



# Summer Camp

## PARENT HANDBOOK



## Location: Elburn Lions Club

**Kishwaukee Family YMCA**  
**2500 W. Bethany Road**  
**Sycamore, IL 60178**  
**815.756.9577**  
[www.kishymca.org](http://www.kishymca.org)

# Welcome to the best summer ever!

Thank you for choosing the Kishwaukee Family YMCA @ Elburn Summer Day Camp for your child this summer. We know you have a lot of choices and we are glad that you chose us for the 2019 season. We are looking forward to a fun, safe and exciting summer!

The Kishwaukee Family YMCA strives to provide a quality summer program that enriches the lives of all involved. Changes have been made in the past year to continue to ensure we are providing parents with the best possible programs for their children. Kish Camp is not babysitting, it is a chance for your child to spend time outdoors participating in a large variety of activities each day; including arts and crafts, games, sports, skits and songs, nature, swimming and weekly field trips.

We have three main objectives for your child in our Summer Day Camp program. They are:

1. **Have Fun!** We want your children to enjoy their time with us. It is important that they have a positive, fun-filled experience this summer.
2. **Be Safe!** We understand parents are concerned about their child. We want you to feel rest assured that your child is in the hands of trained, responsible and caring leadership.
3. **Grow!** At our camp we strive to develop the inner strength of your child, focusing on increasing self-confidence and feelings of self-worth. This is accomplished through peer group opportunities in which youth can learn how to function effectively in relationships, develop leadership skills and friendships that will last a lifetime!

This handbook is a resource for policies and procedures for our camp. We encourage you to take the time to read through it before the first day of camp. If you still have questions or concerns, please feel free to contact me.

See you at Camp!

Melissa Johnson

Youth Development Director

[mjohnson@kishymca.org](mailto:mjohnson@kishymca.org).

## **Mission and Goals**

To promote Christian Principles by enriching the Spirit, Mind and Body of all those in our community, especially families and children, regardless of ability to pay.

The Elburn Camp is designed to promote positive values. The YMCA focuses on four primary character values each of which is assigned a color that helps the staff in the character education process. YMCA staff are hired based on their commitment to accept and demonstrate these positive values in their own lives. The four values are:

### **CARING (RED)**

*Love*

*Helping others*

*Being sensitive of others feelings*

*Putting others before yourself*

### **HONESTY (BLUE)**

*Integrity*

*Telling the truth*

*Making sure my actions match my values*

### **RESPECT (YELLOW)**

*Regard*

*Valuing the worth of every person including myself*

*Treat others as I would have them treat me*

### **RESPONSIBILITY (GREEN)**

*Duty*

*Doing what ought to be done*

*Being accountable for my own behavior*

We will be incorporating the four core values into our summer camp curriculum. These values closely resemble the Character Counts Pillar system that may be in use at your local schools. Campers will be rewarded for demonstrating these core values with bracelet beads, which they will be able to use on Fridays to purchase fun items from our Camp Store.

# **Kishwaukee Family YMCA**

## Youth Development Staff

### **Youth Development Director**

Melissa Johnson

[mjohnson@kishymca.org](mailto:mjohnson@kishymca.org)

815-375-5406

\*email is preferred method of contact

### **Youth Development Coordinator**

Nicole Lambert

[nlambert@kishymca.org](mailto:nlambert@kishymca.org)

815-375-5386

### **Camp Director**

Jen Lucchesi

[elburncamp@kishymca.org](mailto:elburncamp@kishymca.org)

779-212-9632

### **Office Specialist**

Martin Miller

[mmiller@kishymca.org](mailto:mmiller@kishymca.org)

815-375-5393

\*handles all 4-C subsidy registrations

### **Program Executive**

Heather Appling

[happling@kishymca.org](mailto:happling@kishymca.org)

815-375-5405

### **Member Services**

815-756-9577

## Summer Camp Staff Requirements & Qualifications

All Kishwaukee Family YMCA Day Camp staff are thoroughly screened before hiring by background check, interviews, professional and personal reference checks. Background checks include criminal and sex offender.

Our staff also meet or exceed day camp requirements set by the YMCA of the USA. Day camp staff are chosen based on maturity, patience, leadership qualities, education and experience.

