Study, Junior Naturalists, Bug Lab, Nature Hikes

Physical Health: Basketball, Gaga Ball, Parkour, Taekwondo, Sports Camps, etc.

LARGE AND SMALL GROUP ACTIVITIES

Each week children are introduced to large and small group games and all camp games. Children are encouraged to interact in large and small groups, participate and allow others to participate with them to learn team building.

SNACK AND UNSTRUCTURED FREE TIME

During snack there is unstructured free time, which children may partake in our playground equipment. In addition to the playground equipment, children may engage in activities and games hosted at the ball field and/or basketball court. At this time on Tuesdays, Wednesdays & Thursdays children may also visit our camp store.

CAMPERS CHOICE TIME

Throughout the week your campers group may be scheduled to participate in an activity called: Camper's Choice. This activity is a dedicated time for campers to create and choose their own adventure within selected camp days. Scheduled on Monday, staff sit down with each camper and provides a list of available activities for each campers choice time. Their name gets put onto the list to sign up for the desired activity they would like to do for those selected times during the week. During Campers Choice all of camp is within staff to child ratio.



SWIMMING POOL

All camp groups at camp will participate in recreational swim throughout each camp week supervised by camp staff that are lifeguard certified by the American Red Cross. Campers at Camp Y-Koda will swim on Monday - Friday.

On the first day of the week or first time swimming in our camp pool, each camper is required to take a swim test to determine their swimming ability. Campers interested in having access to all areas of the pool are required to swim the distance of the pool doing the standard crawl. **If campers pass the swim test, they will receive a GREEN wristband.** Campers are required to keep this on until their last day of the camp week. For returning campers arriving back to back weeks, we recommend keeping the wrist band on. Campers unable to swim that length are required to stay in the shallow ends. The deepest part of our pool is only 4 ½ feet, but that is still over the heads of some of our campers. Campers that choose not to swim are not allowed inside the camp pool fence and will be supervised in another area outside the fence where they can either play games and activities or rest. **Camp asks that all campers leave their wrist bands on all week for the safety of your child and for the safety of others.**

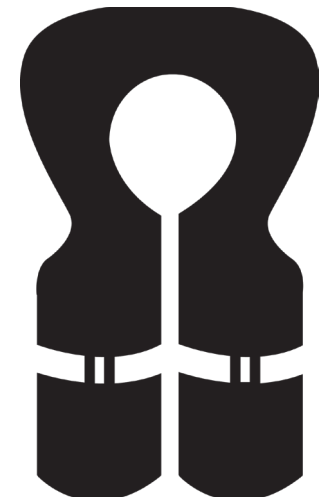
In addition, lifejackets are available to wear in our camp pool. If you would like your child to wear a lifejacket while at the pool, please speak to the camp office or their counselor.



CAMP LAKE, RIVER & MORE

In addition to our camp pool, campers will participate in recreational swim and watercraft use in the Sheboygan River or at the camp lake during each camp week, supervised by lifeguard certified camp staff. In all recreational swim and watercraft use times and sessions, camp requires all campers to wear life jackets in the river and lake. If the water covers the top of your camper's feet, they are required to wear a life jacket.

At our camp lake, for ages 6 and up we have: canoes, kayaks, paddle boards, and banana boats. In addition, our watercraft collection includes row boats, which includes a staff member per row boat. Our row boats are primarily used by our Pee Wee Campers. All campers that use our water crafts are required to wear a life jacket. Swimming at the lake is done only in our designated roped off area between our two docks. Our boat launch has it's own designated area to bring watercraft in and out of our lake. If campers do not want to swim or partake in watercraft use, they must remain on the supervised beach where they can play games and activities.



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ABOUT PEE WEE CAMP (Ages 4 - 5)

This program is designed especially for young children to enjoy a great camp experience. The Pee Wee Program has two classrooms, Denison and Lohmann, each being led by it's own Pee Wee Head Counselor all summer long. Each week the program is overseen by our camp director who develops age appropriate curriculum and activities. We pay special attention to our youngest campers to make sure that their first camp experience is a positive one. Pee Wees will attend the Family Program, but won't sleepover.

PEE WEE CONTACTS

Kaitlyn Emmons, Summer Camp Director
kemmons@sheboygancountyyymca.org

PEE WEE THEMES

All Pee Wee Camps have a special theme each week. The themes are:

- Week 1: June 9 - 13, 2025 Timber Play
- Week 2: June 16 - 20, 2025 Little Chef
- Week 3: June 23 - 27, 2025..... Zookeeper
- Week 4: June 30 - July 3, 2025 Lil Athlete
- Week 5: July 7 - 11, 2025 Splish Splash
- Week 6: July 14 - 18, 2025..... Ooey Goey Creations
- Week 7: July 21 - 25, 2025 Little Farmer
- Week 8: July 28 - August 1, 2025 Community Heroes
- Week 9: August 4 - 8, 2025 Lil Dino
- Week 10: August 11 - 15, 2025 Circus Fun
- Week 11: August 18 - 22, 2025 Under the Sea
- Week 12: August 25 - 29, 2025 Let's Go Camping

PEE WEE CAMPSITES

Our Pee Wee groups will be assigned to one of the two Pee Wee Campsites: Denison Pavilion or Lohmann Lodge. Here our campers store their belongings, eat lunch, partake in rest time and more!



