



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Summer Day Camp

## PARENT HANDBOOK



**Kishwaukee Family YMCA**

2500 W. Bethany Rd. Sycamore, IL 60178

815.756.9577    [www.kishymca.org](http://www.kishymca.org)

Dear Day Camp Parents,

Welcome to the Kishwaukee Family YMCA Summer Day Camp Program! We are pleased that you have chosen our program and promise you a staff committed to providing quality care and a curriculum that will be safe, fun, and creative. The summer staff and administration have enthusiastically prepared for a great summer for your camper.

Since your camp experience is just around the corner, we would like to provide you with information that will allow your camper to get off to a wonderful start. The following information is designed to acquaint you with the necessary policies, procedures, and program information that will make this a memorable summer. YMCA day camp helps kids grow positively, meet healthy role models, and learn good values—all while having fun. We not only provide memories that last a lifetime, but we also assure parents that their kids are in good hands during the summer. If you ever feel we are not meeting your expectations, I want to know. You may call me at (815) 756-9577 or email [clalonde@kishymca.org](mailto:clalonde@kishymca.org).

Sincerely,  
Christin LaLonde  
Youth Development Director

**Character Development:** The Kishwaukee Family YMCA is committed to Character Development. It is infused into YMCA programs at all YMCA's across the country. The four core values of Character Development are honesty, caring, respect, and responsibility as well as the 40 Developmental Assets. We believe that shared values hold families and communities together. At the Kishwaukee Family YMCA Summer Day Camp, we incorporate these values in our daily activities.

**Mission of the Kishwaukee Family YMCA:** The Kishwaukee Family YMCA is a charitable association whose mission is to promote Christian principles through quality services and facilities. We strive to enrich the Spirit, Mind, and Body of all of our participants, especially families and children, regardless of ability to pay.

**Camp Vision:** The Kishwaukee Family YMCA strives to enrich the Spirit, Mind, and Body of all our participants. In the camp program, we use character development, crafts, active and non-active games, along with a variety of other activities to build strong children both physically and mentally. Strong children are just one piece of the YMCA's goal of strong children, families, and communities. At camp, we believe that by building strong children we are also helping build stronger families and communities.

**YMCA Goals for Day Camp:**

- To help children experience personal growth
- To teach children values
- To support and strengthen the family unit
- To demonstrate an appreciation for diversity
- To assist children in developing specific skills
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To assure that children HAVE FUN!

**Camp Hours: 7am-6pm**

Drop off between 7am-9am

Camp group time 9am-4pm

Pick up between 4pm-6pm

**Weekly Themes:**

Week 1- May 29-June 1 No programming Monday May 28th.	Camp Me-tastic!
Week 2- June 4-June 8	Super Camp
Week 3- June 11- June 15	Lego's Build it Up!
Week 4- June 18- June 22	Let's get Cooking
Week 5- June 25-June 29	Art Antics
Week 6- July 2- July 6 No programming Wednesday July 4 <sup>th</sup> .	Red, White and Blue
Week 7- July 9- July 13	Splish Splash
Week 8- July 16- July 20	Winter in July
Week 9- July 23-July 27	Community Connections
Week 10- July 30- August 3	Wild Explorers
Week 11- August 6- August 10	Dance Party
Week 12- August 13- August 17	Summer Camp Memories

## Policies and Procedures

### Enrollment and Payment

**Enrollment:** The YMCA Summer Day Camp Program is not a drop-in program. Enrollment must be completed in advance. The YMCA must have a completed registration packet for each child in the Day and Preschool Camp Program prior to the first day of camp and the child must be officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a space by completing the registration packet and submitting the required Registration Fee and camp deposits. Please note the Registration Fee and Deposits are non-refundable and non-transferable.

**Change in Enrollment:** Any changes to program enrollment must be completed two weeks in advance utilizing a camp change form. Camp change forms can be found at the front desk.

**Payment Procedures:** Participants are required to have a valid credit/debit or checking account on file at the time of registration. All payments are due two weeks in advance and must be scheduled and made through an automatic draft. Registration fees and camp deposits may be made through check or cash. Failure to pay on time may result in your child losing their spot in the program.

