



6554 Yount St.  
Yountville, CA 94599  
[www.campyville.com](http://www.campyville.com)

Camp Phone - 707-310-2145  
Taylor's Office 707-948-2616  
Community Center Desk: 707-944-8712

hello  
FALL



# PARENT HANDBOOK

WELCOME TO CAMP Y-VILLE

*Fall Edition*



**Welcome to Fall!** if you haven't met me before my name is Taylor Solis, also known as "Tator Tot" and I am the Recreation Coordinator for the Town of Yountville. This position has me overseeing Camps, Family Programming, Events, and Marketing. I was born and raised in Yountville and have been working for the Town since 2014. I started working as a Building Attendant for classes and special events, then transferred into camp programs where I have been ever since.

I attended Cal Poly, San Luis Obispo where I studied Recreation, Parks and Tourism Administration and graduated in December 2021. My favorite activities at camp are Wednesday Theme Days, arts & crafts, group games, and field trips! I can't wait to meet you and your campers soon!



**Taylor Solis**  
*Recreation Coordinator*



**Isaac Kirkland**  
*Recreation Specialist*

Another familiar face you might see during camp check in is my Recreation Specialist, Isaac Kirkland, also known as "Icicle". He has worked with us since October 2016 part-time and is currently working towards a Master's in Counseling with a Focus on School Counseling with PPS credentials to work as a K-12 School Counselor. Isaac assists with planning camp and ensuring that each camper has a fantastic experience with us.

# Camp Y-Ville Policies

*New & returning parents please read all of our policies as some have updated.*

The purpose of Camp Y-Ville is to provide a safe and fun environment for children year-round. Our program will provide children with a variety of activities, ranging from sports, group games, arts & crafts, and MORE! The campers will be split into 4 groups based off of age: **Group 1: 5 years old, Group 2: 6 - 7 years old, group 3: 8 - 9 years old, Group 4: 10 - 12-year-old.** We only split into these groups for a short time to do some activities, but majority of the day they get to play / eat together.

## How to get in touch with camp:

Camp Phone: Call / Text (707) 310 - 2145

Community Center Front Desk: (707) 944 - 8712

Email: [tsolis@yville.com](mailto:tsolis@yville.com)

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## Personal Belongings

We ask that ALL items are labeled clearly with your campers name!

Campers need to BRING everyday:

- Reusable Water Bottle
- Lunch (That Doesn't need cooking or reheating & no glass containers)
- Backpack or Bag
- Positive Attitude :)

Campers need to WEAR everyday:

- Play Clothes
- Athletic Shoes
- A Smile :)

We allow campers to bring personal belongings, such as Pokémon cards, stuffed animals, etc. (excluding electronics) under the discretion of the parents. As for Pokémon cards, we allow campers to bring them, but we do not allow trading. If there is trading going on we will ask campers to not bring them back. **Campers are not allowed to bring electronics for the purpose of play. If watches/phones are being used for non-emergency purposes, we will retrieve device and give to parent at pick up. If you need to contact your child, please call/text camp phone first (707) 310-2145. We are not responsible for any damage or stolen items.**

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## Camper Check In

*Camp is located at 6554 Yount Street.*

Regular Check in is 7:30 AM - 9:30 AM (field trip days may vary). A parent/guardian needs to come into camp and be the one to sign in camper on the sign in sheet. Campers are not allowed to sign themselves in or out at camp without written documentation from parents of when they are allowed to sign themselves out. Please call (707) 310 - 2145 to let us know if your camper will be arriving later than 9:30 AM to make sure we have someone to greet you during arrival.

# Camper Check Out

Same spot as drop off between 4:00 PM - 5:30 PM. A parent/guardian authorized for check out needs to sign out camper before camper can leave the facility. PLEASE make sure to sign out on the right name. If someone other than authorized parent/guardian is picking up, please make sure they are on the authorized pick-up lists AND that they bring a photo ID. Please call (707) 310-2145 if you need to pick up early, so we can delegate proper pick up. Campers are not allowed to sign themselves in or out at camp without written documentation from parents of when they are allowed to sign themselves out.