Denison Pavilion



Lohmann Lodge

FRIDAY COOKOUTS

On Fridays, Pee Wee campers participate in a cookout lunch. Together we will cook our food over the campfire, and camp will be providing everything for the cookout. The cookout meal will include: a hot dog, watermelon, carrots, potato chips and milk. If your child has special dietary needs please contact the camp staff. If you feel your child is a picky eater, camp recommends sending a lunch along on Friday.

PEE WEES

PEE WEE DAILY SCHEDULE

<u>ACTIVITY</u>	<u>TIME</u>
Opening Ceremony, Attendance	8:30-8:45am
Outside Free Play	8:45-9:15am
Circle Time	9:15-9:30am
First Snack	9:30-9:45am
Small Group Activity Session	9:45-10:45am
Swimming in the Camp Pool	10:45-11:45am
Lunch	11:45-12:15pm
Small Group Activity Session	12:15-1:00pm
Story/Rest/Nature Free Play Outside	1:00-2:15pm
Large Group Activity Session	2:15-3:15pm
Snack/Store (Wed.)	3:15-3:30pm
Clean Up and Best of Day	3:30-3:45pm
Closing Ceremony	3:45-4:00pm
Departure/Camper Check-Out/Buses	4:00pm-4:15pm

PEE WEE PACKING LIST

Each Pee Wee camper will have their own cubby at camp. Camp highly recommends labeling all of your camper's items. The Pee Wee Packing list includes:

- Swim Suit
- Towel
- Sunscreen
- Bug Spray
- Rain Gear
- Closed toed shoes or hiking sandals with a back strap (No tie shoes if possible)
- Water Bottle
- Extra Clothing
- Watershoes
- Lunch
- Small Blanket, for rest time
- Optional Rest Time Items: Pillow and/or stuffed animal or books
- Optional Items: WaterWings, Hat and Sunglasses

PEE WEE REST TIME

Each day after the lunch activity, Pee Wees will rest or partake in quiet activities for at least 30 minutes. Rest time is held inside their designated building and campers are allowed to take a short nap and rest. If campers cannot fall asleep, they will be brought outdoors for an activity for the rest of nap time. Campers are encouraged to bring their own blanket or sleeping bag to use.

PEE WEES AND SWIMMING

During the Pee Wee pool time, campers swim in a shallow area where they can mostly touch. Our shallow area of the pool is 2 feet deep and will be lifeguarded by two or more staff on duty during the swim time. If you would like your camper to wear a life jacket during pool time, please contact the camp staff or campDirector. Our Pee Wee campers are more than welcome to bring their own life jackets, waterwings or floaties during swim times.

During the week, Pee Wee campers will be visiting and partaking in activities near our lake. We require all campers to wear life jackets during lake time while lifeguarded by two or more staff on duty during lake time. Activities may include: frog catching, going in a row boat, corcl boat, swimming, sand free play, water mat, etc.

PEE WEE SNACK

During the day our Pee Wee campers receive two snacks per day. One snack is served mid-morning and one after rest time in the afternoon and include at least two of our four food groups and milk or 100% juice. If your child has any dietary restrictions, be sure to indicate them on the medical form. If your child would like to eat snacks from home during these times, please put these in a separate bag to give to the lead Pee Wee Counselor.

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DAY CAMP

TRADITIONAL DAY CAMP (Ages 6-13)

Day camp is one of the best ways to experience the fun of Camp Y-Koda! Think of it as the “sampler” of all the different camp activities. On any given day during the week, campers participate in large & small group activities, water & land activities, Camp Readers & Campers Choice, nature studies & ranged sports, and so much more. The Day Camp activity schedule changes each week.

Campers are placed into groups with similarly aged children per the DCF childcare ratios regulations. It is a great way for your child to find out which activities they enjoy most so their next camp experience can be a specialty camp to focus on their favorite skill or activity.

PLEASE READ: Day Care Licensing only allows archery for age 7 & older, BB Guns for age 9 & older, sling shots for age 7 & older, and the ropes course for age 9 & older.

DAY CAMP DAILY SCHEDULE

<u>ACTIVITY</u>	<u>TIME</u>
Opening Ceremony, Attendance	8:30-8:45am
Prep for the Day at Campsite	8:45-9:15am
Activity Sessions	9:15-11:10am
Lunch	11:10-11:35am
Songs/Skit Practice	11:40-12:00pm
Swimming in the Pool/Activity Sessions	12:10-1:00pm
Snack/Playground/Swimming in the Pool	1:10-2:00pm
Activity Sessions/Snack	2:10-3:00pm
Pack Up at Campsite	3:10-3:45pm
Closing Ceremony	3:45-4:00pm
Departure/Camper Check-out/Buses	4:00-4:15pm



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SPECIALTY DAY CAMPS (Ages 5 - 16)

All specialty camps are designed around a specific theme or skill. Specialty camp instruction is Monday-Thursday in the morning, and in the afternoon campers will partake in traditional camp activities. Selected camps will have specialty camp instruction also on Fridays. Throughout the week, campers may participate in "all camp" activities with other camp groups. Some specialty camps take off-site trips that may involve further specialty instruction and therefore more hours. Please find the descriptions for our specialty camps located in the Summer Camp Brochure.

