



**Piedmont Family YMCA**

# **Adaptive Summer Camp**

**Handbook 2026**

# Welcome

Dear Summer Camper/Parent/Guardian,

Welcome to the YMCA's Adaptive Summer Camp! Our goal is to provide recreational activities for children, teens, and adults with disabilities, and to support each and every camper in expanding their social skills and developing a lifelong interest in healthy leisure activities. Campers will participate in a variety of fun camp activities including outdoor adventures, games, field trips, swim time, arts, music, crafts, and much more!

The following information is intended to enhance your family's camp experience. Please take the time to read this manual carefully so that you and your camper are fully prepared and informed about camp.

Prior to camp, we will host an open house that we encourage you and your camper to attend. This will give you an opportunity to see the site, meet our staff, and give our staff a chance to meet you and your camper. This can help to alleviate first day jitters and get everyone off to a great start.

We will offer camp for youth, teens/young adults and adults.

<b>Date</b>	<b>Camp</b>	<b>Ages</b>	<b>Notes</b>
June 15-18	Youth & Teen Week 1	6-21	No camp June 19
June 22-26	Youth & Teen Week 2	6-21	
June 29-July 2	Youth & Teen Week 3	6-21	No camp June 3
July 6-10	Teen Week 1	13-21	
July 13-17	Teen Week 2	13-21	
July 20-24	Teen Week 3	13-21	
July 27-31	Adult	22+	

Thank you for your interest in our camp program. We are looking forward to a summer filled with fun, friendships, and time spent creating memories!

Please contact us with questions and we look forward to seeing you soon!

Caitlin Marcotte

Director of Adaptive & Outdoor Programs

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# About Adaptive Programs

At the YMCA, we believe that in a diverse world, we are stronger when we are inclusive, when our doors are open to all and when individuals of all abilities have the opportunity to participate, thrive, and belong.

Adaptive Programs emphasize participants' unique abilities and provide trained staff, higher staff-to-participant ratios, and adapted spaces, materials, and activities to ensure successful participation. We offer a wide variety of classes, programs, special events and community outings. These programs run year-round, serve all ages, promote individual choices, develop leisure and life skills, and enhance socialization.

Information about the Adaptive Program can be found online at:  
<https://piedmontymca.org/adaptive-programs>

## **Program Goals**

### **Inclusive Access**

Open doors for people of all abilities through adaptive activities and accessible spaces.

### **Skill Building**

Build participants' confidence and life skills through fun, supportive experiences.

### **Community Connection**

Bring people together to build friendships and celebrate diverse abilities.

### **Education & Awareness**

Provide training for staff and education for members to promote understanding and inclusion.

### **Growth & Impact**

Expand programs, partnerships, and opportunities so every individual has the chance to shine.

## **Summer Camp**

Adaptive Camp is for campers ages 6 and up who need more support than a traditional summer camp can provide.

Campers will participate in a variety of activities to include outdoor adventures, games, swim time, field trips, arts and crafts and more.

Camp is open to members and non-members of the YMCA.

YMCA Adaptive Camp operates as a program exempt from licensure. It will maintain basic health and safety requirements but has no direct oversight by the Virginia Department of Education.

## **Enrollment & Required Paperwork**

### **Camper Requirements**

It is the goal of the Adaptive Program for all campers to have an opportunity for a safe and enjoyable experience. In order to achieve this, campers must meet the following criteria:

- Communicate basic needs and follow simple directions (with or without help).
- Engage in scheduled activities most of the time.
- Independent in personal care- staff will provide assistance with verbal cues or visual aids but cannot directly assist participants in using the bathroom or reclothing after using the bathroom.
- Independent in eating- staff will provide assistance with cutting up food and monitoring allergy needs, but cannot assist with direct feeding needs or feeding tubes.
- Manage their own behaviors with minimal staff intervention. Sensory areas will be provided and staff can follow behavior plans for individuals that utilize them.
- Must have a desire to participate in programming. Staff will provide adaptations and modifications to meet a wide range of abilities.
- Campers with consistent tendency to elope, exhibit aggressive behaviors, or require 1:1 personal care assistance must come with an aide.

Acceptance to Adaptive Summer Camps is based on a review by the Adaptive Programs Director. Decisions are made considering age of camper; social, emotional and physical needs of camper; and staffing ratios.

