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# 2025 KIDS CAMP at the YMCA

## HANDBOOK FOR TEEN LEADERS & CAMPERS

# WELCOME TO KIDS CAMP!

Dear Parents and Campers,

The 2025 KIDS Camp staff welcomes you to another wonderful summer at YMCA Day Camp. We are excited to have the opportunity to give your child a great summer experience.

This handbook is designed to give you information regarding KIDS Camp and prepare you and your camper for the Day Camp experience. Please read through the handbook and familiarize yourself with the information. It is a good idea to keep it in a safe place for future reference.

The Y has made a great commitment to camping through the various camps offered. Over the years we have established our camps to allow for a progression in age to meet your needs and interests while keeping up on the newest trends. We welcome your ideas and feedback at all times.

Thank you,

**KRISTIN SAUGSTAD**  
KIDS Camp Director

**CONTACT** Kristin Saugstad  
**TELEPHONE** 920.436.9675  
**EMAIL** [kidscamp@greenbayymca.org](mailto:kidscamp@greenbayymca.org)  
**ADDRESS** YMCA KIDS Camp  
601 Cardinal Lane  
Green Bay WI 54313  
**WEBSITE** [www.greenbayymca.org](http://www.greenbayymca.org)



# SCHEDULES

KIDS Camp runs 8:45 am – 3:45 pm. Children must be dropped off directly at KIDS Camp. There is no transportation to and from camp. Before and After Camp care is available if needed. See below section “Before and After Camp Care” in handbook for more details.

## DAILY SCHEDULE

A letter will be sent home with your child on Monday with additional information about the week.

8:45–9:00am	Check-in
9:00–9:30am	Flag raising/snack/announcements
9:30–9:45am	Fitness fun
9:45–11:00am	Theme events
11:00–11:45am	Camp activities*
11:45am–12:15pm	All camp lunch
12:15–1:00pm	PEGS (Program Enrichment Groups)
1:00–3:00pm	All camp game/swimming
3:00–3:30pm	Camp clean-up and snack
3:30–3:45pm	Flag lowering and awards
3:45–4:00pm	Check-out

\*Camp activities may include: crafts, team building, hikes, nature exploration, small and large group games, archery, skits, songs, field trips, and more

## Before and After Camp Care

Before and After Camp Care is offered right at KIDS Camp. Before Camp Care begins at 7:30 a.m. and After Camp Care concludes at 5:00 p.m. Pre-registration is required. The cost is \$20/week.

# PREPARING FOR CAMP

## WHAT TO BRING TO CAMP EVERY DAY

Please dress according to the weather (windbreaker, raincoat, sweatshirt, etc.) and label all items with child's name.

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Wear shoes appropriate for active play (no flip-flops) and comfortable summer "play clothes"

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Pack labeled items in a backpack

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Healthy bag lunch

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Swimsuit and towel

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Sunscreen & bug repellent

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Water bottle

## WHAT NOT TO BRING TO CAMP

These items are prohibited for campers and teen leaders as they are a distraction to our program. Items will be secured in the KIDS Camp office if brought to camp.

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Cell phones

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Any electronic devices

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Unnecessary valuables

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Toys from home / Pokemon Cards

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## SNACK

A snack is served in the morning and afternoon every day at camp. Snacks will consist of milk and another food group, both provided by the Y. Milk will also be provided at lunch.

## RAINY DAYS AT CAMP

Camp is held rain or shine. Adequate sheltered areas are available for activities.

## REPORTING ABSENCES

If your child will be unexpectedly absent from camp, please report it by calling the School Age Child Care office at 920 436 9675 by 8:30am. Please leave a message with your child's name and that they will be absent from KIDS Camp. We apologize that there are no refunds for missed days of camp.

## CONTACT PROCEDURES/CAMP PHONE NUMBER

If an emergency occurs or you need to get in touch with your child or the camp director, please call the KIDS Camp office at 920 436 9675. We will convey the message to the appropriate camp staff.

# MORE CAMPER INFO

## FIELD TRIPS

Occasionally, campers and staff will embark on field trips to local attractions (Library, Meadowbrook Park) along with our scheduled themed field trips. Campers will be supervised by Y staff while on the trip and appropriate camper ratios will be maintained at all times. **There is no extra charge for field trips.**

\*All field trips are subject to change and may be canceled due to inclement weather or availability.

## FAMILY TIME

Each Friday afternoon (rain or shine), the camp staff and campers invite the whole family to participate in the camp experience. Families can arrive beginning at 11:30am with a picnic lunch in hand. (Camp will not be serving food.) Skits, songs and other events will begin at 12:00pm and conclude by 12:30pm. There will also be t-shirts available to purchase.

## WEEKLY CAMPER FEES (ages 5-10)

Members: \$215  
General Public: \$245

### Week 4 (3 day week)

Members: \$172  
General Public: \$196

## WEEKLY TEEN LEADERSHIP FEES (ages 11-17)

Members: \$125  
General Public: \$150

### Week 4 (3 day week)

Members: \$100  
General Public: \$120

## LATE PICK-UP FEES

Late pick-up fees are \$3 for every 5 minutes.

## CANCELLATION/REFUND POLICY

A 2-week written notice is required to cancel your child's week of camp to receive any refund. If appropriate, written notice is provided, **you will receive your camp payment back minus a \$25 cancellation fee per child per week.** There is no cancellation fee if you simply need to transfer into a different KIDS Camp week. Please call the West Side Y front desk to make arrangements. Cancellations should be mailed to the Camp Director at 601 Cardinal Lane Green Bay, WI 54313; or emailed to: [kidscamp@greenbayymca.org](mailto:kidscamp@greenbayymca.org).

## LOST & FOUND

If your child should lose anything while at camp, if found, it may be picked up at KIDS Camp. All items found will be kept until September 1<sup>st</sup>, then donated to local charities. Again, please label ALL items sent to camp.

## POST CAMP EVALUATIONS

Tell us about your camp experience! Please fill out an online evaluation that will be emailed to you. We would love to hear about your experience at KIDS Camp - this will help us in our endeavor to make camp more enjoyable for everyone!



# REQUIRED FORMS

## HEALTH FORMS

KIDS Camp must have a health form and immunization record on file **two weeks** before your child attends camp. If you have not already turned in a completed health form, please download the form on our website under the KIDS Camp section at [www.greenbayymca.org](http://www.greenbayymca.org) and mail to the West Side Y, attention - KIDS Camp. Health forms must be signed by a parent or guardian and will remain confidential. Without exception, **no child will be permitted** to attend camp on Monday morning without a completed health form on file.

## MEDICAL/EMERGENCY PROCEDURES

If a minor injury occurs at camp, the staff will treat the child. In the event of a serious injury, the camp staff will notify the parent(s) right away to secure permission for appropriate medical attention. If the injury requires immediate treatment, the camp staff will call 911 and then notify the parent(s). The hospital for treatment of any serious injury is:

### ST. MARY'S HOSPITAL EMERGENCY ROOM

1726 Shawano Ave  
920 498 4560

## MEDICAL INSURANCE

The Green Bay YMCA **DOES NOT** carry medical insurance for camp participants.

## MEDICATIONS

A written authorization from the parent is required for camp staff to dispense either prescription or non-prescription medication. The notice must be signed and dated by the parent and given to a camp staff member. Prescription medication must be brought in the original container and labeled with the child's name, name of the medication, dosage, directions for administering, date, and physician's name. Non-prescription medication (i.e. aspirin, cough medicine, nose drops, etc.) must be in a container with a written description for administration and labeled with the child's name. Medication Authorization forms can be found on the Green Bay Y website under the KIDS Camp section.