RESIDENT CAMPS AND ADVENTURE TRIPS

For all resident and adventure trip camps, parents will receive specific information prior to each resident based camp. This exclusive information may include, but not limited to: waiver forms, packing lists, itineraries and more.

SPECIALTY CAMP DAILY SCHEDULE

ACTIVITY	TIME
Opening Ceremony, Attendance	8:30-8:45am
Prep for the Day at Campsite	8:45-9:15am
Specialty Sessions	9:15-11:10am
Lunch	11:10-11:35am
Songs/Skit Practice	11:40-12:00pm
Swimming in the Pool/Activity Sessions	12:10-1:00pm
Snack/Playground/Swimming in the Pool	1:10-2:00pm
Activity Sessions/Snack	2:10-3:00pm
Pack Up at Campsite	3:10-3:45pm
Closing Ceremony	3:45-4:00pm
Departure/Camper Check-out/Buses	4:00-4:15pm



WEEKLY PARENT PROGRAM

After our camp day is over at 4:00pm, your family is invited to attend our program. The program showcases a skit or song prepared by each campsite and we announce the Spirit Stick Winner. Your family will also have the chance to visit the camp store, walk the property and see what your child's camp group has been doing all week long. After the program is finished, our sleepover and nighttime camp experience begins! (Sorry Parents! Kids Only!)

6:15PM - Grounds Reopen / Drop Off Items

7:00PM - Program Begins at the Chapel

8:00PM - Departure / Sleepover Begins

If the Family Program and Sleepover is canceled due to inclement weather, it will be announced on our social media pages, email blast and on our website:

www.sheboygancountyymca.org/camp-y-koda

PEE WEES AND THE FAMILY PROGRAM

Each Thursday is our weekly Family Program, where children attend camp during the day and leave camp at normal time. Children and families are also invited to come. Pee Wee campers will sing a group song and present the fun activities that they did throughout the week. **Pee Wees do not have the option to sleepover on Thursday Nights.**



WEEKLY SLEEPOVER

THURSDAY NIGHT SLEEPOVER

Campers are invited to sleepover with us on Thursdays for an authentic camp experience! Each camp group will be assigned to a certain lodge or campsite. All of the camp will partake in a night activity, roast s'mores and enjoy the stars! In the morning we will have extra playground time and breakfast to begin our Friday!

For those sleeping over or only joining us in the night activity, children must be checked in with camp staff by 8:00pm. We do not offer childcare or dinner services for participants between hours of 5:30pm - 8:30pm.

NIGHT CARE AND FOOD

On Thursday night sleepovers, camp supplies a late snack before campers go to sleep. This snack is traditionally s'mores which consists of: graham crackers, one marshmallow, and chocolate frosting. Snack is also served with Milk and Water. All snacks are provided for off-site adventure trips and resident camps.

OVERNIGHTS AND BREAKFAST

For Friday mornings, Camp Y-Koda and Nourish Farms have collaborated together to provide a farm-to-table breakfast program for those campers that sleepover. Nourish is a 501(c)(3) non-profit organization who delivers good-food educational programs to the community. Learn more about Nourish Farms at nourishfarms.org.



SLEEPOVER PACKING LIST

PACK IT

- Large Bag
- Change of Clothes
- Flashlight
- Pajamas
- Bug spray
- Pants & Sweatshirt
- Pillow & Blanket
- Sleeping Bag
- Toiletries
- Closed-Toed Shoes
- All Regular Day Items

PLEASE READ: Camp Y-Koda and the YMCA is NOT responsible for any missing, stolen, or misplaced items.



LEAVE IT

- Phones & Electronics
- Snacks & Candy
- Weapons
- Credit Cards
- Toys (Legos, dolls, etc.)
- CD Players
- Smart Watches
- Jewelry
- iPod, iPad, Music Player
- Animals & Pets
- Vehicles
- Fidget Toys

MEAL AND SNACK SCHEDULE

The meal and snack schedule remains the same throughout the summer in order to provide regularity to campers. The meal and snack schedule is posted as part of the daily camp schedule in the Summer Camp Brochure and on our website.

The meal and snack schedule is as follows:

Pee Wee Campers (Ages 4 and 5)

Snack : 9:30am

Lunch (Provided by the parent): 11:30am

Snack: 3:00pm

Campers Ages 6 and Up

Lunch (provided by the parent): 11:00am

Snack: 1:30pm or 2:30pm (Depending what snack period your camper is scheduled in)

Friday Breakfast (If attended the Thursday camp sleepover): 7:15am



MEAL TIME SOCIALIZATION

Meals are served with time for socialization. Children are encouraged to learn group cooperation, language development, personal discipline, positive social interaction, healthy nutrition and to try a variety of different foods. Staff will sit at a table with the children during meal time.

CHILDREN AND EATING

Breakfast is NOT served to children in morning extended care. The noon meal must be provided by the parent Monday–Thursday, unless otherwise specified. If a child does not have a lunch, camp will contact the authorized and emergency contacts on the registration form to bring the child a lunch.

WATER SUPPLY

Camp water supply is from it's own well and is tested annually for health by the Sheboygan County Division of Public Health. Camp has drinking fountains at the Denison Pavilion, Johnsonville Lodge, the swimming pool and at the Jung Family Craft Center.

