



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TODAY'S KIDS TOMORROW'S LEADERS

**Camp Hickory – Policies & Procedures Handbook
North Hanover, South Hanover, Littlestown and Gettysburg**

HANOVER YMCA ASSOCIATION

Summer 2026 Governing Document

Table of Contents

1. Purpose & Governing Authority
2. Payment, Deposits & Financial Policies
3. Hours of Operation, Program Overview & What to Bring
4. Communication with Families
5. Attendance, Drop-Off & Pick-Up
6. Custody, Authorized Pick-Up & Release Procedures
7. Health, Illness & Medication Administration
8. Personal Items & Electronics
9. Behavior Expectations & Discipline
10. Transportation Policies
11. Emergency Procedures
12. Supervision, Ratios & Staffing
13. Mandated Reporting & Child Protection
14. Megan's Law & Facility Safety
15. Non-Discrimination & Inclusion
16. Parent Acknowledgment & Signature

Purpose & Governing Authority

This handbook outlines the policies, procedures, and expectations governing participation in Camp Hickory, operated by the Hanover Area YMCA Association. For the purposes of this handbook, the term “camper” refers to any child enrolled in Camp Hickory. All families and campers are required to comply with the policies contained in this document.

A condensed Camp Handbook Summary is provided for convenience and general reference. However, this Policies & Procedures Handbook governs participation and supersedes all summaries, marketing materials, or verbal communications. Enrollment and continued participation in Camp Hickory constitutes agreement to all policies herein.

2. Payment, Deposits & Financial Policies

- A \$30 non-refundable deposit per week is required at registration.
- Remaining balances are auto-drafted one week prior to attendance.
- Once drafted, payments are non-refundable.
- Returned or rejected payments incur a \$30 fee.

Financial assistance may be available through application and review.

The YMCA reserves the right to deny, suspend, or terminate participation due to non-payment, failure to provide required documentation, consistent late drop-off or pick-up, inappropriate behavior or language by adult family members, behavioral violations by the camper, or prior termination from another YMCA program.

3. Hours of Operation, Program Overview & What to Bring

Camp Hickory operates Monday through Friday during the summer season.

Program Hours:

- Drop-off: 6:30 AM
- Camp programming: 9:00 AM – 4:00 PM
- Pick-up: By 6:00 PM

Camp is offered at multiple YMCA branch locations. Drop-off and pick-up must occur at the camper’s registered camp location.

Program Overview:

- Outdoor activities occur daily.
- Campers should dress according to weather expectations.

- Apply sunscreen before arrival.
- Campers must be able to toilet independently to attend camp.

If for any reason a camper must be kept inside or restricted from physical activity, they will need to be kept at home.

 **What LABELED items to bring in your LABELED backpack to camp EVERY DAY:**

- Label ALL items brought from home with camper's name.
- Packed lunch: refrigeration is not available.
- All food brought from home must be nut-free.
- Bathing suit.
- Towel.
- Small sunscreen.

The YMCA is not responsible for lost, stolen, or damaged items.

The YMCA reserves the right to modify schedules, locations, or programming as necessary for weather, safety, staffing, or operational reasons.

4. Communication with Families

The YMCA values open and consistent communication with families.

Primary communication methods include:

- Slack (announcements, reminders, updates)
- Email notifications
- Weekly communications

Families are responsible for maintaining up-to-date contact information and monitoring communications regularly.

5. Attendance, Drop-Off & Pick-Up

Parents/guardians must:

- Sign campers in and ensure care is transferred to a staff member.
- Sign out campers daily.
- Ensure timely pick-up.

Campers arriving after 9:00 AM must be escorted by a parent/guardian to the customer service desk at their location and wait until a transfer of care occurs with camp staff.

Pick-up within one hour is required if you have been called due to camper illness or a behavioral incident. Failure to pick up within one hour may result in suspension.

After closing, late pick-up fees are \$1 per minute. Failure to pick up a camper by closing time, without successful contact, may result in notification to child protective services.

Repeated late pick-ups may result in suspension or termination from the program.

YMCA staff will not release a camper to an authorized adult who appears to be intoxicated or under the influence of a chemical substance. For the safety of the camper, YMCA staff will contact another authorized adult for pick-up. If the authorized adult is not willing to abide by this policy, staff may contact authorities.

6. Custody, Authorized Pick-Up & Release Procedures

Campers may only be released to individuals listed on the child's emergency contact and authorized pick-up forms.

Policies include:

- All individuals must be 18 years or older.
- Photo identification may be required at pick-up.
- Court orders or custody documentation must be on file for enforcement.

Without court documentation, both parents/guardians have equal custody rights. YMCA staff cannot mediate custody disputes.

If you need a person who is not identified on the emergency contact form to pick up your camper, you must notify us in advance. This can be done in writing or verbally; if designated over the phone, staff will complete a Verbal Release form which is retained in the child's file. Please notify individuals picking up your camper of our ID policy.