We strive for a 1:4 ratio for staffing.

## **Campers Requiring 1:1 Support**

YMCA staff does not provide hands-on assistance with personal care or behavior intervention. Staff will provide assistance with verbal cues or visual aids.

If a camper needs assistance during the program, it is the responsibility of the caregiver or individual to arrange for an aide.

Individuals serving as a 1:1 aide are welcome in camp free of charge, but required to follow YMCA policy and procedures and complete necessary paperwork.

## **Admission & Non-Discrimination**

Campers of any race, color, religion, gender, and national/ethnic origin are granted all rights, privileges, programs, and activities. We do not discriminate in personnel or admissions policies.

## **Communication**

Emails will be sent to the address that is provided at registration in Daxko with important updates, schedules and required paperwork. If you are not receiving emails, please check your spam folder.

## **Fees, Payments & Cancellations**

### Weekly Camp Fees

- \$375 per week – Brooks YMCA members
- \$450 per week – Non-members

To qualify for the YMCA Member discount on Summer Camp, please ensure your YMCA membership is active before registering for camp and continue your membership throughout the camp duration.

### Weekly Deposit

A \$25/week deposit is required to reserve a spot in camp. This deposit is non-refundable and will be applied toward the balance due.

## Payments

Weekly payments will be drafted on Thursdays prior to the camp session beginning on Monday. There will be no refunds if a camper does not attend. There will be a \$25 fee for all returned checks or charges.

## Cancellations

If an individual chooses to cancel their enrollment in a camp, the following shall apply:

- Cancellation requests must be submitted 2 weeks in advance.
- The \$25 weekly deposits are not refunded if a week is cancelled or changed to a different week
- If you have paid the entire balance for the week, you will be refunded that amount minus the \$25 weekly deposit

Credits or refunds are not issued for scheduled holidays, sickness, or closings due to inclement weather. Fees are not refunded or prorated for absences.

## Financial Assistance

Although there is no hard deadline to apply for financial assistance, we ask for a minimum of 5 business days for us to review financial assistance applications. Applications must be reviewed, in good order, and payment received before the participant may attend camp.

Please contact the Program Director for the Financial Aid Application.

## Tax Statements for Youth & Teen Camps

To obtain your year-end childcare tax statement:

- Log in to your online YMCA account: <https://piedmontymca.org/my-account>
- Click the arrow button next to "My Account."
- In the dropdown menu, click "View Account."
- Select "Tax Statement 2026 Year-end childcare statement" to retrieve your documents.

If you have difficulty accessing your statement, email the Program Director.

# Camp Overview

## Daily Operations

Transportation from home to camp is not provided. Families are responsible for arranging their own transportation to and from camp.

Drop-off is at 9:00 am each day. Staff are busy setting up and preparing for the day before camper arrivals. Doors will be locked, and no one will be allowed to enter until 9:00 am. Pick up will be promptly at 4:00 pm each afternoon. Please review late drop off, arrival, and departure policies below.

Location for pick up and drop off will be sent prior to camp.

Example of Daily Schedule (subject to change)

9:00 am	Campers arrive, - sign in, unpack, free choice
9:15 am	Daily group meeting - overview of the day & review of expectations
9:30 am	Transition to morning activities/leave for fieldtrip
12:00 pm	Lunch (may change due to daily activities)
12:45 pm	Transition to afternoon activities
3:30 pm	Return from fieldtrip/closing circle
3:45 pm	Free play until pick up
4:00 pm	Pick Up

Detailed weekly schedules will be sent prior to camp.

## Personal Items & Storage

Campers will have designated spaces for personal belongings, which should be marked with the campers' name. Campers are responsible for keeping up with their belongings. Every camper should arrive with a backpack that contains:

- Water bottle- labeled with the campers name
- Packed non-perishable lunch and two snacks
- Bathing suit
- Towel

- Change of clothes (in case of water activities or accidents)

Please do not bring extra money or valuables to camp unless asked. Cell phones, smart watches, gaming devices and electronics will be collected in the morning and returned in the afternoon (unless used as an alternative augmentative communication device).

This policy helps reduce conflict, theft, and lost items. The YMCA cannot be responsible for lost, broken or stolen personal items.