LUNCH AND COOKOUT

Campers must bring a lunch with them to camp Monday-Thursday unless otherwise specified. Camp provides lunch on Friday as all campers participate in an authentic campfire cookout. If your child would like to bring a lunch from home for Friday they are welcome to have both. Milk is provided every day with lunch as well as a nutritious afternoon snack. All meals are provided for off-site adventure trips and resident camps.

SNACK PERIODS

Each afternoon children receive one snack if they hold attendance in the snack line. Snacks vary each day and includes milk or 100% juice. If your child has any dietary restrictions, be sure to indicate them on the medical forms listed in the registration forms. If your camper does not enjoy the snacks we offer, we recommend sending a long a snack from home for them to enjoy. All snacks are provided for off-site adventure trips and resident camps.

A nutritious snack is provided in the morning and afternoon for our Pee Wee Program. A snack is provided in the afternoon for campers ages 6 and older. The snack menu is available for review and posted in the administrative office and at the location where snacks are served. The nutritional value of our snacks is commensurate with state guidelines.

SPECIAL TREATS

Donations of food items are welcome. Please check with the director prior to bringing your donation. Birthday treats brought from home are acceptable and must be in store bought individual packages containing the list of ingredients, for the safety of other campers. Please discuss the appropriate "treat" items with the camp director.



GROUP SIZE IN EATING AREAS

During meal time the ratio of staff to children follows the guidelines specified in HFS 46.05 (4).

Snack and meal times are held with cabin groups. Campers sit at picnic benches or tables for a relaxed and social setting. Ratios are always maintained to allow for fast service. Counselors prepare snack while children are given time to wash their hands prior to eating.

SPECIALTY MENUS—SPECIAL DIETS

A special diet, including nutritional concentrates and supplements, may be served only with written instruction from a child's physician and upon request of the parent. For snacks, the camp will try to accommodate as much as possible. If they cannot, the parent must provide the snack.

FOOD ALLERGIES

All staff and volunteers are informed of any child's allergies to food. The allergies are posted on the bulletin board by the refrigerator next to the menus for the week and in the administrative camp office.



SICK OR ILL CHILD POLICY

Parents should notify the camp when a child will be absent due to illness. The YMCA is not licensed to provide sick child care. Please do not bring an ill child to the program.

- Upon arrival at camp, a staff person shall observe each child for symptoms of illness and injury. If a child is found to have a sore throat, inflammation of the eyes, fever over 101 degrees, lice, ringworm of the scalp, rash, blisters, vomiting, diarrhea or any other illness or condition having the potential to affect the health of other people:
- The child will be examined by the child care director or most senior staff member present.
- The child will be brought to the office to rest.
- The child will be within sight and hearing distance of a staff member.
- The camper will stay in the office until the child can be picked up.
- The child's parents or the designated emergency contact (if the parents cannot be reached) will be contacted as soon as possible after the illness is discovered.
- Arrangements should be made to pick-up the child from the camp within the hour.

Because we are not licensed to provide ill child care, parent or emergency contacts must pick up the child within one hour after being contacted.

The child should not return to camp until they are symptom free for 24 hours. If a child is sent home due to conjunctivitis/pink eye, lice or any of the above symptoms, they cannot return to camp until they have been treated with an antibiotic or proper treatment for at least 24 hours.

To ensure proper staff/child ratio, children may not stay inside during outdoor play time. If your child needs to stay inside for health reasons, please keep them home.

All information on any illness, injury or medical emergency is confidential and recorded in the camp's medical logbook.

PLEASE READ: YMCA Camp Y-Koda follows the health and safety recommendations by the CDC, the Y-USA, local health department for ill persons procedures.



MEDICATIONS AND ADMINISTRATION

Please note to one of the Directors any special medication needs that your child has and please list any medications on your children's registration form.

In order to comply with licensing regulations set forth by the DCF, medications to be distributed at camp by camp staff must come with the completed required medication form. This applies to all medication, both prescription and non-prescription (ex: Epi-Pen, cough syrup, eye drops, ibuprofen, cold tablets, asthma medication, etc.). Additionally, **all medication must be turned in to the Camp Director in the original prescription and/or medical container (including but not limited to: OTC, vitamins, eye drops, etc.) and with the required medication form completed.**

Camp CANNOT distribute prescriptions or medications without the completed required medication form along with the medication being given to camp in the original container.

All medication will be administered by a YMCA staff of age 21 & older, and administered in the office.

MISSED MEDICINE DOSE OR ERRORS IN DISTRIBUTION

Missed dosages or errors in administration of medication will be noted in the medical logbook. Parents will be contacted immediately after the situation is discovered to determine what course of action their pediatrician recommends.

CHILD BITING HEALTH PROCEDURES

If a child bites and breaks the skin, universal precautions will be taken. The Communicable Disease Department, Aurora Medical Center Sheboygan and St. Nicholas Hospital will be notified.



The YMCA expects all campers and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

PROGRAM RULES

- Campers must always be in the presence of a counselor.
- Campers are expected to respect the counselors, and must treat others in a caring, respectful, honest and responsible manner.
- Inappropriate language is NOT allowed.
- Fighting, including play fighting is not allowed.
- Participation in activities and tasks is expected.
- Toys and electronic items are NOT allowed.

