

# Stevens Point Area YMCA Camp Glacier Hollow



## 2026 Day Camp Parent Handbook



9289 Pavelski Road  
Amherst Junction, WI 54407  
715-824-5267(Camp)  
715-342-2980 (SPYMCA)

Update: 5/2026 MK

## MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

## PROGRAM GOALS

- To provide campers with an array of varied experiences, to broaden their horizons and improve their understanding of the world in which they live.
- To provide opportunities for campers to practice good health, become physically fit, and share in maintaining good safety standards.
- To provide an opportunity to accept responsibility and practice leadership.
- To deliver the program in a positive YMCA environment allowing the campers frequent chances to succeed.
- To increase camper's awareness of the diversity of people's personalities, backgrounds and orientations.
- To increase self-reliance, self-confidence, and independence among our campers.
- To give children a safe, supervised, and enjoyable experience as they learn and grow in an outdoor setting.
- To promote the YMCA's character development values of Caring, Honesty, Respect and Responsibility.

## MEASURING PROGRAM OUTCOMES

It is important that we are working towards and achieving program goals. We seek to measure our program outcomes through the following ways:

- Frequent review of activities and schedules
- Frequent review of staff lessons and continued in-service trainings throughout the summer
- Surveys sent out to camp families following camp sessions aimed at measuring success. Your response is important to us to continue improving and achieving.

