



The **BEST** Summer Ever!

FAMILY HANDBOOK

MetroWest YMCA Summer Day Camp

45 East Street, Hopkinton, MA, 01748

■ OUR MISSION

The MetroWest YMCA is dedicated to providing programs and services that build healthy spirit, mind, and body for all.

■ OUR VISION

The MetroWest YMCA Day Camp's Vision is to inspire self-confidence and self-respect, encourage and support positive growth and development, and create a sense of belonging for all through our core values of caring, honesty, respect, and responsibility

■ CAMP HOURS

Monday – Friday from 9am to 4pm.

Our camp day begins promptly at 9am. Campers are not allowed on camp property before 8:30 am unless they are enrolled in AM Care.

■ PARENT/GUARDIAN SIGN-OUT

Only the indicated "Parents" on the registration form and those listed under "Emergency Contacts and Pickup Authorizations" will be allowed to pick up your camper. Absolutely no exceptions. We maintain a strict policy and will not release a child unless the Camp Office or Camp Director speaks with the authorizing parents directly. Notes will not suffice unless they are handed directly from authorized parents to camp staff.

- Anyone picking up a camper must have positive photo identification with them and may be asked to present it at time of camper sign out and pickup.
- Please notify the Camp Office, Camp Director, or Camp Counselor in writing (note or email) if the camper is to be picked up early.

■ ABSENCES

If your camper is sick or unable to attend the program, please email the Camp Office at YCampOffice@metrowestymca.org before 9:00 am. Days missed are not refundable. By enrolling, you are reserving the time, space, staffing, and provisions for your camper whether your camper attends or not.

■ CAMPER DROP-OFF & PICK-UP

Camper Drop Off and Pick Up occur at Hayes Lodge which is located at our North Entrance. For your convenience, please observe the designated traffic patterns and the instructions of camp staff. There is limited parking available and we do work hard to make sure the line moves smoothly so please keep your questions brief during these times. However please don't hesitate to contact us via email during the day.

DROP OFF: 8:30am to 9:00am
PICKUP: 3:45pm to 4:15pm

Late Arrivals

After 9:00 am any child arriving after the camp day has begun (9:00am) MUST report to the Camp Office first in order to be signed in and marked correctly on the daily attendance sheet. After checking in, a staff member will bring your camper to his or her group to start their day. Please note that habitual late drop off will result in your camper missing valuable camp activities and programs. We are unable to schedule make up activities for campers who are habitually late.

Late Pickup

If you are going to be later than 4:15pm and your child is not registered for Extended Care PM please do your best to inform the Camp Office no later than 3:30pm. At 4:15pm all campers that have not been picked up will be **BROUGHT TO THE MAIN OFFICE where you will sign them out.** Late pickup from camp, extended day, and transportation will result in a late fee of \$10 for the first 10 minutes and \$1 for each additional minute per camper.

Early Dismissal

If you need to pick up your child early, please inform your child’s Counselor, Leadership Staff, or Camp Office in writing (email to ycampoffice@metrowestymca.org) as early as possible indicating the pickup time. Campers who are picked up before 1pm will be signed out of the Main Office which is located at our South Entrance. If you are picking your child up unexpectedly, please call ahead so that we can do our best to have your child ready. **Please Note:** It can take up to 30 minutes to get your camper for an unexpected dismissal.

■ EXTENDED CARE

Extended Care is held at both our Hopkinton and Framingham Branches. Parents need to enroll their children for extended day at the time of registration. Campers will be supervised during these program hours. Children who attend Extended Care in Framingham will be bused from Framingham to Hopkinton every morning and back each afternoon. Extended Care AM operates from 7:00am until the start of the camp day. Extended Care PM operates from the end of the camp day until 6:00pm. You will be required to sign your camper in and out each day with Photo ID. Extended Care is not available to families per diem.

■ CAMP INFORMATION NIGHTS

For new and currently registered participants, parents will have an opportunity to meet some of the staff and receive information related to camp. The Open House will give parents a chance to meet their counselors, see the camp, and ask our camp leadership any questions they may have.

CAMP INFORMATION FAIRS

Camp Information Nights are scheduled from 7:00-9:00pm at both our Hopkinton and Framingham Branches.