PROPERTY DAMAGE

At Camp Y-Koda, we ask our campers to respect all of our camp property - buildings, materials, etc. If campers make the decision to deface or destroy any property, the parent or guardian registering the camper will be contacted regarding their child's behavior. This includes (but isn't limited to): writing on walls, writing on bunk beds, and knowingly destroying property mattresses, window screens, balls, etc.

CHILD GUIDANCE

The YMCA encourages and teaches staff to use a positive attitude when dealing with children's behavior. At the beginning of each week and each day thereafter, counselors meet with their cabin groups to talk about the YMCA core values: caring, responsibility, respect and honesty. Campers are asked to give examples of each of the values and how they can be implemented at camp. To encourage positive behavior and utilization of the core values the cabin group that best displays those values throughout the week is awarded with the camp spirit stick. The winning group gets to decorate and sign a section of the stick.

During staff training, counselors are taught behavior management techniques such as positive reinforcement, redirection, and setting clear-cut limits. At the beginning of each week, counselors meet with their groups to discuss acceptable behavior.

Counselors are taught to use the following system for minor behavior issues as they happen:

- Remind the camper of the camp rules and let the camper know how they are being disruptive.
- Ask the camper how they could change their behavior to have a positive result.
- Help the camper to re-direct their interest and activity.

DISCIPLINE & REDIRECTION POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. The camp staff is required to maintain a log of disciplinary concerns. Camp uses a tiered discipline system, allowing children chances to change their behavior. Should a difficult behavior problem occur, an established series of steps will be followed:

1. First, the camper will be given a warning, reminded of the camp rules to re-direct their behavior. If the act is severe or deliberate, the counselor may skip immediately to numbers 2 or 4. When staff redirect behavior, staff always explain why the behavior is incorrect and how the camper can fix it. Acts considered severe include, but not limited to: threatening other campers or to hurt oneself, use of materials as weapons, hitting other campers and staff, loud and aggressive use of inappropriate language, damage to property, or any behavior that threatens the safety of the child, other children or staff.
2. Second, the camper will be given a time out. Time outs do not exceed three minutes.
3. Third, the camper will be given another time out, again, not to exceed three minutes.
4. Fourth, the camper will be directed to go to the office with a staff member to see the Summer Camp Director and a phone call home will be made by either the counselor or the Summer Camp Director.
5. If the child returns to the office the next day, the Summer Camp Director will discuss with the family the possibility of the camper's enrollment being terminated. At this point, a plan is put in place with clear-cut limitations. The parents/guardians are made aware of the plan and the behavior that would result in termination of enrollment.

As mentioned on page 6, the YMCA staff try our best to handle all camper behaviors & conflicts professionally & positively. We aim to direct behavior in the best & safest manner possible for all participants, staff & volunteers. We understand that personalities may clash from time to time. If you choose to cancel your child out of camp due to clashing or conflicts between camper vs. camper, no refunds will be provided.

PROHIBITED FORMS OF DISCIPLINE

Only staff specified under s. HSS 55.42 (2) (b) and (c) may discipline a child. Discipline shall never be delegated to older children, peers, volunteers or campers in the Leaders in Training or Counselor in Training programs. Punishments or actions that are aversive, cruel, humiliating, or frightening to campers are prohibited at camp. Prohibited forms of discipline include:

- Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment.
- Verbal abuse, threats, or derogatory remarks about the child or the child's family.
- Physical restraint, binding or tying to restrict movement; or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.
- Withholding or forcing of meals, snacks, rest time, or naps.

Children will not be punished, disciplined, or humiliated for lapses in toilet training.

TERMINATION OF ENROLLMENT

Campers are given multiple opportunities to succeed at camp. If a camper's behavior is continuously disruptive, the camper's enrollment may be terminated by the Executive Director as outlined in the tiered format previously mentioned.

The Executive Director and the YMCA reserves the right to terminate a child's enrollment if the camper is continuously disruptive or is a physical or emotional threat to other campers or one self, or exhibits behavior that could result in serious injury to one self or others.

Through the tiered system, parents are made aware of possible enrollment termination and are given a clear cut plan along with consequences.

As mentioned on page 6, if your child is terminated from the program for a single, multiple or all their camp sessions in any given season from the YMCA or Camp Y-Koda, due to poor behavior and choices made by your child, no refunds will be provided. Additionally, if you choose to cancel camp or terminate your child's enrollment, no refunds will be provided.

ACTS CONSIDERED SEVERE

Additional acts that are considered severe include, but not limited to:

- Threatening other campers
- Threatening to hurt oneself
- Use of materials as weapons
- Hitting other campers or staff
- Loud and aggressive use of inappropriate language
- Damage of property and of equipment
- Any behavior that threatens others
- Running away on a consistent basis
- Interrupting and stopping the group activity

CRYING OR UNHAPPY CHILDREN

Children who are crying or fussing will be approached by staff with a caring and understanding attitude. The staff member will ask why the child is crying and work diligently to find solutions. The schedule for the day and mentioning fun events, activities, and opportunities will be emphasized. Repeated attempts will be made to find out why the child might be crying or fussing, including questions that may require as to whether or not they are being bothered or bullied by another camper. An opportunity to call home will be presented if the child is suffering from homesickness or if our staff is unable to determine why the child is crying.