## GENERAL INFORMATION

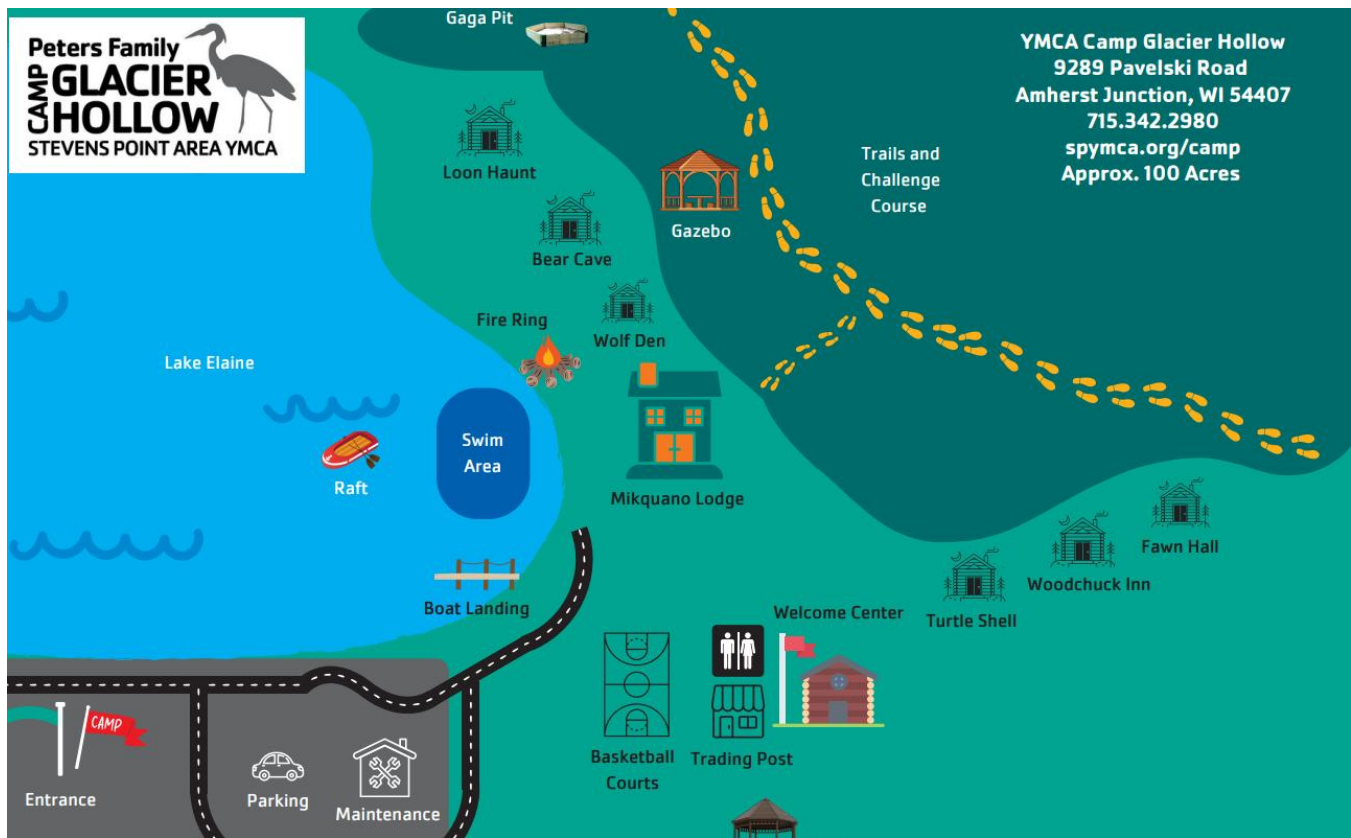
### Dates and Hours of Operation

- Please see the Summer Camp Program Guide for additional information
- Camp Hours 9:00AM – 3:30PM  
Extended Care:
  - 7:00AM – 8:15AM
  - 4:00PM – 5:30PM

## Camp Contacts

Camp Office		CampGlacierHollow @spymca.org	715-824-5267
Camp Director			
Child Care Director	Stephanie Gross	SGross@spymca.org	715-952-9339
Aquatics & Sports Director	McKenzi Klasinski	MKlasinski@spymca.org	715-952-9377
Day Camp Coordinator	Owen Klish	OKlish@spymca.org	715-496-1326
Julie Treml	Nutrition Coordinator	JTreml@spymca.org	715-952-9337
Sara Blaskowski	Administrative Assistance	SBlaskowski@spymca.org	715-952-9366

## Camp Map



## PARTICIPATION

- Ages 7 to 12 years are welcome.
- The Stevens Point Area YMCA will not discriminate by race, color, sex, origin, gender identity, sexual orientation, or creed.
- To ensure that each child's individual needs are met within the scope of our program, all children who register for Summer Camp do so with the understanding that throughout their session each child will be assessed to determine if they can successfully function within the parameters of our program.
- If this assessment questions the likelihood that the child's individual needs can be met in our program, a conference will be set with parent/guardian to further assess the situation.
- Every effort will be made to provide "reasonable accommodations" for each child as long as the child's participation in the program does not require one-on-one staff time that would not allow for the safety and quality care of the other children in the group. At any time thereafter, if the staff have reason to question the compatibility of a child's continued participation in our program, a conference will be set with the parent/guardian to further assess the situation.
- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from a doctor is required.
- All campers are required to be in the beach area during Swim Time. If your child does not have their swimsuit with them, they will be asked to play on the beach, and will not be allowed to enter the water.
- Archery will only be conducted in the designated archery location. Staff will have their Hunters safety course, and all equipment will be locked when not in use.

## ENROLLMENT

- The entire registration form, health form, and immunization record must be completed when registering.
- Updating all information, including additional immunizations, changes in address, telephone numbers, authorized pickups or family situation is the responsibility of the parent/caregiver.
- Enrollment is on a first come, first served basis.

## CAMPER'S RIGHTS

- Campers have the right to express their thoughts, feelings and desires.
- Campers have the right to be safe and have their body respected.
- Campers have the right to be treated fairly and receive the same privileges and considerations as everyone else.
- Campers have the right to their privacy.
- Campers have the right to have their work and possessions respected by others.

## TERMINATION

- Parent Termination: A four week notice in writing is required if a parent decides to withdraw their child from the program. The YMCA will return all but the deposit. After

four weeks, refunds will not be available and parents will be held responsible for payment.