At least 80% of our staff are over the age of 18. Most are in college, studying to be in Education, family/social services or recreation related fields. Before the start of summer, our camp staff will complete approximately 40 hours of training, including:

- CPR
- First Aid
- Blood Borne Pathogen
- Child Abuse Prevention
- DCFS Mandated Reporter
- Aquatics Safety Training
- Field Trip/Bus Safety
- Behavior Management
- Emergency Procedures
- YMCA Mission
- Character Development
- Bullying Prevention
- Active Shooter Training
- Working with Special Needs
- Curriculum Planning
- Relationship Building
- And more!

### YMCA Elburn Day Camp Hours of Operation

**7:00 a.m. - 6:00 p.m.**

**Morning Extended Care:** 7:00 a.m. - 9:00 a.m. (daily, no extra charge)

**Day Camp:** 9:00 a.m. - 4:00 p.m.

**Afternoon Extended Care:** 4:00 p.m. - 6:00 p.m. (daily, no extra charge)

\*In order for your child to get the best experience from camp, and due to scheduling and logistics, we ask that campers are dropped off before 9:00 a.m. and picked up after 4:00 p.m. Our core curriculum is during the hours of 9:00 a.m. and 4:00 p.m., and it can be very difficult to accommodate late drop offs and early pick-ups. Any requests to drop off after 9:00am or pick up before 4:00pm must be made to the Camp Director via email for approval in advance to [elburncamp@kishymca.org](mailto:elburncamp@kishymca.org).

## **General Camp Information**

### **First Day**

Whether you have signed up for the entire summer, or just a couple weeks, the first day of camp can always be a little stressful. (For both parent and child!) Please allow a little extra time to meet your counselor and transition into the first day.

### **"Typical" Daily Schedule**

Depending on the day of the week, the schedule will vary, but we'd like to give you glimpse into a "traditional" day of camp:

**7:00-9:00 a.m. Extended Care:** Morning drop off. Breakfast/morning snack if your child brings it. Free time choices such as table games & activities, reading, sports, arts and crafts.

**9:00 a.m. - 4:00 p.m Core Curriculum:** includes morning circle, themed small and large group games, arts and crafts, sport of the week, fun fitness, club choices, swimming or field trip.

**4:00 - 6:00 p.m. Extended Care:** Afternoon pick up. Free time choices such as board games & table activities, sports, arts & crafts.

### **Sign In Procedures**

Core camp curriculum runs from 9:00 a.m. - 4:00 p.m. You may drop your camper off anywhere from 7-9 a.m. We ask that you please have your child be at camp no later than 9:00 a.m. for groups to take attendance properly and begin the day's activities. The drop off area is located inside the Elburn Lions Club Pavilion at 290 Stetzer Street.

For the safety and protection of your child, please follow these procedures for drop off:

1. You must park your car in an appropriate space and escort your camper to the sign in table.
2. A parent/guardian must sign camper in daily next to their name on the printed roster.
3. Please be sure camper has necessary items for the day: backpack, lunch, refillable water bottle, sunscreen, snack if desired, swimsuit, towel, extra clothes, and camp shirt if it is a field trip day.

### **Sign-Out Procedures**

Core camp curriculum runs from 9:00 a.m. - 4:00 p.m. You may pick-up your camper anywhere from 4-6 p.m. The pick up area is located in the Elburn Lions Club Pavilion at 290 Stetzer Street.

For the safety and protection of your child, please follow these procedures for pick up:

1. Campers will need to be picked up inside of the pavilion at the checkout table.
2. Beginning at 4 p.m., a staff member will be stationed at the checkout table where parents can come and meet their child.
3. Parents will need to show I.D. and be an authorized pick up person 18 years or older to sign their child out.
4. Camp staff will help your child retrieve their belongings and get ready to leave.

### **Late Pick-up Policy**

There is a late pick-up fee of \$1.00 for every minute that you are late after 6:00 p.m. (We will allow a 5 min grace period) If your child is left for 15 minutes after the dismissal time without notification from you, the following steps will be taken:

1. Emergency numbers will be contacted.
2. If no contact with you, or emergency contacts, is made within one hour of the dismissal time, the local authorities will be notified.
3. If you are late more than 2 times, we reserve the right to cancel your child's registration, and you will forfeit all deposits.