EXTENDED CARE

Camp Y-Koda offers before and after camp care ONLY on the camp property. Below are the times you are able to pick-up or drop-off your child. YMCA Staff will NOT be available before 7:15am. A late pick-up fee of \$5.00 per 15 minutes after 5:30pm will be charged.

LOCATION: Playground, if it rains or inclement weather we may move the group into Johnsonville Lodge.
AM CARE: 7:15am - 8:15am
PM CARE: 4:15pm - 5:30pm
COST: \$25 per week per child

Pre-registration is required for this add-on service and available online when registering. If you do not sign up for extended care, you are expected to be at camp for the 4:00pm pick-up departure time.

Extended care is not available at Maywood, Marsh or the Sheboygan County YMCA.

YMCA CAMP Y-KODA
W3340 Sunset Road
Sheboygan Falls, WI 53085



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CAMP OWNED OR LEASED VEHICLES

Camp and the YMCA owns a Chevrolet Suburban, Dodge Mini Van and a Chevrolet Truck. These vehicles are not used for regularly scheduled transportation to and from camp at the beginning and end of each day. In the instance one of these vehicles is used for a field trip, off-site adventure trip or for overflow attendance on the bus, the same attendance, check-in, check-out, and vehicle vacancy check procedures are followed. To ensure no child enters one of these vehicles without an adult, the doors are locked after the vehicle has been checked and determined to be empty. All camp and rented vehicles contain a child safety alarm for the safety of all children and volunteers. All YMCA staff who drive and transport children have a valid drivers license and went through training on operating and driving the vehicles.

FIELD TRIPS

Field trips will be taken for selected camps throughout each week to enhance curriculum. They will be age-appropriate and will use an extension of learning. The children will have the opportunity to explore, be active and conduct field studies to compliment our specialty camp curriculum's.

The contracted busing service will provide our transportation for large group field trips and selected camps will use our camp vehicles for transportation to/from field trips. Our camp vehicles are driven by camp directors and counselors who have a valid drivers license and went through the safety and training of our vehicles. For selected single day field trips, our campers are required to wear our summer camp t-shirt to distinguish the children that are from camp. When on field trips, the proper staff to child ratio will be maintained. Parents will receive advance notice of field trips and information needed for a great field trip experience for your camper. Permission slips are included within the summer camp registration forms.

Parents must sign permission for their child to attend field trips as part of the registration process in order for their camper to partake. Whether using a bus or camp vehicle for a field trip, the same attendance, child tracking, and vehicle vacancy check procedures are used. Camper attendance is taken prior to loading the vehicle and again when exiting prior to the vacancy check taking place. Counselors bring their camper file folders with them everywhere they go throughout the day and this applies to field trips as well. All pertinent camper information including health concerns, emergency contact information, allergies and anything else can be found in these files. First aid kits are brought on all field trips. For extended field trips lasting several days like our off-site adventure trips, locations of emergency medical care are listed for staff in their agenda and information packet.

BUS TRANSPORTATION

There is a \$25.00 per week fee for those who use the bus service as part of their summer camp experience. Please indicate which stop your camper will use during online registration.

Changes in transportation must be made in writing. Phone calls are NOT accepted. You may send a note with your child or email the camp director.

A camp staff member is assigned to each bus as a monitor.

A parent or the authorized pick-up is expected to be at the bus stop at the end of the day at the scheduled bus drop-off time. If a parent is not present at the indicated drop-off time, the parent will be contacted and the child will be brought BACK to Camp Y-Koda in Sheboygan Falls, WI and placed in extended care until you arrive. A late pick-up fee of \$5.00 per 15 minutes after the bus stop ends will be charge.

LATE BUS DEPARTURES

Each day the camp staff strives for early and on-time bus departure. Since each camper takes a few days to learn the camp routine, camp staff finds that the bus departures typically leave camp a few minutes late on Mondays. If the bus is not at the exact scheduled drop-off time, we apologize for the inconvenience however the bus will be there within minutes. In the event that the bus route is going to take longer than expected, parents will be notified. We understand there may be obligations and events after camp, however our first and foremost concern is the safety of your camper.

BUS ROUTE TO CAMP Y-KODA

S1 - Sheboygan YMCA, 812 Broughton Drive		
Stop #1	Pick-up 7:30am	Drop-off 4:55pm
S2 - North High School, North 10st Parking Lot		
Stop #2	Pick-up 7:40am	Drop-off 4:45pm
S3 - Horace Mann Middle School, Union Ave Entrance		
Stop #3	Pick-up 7:55am	Drop-off 4:30pm
S4 - Kohler, School Street Entrance		
Stop #4	Pick-up 8:05am	Drop-off 4:20pm
S5 - Sheboygan Falls YMCA, 305 Buffalo Street		
Stop #5	Pick-up 8:15am	Drop-off 4:10pm



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BUSSING CONTRACTS

Camp contracts for transportation to and from designated points in Sheboygan County and the surrounding area. This service does not include pick-up or drop-off at a child's residence. The Executive Camp Director will ensure that all firms used comply with all applicable requirements of the HSS. The minimum amount of counselors necessary to meet licensing ratios also ride the bus to supervise the campers and sign them out at appropriate locations. These counselors are equipped with a cell phone to communicate with the camp staff in case of emergency or situations in which a parent may need to be contacted. When transporting a handicapped child with limited ability to respond to an emergency, the child will sit in the same seat as the Camp Bus Monitor in front of the bus.