- Mutual Termination: When parents and staff agree that placement of a child into the program has been inappropriate and is not in the child's best interest, the child may be withdrawn with loss of deposit.
- Camp Termination: A parent may be asked to withdraw their child when:
  - It is evident the child cannot adjust to the program's environment.
  - A child's behavior becomes detrimental to the other children or staff.
  - A parent fails to complete and submit required forms.
  - A parent fails to pay all fees.
  - A parent fails to observe the program's regulations including but not limited to arrival and departure rules.
- Camp termination must be approved by the Camp Director or Child Care Director. Withdrawal will be made without refund of current week, or deposit.

## CANCELLATION

- If our program offerings change, or your ability to attend camp changes as a result of health and medical circumstances, our cancellation policy is as follows:
  - Medical documentation, and approval by the Camp Director, will be required should you need to withdraw your camper due to a medical circumstance.

## PAYMENTS

- Registration fee of \$25 per registrant and deposit must be accompanied with registration packet.
- Payment of balance must be made at least *four weeks* prior to attendance. It is registrants responsibility to make payments on time. Invoices will not be sent.
- Your child will not be allowed to attend if payment or registration packet is not complete.
- Returned cards and checks will result in a \$20 charge.
- All payments are processed through the Child Development Office. Sara Blaskowski – [sblaskowski@spymca.org](mailto:sblaskowski@spymca.org)

## FINANCIAL ASSISTANCE

- The YMCA is a non-profit organization open to people of all ages, races, religions, gender identity, sexual orientation, income and abilities. Anyone requiring financial assistance to participate in a YMCA program or activity should contact Sara Blaskowski- [sblaskowski@spymca.org](mailto:sblaskowski@spymca.org). Financial Assistance is made possible through contributions to our Annual Campaign and support from the United Way of Portage County.
- Families are encouraged to apply for Wisconsin Shares prior to requesting financial assistance.  
<https://dcf.wisconsin.gov/wishares/parents>

## DROP OFF/PICK UP

- Parent/Guardian or authorized person must sign their camper in and out of camp each day.
- If dropping your camper off before 8:15AM or picking up after 4:00PM your camper will be in our extended care program. Additional pick up/drop off information will be provided at a later date.
- If your camper will not be attending a day they are scheduled for, please inform us of the absence. All individuals scheduled to attend that have not been dropped off by 8:15AM will receive a phone call to determine safety and whereabouts of camper.
- If you are planning to drop off directly at camp, please arrange with the Camp Director. Otherwise drop off will be at the Stevens Point Area YMCA.
- Camp hours run from 9:00AM to 3:30PM. It is recommended that your child stay for the entire camp day to receive the full camp experience. Special accommodations will be addressed by the Camp Director.
- Have picture identification ready for pick up. Only adults on camper's authorized pick up list will be allowed to pick campers up.
- Late Pick Up- For each occurrence a late fee of \$1 per min will be charged with a minimum of \$5 after 5:30pm. Time will be determined by staff in charge. Chronic late pick ups will be grounds for termination. If your child is not picked up by 6pm, the local authorities will be called.