## **Attire**

Please dress appropriately for an active day of camp. No flip flops or short shorts should be worn. Bathing suits should be modest. We may use acrylic paints, which can potentially stain clothing. The YMCA does not reimburse for clothing rips or stains, water bottles, or normal wear and tear.

We will provide you with a camp shirt that should be worn by the camper on field trips.

## **Sunscreen & Bug Spray**

Please apply sunscreen to your camper before arrival. We will have spray sunscreen and bug spray (contains deet) at camp. If your camper needs a specific brand, please alert staff, send it with the camper and label it with their name.

## **Meals**

Please bring a non-perishable lunch, a reusable water bottle and two snacks every day. We will not have access to a refrigerator or microwave. Water will be available at all times. Snacks will be provided to campers, if lunch is forgotten.

## **Transportation & Field Trips**

To reduce paperwork and waste, your summer camp waiver authorizes the Piedmont YMCA to take your camper on all field trips for the duration of the program. A detailed field trip schedule will be sent prior to camp.

You may refuse permission for your camper to go on a particular field trip. If refraining from a field trip, please work with the Program Director to arrange a drop off or pick up outside normal camp hours for half day field trips. For full day field trips, campers will not be able to attend camp that day.

We do not offer prorated rates for days your camper does not attend due to field trips.

Once at camp, transportation for activities will be provided by Albemarle County School buses and occasionally our YMCA mini bus.

## **Arrival, Departure & Late Pick-Up Policies**

### **Arrival Procedures**

Drop-off is at 9:00 am each day. Staff are busy setting up and preparing for the day before camper arrivals. Doors will be locked, and no one will be allowed to enter until 9:00 am.

If you are late on a day where there is a field trip and we have a scheduled departure time, you will need to meet the group at the field trip location.

### **Parent/Guardian Drop-Off**

If you drive your camper to camp, you are required to park and escort them into the building to sign them in on the Daily Attendance Sheet located at the welcome table. The welcome table is where you will sign campers in and out each day and receive important information such as the camp schedule and daily reminders.

### **Authorization for Pick-Up**

Campers are required to be signed out each day by the individual picking them up. Please park and come inside to pick up your camper. Identification will be requested for anyone we do not know.

Staff cannot legally refuse to release a child to a verified natural parent unless there is a court order on file stating that the parent does not have custodial rights. Please provide any necessary court documents.

## **Late Pick-Ups**

Camp ends promptly at 4:00 pm. You are considered late when you have not picked up your camper by 4:00 pm. If you know you are going to be late, please call.

If your camper is not picked up by 4:00 pm, a late fee will be charged and drafted from the card on file within the next business day.

Fee: \$5 for each 1-minute interval past 4:00 pm.

If we have not heard from you by 4:00 pm and cannot reach you, we will call your emergency contacts to pick up the camper.

If neither you nor an emergency contact can be reached or can pick-up the camper, we will keep them in our supervision for 30-minutes.

After 4:30 pm, emergency services will be contacted.

Excessive late pick-up may result in suspension or removal from the program.

If you are late more than three times in any program cycle, your camper may be suspended or removed from the program.

## **Health & Safety**

### **Medications**

If your camper requires medication during care, a signed authorization through a Medication Administration Form is required. Forms will be sent to the primary caregiver prior to camp.

All medication must:

- Be in its original, non-expired container
- Be labeled with the camper's name (medications cannot be shared among siblings)
- Be labeled with the date the prescription expires
- Be labeled with dosage and administration directions
- Include the prescribing physician's name

It may not always be possible to administer medications as requested, and the YMCA cannot be responsible for missed doses.

Only certified YMCA Medication Administrators may dispense medication. MAT certifications cover daily medication and specific rescue medications (epi-pen and inhaler).

## **Food Safety & Allergies**

Please inform staff of food allergies. If your camper has a food allergy, please provide an allergy management plan.

Food sharing is not allowed.

Outside food provided (e.g., birthday cupcakes) must be cleared with the Program Director in advance.

## **Sick Campers**

We do not have a nurse on site and do not have the facilities to care for sick campers. Campers are expected to participate in all daily inside/outside activities.

If your camper becomes ill while in our program, we will call you and you must arrange pick-up within 30 minutes.

Readmission is allowed with a doctor's note or when the camper has been without symptoms for 24 hours. Example: if a camper is sent home on Tuesday, they may not return until Thursday.