**Absences:** If your child is going to be absent please email the YMCA at [elburncamp@kishymca.org](mailto:elburncamp@kishymca.org). Tell us your child's name, grade level, and day they will miss. No refunds or credits will be issued for missed days.

### **Field Trips**

A field trip schedule will be provided to you at parent orientation, and a separate bus departure and arrival times schedule will be available to you before camp begins.

**REMEMBER TO HAVE YOUR CAMPER WEAR THEIR CAMP T-SHIRT!** If your child does not have their camp t-shirt on a field trip day, then you will be required to purchase a new shirt on-site. The charge will be added to your account. Field trips are all included in the weekly cost of camp. Please be on time on field trip days. On field trip days, if your child/ren are not at the site by departure time, they will not be able to attend that day's field trip and you will have to find alternate child care for them. **Late campers will not be permitted to stay at the site while the rest of camp is on a field trip. All camp staff will be on the field trip.** Your money will not be refunded if you are late.

### **Transportation**

Campers will be transported to and from scheduled field trips and swimming in a First Student bus driven by First Student driver. We abide by all safety rules and regulations provided by the district, and maintain our own extra safety regulations.

### **Weather**

In the event of severe weather such as extreme heat or rain, campers will be moved inside the Elburn Lions Club to a safe area where their camp activities will continue. Field trips may also be adjusted or changed based on the day's weather as well.

## Camp Attire

Each camper will be given one camp t-shirt. Parents may purchase extra shirts if desired for \$5 each after June 3. These camp shirts must be worn on all field trip days. Otherwise, please dress your child in play clothes. Having fun can be dirty and messy! We will be running and playing outside, so for your child's safety they must wear sneakers and socks. **ABSOLUTELY NO SANDALS OR FLIP FLOPS ALLOWED!** Bring a sweatshirt or jacket. The weather can change quickly, but we won't let it spoil our day! Please label everything with your child's name!

## WHAT TO BRING TO CAMP

Tennis shoes (no sandals or flip flops)

Backpack for carrying all gear

Snack (Nut free)

Swimsuit, Towel, Hair Tie (for hair longer than 4")

**Sunscreen (*spray-ons recommended*)\* (mandatory)**

Comfortable clothing and shoes

Values, Morals, Good Listening Skills and Smiles

**REFILLABLE WATER BOTTLE\*(mandatory) (no glass)**

(A refillable water bottle is ESSENTIAL to a fun and healthy day camp experience. The YMCA provides a cooler/water fountain to refill water but DOES NOT provide a water bottle or cups—it is the responsibility of the family to provide children with a water bottle.)

- Please be aware that your child will not be permitted into camp without closed toe shoes, sunscreen and a water bottle. They will be checked daily at the sign in table. It is the parent's responsibility to make sure these items are with their camper on a daily basis. No exceptions to this rule will be made.

## WHAT NOT BRING TO CAMP

Money

Electronics from home

**Cell Phones**

Any toys/ sports equipment etc.

Inappropriate behavior, language, clothing, etc.

**Any uninvited items brought to camp will be confiscated for the day and returned ONLY to the child's parent. We are strict on this policy to ensure the protection of your property.**

## LUNCHES AND SNACKS

Parents/guardians are responsible for providing daily meals to their children. Children should be sent to camp with a lunch on a daily basis, excluding cookouts. If your child will



not eat the food provided at cookout, you will need to provide an alternative meal. 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.

## **CLOTHING & PERSONAL PROPERTY**

While the staff will help your child keep personal belongings in order, it is the final responsibility of the child to keep track of his/her belongings. The Kishwaukee Family YMCA will not be responsible for clothing and personal property brought from home. A lost and found bin will be put out for display weekly. Please label all of your child's belongings so we can help get any lost items returned. ***The YMCA is not responsible for lost or stolen items. Lost and found will be cleaned out every week, unclaimed items will be sent to goodwill.***

**Bathing Suits:** Males must wear swim shorts or trunks with a lining. Speedo suits for males are not allowed. Females must wear a one piece bathing suit or a two piece suit that does not show the midriff (i.e., tankini suit that covers the midriff is allowed, bikinis are not permitted). If inappropriate swim wear is worn to camp the camper will either not swim, be asked to change, or a parent may be called to pick up the camper from camp/bring change of clothes. Hair is required to be worn up (in a hair tie or a swim cap) by any camper, counselor, or guest with hair longer than 6".