Payment schedule is listed below:

Week #	Payment Due Date	Week #	Payment Due Date
Week 1 5/29-6/1	May 14, 2018	Week 7 7/9-7/13	June 25, 2018
Week 2 6/4-6/8	May 21, 2018	Week 8 7/16-7/20	July 2, 2018
Week 3 6/11-6/15	May 28, 2018	Week 9 7/23-7/27	July 9, 2018
Week 4 6/18-6/22	June 4, 2018	Week 10 7/30-8/3	July 16, 2018
Week 5 6/25-6/29	June 11, 2018	Week 11 8/6-8/10	July 23, 2018
Week 6 7/2-7/6	June 18, 2018	Week 12 8/13-8/17	July 30, 2018

**Credits and Refunds:** If your child will not be able to attend a week of camp that you have reserved, you must fill out a camp change form at least two weeks in advance or you will be responsible for paying the full fee of the camp week. Camp deposits are non-transferable and non-refundable. We also cannot refund fees if your camper is sick or cannot attend a day of camp.

**Financial Assistance through Community Coordinated Child Care (4C):** It is the responsibility of the parent to complete the 4C application and receive an approval letter with the Kishwaukee Family YMCA listed as a provider prior to the start of Summer Camp. Parent co-pays must be made through automatic draft on

the first of the month. Parents are also responsible for any camp fees not covered by 4C.

**Summer Camp Scholarships:** Scholarships through the Kishwaukee Family YMCA are available. Parents must complete a scholarship application. The fee portion to be paid by the parent must be made by automatic draft following the schedule above.

**Other Financial Assistance:** We accept payment from the state for children in the foster care system.

## **Health and Safety**

**Procedure for Emergencies and Accidents:** All efforts to ensure safety are made at all times. However, although all children will be supervised at all times by staff, an emergency incident or accident may occur. Staff will communicate with parents regarding emergencies and accidents. The following general policies are in place to ensure the safety of all campers:

- All staff are CPR, AED and First Aid certified. First Aid kits are available on site and will be carried with staff at all times.
- Medical information and emergency contact information for all children is available on site and will be taken off site with camp staff.
- All children must have an Emergency Transportation Authorization on file, found in the registration packet.

**In Case of General Emergency:** General Emergencies include: threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood and loss of power, heat, or water. Staff will follow the emergencies procedures of the Kishwaukee Family YMCA. Camp Leadership and Staff will communicate with Parents in the case of these general emergencies and children will never be left unsupervised.

**In Case of an Accident or Illness:** Camp staff will attend to any Accident or Illness that may occur. Steps will include, but are not limited to:

- First Aid will be administered.
- Parents or guardians will be contacted if needed.
- If parents are not available staff will contact other emergency contacts listed on the registration form.
- If needed camp staff will call 911, prior to contacting parents. A staff member will accompany the child until a parent or guardian arrives.
- Staff will take emergency and medical information with them.

**In Case of Child Abuse or Neglect:** All staff members are mandated reporters. Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA has

a number of policies and procedures to help safeguard and protect children from abuse and neglect.

**Illness Policy:** All staff members are trained to recognize the signs of communicable diseases and other illnesses. Children who display any of the following symptoms will be sent home with a parent or guardian and may return with a doctor's note or when symptoms have been gone for a full 24 hrs.

- Temperature of 100 under arm
- Severe coughing, causing the child to be red or blue in the face or making a whooping sound.
- Redness of the eye or eyelid, thick and purulent discharge, matted eyelashes, burning, itching or eye pain.
- Vomiting more than once or when accompanied by any other sign of illness.
- Difficult or rapid breathing.
- Diarrhea.
- Evidence of lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

**Management of Illness:** Children who are experiencing mild illness should not attend the program. Mild illness is defined as someone who is experiencing minor cold symptoms. If the child is not able to participate in normal scheduled activities the child should stay home. Our staff members will also abide by the same policies.

In the case of exposure to a communicable disease, parents will be notified through email and at the sign in and out desk.