Please keep your camper home if they have:

- A fever within the previous 24 hours or a cold that is less than two days old
- Heavy nasal discharge
- Constant cough

- Vomiting or diarrhea (two or more times)
- Temperature of 100°F or above
- Symptoms of communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain plus fever)

Campers with lice must be nit free before returning to camp.

## **Camper Injury**

Staff members are trained in First Aid and CPR and will treat minor injuries. Parents/guardians will be notified at pick-up for minor injuries.

If an injury may require more than First Aid or involves a head bump, staff will attempt to contact you immediately. If we cannot reach you, we will contact the person you have designated for emergencies. If necessary, we will call an ambulance.

Please keep your phone numbers, emergency contacts, and other information current.

## **Weather**

Outdoor play is an important part of our daily camp schedule. Please dress your camper appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

## **Heat Index & Poor Air Quality Plan**

During periods of extreme heat or poor air quality (Code Red & Code Orange) staff will scale down the outdoor activities. Indoor facilities and shaded areas will be utilized and the schedule may change to more crafts and low-level events or activities. Staff will encourage campers to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

If the heat index reaches 100°F, children will be kept out of direct sun and all high-intensity activities will be cancelled. Only low-intensity activities may remain outside in the shade with reduced schedule time.

If the heat index reaches 105°F, all campers will be brought inside and all outdoor activities will be cancelled. If an outside field trip is scheduled during this heat index, the field trip will be cancelled for that day and will not be rescheduled.

## **Bus Safety**

The following bus safety rules are intended to keep campers safe as they ride an authorized camp vehicle/bus and will be enforced at all times:

- Staff and campers will respect and listen to the bus driver at all times.
- Staff are responsible for their own conduct and that of the campers while on the bus.
- Campers are to keep their hands and feet to themselves for the entire duration of the bus ride
- Campers will enter and exit the bus in an orderly fashion.
- Staff and campers must remain seated facing forward for the entire duration of the bus ride, and hands and feet must remain inside the bus.
- Staff and campers may not lie down, put their feet on the seats or on the seats in front of them.
- Campers are not allowed to sit on laps, and no more than two people are to be seated in one seat.
- Staff will seat themselves so that they are spaced throughout the bus to effectively monitor campers.
- Staff will maintain a reasonable noise level, so the driver does not become distracted (i.e., no yelling or screaming).
- The aisle and rear emergency exit window must remain clear at all times.
- Eating or drinking on the bus is not permitted, with the exception of drinking water.
- Campers and staff are not to leave trash on the bus.
- Objects may not be thrown out of the windows or inside the bus.
- Campers will never be left alone in a vehicle
- The last staff member on the bus will complete a walk through and check under and on each seat to ensure that campers, and or belongings are not left behind before the bus departs.

## **Water Safety**

Swim days will take place at the Brooks Family YMCA and outdoor lakes. While at the YMCA, only the family pool will be utilized. This consists of a zero depth pool area and lap lanes that are 3 ½-4 ½ feet deep.

Campers are welcome to bring their own life vests, that are Coast Guard Approved and fit appropriately.

All swimming activities will have certified lifeguards present and lifeguards or staff will review safety rules at the beginning of scheduled swim times to include:

- No Running, No Horseplay, No Pushing
- Splashing other campers and or staff is not allowed

- Campers with open wounds, sores, or contagious diseases may not be admitted into the water
- Proper bathing attire is required (please wear a modest bathing suit): no cotton t-shirts, jeans or cutoffs allowed
- No water guns, soaker cannons or water toys that shoot water
- No glass allowed in pool areas
- When the whistle blows, pay attention to the lifeguard

## **Babysitting Policy**

YMCA staff members are prohibited from babysitting or providing respite care for participants of YMCA programs. This includes transporting participants to or from the Y, or any other function that is not YMCA program-related.

## **Abuse Prevention Policy**

The YMCA is committed to the safety and well-being of participants. We use positive guidance and discipline practices that emphasize reinforcement, redirection, prevention, and self-discipline.

The YMCA does not tolerate physical punishment, yelling, striking, biting, kicking, squeezing, shaming, withholding food or rest room privileges, confining participants in small locked rooms, or verbal/emotional abuse.

YMCA staff and volunteers are trained to respect personal space and to prevent inappropriate touch or sexual exploitation.