## **SUNSCREEN & SWIMMING**

**Sun Screen:** We will spend the majority of our time outdoors. Please put sunscreen on your child before sending them to camp. We also require that you send sunscreen to camp with your child. It is especially important on WATER PARK/SWIMMING FIELD TRIP DAYS. Your child will have frequent opportunities to apply sunscreen throughout the day. Kishwaukee Family YMCA Day Camp encourages campers to apply sunscreen on their own, but will assist younger campers with application. Please make sure to apply sunscreen every morning. Parents must sign Sunscreen Acknowledgement.

**Swimming:** Each week, our camp has a scheduled swim time. Each Friday, we will be bussed to the Kishwaukee Family YMCA in Sycamore for one hour of swim time. We will leave the Elburn site at 1:30pm. We will swim from 2:00pm to 3:00pm. We will return to the Elburn site by 3:45pm. If our field trip is to a water park your child will need to bring appropriate swim gear. Each week, the campers will be tested by a swim instructor to determine swimming ability. If your child does not pass the deep end test, they will not be permitted into the deep end of the pool. The determination of each child's level will be made by the aquatics staff. Each camper may have the opportunity to be retested each week. We do have limited swim safety devices available at the YMCA, or you may provide your own if you choose. All swim safety items must be U.S Coast Guard Approved. Please bring a hair tie if the camper's hair is longer than 6" and goggles are optional.

## **MEDICATION/ALLERGIES**

Camp staff cannot administer any non-prescription drugs such as aspirin, Tylenol, cough syrup, etc. Medication prescribed by a physician may be administered by the staff only, if in

the prescription bottle. Each parent must fill out a medication distribution form before medication can be administered.

Prescribed medication must be in its original bottle and be marked LEGIBLY with:

- a. child's full name
- b. name of medication
- c. dosage/directions for administering
- d. name of physician

Medication of any kind MUST be held by the staff. We store all medication in a locked box or in a unit leader's first aid kit when necessary. All medication is administered by staff 21 years of age or older. **Inhalers:** If your child requires an inhaler and you wish for them to self-administer **ONLY** inhaler medication, **you still must fill out the medication form and note that the child is permitted to self-administer. \*\* It is no longer necessary to provide immunization records to attend summer camp.**

**Allergies:** It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should they come in contact with the allergen. **Due to the high number of allergies Kishwaukee Family YMCA is a nut free camp. Nut products are not permitted including peanut butter sandwiches and Nutella.**

## **NEWSLETTERS & COMMUNICATION**

Newsletters will be printed and emailed weekly. Please read them to keep informed about camp schedules and information. From time to time we may send out a flyer or letter with additional information. The check in/check-out staff person will have the most recent communications that were sent home so you may check with them if you feel you have missed a flyer or newsletter. **We obtain the right to add or change rules and regulations throughout the camp session. You will be notified of all changes before they take effect.** These changes will also be included in the newsletters.

**E-Mail:** Please provide your e-mail address on the registration form for communication with the camp director. E-mail is also how you will receive our summer camp survey! We love your feedback!

**Remind Text Alerts:** Sign up for text alerts! We will use the Remind App to push out reminders and informative information. Text @2019ymcae to 81010. Please make sure to turn on notifications!

**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.**

**Keep Staff Informed:** We strongly request that you keep us informed about changes in emergency numbers, addresses, work numbers, etc. If you plan to be out of town, or at a place other than our information indicates, it is your responsibility to inform us where to reach you in case of an emergency.

Please keep your Director informed of any changes in your child's world that may affect him/her. (Summer school problems, sickness of a family member, separation or divorce of parents, etc.) The camp staff is sensitive to your child's needs and feelings, but notification of large events in the child's life is extremely useful to determine a proper procedure.

## **ILLNESS / INJURIES**

We are not equipped to care for children who are sick. Please do not send your child to camp in the morning if he or she is not feeling well. If your child becomes ill at camp he/she will be isolated and you will be notified to have your child picked up as soon as possible. Please let us know if your child has, or has been exposed to any communicable diseases.