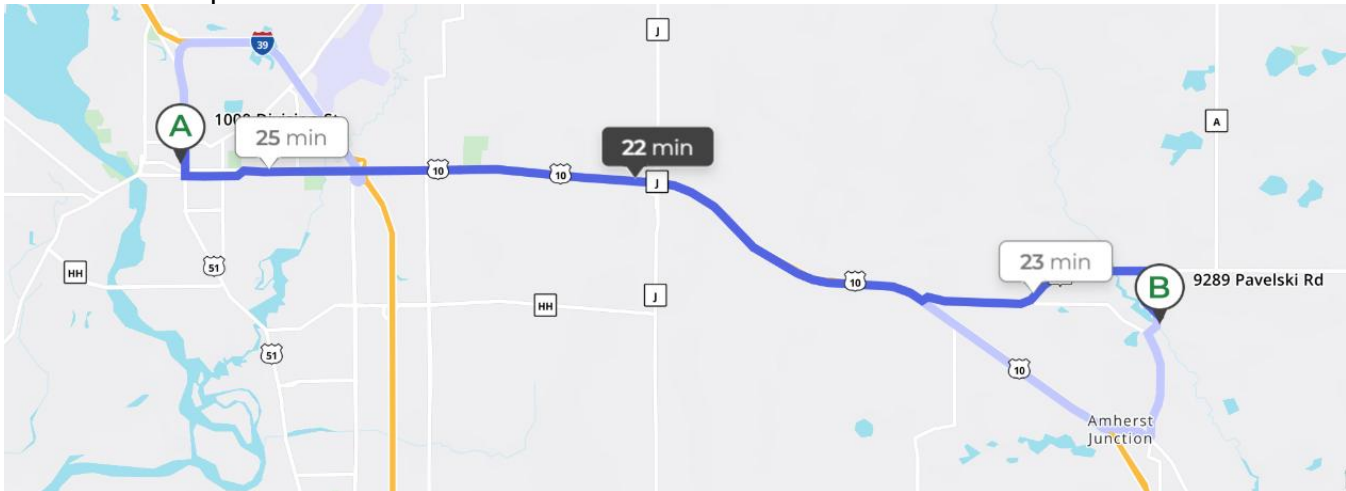
## SCHEDULE CHANGES

- All cancellations must be received in writing 2 weeks prior to the weekly session registered, with loss of deposit.
- All additions to your schedule will be made based on availability and requires prior approval from the Child Development Office.
- Payments are due at least 2 weeks prior to week of schedule change or at time of scheduling if less than 2 weeks prior.
- Absences should be reported to Child Development Office: 715-342-2999, [childdevelopment@spymca.org](mailto:childdevelopment@spymca.org)

## TRANSPORTATION

- Campers may be transported by school bus, the YMCA mini bus, or YMCA van. In an emergency, campers may be transported via ambulance, at the parents' expense.
- Daily bus commute will have no scheduled stops, and route is attached below.
- When transportation is provided by school bus all rules of the bus driver/bus company must be followed.
- All campers will be counted prior to entering the vehicle, while on the vehicle and after exiting. Frequent camper checks will be performed.
- In addition, camp staff will implement safety rules including, but not limited to:
  - Sitting by age/group
  - All passengers must be in an appropriate seat
  - Remain seated while vehicle is in motion
  - Any necessary safety restraints will be required

- Evacuation procedures.
- Staff will spread themselves out in the vehicle for optimal supervision of all campers



## VEHICLES

- All personal vehicles should be left in designated parking area unless otherwise instructed. No parking in front of trail entrances, roadways, or by the bathrooms.
- Please drive slowly through camp.

## HEALTH

- Please monitor your child for the following symptoms:
  - Fever, coughing, diarrhea, rash, vomiting, and any signs of communicable diseases.
  - If any of these symptoms are present, please keep your child home.
  - If a child develops any of the above symptoms while at camp, he/she will be placed in temporary isolation and parents will be notified to pick up the child.
- If the staff requires assistance with a sick child, they may consult with a licensed physician, YMCA Director, YMCA personnel, or other experienced professional.
- Any child at camp shall be considered well enough to participate in all outdoor activities. A written doctor's note will be needed if an exception is to be considered.
- A notice shall be posted if any child comes down with a communicable disease. Please notify us if your child has been exposed to or develops any communicable disease.
- Medication will only be administered when an *Authorization to Administer Medication form* is on file. This form, along with all other medical documentation will be sent out at a later date. All medication (prescription and nonprescription) must be in its original container and must be labeled with the child's name, dosage, time and date.
- Do not supply your child with any prescription or nonprescription medications to take on his or her own at camp.
- Any contact with a non pet animal will be contacted to parents/guardians, and medical treatment will be provided if necessary.

## INJURY

- Medical/Injury communication will be completed by staff in the following order based on severity and type of injury. These include but are not limited to the following:
  - Call 911- EMS
  - Attempts to contact the parent/guardian.
  - Attempts to contact the parent/guardian through emergency contacts.
  - If your child has any type of injury to the head we will notify you about the nature of the injury.
  - A written Incident/Accident Report will be filed at the YMCA and in our Medical Journal. Parents will be notified of the incident/accident upon end of day pick up if not contacted earlier and asked to sign report.