TRANSPORTATION POLICY

Camp and the YMCA assumes responsibility for a child between the time the child is picked up at the scheduled bus stop and the time the child is delivered to a scheduled bus stop and signed out by the parent or another authorized pick-up as noted on the camper registration form. If the parent or authorized pick-up is not at the designated drop-off location, the child is brought to extended care at the Sheboygan YMCA and the parent is contacted to notify them of that situation. A child is never left alone at a drop-off location or extended care. They must be signed out by the parent or authorized pick-up designated on the registration form. At the time of pick-up all parents and authorized persons must present photo ID.

••••• PERMISSION TO WALK HOME

• A common question we receive is "Can my child walk home from the bus?" Yes, your child can walk home from the bus at the end of day. In order to get your child home safely, **our policy is: written documentation is required to have on file, all child(ren) need to have the required FORM "Alternate Arrival / Release Agreement" completed.** The form can be emailed to the camp director or provided to the camp staff at the bus stop. This form can be found on our website at www.sheboygancountyymca.org/camp-y-koda/summercampresources.html

• If we do not receive the **required form** indicating your child has permission to walk home, you will receive a phone call and your child will be brought BACK to Camp Y-Koda in Sheboygan Falls, WI and placed with the extended care group. Please refer to the above transportation policy.

CONFIDENTIALITY OF RECORDS

Camper's records and information is confidential. All person's having access to children's records may not discuss or disclose personal information regarding the child or any facts learned about the child's relatives. A parent, upon request, has full access to all records maintained on their child. Persons having access to children's records are:

- Parent or person authorized in writing by the parent to receive such information.
- The agency assisting in planning of the child when informed written parental permission has been given.
- State Licensing representative and agencies authorized under s.48.78 Stats.
- YMCA staff working directly with the child.

CUSTODY ISSUE DISPUTES

Camp is authorized to release children to the parent or parents who enroll the child and to all authorized persons listed on the registration form. If a person is not listed on the form, they are not authorized to pick up the child and camp will not release the child to them.

A non-custodial parent may pick-up a child unless there is appropriate court-ordered documentation given to the camp. The camp will notify the custodial parent if this occurs.

ACTION WHEN AUTHORIZED

PICK-UP PERSON APPEARS IMPAIRED

If an authorized person arrives to pick up a child and smells of alcohol or appears to be impaired, we will suggest to the authorized person that we call someone else to pick up the child. If the authorized person insists on taking the child, camp staff will contact law enforcement immediately.

When an authorized person appears to be under the influence of a drug, showing questionable behavior and movements, the YMCA staff will suggest that another person be called to pick-up the child. If the person does not cooperate, camp staff will call law enforcement immediately.

VISITING CAMP

At Camp Y-Koda we ensure policies and procedures are in place to ensure the safety of the children, as well as all employees, when we have visitors on-site. We ask for co-operation from staff, pupils, parents and visitors. Please visit our website Summer Camp Resource Page to review our FULL Visitor Policy. All visitors are required to arrange a visitation time and date with the camp office. This way we know who and when is coming to camp during the day. ALL visitors to the camp are required to visit the camp office upon arrival. Visitors will be asked the purpose of the visit or whom they are coming to see and to provide identification. The visitor is required to sign-in on the clipboard in the office. All visitors will be escorted while at camp pending the reason of their visit.

While visiting camp, dogs or animals are NOT allowed on the camp property. Service Animals are welcome.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parents or persons authorized by the parent or guardian to take the child from camp and to assume responsibility for the child in an emergency if the parent or guardian cannot be reached. All authorized persons must be listed on your campers registration form prior to coming to camp.

If the parent or person authorized by the parents fails to pick up a child at the time of camps daily closing, camp shall ensure that:

- The child is supervised at all times.
- Staff members attempt to contact the parent or person authorized by the parent.

An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent or person authorized by the parents, have failed and the staff member cannot continue to supervise the child at the camp, the staff member shall call the 24 hour Child Abuse Hot line (1-800-792-8610) to seek assistance.

PROCEDURE TO RELEASE CHILD TO UNAUTHORIZED PERSON

The parents need to call or write a note to the camp office or director to let them know that someone else is picking up their child. We ask that parents describe the authorized person's appearance to the staff and child. We ask the authorized person for a photo ID when they pick-up the child. We also try to make the transition of going with a new person easier for the child by reassuring the child that this is someone their parents would like the child to go with.

CHILD ABUSE AND NEGLECT REPORTING

The health and well-being of your child is essential to the Sheboygan County YMCA. YMCA staff receive pre-camp training in child abuse recognition and detection through the YMCA's Praesidium training program. All staff are required to receive this training in child abuse and neglect laws, how to identify children who have been abused or neglected, and the process for reporting known or suspected cases of child abuse or neglect. Any YMCA employee or volunteer who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in s. 48.981 (1), State., will immediately notify the Executive Director or Summer Camp Director, who will then contact the Sheboygan County Health and Human Services, as required by s. 48.981 (1), Stats. All conversations involving possible suspicion of abuse or neglect are documented at camp.