January 9 th	7-8:30pm	Hayes Lodge, Hopkinton Branch
January 24 th	7-8:30	Summer Resource Fair, Brown School, Natick
January 27 th	11-2:00pm	Lincoln-Sudbury Camp Fair, Sudbury
February 2 nd	10-12:00pm	Meet YMCA Camp Directors, Framingham Branch

CAMP TOUR DAYS

On March 23, 2019 and May 4, 2019 we will be hosting a Camp Tour Day for children and families. Each tour day is from 10:00am-12:00pm. This is an opportunity for campers to visit our grounds, speak to several leadership staff and counselors, as well as meet the Camp Director.

CAMP OPEN HOUSE

June 15, 2018 from 10:00am-12:00pm we will host an all camp Open House. This is an opportunity for campers and families to meet the staff in their unit, tour the camp grounds, participate in traditional camp activities, and get to know their camp!

■ CAMP COMMUNICATIONS

Camp/Home Folders

All campers will receive a Camp/Home Folder on their first day of camp. This is where parents and families will find all notes, reminders, and updates from their camper's counselors, leadership, nurse, etc. We ask parents and families to please send any notes or letters back to camp in the folder.

Weekly Camp Updates

Each week the Camp Director and leadership staff will send an update for the camp program that reviews the weekly schedule, reminders, upcoming events, the camp trips and special guests. You are more than welcome to respond to the emails and to clarify any concerns you may have. Please be sure we have your email correct in your camper's profile in CampDoc as that is our primary contact for our weekly camp updates.

Camp Office Email

Please direct absences, changes in dismissal, and any other notes or questions about your camper's experience to our Camp Office via YCampOffice@metrowestymca.org. An office staff, leadership team member, and/or the Camp Director will respond.

Camp Website – <http://www.metrowestymca.org/summer-camps/hopkinton-camps> holds all our forms, calendars, handbooks, and other important information to prepare for camp each year.

My First Camp Handbook

This packet will help new parents prepare their campers (and themselves) for their first camp experience. We share tips and best practices to make you and your camper feel as comfortable as possible on the first day.

Friday Camper Notes

Each Friday you will receive a note from your camper's counselors that will share how your camper's week has been. This might be a quick list of the activities your camper has done and/or how they are doing in swim lessons or other activities. Our goal is to keep you connected to the camp experience. If you desire more details regarding your camper, feel free to contact the camp office to set up a meeting with your camper's Leadership Staff.

Facebook, Twitter, Instagram, & Remind Text Service

Check out our Camp Communications page online to see all the ways we are communicating to our camp families. There are several great ways to receive friendly reminders and to get a sneak peek at all the fun we have during the camp day!

■ PARENT VISITS

Camp gives kids the opportunity to explore new skills, meet new kids, and just have fun in a welcoming environment. Through our many combined years of camping, we find that campers do best when they are allowed to conquer these challenges on their own; we certainly understand when parents want to check in on their camper's wellbeing; however we do not permit visits from parents or family members during our camp day. Parents have an opportunity to explore our camp and meet our staff during our Family Fun Nights. If you are concerned about your camper's experience, please contact the Camp Director or your camper's leadership team.

■ FAMILY FUN NIGHTS

Throughout the summer our camp hosts Family Fun Nights. This is an opportunity for parents and families to visit our camp, participate in fun activities, explore our campgrounds, and meet our amazing staff. All camp families are welcome to attend any and all Family Fun Nights, whether their child is enrolled in that session or not. Please refer to our camp brochure and website for Family Fun Night dates and times.

■ LOST & FOUND

To minimize the amount of lost items, we strongly encourage parents to label their children's belongings with their first and last names. Any items that are found on camp grounds that are not labelled are put into lost and found. Our camp's lost and found is located on the side of Hayes Lodge. The YMCA is not responsible for any lost clothing or property. To report a lost item, please submit a Lost & Found JotForm via our website or email our camp office at YCampOffice@metrowestymca.org.

■ CAMPER HEALTH & SAFETY

A signature on your Camper's CampDoc profile and a completed registration acknowledges permission to treat which includes basics First Aid by a certified staff member, emergency medical services (EMS), doctor and hospital / ER care.