## SUNSCREEN/INSECT REPELLENT

- Send sunscreen and insect repellent to camp with your camper, labeled with their name.
- When dropping your camper off, please apply sunscreen.
- Prior to camp, instruct and practice with your camper on how to apply sunscreen.
- Our camp staff will remind campers to reapply sunscreen throughout the day and make sure they have adequately covered themselves, however, our staff will not apply sunscreen to campers.
- We will also have a supply of sunscreen and insect repellent at camp, however a signed authorization is necessary for your child to use our supply.

## NUTRITION

- Menus/Meals: Breakfast must contain a grain and fruit/vegetable (a meat/meat alternative may replace the grain up to 3x/week). Snack must contain two of the following: milk, protein, grain or fruit/vegetable.
- Special Diets: For any special diets, including milk alternatives, parents must provide a written request. Our center may serve lactose-free milk as an alternative. If your child requires a different milk, a medical statement signed by a physician must be provided.
- Breakfast, lunch and 1 snack will be provided.
- A camper not wanting to eat the provided lunch is welcome to bring a lunch from home. Refrigeration and/or heating of lunches brought from home is not available.
- Water is a requirement at Camp. Ensure that a water bottle is provided every day, labeled with your child's name.
- As a licensed participant in the federally managed CACFP program, please ensure that you are completing the required CACFP paperwork (that has been sent home).



### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## PARTICIPATION

- Campers are encouraged to participate in all camp activities. If your child cannot participate for medical reasons, a note from a doctor is required.
- All campers will be required to be in the water/beach area during swim time.
- Rest periods will be given throughout the day to recharge and hydrate as needed. Campers are encouraged to bring books and notepad to use during this time.

## WEATHER

- Camp Glacier Hollow has two tornado shelters, located in the Outpost and the Welcome Center.

## FIELD TRIPS

- In the event of an off-site field trip, transportation will be provided via school bus, minibus or van.
- When transportation is provided by school bus all rules of the bus driver/bus company must be followed.

- Any additional fees will be communicated at least two weeks in advance of program week.
- In addition, camp staff will implement safety rules including:
  - Sitting by age/group
  - All passengers must be in an appropriate seat
  - Remain seated while vehicle is in motion
  - Any necessary safety restraints will be required
  - Staff will spread themselves out in the vehicle for optimal supervision of all campers

## VISITORS

- For health and safety reasons, visitors/guests must be approved by the Camp Director.

## CONTACTING YOUR CAMPER

- If you have an emergency, and need to contact your Camper or the Camp Director- 715-824-5267.
- If you wish to provide mail to your Camper, we will have a drop-box available at Camp during Drop-Off. Please deposit mail in the drop-box. It will be delivered to campers throughout the week. No physical mail service is available at Camp.
- Mail can be sent via email throughout the camp session. Emails should be sent to glacierhollow@spymca.org. Campers name should be typed in the subject line. Campers do not have computer/internet access while at camp.

## WHAT TO BRING

- Dress comfortably and appropriately for the weather. We recommend old clothes, as much of the camp experience involves exploring
- Tennis shoes (sandals will only be allowed on the beach at Glacier Hollow)
- Sweat shirt or jacket
- Rain gear or poncho
- Protective sun gear – sunscreen, hat, sunglasses
- A swimsuit/trunks and a towel. Also bring a plastic bag to store wet gear.
- A labeled water bottle
- Insect repellent & sunscreen
- Personal items that are not required, or that become a distraction to Camp programs and rules, may be confiscated and returned to parents upon pick-up. We are not responsible for lost or stolen items.
- Alcohol, drugs, and weapons are not allowed on camp premises at any time.
- Personal equipment should be labeled with camper's name and is the responsibility of the camper.
- Any animals being allowed on camp for any reason must be approved by the Camp Director.

## LOST AND FOUND

- Label all personal belongings.
- Unclaimed items are only stored for two weeks. Due to the high volume of lost and found, communication regarding lost and found items will not be sent to families or campers. It is the responsibility of the Camper or Family to claim their lost and found items.

