



**YWCA Northwest Branch**  
25940 Grand River Ave.  
Redford 48240  
Phone (313) 537-8500  
FAX (313) 537-3334



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## Welcome to YWCA Northwest Branch Spring Break Day Camp 2010

We are so glad you have chosen to be a part of YWCA Day Camp. This letter is a “*refrigerator letter*” as it contains much information that you will need to come to camp. Keep it handy for future reference.

Camp will be held at the Northwest Branch YWCA 25940 Grand River Ave. Redford 48240. Please enter through the main entrance from the parking lot. You must personally walk your child into the gathering room to sign him/her in or out. Camp times are 9 a.m.-4 p.m. Latchkey hours are 7-9 a.m. and 4-6 p.m. and are charged separately from camp and are paid in **cash**.

Please provide your child a lunch and a snack each day they attend camp.

Each child *must* dress for the weather. This includes: **a jacket, gloves and hat if chilly and boots if wet!** We will go outside for lengthy periods of time each day. Also send **a change of clothing including socks** each day in his/her backpack.

We must have an **information/emergency card** filled out and returned before a child can stay at camp for the first time. **Health appraisal forms** must be no more than 2 years old. Copies can be obtained from your school secretary. Or fill out the enclosed Health Waiver form. Please also fill out the **Picture Release form** allowing us to photograph your child. The YWCA may take pictures of your child for future publications, of which you will be contacted again. Please read the enclosed **2010 Day Camp Guidelines**. Please sign and return one copy; keep the other one for your files. The **Limited Power of Attorney** form allows us to seek medical treatment in an emergency situation. Please fill out completely and return. All forms are due the first day of camp.

**Important people and numbers:** Camp Director: Laura Machlik& Nancy Anger. Camp and latchkey staff: Rethia Grady and more. If you have any further questions regarding this week of camp please do not hesitate to call our office, (313) 537-8500, ask to speak with Laura, or email [ywca\\_laura@yahoo.com](mailto:laura@ywcawest.com).

**See you at camp!**



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## 2010 YWCA Day Camp Guidelines

Camp families will be expected to pay for the week on Friday. All latchkey fees must be paid in cash. Statements will be mailed the week after camp. Please keep this statement for 2010-tax season. (Requests for a copy of your child's statement will be assessed at a \$15.00 fee next year.)

Late fees will be assessed at the rate of \$10/15 minutes or portion thereof past 6 p.m. E.g., if parent arrives at 6:10 p.m. s/he must pay the caregiver \$10 cash. At 6:18 p.m. the charge is \$20 cash to the caregiver etc.

A 24-hour cancellation notice is required or payment is expected for any day for which you have registered. You may call the above numbers to let staff know of your child's absence.

Health screening forms must be no more than 2 years old. Information/emergency cards must be filled out **every year**.

The behavior standard for all YWCA activities is "be kind to each other." All safety rules must be followed. A parent conference is necessary only if the "be kind" or safety rules are broken. This includes but is not limited to: repeated teasing or "picking on" another child; disrespect of adults and/or other children; disregard or damage to property—either the camp's or another person's; endangering the safety of other children or staff member.

Inability to conform to appropriate behavior could constitute dismissal from the program.

Camper(s)' Name(s) \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Camp Director \_\_\_\_\_ Date \_\_\_\_\_

(Sign and return one copy of "Guidelines." The other is for your files.)



YWCA Spring Break Families:

We look forward to a fun-filled week with your child(ren). Below is a list of items that we ask you to send with your child(ren) for the week, if you have them!

Thank you!

- Small shoe boxes (infant/toddler size)
- Wine corks
- Water bottles-small
- Cereal boxes
- Milk cartons/juice cartons
- Margarine/yogurt containers
- Empty toilet or paper towel rolls
- Newspaper
- Foam trays
- Plastic 35mm film canisters
- Small cardboard boxes
- Round lids

For Pajama Day (Friday) ONLY:

- Favorite book
- Favorite stuffed animal (if they haven't grown out of it yet!)
- Pillow
- Plain white pillow case
- And of course-wear your Pajamas!