First Aid

All camp first aid is performed by a staff member who is certified to provide appropriate care. Campers who receive first aid will have their injuries recorded in the First Aid Log Book by the Camp Nurse or appropriate staff person. Our Camp Nurse will call parents to inform them of minor injuries at his/her discretion, otherwise campers will be sent home with an "ouch report" describing what happened at camp.

Any camper who requires further medical attention will be transported to the Framingham Union Hospital or Milford Regional Medical Center. Parents will be immediately notified in the event of emergency medical care. The Y's consulting physician and health advisor is Dr. Jeffrey Zaref (not on site).

Sunscreen/Insect Repellent

Our YMCA does not provide sunscreen and bug repellent for your child. Please send your own supply with your camper in their backpack. Since some campers are still young, our staff can help them apply the sunscreen. We will teach your child how to apply the products you send along. We suggest that you apply any sunscreen or bug repellent in the morning before camp begins, and then remind your child to re-apply the same after using the swimming pool. Camp Staff will also remind the children, and we will allow time for this important camp safety element.

Storage and Administration of Medication

ANY prescribed medication and over-the-counter drug **MUST** be accompanied by a Medication Authorization Form. Prescribed and over-the-counter (OTC) medication for campers must be kept in original containers bearing the pharmacy label or OTC box. All medications prescribed for campers will be kept in locked storage and will be self-administered by camper, witnessed and documented by the Camp Health Staff or other appropriate staff. Medication prescribed for campers and brought from home shall only be administered if it is from the original container, and there is written permission from the parent/guardian which includes the name of the camper, day(s) and time(s) to be administered, dose to be administered, name of medication, and signature of parent/guardian. Campers will not be allowed to carry their own medication. Inhalers and epi-pens may stay with your camper only after the parent has met with the Camp Health Staff and a treatment plan has been established. The parent and the Camp Health Staff or designee must complete the Medication Consent Form and Medication Checklist. All forms will be kept on file. Prior to your camper attending camp, you must meet with our Camp Health Staff to drop off prescribed medication and discuss your camper's needs. At the end of your camper's time at our camp, you must arrange to collect their medication within 1 week. Medications left at camp for longer than 1 week after a camper's last day will be properly disposed of. **Please Note:** We do not mail or personally deliver medication to families.

Medical Policy

The Y has a mandatory contagious disease policy. A sick child will be required to remain out of the program until a doctor's note states that the child is no longer contagious. This note must be sent or brought to the Camp Director to be kept on file. Parents will be contacted if, in the Camp Director's judgment, the camper should be sent home. Please do not send your child to camp if he/she is sick and/or running a fever.

Pediculosis (head lice) Policy

If the parent of a child finds lice or nits in their child's head, the Camp Health Staff must be notified. If lice or nits are found by Camp Health Staff, the child will be sent home for treatment. After treatment the camper must return with a parent/guardian so that the camper may be checked by Camp Health Staff for assessment. It will be at the discretion of the Camp Health Staff as to whether the camper is cleared to return to camp.

Health History & Immunization Records

Massachusetts State Law requires each camper to have a physical examination and current record of immunization signed by his/ her physician. Campers are required to have had a physical examination within 24 months of arrival at camp. You will complete this process in our online CampDoc system. You will need to convert your child's physical and immunizations to an electronic file (i.e. pdf, jpeg, scanned, etc.) Campers will not be allowed to attend camp without a 100% complete CampDoc record.

■ WHAT TO WEAR

Parents should keep in mind that campers are in an outdoor environment all day long. Everyday clothing required at camp: bathing suit, towel, sneakers, shorts, and T-shirt. To lessen the transitions and reduce changing times, we ask that you send your camper to camp with their bathing suits on. After they swim, they will change into dry, clean clothes. **Only sneakers** (no sandals, flip flops, crocs, or other open-toed shoes) will be allowed at camp. On rainy/cool days, please have your child dress appropriately.

■ WHAT TO BRING

We recommend you send a labelled backpack with: Bathing suit, towel, lunch, full water bottle, sunscreen, bug spray, snack, and an extra set of clothing (for our younger campers). Each item MUST be marked with your child's name, which will aid in keeping track of them. Camp is a fun and exciting place and can sometimes result in making a mess and getting a bit dirty, please do not send your camper into camp wearing new and/or expensive clothing/belongings.