## TRADING POST

We offer supplemental snacks and beverages at our Trading Post. Campers will be given opportunities to purchase items during their session. Do not send money directly with your camper. A Trading Post account can be setup by filling out a trading post [form](#), visiting the front desk of the YMCA or by contacting:

Child Development at [childdevelopment@spymca.org](mailto:childdevelopment@spymca.org) or 715-342-2999

Camp apparel form is attached to our website for additional purchases.

## CELL PHONES AND TECHNOLOGY

We do not allow cell phones, tablets, laptops, or other electronic devices at camp. Campers caught violating this policy will have their item confiscated until the last day of their session. We work diligently to keep your camper safe, and will communicate directly with you should we have a health, safety, or behavior concerns.

## CAMPER CONDUCT AND BEHAVIOR

- Campers are expected to be courteous and respectful to each other and camp staff.
- Inappropriate language, name-calling, fighting, dangerous behavior, stealing and disrespect to others will not be tolerated. We reserve the right to remove a camper from a camp session for improper or unsafe behavior without a refund.
- Please remind your child of proper behavior so that all campers may have an enjoyable summer.

## DISCIPLINE POLICY

Character Development is at the core of our program. The YMCA's core values of Caring, Honesty, Respect and Responsibility reinforce the emotional foundation that you've already established. Our core values are used to acknowledge, guide and thank our campers for their behavior choices.

- Staff will attempt to redirect your camper to behave appropriately.
- If the behavior continues to cause a problem, staff may remove the child from the group for a one-on-one discussion.
- If the behavior is threatening or intimidating to another, you may be required to pick up your camper for the remainder of the camp session.
- At any time, a conference may be scheduled by staff to assess the situation and develop a plan to help your camper succeed.

- Every effort will be made to enlist the cooperation of the camper, parents and staff to solve problems. If chronic behavior problems occur, it will lead to termination from the program, without reimbursement.

## STAFF LEADERSHIP

- Our Camp Staff are carefully selected and screened young adults who undergo a background check, finger printing and reference check.
- Our staff are trained through pre-camp and continuous on-going staff training. Our Camp Leadership Team prides itself in helping your camper succeed, by helping our staff succeed!

## PARENT COMMUNICATION

- You will receive a parent letter approximately two weeks prior to each registered session. This will give you more information about arrival/departure times, list of things to bring, and the fun adventures to come! Please ensure you have not unsubscribed to YMCA emails.
- We will communicate with you directly, throughout the summer, should a problem or concern arise.

# YMCA Camp Glacier Hollow

## PACKING LIST

**Please be sure to prepare for all possible weather and keep in mind that some clothes may get wet or dirty requiring some extras to be needed.**

### **CLOTHING**

- Backpack or other Bag
- Swimsuit
- Shorts
- T-shirt
- Zip Lock bag with extra clothes
- Light Windbreaker or Jacket (Weather Dependent)
- Long Sleeve Shirt
- Underwear/Socks
- Poncho or Rain Jacket (Weather Dependent)
- Hat
- Sweatshirt
- Water Shoes or Sandals (Beach Only)
- Comfortable & Supportive Shoes That Can Get Muddy/Dirty/Wet (Close-Toed and Close-Heeled)

### **BATHROOM ITEMS**

**(Bring liquids in plastic leak proof containers.)**

- Towel
- Sunscreen
- Deodorant
- Insect Repellent (pump bottle)
- Feminine Hygiene Products (if necessary)

### **OTHER PERSONAL ITEMS**

- Reading Book(s)
- Sunglasses
- Water Bottle
- Disposable Camera
- Small Journal & Pencils

### **DO NOT BRING:**

- Money (see Trading Post Account)
- Jewelry and Other Irreplaceable Valuables
- Speakers, iPads, Cell Phones, Other Electronics, etc.
- Knives, Other Weapons, or Fireworks
- Snacks/Drinks

**Medications-** State law requires all medications brought to camp must be in their original container, clearly labeled, and include written instructions from the prescribing physician for their use. All medication will be kept locked in the Health Office. Our Health Staff are responsible for giving out medications and documenting.

