



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Northern Middlesex YMCA Camp Ingersoll Guardian Agreement

Parent and Camper Expectation Policies

- A valid Physical Form must be submitted to the camp office by May 1st. Campers without a valid physical on file by May 1st will have their registrations canceled pending ongoing communication. Communication of canceled registrations will be conducted via phone calls and emails. We are required by the state to have completed health history (physical) forms for each camper before attending camp. If you do not provide a physical form, with immunizations, your camper will not be able to attend camp. Forms are online and can be found at www.campingersoll.org. They MUST be completed by the family physician and guardian/s before the camper(s) attends camp. Physicals are valid for three years. There are no refunds if campers are unable to attend due to lack of health form.
- I permit photographs and video tapes of my camper(s) to be used in marketing and publicity for Camp Ingersoll or the Northern Middlesex YMCA.
- Campers must be able to participate in camp activities. Accommodations can be made on an as-needed basis. Please discuss any questions or concerns with the Camp Director.
- I permit my camper(s) to participate in all camp activities, including but not limited to ropes, boating, archery, swimming, hiking, camping, active games, off-site activities, etc. Specialty Camp programs will require a signed permission.
- I understand that my camper is advised to keep all personal toys, electronics, and anything of value at home. Camp Ingersoll and the Northern Middlesex YMCA are not responsible for any lost or damaged personal items including but not limited to eyeglasses, hearing aids, etc.
- All personal items should be labeled with the camper's name.
- Found items will be placed in the Lost and Found. Unclaimed items will be donated after each session.
- I understand a principal endeavor of the Middlesex YMCA and Camp Ingersoll is to provide an atmosphere of growth and development while keeping our children safe and supported. I can find a complete list of the YMCA's Child Abuse Prevention policies including Mandated Reporting and camper and staff interactions outside of camp at midymca.org. I understand that following these policies means I cannot ask camp staff, whom I do not have a prior existing relationship with, to babysit or transport my camper outside of camp.
- When a guardian has a concern regarding the care of their camper, the guardian should address the concern immediately with the Unit Coordinator or Campers Support Coordinator. The Coordinator will do his/her best to discuss the issue in a private location if the conversation is in person. When an issue is not resolved or demands additional attention, please contact the Assistant Camp Director or Camp Director. A Director will help facilitate discussion and will address any concerns regarding Camp Ingersoll policy and procedure. If the Camp Directors response does not meet your expectations you can contact Candace Crane, VP of Youth Development & Community Relations: 860-343-6204 (ccrane@midymca.org) or Erin Ortega, Chief Operating Officer: 860-343-6246 (eortega@midymca.org). A guardian can also submit a complaint anonymously at <https://www.midymca.org/abuse-prevention-at-the-middlesex-y>.
- I agree to hold the YMCA Harmless for injuries, accidents, or sickness resulting in bodily injury or property damage during my child's participation at YMCA Camp Ingersoll. I further waive, release, absolve, and indemnify the Middlesex YMCA, YMCA Camp Ingersoll, its directors, volunteers, officers, or employees for injuries or accidents occurring while participating in the programs of YMCA Camp Ingersoll.



Financials and Payment Policies

- I will pay all outstanding balances I, or an immediate member of my family, owe the Northern Middlesex YMCA before enrolling in any Camp sessions. If the camp registrars determine that campers were able to register before paying off existing balances, they reserve the right to cancel the registration.
- A \$50 deposit per session is required and must accompany each application. This deposit will hold the camper's place and will be applied to the full payment of the camp tuition.
- All remaining balances will be enrolled in the monthly Auto Credit Card/ EZ Pay option. Unless you choose to pay in full. The Auto Credit Card Option splits your total balance into monthly payments extending to August 1st or 15th depending on the payment schedule selected.
- If my credit card expires or I close my credit card account prior to when the last payment is due, I will provide updated information to ensure the remaining balance is paid as scheduled.
- If a credit card is declined, an automated email will be sent to the email on file. Families are expected to communicate updated information for payment to the camp office within 2 days. Failure to communicate updated payment information will result in cancellation of the registration. Any declined credit cards for any reason will be charged a \$25.00 service fee.
- Requests for one-time changes in a camp session, busing, or group assignment will be considered and honored only if space permits, and the request is submitted in writing. A \$15 transfer fee will be applied after June 1st if the request is granted.
- I will be responsible for, and agree to pay, all costs of collection, attorney's and any related fees should my account balance become delinquent, or I do not pay as promised and agreed to.
- Open Doors Financial Assistance is available for families with a total household income of no more than \$80,000. The Open Doors application must be submitted with a completed Care 4 Kids application before assistance is applied to a registration. Families will not receive Open Doors assistance without a completed Care 4 Kids Application.
- Open Doors and Care 4 Kids applications must be submitted annually.
- The Open Doors application processing time is generally 7 business days following the submission of a completed Open Doors and Care 4 Kids application. Families may submit the applications any time after January 1st. Families do not have to wait until registration opens to fill out and submit the applications.