Lunch, Water Bottle, & Snack

Please send your child to camp with a hearty and HEALTHY lunch and beverage each day. Large lunch boxes and coolers with ice packs are the most effective at keeping your child's food cold. Please be sure to send your child with forks and spoons, if needed. No refrigeration or microwaves are available. Please clearly mark your child's lunch and group. Please do not send candy or soda. Reusable water bottles are required for each camper; please send a full water bottle every day. Water is available throughout camp. With allergies ever increasing for children, we do ask that you please limit peanut butter and nut products as much as possible from your camper's lunch and snacks.

■ WHAT TO LEAVE AT HOME

As we work to maintain a positive outdoor experience for our campers, it is important that certain items remain at home. This will also ensure that these items are not lost or stolen while at camp. The MetroWest YMCA Summer Day Camp is not responsible for lost or stolen items. Any prohibited items will be confiscated from the camper and returned to the parent/guardian at the appropriate time.

Please leave the following items at home:

- Toys
- Trading cards (or other similar items)
- Stuffed animals
- iPods, MP3 players, etc
- Cell phones
- Portable video games
- Sports Equipment (with the exception of campers in Sports Camp)
- Pets and animals

The MetroWest YMCA Summer Camp also prohibits any weapons or representation of weapons, matches, lighters, drugs, alcohol, and illegal substances. Our Camp intends to maintain a clean and appropriate environment for our campers and staff. Please do not allow your campers to wear clothing with any references to alcohol, drugs, sexual content, or any other explicit nature as they are not permitted.

■ CAMP ACTIVITIES

The camp schedule is created in advance and is subject to change based on weather. Traditional camp activities include (based on age and skill level): arts and crafts, field games, group games, music, nature, drama, busy bodies, sports, archery, boating, ropes, outdoor skills, and instructional and recreational swimming. Specialty Camps participate in some of the traditional camp activities in addition to having dedicated portions of their days specifically focused on projects that align with the area of interest their camp represents. In the event of rain, camp remains in operation. We arrange an alternative schedule and plan indoor and/or under-cover activities in case of bad weather. Please Note: We are unable to makeup activities that are missed due to bad weather.

■ SWIMMING

Our Traditional Camp campers (except for AP and OTR) participate in instructional and recreational swim every day (only rec swim on Fridays). Specialty Camp campers participate in recreational swim once a day. During summer camp, we will teach the national Y SWIM LESSONS program to all Traditional Camp campers. The children will receive a 45 minute swim period consisting of a 30 minute swim instruction and 15 minute recreational swim. Specialty Camp campers have structured recreational swim on a daily basis. The campers wear color-coded swim necklaces to differentiate swimming levels. We will keep their necklace here at the Y. Please pack a bathing suit and towel each day. Goggles are optional, but helpful.

Swim tests are given on the first day of each session and campers are assigned to a group according to their swim ability that was assessed that day. Red swimmers are beginner swimmers and swim with a puddle jumper or life vest during rec swim. Red swimmers are shallow-end swimmers, only. Yellow is a more advanced beginner/intermediate level; campers are comfortable in the shallow-end and do not need a puddle jumper or life vest but are not yet ready for the deep end. Green swimmers are intermediate and advanced swimmers who have the ability to swim comfortably in any depth of water. Our counselors and aquatic staff provide swim instruction to the campers enthusiastically. We want every camper to have a great experience in the pool, learning new skills and improving their swimming everyday!

Please Note: Our pool remains open during rain showers. We will close the pool if there is thunder, lightning, inability to see the bottom of the pool, chlorine/chemical imbalance, and/or any other issues that pose a risk to our campers. If it is a passing rain, typically our pool remains open and campers are permitted to swim. It is the responsibility of the parent to communicate to the camp in advance if they would like their camper to be excused from swim.

■ SWIMSUIT POLICY

Kids are active and boisterous in the water and suits can inadvertently get tugged or pulled on. With that in mind, we are asking parents to help campers find appropriate swimwear for the summer.