**Medication:** Our staff may administer prescription medication throughout the day. A Medication Form must be filled out by a parent or guardian and medication must be provided to the camp staff in the original prescribed bottle with instructions. Medication will be kept in a locked and secure area. No child may hold any medication in their backpacks. No over-the-counter medication or topical lotions may be administered by camp staff. Sunscreen is welcome at camp, however it is a topical lotion and authorization must be given on the camp registration form for use by camp staff.

**Inhalers and Other Emergency Medication:** Pertinent information regarding special medical issues, needs, or allergies must be listed on the camp registration form. Emergency medication will be carried by camp staff working with the child who may need it. All emergency medication requires a completed Medication Form. Please provide an extra form of medication to be kept locked away if possible.

## Guidance and Discipline

**Camp Code of Conduct:** It is our responsibility to protect children in our programs and to promote the YMCA Mission. The Code of Conduct governs the behavior of children and all adults at the YMCA programs, including staff, parents, and visitors. All adults shall treat each other professionally, with respect, and as a role model for the children.

**Summer Camp Values:** The four core values of camp are:

- We RESPECT others and things with our words and actions.
- We are RESPONSIBLE for our words and actions.
- We are HONEST with our words and actions.
- We are CARING people.

**Everyday Summer Camp Expectations:**

- We keep hands and feet to ourself.
- We use appropriate language.
- We respect the YMCA and all people in it.
- We follow directions.
- Stay with your group.
- We clean up after ourselves.
- Have Fun!!

**Discipline:** There may be times when a child will need to be disciplined under our care, to help us keep and organized program. Discipline is outlined in our attached behavior agreement. Each child will be treated with respect and concern for their developmental needs. Guidance and discipline is positive, non-punitive, and appropriate for the situation and child's age. Giving children the opportunity to verbalize their feelings, redirection, and problem solving techniques are methods used by staff to guide behavior.

- Camp Staff will redirect the child to a more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules through a discussion of behavior.
- If the behavior continues, the Team Leader or Camp Director will discuss with the child and the parent will be notified either by phone call or written note about the situation.
- If a child's behavior at any time threatens the immediate safety of that child, other children or camp staff the parent may be notified and expected to pick up the child immediately. In case of physical fighting, restraint by staff may be used for the safety of children but will not be used as a form of punishment.

**Suspension and Expulsion Policies:** Unfortunately, there are times in which usual guidance techniques are not effective and despite working with parents the inappropriate behavior may continue. In these cases the YMCA can exercise the option to suspend a child from the program or have the child picked up early from the program. If the behaviors continue with no progress the child may be subject to expulsion from the program. Serious behavior problems may include but are not limited to:

- Repeated verbal or physical aggression toward other children, staff or other adults.
- Exhibiting behavior that endangers the safety of the child or other children
- Attempting to leave the program or premises without permission.
- Consistent disregard for the rules and authority of staff.
- Possession or pretending to possess weapons of any kind.

Please see the attached behavior agreement for more details.

### **What To Expect At Day Camp**

**Drop-off and Pick-Up Procedure:** Drop off and Pick up is located in the Southeast corner of the Sports Center in the back of the YMCA at door D.

- Drop-off occurs from 7am to 9am. All campers must be signed in each day. Please provide any notes to the staff at the sign in desk and let us know if you will need to pick your child up early that day. Also, use this time to pick up important information including camp newsletters and to ask questions. Campers will gather in the sports center or playground after drop off.
- Pick-up occurs from 4pm to 6pm. All campers must be signed out each day. Staff at the sign out desk will ask for identification prior to releasing your child, please be sure to bring your ID with you. Children will not be released to anyone not listed on their registration form, if someone new will be picking up your child you must notify camp staff in writing. Please anticipate that picking up your child might take a few minutes and that camp staff will use pick up time to communicate any specific items about your camper with you.

**Late Drop-off and Early Pick-up Policy:** Please notify camp staff if you will be picking up early or dropping off late. During the hours of 9am and 4pm you will not be able to drop-off or pick-up at the back desk. If you are dropping off after 9am you will need to go to the front desk of the YMCA to sign in, a camp counselor will come to the front to receive your child, please be patient and allow time for staff to come up front. If you are picking up before 3:45pm you will need to go to the front desk of the YMCA to sign out, a camp counselor will bring your camper to you. Please allow a few minutes for your camper to get to you.