CAMP STAFF

ABOUT OUR STAFF

The YMCA Camp Y-Koda camp director, supervisors, lifeguards and counselors have been well trained in the extensive DCF and YMCA training program in the safety of emergency procedures, counseling, abuse & bully recognition, teaching techniques, camp protocol and more. Camp directors and counselors are professionals; college graduates or trained adult YMCA staff. All YMCA staff are certified in First Aid, CPR, AED and Shaken Baby Syndrome Prevention. All water related activities are supervised by certified lifeguards. Our staff and our hiring procedures meet standards set by the DCF and all staff counted in camper to staff ratio are 18 and older. All volunteers are 14 years of age or older and have received extensive professional training. All counselors and volunteers are chosen for their maturity, skills, patience, enthusiasm and desire to be good role models for children. We take pride in the high expectations we set for our summer camp staff each year.

BABYSITTING

YMCA employees who are responsible for the care, supervision or instruction of children are not permitted to perform similar duties, such as babysitting outside the YMCA for the children who participate in the YMCA programs. We ask that parents please follow these guidelines and recommendations set by the YMCA by not asking staff to baby-sit your children.



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STAFF TRAINING

It is mandatory and required by the DCF that all staff working with children as part of our Summer Camp Program partake in our comprehensive staff training program, which is held typically for about 2-3 week. Per the DCF licensing, this training must be a minimum of 24 hours. Camp exceeds that minimum as we seek to ensure our staff is completely prepared for all situations when camp begins. The training also includes certification or re-certification in CPR, First Aid, AED and Lifeguarding. All new staff are paired with returning staff during the first week as an extended on the job training opportunity. Per the DCF Licensing, the staff training covers the following at a minimum:

- Review of DCF 252
- Review of job responsibilities in relation to the job descriptions and of camp policies and procedures.
- Training in the recognition of childhood illness and infectious disease control, including hand washing procedure and universal precautions for handling body fluids
- Daily activity plans and schedules and Emergency First Aid
- Review of plans required under DCF 252.41 (1)(g) and 252.43 (2) including what happens if a child is missing, fire and tornado plans and the supervised swim plan if applicable
- Procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times
- Training in the use of fire extinguishers and recognition of local poisonous plants, snakes and other potential hazards on the premises, and the procedures to be followed to protect the children from these hazards
- Review of child abuse and neglect laws and the camp reporting procedures
- Information of the care of children with disabilities and the procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any person who may be assigned to care for that child throughout the day
- Child management techniques
- Department approved training in Shaken Baby Syndrome prevention, and appropriate ways to manage crying, or distraught children for any person who will be providing care and supervision to children under 5 years of age
- All camp staff in regular contact with children, including the camp director and counselors shall obtain and maintain a current certificate of completion for child and adult CPR including department-approved training in the use of an AED prior to working with children. The CPR training is included in pre-camp training.

DONATIONS

Our Summer Camp Program is always in need of items and supplies to help us better camp and prepare meaningful experiences for all campers and guests who visit us. Visit our website's "Donation" page for our 2025 Summer Camp Amazon Wish list to see the items that will enhance our campers experience for summer camp and other programs we offer.

We accept any gently used board games and sports equipment. We are always looking for odds and ends, fabric, buttons, jars, etc. for our arts & crafts projects. Please ask the camp director first if you have any items, as our space is limited. If you would like to make a monetary donation to camp and other programs in our community, please contact our Executive Director, Jeremiah Dentz.

CAMP PHOTOS AND SOCIAL MEDIA

At camp, we love to take photos of your campers having a blast and of our camp groups all day long! Some of our camp photos will be uploaded onto our camp social media sites (Facebook, Instagram, LinkedIn, TikTok, etc). These photos will be uploaded to these locations during the week of or 2-5 weeks after each camp week. Find our camp photos faster by searching for our official hashtags: #YMCCampYKoda and #SummerCamp2025.

NEW - Be the first to know what's happening this summer at camp! We offer a private photo gallery, using the secure Bunk1 Platform. Exclusive photos are only available to our camp families and you will receive a snapshot of what life is like at camp. Bunk1 information will be sent to you prior to camp starting. Each registered family will receive a special code and instructions to gain access to your parent portal. Additional purchases on Bunk1 will be available to you.

POSTING OF LICENSING INFORMATION

The licensing rules, license certificate, results of the most recent licensing inspection, notice of enforcement action, stipulations, conditions, exceptions or exemptions are posted on a bulletin/parent board in the camp office.

POSTING OF CAMP POLICIES AND NOTICES

Camp policies, parental notices, observations and other parent information are posted on a bulletin board in the camp office. Copies of licensing rules, staff manuals, or camp polices are available for viewing upon the request of the parent.

NON DISCRIMINATION STATEMENT

In the operation of the summer camp program, no child, as defined by program regulations, will be discriminated against because of race, sex, color, age, rational origin, ancestry, creed, sexual orientation or handicap. Any person who believe that a child has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

INCLUSION STATEMENT

At the Y, we welcome everyone whose behavior adheres to our core values of caring, honesty, respect, and responsibility. We advance our cause by building a stronger and more equitable community where everyone has the opportunity to learn, grow, thrive, and reach their full potential with dignity. The Y is a force for building bridges among all people - regardless of ability, age, birthplace, cultural background, ethnicity, faith, gender, gender identity, ideology, income, race, or sexual orientation. **The Y is for All.** For more information on our Inclusion policies, please visit our website.

WELCOME TO CAMP Y-KODA!