For girls: One-piece swimsuits are *not* required, but we do encourage them. Our female staff will wear one-piece swimsuits only. If your camper wears a two-piece, please make sure it has appropriate coverage and fit, straps over the shoulders or around the neck, and please no string bikinis.

For boys: Please ensure swimsuits are an appropriate coverage and fit. We find that swim trunks that go past the knees restrict progress in swim lessons.

■ TRANSPORTATION POLICY

Signature on your camper's CampDoc profile and a completed registration acknowledges permission to transport along with our transportation policies below.

Parents should review the following guidelines with their camper prior to the first day of camp and/or before field trip days:

- Campers should remain a minimum of 5' from the road at all times and should not approach the bus until it comes to a complete stop and campers are instructed to load.
- Campers are to remain seated while the bus is in motion.
- Unloading is to be done safely under staff supervision.
- Reaching or leaning out of bus windows or doors is not allowed.
- Opening the Emergency Exit Door, except in an emergency or under the direction of a staff

member, will not be tolerated.

- Disturbing other passengers is rude and will not be allowed.
- Disobeying the bus driver or bus counselor may result in loss of transportation privileges.
- Throwing objects in or out of the bus is not allowed.
- Destruction of other campers' and/or bus property is not allowed.
- Proper language and behavior is expected of all campers at all times.

Failure to follow our Transportation Policy will result in the loss of bus privileges.

■ BUS INFORMATION

Each bus is provided with a bus monitor to assist campers and provide supervision. It is the parent/guardians' responsibility to see that their children are dropped off and picked up at the correct stop.

All bus stop times are APPROXIMATE. Campers and parents should be at the bus stop **15 minutes** before the indicated pick-up or drop-off times. Traffic or other delays may cause a bus to run late. **Especially on Mondays, the buses may be delayed.** Arrive extra early and do not be alarmed if the bus is 10-20 minutes late for pick-up or drop-off. The schedule should be correct by the second and third days of the week as campers and parents get used to the system (photo IDs out and ready, etc.).

For the return trip home, it is common on the first Monday of each session that the buses leave camp late as we make sure that all campers are accounted for on their new bus routes. We have a strict policy that no bus rolls until all campers who are scheduled to ride all buses are accounted for.

The YMCA will NOT let children off the bus at their stop if there is not an authorized adult there to meet them (unless written permission is posted to your online CampDoc camper profile). Any children remaining on the bus at the end of the route for any reason will be returned to the Hopkinton or Framingham Branch, whichever is closest. Please notify the camp office by 12pm via email at ycampoffice@metrowestymca.org if there will be any changes in the transportation arrangements for your child. **Please Note:** We do not allow campers to move buses from day to day.

■ GROUP PLACEMENT

The YMCA places campers in groups by age and grade. Summer camp is an opportunity to meet new friends and have new experiences. **With this in mind, the YMCA cannot guarantee friend requests.** We are committed to safe and manageable camper to counselor ratios.

Most groups have between 15 and 20 campers with at least one senior and one junior counselor. Many groups also have Counselors-In-Training from our CIT program with them from time to time.

■ STAFF

The camp staff at our Y is comprised of college, post-college, and exceptional high school students along with many education professionals. Each group of campers is assigned counselors and maintains an excellent staff ratio, meeting and exceeding the national standards.

The success of our camp and the positive and fulfilling experience of our campers is largely reliant on

our leadership staff and counselors. That's why our full-time, dedicated and professional staff work year-round to recruit, and train the best possible staff to lead our camp. Our staff goes through a rigorous hiring process, including background and reference checks. We also run a lengthy staff training and development program, focusing on problem solving skills to anticipate every possible circumstance from emergencies to homesick campers. Our staff strives to make every camper feel comfortable and welcome in our daily programs.

■ CHILD ABUSE PREVENTION

Our Child Abuse Prevention Policy prohibits our counselors, staff, and volunteers from babysitting children they meet at Y programs. Please respect our policy by not asking our counselors to babysit. The policy was instituted to protect your child, the staff, and the Y; and it is an absolute.

This also includes ANY of our staff and volunteers being alone with a camper outside of camp for any reason. Please inform us of any prior relationships that may exist (babysitting, carpool, neighbors, etc.). Otherwise we ask that all parents help assist us in our policy and keeping our community safe!