It is highly recommended that your children are not dropped off after 9am or picked up before 4pm.

On field trip days please do not plan to drop-off late or pick-up early as your child may miss the field trip bus or be late arriving back to the YMCA. If your child misses the field trip we may not have care until they return.

**Late Pick-up Policy:** Please be on time to pick up your child, pick-up ends promptly at 6pm. A late fee of \$1.00 per minute per child will be charged after 6pm. After 10 minutes all parents and emergency contacts will be called. After 1 hour camp staff will contact the authorities if we have not spoken with a parent or guardian. Parents will be given a late pick up notice and must pay fee upon the child's return to camp. Excessive late pick-ups may result in the child's dismissal from camp.

**What To Wear To Camp:** It is important the campers dress appropriately for the weather and camp activities, please note we will be outside and will get dirty. Please pack a jacket or sweatshirt for cooler days and note that on rainy days children may still go outside. Children must wear closed-toed shoes each day, tennis shoes are preferred. No sandal, flip flops, or dress shoes allowed.

**What To Bring to Camp:** We want campers to be prepared for any activity every day of camp please pack the following items with your camp each day:

- Backpack
- Refillable water bottle
- Swimsuit
- Towel
- Plastic bag for wet items
- Sunscreen and bug spray
- Extra set of clothes
- Hat for sunny days
- Jacket or sweatshirt depending on the weather
- Goggles (optional)
- A healthy morning snack
- Field Trip t-shirt on field trip days.

Please label all items you send with your child with their full name.

**Field Trips Shirts** are required for every field trip, they will stay at the YMCA and the staff will wash them. They will be sent home after the last field trip of the summer.

**What Not To Bring to Camp:** Children should not bring any of the following items to camp and staff reserve the right to confiscate and return these items to parents at pick-up time:

- Electronics (including cell phone, iPods, games systems etc)
- Toys
- Trading Cards
- Sports Equipment
- Money
- Animals

The YMCA and YMCA Staff are not responsible for lost, stolen or broken items.

## **No Firearms Policy:**

STATEMENT OF POLICY: It is the policy of Kishwaukee Family YMCA to maintain an environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, Kishwaukee Family YMCA is committed to a strong stand against firearms and weapons in wherever Y programs are held, including buildings, grounds, and schools.

It is the Kishwaukee Family YMCA's policy to maintain a firearms and weapons free environment and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Kishwaukee Family YMCA will strictly enforce this policy.

**Lost and Found:** We will have a Camp Lost and Found located at the sign in and out desk, please make sure to check the lost and found frequently. Please make sure to label your child's items with their full name. At times it might take a day or two for your child's item to find its way to the lost and found. Please feel free to check the other YMCA lost and founds as well to locate your child's belongings. The lost and found will be cleared periodically throughout the summer and donated to charity.

**Lunches and Snacks:** The Voluntary Action Center provides lunch and afternoon snack to all campers. Please review the weekly menu and send an alternative option if your child will not eat what is listed. Please note if you send a lunch it will not be refrigerated so please send non-perishable foods or an ice pack. Parents should provide a healthy morning snack each day. We request that nut free items are brought due to allergies.

**Outdoor Activities:** Camp will take place primarily outdoors. We will pay close attention to local weather and will move activities inside due to inclement weather conditions or extreme heat. Please note we may stay outside in a light shower.

**Group Swim Time:** Campers will have the opportunity for recreational swimming on site at the YMCA. Camp Staff swim with the children and certified lifeguards supervise the swimming. We have swim bubbles available for campers or you are welcome to send your own. Campers must stay in the shallow end unless they have passed the Aquatics Department Swim Test.

**Camp Tracks:** Camp tracks are specialized activity times that allows children to explore new activities or some of their favorites. These tracks allow your child to customize their camp experience, please speak with your child when selecting their camp tracks at registration. We work hard to provide everyone their first choice but are not always able to.

**Field Trips:** Each week campers will go on an off-site field trip. Transportation is provided by First Student and field trips last from 9am-4pm. Please have children to camp on time. Field trip locations will be listed on the camp calendar but are subject to change.