## **Procedures for Reporting Suspected Abuse**

If there is suspicion of abuse, staff will immediately inform their supervisor.

The Piedmont Family YMCA will make a report within 24 hours to Child or Adult Protective Services and will request that the situation be investigated.

If the incident involves a staff member or volunteer, the Executive Director will suspend that person from responsibilities (with or without pay, if appropriate) until the investigation is complete.

Staff and volunteers must handle information confidentially and may only discuss matters pertaining to suspected abuse with their supervisors.

Staff and volunteers may not contact participants or parents involved in an abuse incident without permission of the Associate Branch Director or Chief Operating Officer.

Whether the alleged offense takes place on or off YMCA premises, it will be considered job-related because of the youth-involved nature of the Y.

All incidents or alleged offenses will be documented on the day of occurrence.

Note: The Piedmont Family YMCA is mandated by law to report suspected abuse to Child and Adult Protective Services within 24 hours of a reported incident.

## Rules, Behavior Management & Discipline

### Rules

Camp rules will be established and reviewed with campers at the beginning of each day and as needed to ensure the safety of all campers. Below are the rules which should be followed by campers:

- Be respectful
  - To staff, volunteers, each other, space and equipment
  - Use kind words
- Listen when others are speaking
- Follow directions first time asked
- Stay in supervision
  - Ask for breaks, to use the restroom or if you need to step away
- Keep hands & feet to self
- Be flexible
- Have FUN!

Additionally, we are asking parents/guardians to go over camp rules each day with campers. We expect campers to be polite and respect their peers and camp leaders. We also expect appropriate behavior. The goal of our camp is to expand social skills and develop a lifelong interest in healthy leisure activities.

Additional rules are expected to be followed during pool visits, while riding the bus, and during field trips. These will be reviewed prior to each activity.

## **Behavior Management**

The camp program and staff pledge to make every effort to maintain a camper in the program. If your camper utilizes a behavior plan, please inform the Program Director. The more information we have before camp starts, the more prepared we can be to set campers up for success.

If a camper's behavior presents a physical danger to themselves or others, or if the camper fails to follow rules on multiple documented occasions, then an immediate suspension or dismissal from the program may result.

Camp staff will use techniques that are consistent and appropriate for each camper's development. Camp staff will:

- Model desired behaviors
- Be consistent
- Give positive praise as much as possible
- Explain expectations for each activity
- Give appropriate choices
- Offer sensory areas or items to assist with de-escalation
- Give clear directions (2-3 word directives)
- Communicate verbally and with visual aides
- Set reasonable limits for each camper
- Be aware of a camper's body language (look for a 'tell' of escalation)
- Discuss with campers how to express their feelings appropriately
- Approach each day as a NEW day
- Utilize an overall camp reward system

## **Discipline**

We strive for a staff ratio of 1:4. If a camper needs additional assistance, they must come with an aide. Safety is the responsibility of campers, staff and guardians. Our goal is to help campers practice self-control, make thoughtful choices, and understand the impact of their behavior.

If issues occur that compromise the safety of campers or staff, staff will take the following steps:

- First Occurrence: Parent/guardian will receive a written notice and/or phone call
- Second Occurrence: Parent/guardian will be contacted. The camper will receive a 1-3-day suspension.
- Third Occurrence: Parent/guardian will be contacted. The camper may be suspended from the program.

Serious offenses (e.g., drugs, firearms, smoking, fighting, physical or verbal abuse, sexual misconduct, stealing, destruction of property) may result in immediate dismissal of camp.

If a camper is dismissed from the program for disruptive or harmful behavior or failure to follow expectations, there is no refund of fees.

The YMCA does not allow corporal punishment or abusive disciplinary practices, including spanking; forcing a child to assume an uncomfortable position; binding or tying; enclosing a child in a confined space; using exercise as punishment; or withholding food, water, or nap.

## **THANK YOU!**

Thank you for your interest in our Adaptive Summer Camp Program! We look forward to a fun filled summer with your camper, new experiences and creating memories that will last a lifetime!

Once enrolled, be on the lookout for detailed schedules and information, and please reach out with any questions you may have about this handbook or our camp program!

Gratefully,

Caitlin Marcotte

Adaptive & Outdoor Programs Director

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