**LATE FEE: A Fee of \$10.00 per 5 minutes late per child will be charged for children picked up after 5:30 PM. If a child is picked up late repeatedly, they may forfeit enrollment.**

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## Daily Schedule / MyCampApp

Almost every day at camp your child will get to experience arts & crafts, games, snack twice a day, morning, afternoon, and evening free time, and typically one off-site experience. To stay up to date on camp reminders, and more, you'll need to download the new camp app

Everything you need to know about what is happening at camp will be right at your fingertips!

To Do Before Camp Starts:

1. Visit the App Store or Google Play and search mycampapp (one word). The logo of the app is shown below:



1. Tap "create an account", use our camper only Registration Code: **6554**
2. Login the app and "allow" mobile push notifications to stay informed of important camp updates and reminders

Some things to know:

1. This app is for viewing info only - you won't be able to message us through it. If you need to reach us, please call / text the camp phone at 707-310-2145.
2. Photos from each week will be uploaded as staff capture them. You'll be able to view and download them directly from the app to your phone!
3. For any weeks you are not attending camp you are able to unsubscribe from those weeks in the "My Camp Settings".

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## Birthdays

If your child is celebrating a birthday during their time at camp please let us know. We realize that this is a special day and we would like to do our best to make your child's birthday fun and coordinate with you any snacks or special treats. We ask that if you decide to bring a treat to share with other campers that it is not homemade and nut free.

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## Snack

We offer snack twice a day to all campers. During this time, they are allowed to eat something from their own lunch or eat what we have offered. If your child has any food allergies, we will make the appropriate accommodations for them. Please let us know when registering your camper what allergies they have.

We do not allow campers to trade or share food with one another.

# Discipline

We try to monitor our camper's behavior very closely as to avoid problems that may arise. Every morning, we go over Camp Golden Rules to make sure campers are aware of what our rules are. We avoid situations by communicating, being consistent, setting boundaries, and treating campers with respect. If a problem does arise the following steps will be made:

1. Camper receives verbal warning: stating that their behavior is not okay and explain what will happen if they continue this behavior
2. Camper sits in red chair for as long as the age of the camper and will be separated away from the group
3. Camper will be sat out in office & Recreation Coordinator will talk with their parents at pick up
4. Call home, possible immediate pick up / parent conference
5. Possible suspension from camp

Some severe behavior issues may warrant immediate suspension at the discretion of the Recreation Coordinator and the Parks and Recreation Director: • Non-cooperation • Physical or Verbal abuse of another child or leader • Lack of cooperation by parent/guardian • Continual late pick-ups

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# Health & Wellness

If your child requires medication during the program day, you must check it in with camp staff in the clearly labeled container that the medication came in with a prescription or written letter to administer from their doctor. This includes EPI-PENS, inhalers, tums or other prescribed or over the counter medications.

The medication will be kept in a safe place, away from campers. We can only help to remind and retrieve the medication for the camper. They must be able to self-administer the medication unless it is an emergency situation (Like an allergic reaction).

Legally, we can administer medications when:

**You fill out the REQUEST TO GIVE MEDICATION FORM at check in.** Written consent must be provided from the parent, permitting childcare facility personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions. Upon completion of form, we will place form in child's record.

**WE NEED YOUR HELP!** If at anytime your child is sick, please try and keep them at home until they are free of symptoms. We want to make sure our staff, other campers, and volunteers have a safe and healthy summer as well. **If your camper starts to exhibit any of these symptoms listed below while at camp, you will be called and asked to come pick your camper up immediately. They can return to camp the following day if they do not have any major symptoms and are fever free, without medication for 24 hours. \***

**FEVER:** Stay home until fever free for 24 hours WITHOUT the use of fever reducing agents.

**COUGH:** Child must stay home if they are coughing frequently, coughing up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing. The child may return when the cough is fully resolved.

**SORE THORAT:** The child must stay home if experiencing, tender/swollen glands and a fever of 100 or or higher. If your child has strep throat, your child must take antibiotics for at least 24 hours before returning, even if feeling better.