Both summer and full-time staff receive thorough training in child abuse prevention by leading professional trainers and recognized organizations. In total they receive over 4 hours of abuse prevention training each camp season.

■ ENVIRONMENT

Please help us in teaching our campers that taking care of the trees and outdoor areas surrounding the camp is essential to the protection of the environment. All garbage should be deposited in the designated bins located throughout the camp. Respect for the trees, wildlife, and property on the campsite is necessary to maintain a beautiful and protected environment.

■ PARENTAL ASSISTANCE

Your child's positive experience at camp is based on the assumption that you are our partners. We, as you do, take our jobs very seriously. We set high goals and strive to reach and maintain these goals throughout the summer. In order to do so, we need your assistance on the home front:

1. Please send your child READY for camp each day.
2. Please make sure your child has a healthy lunch and a water bottle every day.
3. Communicate problems and concerns that you may have.

The Camp Director, your camper's counselors, and leadership staff will be best able to help if you keep them informed. The more we know the better you and your camper's experiences will be!

With your cooperation we will be able to meet the needs and safety of all our campers.

■ LICENSING

This camp complies with the regulations of the MA Department of Public Health and is licensed by the local Board of Health. Parents may call the camp to request copies of background checks, health care, and discipline policies, as well as procedures for filing grievances. All staff and volunteers complete a SORI and CORI check by the Commonwealth of Massachusetts.

■ CAMPER BEHAVIOR POLICY

Our staff is trained and experienced with handling an assortment of behavior issues. This process is described below and we ask that you speak with your camper and discuss what the following means to them.

Progressive disciplinary steps in remedying negative behavior:

- The camper will receive a verbal warning.
- Camper will be removed from their group for an allotted amount of time or special privileges will be revoked.
- If the concern continues the parent/guardian will be contacted and asked to take part in the disciplinary steps with the Leadership Staff, Inclusion Team, and/or Camp Director.
- Any continuation of negative behavior beyond this point is considered serious and will result in the camper's suspension or expulsion from our camp.

The following negative behaviors will not be tolerated. At the discretion of the counselor, he/she may choose to have the camper speak with the Leadership Staff, Inclusion Team, and/or Camp Director as well.

- Disrespecting staff, other campers, and/or camp property
- Any form of verbal or physical bullying
- Inappropriate name calling and foul language
- Not following directions
- Minor hitting, shoving, or pushing
- Straying from the group
- Throwing objects (rocks, sticks, etc.)
- Running away from the group or camp

The following serious negative behaviors will be immediately addressed by the Camp Director and at their discretion, may result in the immediate expulsion or suspension from the MetroWest YMCA Summer Day Camp without reimbursement. Please understand that our goal is to provide a nurturing and positive experience for each of our campers. Those few campers who choose to create a negative experience for others are not tolerated.

- Aggressive physical contact (hitting, biting and shoving)
- Harassment, verbal threats, or endangerment of other campers and staff
- Possession/use of illegal substances including but not limited to drugs, alcohol and tobacco as well as weapons or other hazardous items
- Destruction of camp property or stealing from others
- Leaving the camp property without notice
- Inappropriate contact or behavior with staff and/or campers

■ BULLY PREVENTION POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At The MetroWest YMCA Summer Day Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which states that programs are available to ALL in a value-based environment. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our Leadership Team addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer.

■ TERMINATION POLICY

The MetroWest YMCA reserves the right to suspend and/or dismiss a camper for the following reasons:

- Unpaid camp balances
- Inappropriate and/or dangerous behavior
- Chronic tardiness at pick-up time
- Chronic failure to inform MetroWest YMCA Summer Day Camp of child's absence
- Behaviors identified in the above disciplinary policy

■ REFUND POLICY

Any cancelation from time of registration to April 1st will be given a full refund including the deposit. Cancellations April 2nd–May 31st will receive a refund to what has been paid less the deposit. No refunds will be given to any cancellations after May 31st. **Please Note:** All cancellations and changes must be submitted in writing.

■ TAXES

For tax purposes, please keep all receipts. The YMCA will not be responsible for the written documentation beyond original receipts. Our tax identification number is 04-2281530