7. Health, Illness & Medication Administration

Campers may not attend if exhibiting symptoms including but not limited to:

- Fever (100°F or higher) (must be symptom-free 24 hours before returning and without the use of symptom-reducing medications)
- Vomiting or diarrhea (must be symptom-free 24 hours before returning and without the use of symptom-reducing medications)
- Rash of unknown origin (unless a doctor has determined it is not a communicable infection or illness)
- Communicable illnesses (must have a doctor's note and been on antibiotics for the required amount of time before returning)

- Parasitic infestation (lice: must be nit and lice free before returning)
- Bacterial skin infections (must have a doctor's note and been on antibiotics for the required amount of time before returning)

We reserve the right to request a doctor's note for return to camp if a camper has been out with a suspected communicable illness or bacterial infection.

 **Injuries:**

 **Medications:**

- Physician documentation
- Original labeled containers
- Completed authorization forms

Medications may NEVER be incorporated into a camper's drink, bookbag, or sent with the camper to administer on their own. All medications MUST be documented and in the care of YMCA staff.

 **Allergies:**

- Emergency contact forms MUST have all known allergies listed
- Emergency contact forms MUST have all known support services listed

8. Personal Items & Electronics

- Toys, electronics, and cell phones are not permitted
- The YMCA is not responsible for lost or damaged personal items
- Cell phones brought to camp will stay in a campers backpack

Toys that serve a function are permitted as accommodation for campers if this is agreed upon and documented with the Camp Director prior to the start of camp.

 **Lost & Found**

- The YMCA is not responsible for lost, stolen, or damaged personal items.
- Unclaimed items may be donated or discarded at the end of each week or at the end of the camp season

⚠ 9. Behavior Expectations & Discipline

Camp Hickory is committed to providing a safe, respectful, and inclusive environment.

Unacceptable behaviors include but are not limited to:

- Physical or verbal aggression
- Bullying or harassment
- Threats or unsafe conduct
- Running away
- Defiance or disruption
- Sexually explicit behavior/conversations
- Possession of prohibited substances (tobacco, poison, alcohol, vapes)
- Possession of illegal substances or weapons
- Any object that looks like a weapon or could cause bodily harm
- Stealing or destruction of property

Suspicion of illegal substances will be reported to the appropriate authorities.

Please ensure that you and your camper are familiar with our behavioral expectations, as violation of these policies could lead to loss of privileges, suspension, or termination at the discretion of the Camp Director.

Redirection, warnings, and/or suspensions are used before termination when possible. Incidents will be documented and shared with parents when possible.

10. Transportation Policies

Transportation may be provided for field trips. Campers must follow all safety rules while on YMCA vehicles. Unsafe behavior as outlined in Section 9 may result in loss of transportation privileges or removal from camp.

11. Emergency Procedures

The YMCA maintains emergency plans for fire, severe weather, medical emergencies, Code Adam (missing person), and evacuations. Drills are conducted regularly. Families will be notified as soon as possible during emergencies.

Weather & Environmental Conditions

- Outdoor activities may be modified, relocated indoors, or canceled due to heat, air quality, storms, or other environmental conditions that could impact camper safety
- The YMCA will make program adjustments as needed to ensure appropriate supervision, hydration, and safe activities always

12. Supervision, Ratios & Staffing

Campers are always supervised by trained YMCA staff.

Camper-to-Counselor Ratios:

- Younger School Age: 12:1
- Older School Age: 15:1

All counselors:

- Are CPR, First Aid, and AED certified
- Have completed required PA State Police, Child Abuse, FBI, and NSOR clearances
- Receive training in child supervision, safety procedures, and behavior management

For safety and professional boundaries, counselors may not babysit, transport, or socialize with campers outside YMCA programs.

13. Mandated Reporting & Child Protection

All YMCA staff are mandated reporters under the Pennsylvania Child Protective Services Law. Staff are required by law to report any suspicion of child abuse or neglect to the appropriate authorities.

Staff are prohibited from discussing suspicions or reports with families prior to or during an investigation. The YMCA cooperates fully with all investigations and maintains confidentiality as required by law.

14. Megan's Law & Facility Safety

Individuals listed on Megan's Law are prohibited from entering YMCA property, participating in YMCA programs, or attending YMCA-sponsored activities.

The YMCA reserves the right to deny access to any individual when safety concerns exist.

15. Non-Discrimination & Inclusion

The YMCA does not discriminate based on race, religion, gender, disability, or background. Reasonable accommodations are made when possible, to support camper participation and success.

If your child receives or has received support services, we require a copy of his/her IEP or treatment plan on file at least two weeks prior to enrollment.

Support staff servicing a camper must remain with their camper's group. Support staff are required to have and provide a copy of the same clearances as all YMCA staff members.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Camp Hickory – Policies & Procedures Handbook North Hanover, South Hanover, Littlestown and Gettysburg

HANOVER YMCA ASSOCIATION

Summer 2026 Governing Document

**MUST BE RETURNED WITH YOUR FIRST
VISIT TO CAMP**

16. Parent Acknowledgment & Signature (REQUIRED)

Parent/Guardian Acknowledgment: I acknowledge that I have received and reviewed the Camp Hickory – Policies & Procedures Handbook and agree to comply with all policies outlined herein. I understand that this handbook governs my child's participation in Camp Hickory.

Parent/Guardian Name: _____

Signature: _____

Date: _____

I have seen this Parent/Guardian's ID and accepted their signed Parent/Guardian Acknowledgement.

Staff Name: _____

Signature: _____

Date: _____