**NASAL CONGESTION, RUNNY NOSE, AND SNEEZING:** Children must stay home if sneezing/nasal discharge is severe or persistent, if accompanied by other symptoms, such as fever, they must stay home

**VOMITING AND DIARRHEA:** Must stay home until 24 hours have passed without vomiting or diarrhea

**PINK EYE:** Red and/or itchy eyes, pus/discharge, and/or the eyelashes are matted shut upon waking up in the morning. Your child must stay home until at least 24 hours after the start of antibiotics.

**LICE:** Sent home at any sign of nit or lice in hair. May return when they are nit free and have been treated. Please check your child daily for at least 14 days.

# Injuries

For minor injuries, such as bruises and scrapes, the Camp staff are ONLY able to provide bandages and ice packs to the participants. If your child happens to get a minor injury while at camp, you will be notified when you pick up your child at the end of the day.

In case of a serious injury, we will make an immediate attempt to contact the parent/guardian. If we cannot reach you we will also attempt to reach your child's emergency contacts. If necessary, we will make appropriate medical actions as authorized by the parent/guardian. All of our Camp staff at Camp Y-Ville are certified in both First Aid and CPR.

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# Lost & Found

We have a lost & Found bucket we keep on site anytime a camper may leave something behind.

**We will keep all of the items for 2 weeks after camp has ended, and all of the remaining unclaimed items will be donated.**

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# Field Trip \*Winter Camp Only\*

On a day that camp departs on a field trip, we ask that campers come within the designated check in time that will be outlined on the newsletter. This helps Camp staff get campers belongings together, use restrooms, and a proper head count before leaving facility. On field trips all campers should bring a backpack to hold all of their belongings. If you are going to be later then the designated check in time, please call Camp Phone at (707) 310 - 2145. If your camper does not come at the proper time, they may not be able to join us on the field trip.

If the field trip allows for spending money, we will collect it at Check in and put it in designated groups bag for the Camp Staff to hold onto. We ask they bring their money in a zip lock bag with their name on it to help the check in process. If you have siblings, please put them in separate bags to help the process at the field trip. If we experience any delay coming back to camp, we will update parents via Remind App.

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# Respecting Staff

The Town of Yountville values respect, kindness, and open communication with our families. In order to participate in our programs we expect that our staff receive the same kindness and respect from parents that they deliver to every family. Disrespectful behavior such as unkind language, swearing, demeaning comments, yelling, accusatory comments, etc. will not be tolerated. If we continue to see this behavior, your child will be removed from our program and not allowed to return.

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# Camp Staff / Volunteers

Each staff member has current CPR and standard First Aid Certification. In addition, per Town requirements, all staff member have been fingerprinted and background checked. If at any time you have a concern about a leader, please contact the Recreation Coordinator at [tsolis@yville.com](mailto:tsolis@yville.com) or at 707-948-2616.

We offer a Leader in Training (LIT) program to individuals ages 12-15 years old that may be working with the campers. This is a voluntary position for teens to get hands on training. LIT's are used to assist our staff members with daily activities, however they are never left alone with the campers.

# Subsidy Scholarship Information

The purpose of the SUBSIDY SCHOLARSHIP PROGRAM is to encourage and support participation in recreational activities provided by the Towns Parks and Recreation Department regardless of having the ability to pay. Funded through the Town of Yountville Community Foundation, a 501c3 Foundation, the Town can offer subsidy scholarships for participation in Parks & Recreation programs, events, and excursions. Eligible recipients can receive up to \$200 per quarter to use towards registration for Parks and Recreation programs, events and excursions totaling \$800 per fiscal year (July – June). There is no household cap. Funds cannot be rolled over to the next quarter. Visit: [www. townofyountville.com](http://www.townofyountville.com) for more information and to apply.

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## Refund Policy

If paying in full ahead of time, \$50 will be retained for cancellations. If paying just the \$50 deposit, you will not be refunded for canceling. Refund of remaining fees paid will only be approved when we are notified at least 3 working days prior to the start date. Requests for full refunds or if requested less than 3 working days prior to the start date, will only be offered for medical issues with a doctor's note within 10 days of the start of the program. If we cancel, you will receive a full refund.