Cancellation and Refund Policies

- Full refunds, including deposits, will be given for any cancellations before March 1st. After that time, all deposits are non-refundable and non-transferable.
- Cancellations after March 1st, but more than 30 days before the start of the session will receive full refunds minus the deposit.
- Cancellations between 15-30 days from the start of the session will receive a 50% refund minus the \$50.00 deposit per session, the \$10.00 camp improvement fee, and the \$20.00 summer YMCA membership fee.
- NO refunds will be granted less than 15 days before the start of the camp session unless the request is accompanied by a signed physician's statement indicating a medical condition has developed or is present preventing the camper from attending camp.
- Fees will NOT be refunded for absence, failure to attend during the term of enrollment, delayed attendance at camp, dismissal, suspension, or medical issues without notice.
- Refunds will be issued through the credit card on file unless requested otherwise.



Transportation Agreement

- A photo ID is required every time anyone, including parents, picks up a child at camp, off the bus, or when off campgrounds. They must be on the approved list. All campers must be signed out in the office or parent pick-up pavilion when leaving camp.
- Bussing service is provided for campers in a limited capacity and on a first-come, first-serve basis. Each bus is limited to 50 campers. Each bus will have a YMCA bus monitor. It is the responsibility of the parent and/or guardian to follow all policies at the scheduled pick-up time and place; including signing out their camper(s) at the appointed stop and time each day unless permission is granted in writing for other arrangements to take place or "Wait Unattended" has been selected during registration. Wait unattended is only available for individual campers at least 12 years of age. Younger campers must be accompanied by a sibling at least 14 years of age. Notice for other arrangements to pick up or drop off your camper(s) must be given before 2:30 pm.
- Campers will be required to stay on the bus if the designated guardian, or emergency contact, is not at the stop.
- The bus will wait 5 minutes after the appointed drop off time for pick up. If approved pickups do not arrive within 5 minutes the bus will travel to the next stop. The camp office will call approved pickups to communicate the next stop available for pick-up. If a camper is not picked up at the last stop, parents will be responsible for picking up their camper(s) at the Camp.
- Campers who ride buses are expected to behave in a safe manner, remain seated while the bus is in motion, refrain from eating or drinking, and respect all campers, adults, staff, property, and traffic passing by.
- The bus monitor will report any misconduct on the buses and appropriate progressive discipline will take place including, but not limited to, being assigned a seat, sitting near the monitor, and/or being denied use of bus transportation. Parents will be notified of behavior issues as they arise.

Behavior Policies

- The YMCA follows a progressive discipline policy. The following escalation is generally used:
 - Campers are given countdowns to correct ongoing behavior and provided redirection for choices which do not meet expectations
 - Removal from the group to spend time with the Camper Support Coordinator or Unit Coordinator
 - Time in the office
 - Early pick up from camp
 - Suspension
 - As a last resort: dismissal. Camp Ingersoll reserves the right to respond to individual circumstances which may require action not in line with the steps laid forth above. Camp can dismiss or suspend a camper whose presence, in their opinion, poses a direct threat, and is detrimental to the camp, other campers, or the Camp's operations.
 - Any intervention following
- It is never appropriate for a parent to yell, threaten, or harass a YMCA staff person, a child, or another guardian. Such behavior can lead to termination from the program. YMCA staff has been instructed to call 911 if a guardian presents dangerous or aggressive behavior towards staff, children, or parents.
- Cell Phones are not allowed out at camp. If they are in camper's bags, they must not be seen during camp or on a bus. If counselors see cell phones, they will ask campers to put them away. They will then



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take the phone and bring it to the office where the camper can pick it up at the end of the day. If there are any other cell phone disruptions, the phone will be taken, and a parent or guardian will have to pick it up in the camp office.

- Campers who need to use a phone can use the camp phone in the office.

Inclement Weather and Emergency Policies

- I authorize the transfer of my camper(s) to the Middlesex YMCA during emergent inclement weather, as determined by YMCA/Camp Ingersoll personnel.
- I understand with physical activities at Camp, there is a risk my child may receive head injuries or a concussion. In the event of any head injury, campers are transported to see the Camp Nurse and are evaluated according to state regulations that can be found at www.ct.gov/oec. The appropriate steps will then be implemented after the evaluation.
- I authorize YMCA officials to secure medical/emergency treatment and transportation for my camper should the need arise for such action as determined by Camp Nurse, or if unavailable, other certified YMCA and/or Camp Staff.
- I understand this is not an extensive list of policies or procedures.

*A separate copy of this agreement will be in your confirmation packet. More policies and information can be found in the Parent Handbook at: www.campingersoll.org. Please read and review all information and expectations with your camper.