- Mini Field Trips: Some camp groups may take walking field trips throughout the summer. Camp staff will notify parents of these trips. At times they may require a small amount of extra money for example going to Ollie's.

**Camp Staff:** Camp Staff members are chosen for their leadership skills, safety consciousness, and responsibility, experience working with children, education and caring attitude toward children. All staff members are First Aid, CPR, and AED certified as well as background checked. Day Camp Staff receive training in safety, procedures, activities, lesson planning, character and asset development and much more prior to the camp program. Camp Staff continuously strives to provide a wonderful experience for each and every camper.

**Photographs:** As a program participant of the Kishwaukee Family YMCA, your child may be photographed during his/her activities here. The Kishwaukee Family YMCA may use their photos periodically in our brochure or other publications. If you have any objections to the use of your child's photo, please submit a written request to the Camp Director stating that you do not want your child to be photographed.

**Social Media:** Please follow the Kishwaukee Family YMCA Summer Day Camp on social media for updates and pictures of the fun! Facebook: Kishwaukee Family YMCA Summer Day Camp.

**Communication:** Sign up for text alerts. Text **YSUMMERCAMP** to **84483** to receive **YMCA Summer Day Camp** alerts from **Kishwaukee Family YMCA**.

### **Parent Notification- License Exempt Program**

STATEMENT OF POLICY: School-Age Care programs facilitated by the Kishwaukee Family YMCA are considered license exempt by the IL DCFS Child Care Act. These programs follow section 2.09 (j) and comply with the following guidelines:

Programs or portions of programs that:

- Serve only school-age children and youth (defined as full-time kindergarten children or older)
- Are organized to promote childhood learning, child and youth development, educational or recreational activities, or character-building
- Operate primarily during out-of-school time or at times when school is not normally in session

Programs or portions of programs requesting Child Care Assistance Program (CCAP) funding and otherwise meeting requirements (described above) shall request exemption from the Department and be determined exempt prior to receiving funding and must annually meet the eligibility requirements and be appropriate for payment under the CCAP.

In order for a program to be found exempt, the following stipulations apply:

The Department shall provide written verification of exemption and description of compliance with standards for health, safety and development of the children who receive the services upon submission by the provider of the following documentation:

Comply with the standards of the Illinois Department of Public Health or the local health department, the Illinois State Fire Marshal, and the following additional health and safety requirements:

- a. Procedures for employee and volunteer emergency preparedness and practice drills;
- b. Procedures to ensure that first aid kits are maintained and ready to use;
- c. The placement of a minimum level of liability insurance as determined by the Department;
- d. Procedures for the availability of a working telephone that is onsite and accessible at all times;
- e. Procedures to ensure that emergency phone numbers are posted onsite;
- f. Restriction on handgun or weapon possession onsite, except if possessed by a peace officer,
- g. Perform and Maintain authorization and results of criminal history checks through the Illinois State Police and
- h. FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and
- i. Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children
- j. Make hiring decisions in accordance with the prohibitions against barrier crimes as specified in Section 4.2 of this Act or in Section 21B-80 of the School Code
- k. Provide parents with written disclosure that the operations of the program are not regulated by licensing requirements,
- l. Obtain and maintain records showing the first and last name and date of birth of the child, name, address, and telephone number of each parent, emergency contact information, and written authorization for medical care.
- m. Notarized statement that the facility complies with:
  - i. Standards of the Department of Public Health or local health department,
  - ii. Fire safety standards of the State Fire Marshal, and
  - iii. If operated in a public school building, the health and safety standards of the State Board of Education.

Out-of-school time programs for school-age youth that receive State or federal funds must comply with only those staff qualifications and training standards set for the program by the State or federal entity issuing the funds.

Programs or portions of programs (described above) that do not receive State or federal funds must comply with staff qualification and training standards established by rule by the Department of Human Services that are yet to be developed.



**I have read and understand the Summer Camp Parent Handbook. If I have any questions I can speak with the staff, camp director, or youth program director. I agree to all items listed in the parent handbook, and will do my part to work with the YMCA to provide a great summer time experience.**

---

**(parent printed name)**

---

**(parent signature)**

---

**(child/ren printed name)**

---

**(date)**