### **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.

- Temperature.
- Severe coughing, causing the child to be red or blue in the face or making a whooping sound.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain.
- Stiff neck with elevated temperature.
- Vomiting more than once when accompanied by any other sign of illness.
- Difficult or rapid breathing.

Children who display any of the following symptoms will be sent home with a parent or guardian and may return after they have been free from symptoms for 24hrs.

- Diarrhea.
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

If your child is injured at camp, the Director will take the necessary steps which will include, but are not limited to the following:

- a. administer first aid
- b. contact parent
- c. contact emergency number if parent(s) are not reachable
- d. call the paramedics if the situation deems necessary

## **YMCA Character Contract**

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our participants. As a family, please read and discuss the Character Contract together.

\_\_\_\_\_ **Appropriate Conversation** – Children will not discuss inappropriate topics or contribute to demeaning conversations about other children or staff.

\_\_\_\_\_ **Appropriate Language** – Children must refrain from using obscene language or gestures for any reason.

\_\_\_\_\_ **Respect** – When asked to do or not to do something, a child needs to follow directions first time given. This is for the safety of all children. Please speak to staff & other children with respect.

\_\_\_\_\_ **Play** -- Children will not engage in any horseplay with each other or with staff. No one will be allowed to hit, push, or display any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.

\_\_\_\_\_ **Responsibility** – All children need to remain with their group and within eyesight of their site coordinator. This applies here at the YMCA Program and on off-site field-trips. At all times we want our participants to be safe.

\_\_\_\_\_ **Caring**-- It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the Elburn Lions Club, of other participants, and of the YMCA staff.

### **What will happen when this contract is violated:**

If an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA, the following steps will be taken.

**1. First Violation** – a staff member will address and document the issue directly with the child. The child may be removed from an activity for the day such as swimming, free time, etc.... Parents will be contacted during the day depending on the time of the incident. Parents must sign the character contract at the time of pick-up.

**2. Second Violation** – a staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the hour. The child may or may not be allowed to attend the program the next day that he/she is registered for. Parents must sign the character contract at the time of

pick-up.

**3. Third Violation** – a staff member will address and document the issue directly with the child. Parents may be contacted immediately to pick up their child from the program. The child will be suspended for the day or week depending on the severity of the incident. Parents must sign the character contract at the time of pick-up.

**4. Fourth Violation** – Child will be dismissed from the program for the remainder of the program. \*We reserve the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional or other harm to themselves, other children, staff and members.

The above are guidelines. Each situation will be handled by staff with a sensitive concern for helping the child and parent find solutions to the problem.

\*\* The YMCA obtains the right to modify and/or add policies and procedures to this manual throughout the camp session. Parents will be notified of any changes prior to them taking effect.\*\*

## **PAYMENTS**

**Payment is due the Monday, two weeks prior to the week of camp.** Payments will be scheduled to be auto drafted to a card on your account. Because of the high number of children who want to attend camp, payment must be received by the due date or your registration may be cancelled, your \$10 non-refundable deposit forfeited, and your place given to a camper on the wait list. Counselors will print an up to date roster on Monday morning. **If you have a balance due at the time of drop off, you will be referred to the front desk to make a payment, and a receipt showing payment and late fee will be required for your child to be signed in.**

**Payments will NOT be taken at the door by counselors or any program staff so please allow time to make your payment at Membership Services before drop off.**

<b>Week of Camp</b>	<b>Dates</b>	<b>Payment due date</b>
<b>2</b>	<b>June 3 - 7</b>	<b>May 20</b>
<b>3</b>	<b>June 10 - 14</b>	<b>May 27</b>
<b>4</b>	<b>June 17 - 21</b>	<b>June 3</b>
<b>5</b>	<b>June 24 - 28</b>	<b>June 10</b>
<b>6</b>	<b>July 1 - 5</b>	<b>June 17</b>
<b>7</b>	<b>July 8 - 12</b>	<b>June 24</b>
<b>8</b>	<b>July 15 - 19</b>	<b>July 1</b>

<b>9</b>	<b>July 22 - 26</b>	<b>July 8</b>
<b>10</b>	<b>July 29 - Aug 2</b>	<b>July 15</b>
<b>11</b>	<b>Aug 5 - 9</b>	<b>July 22</b>

**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.

THANK YOU FOR TAKING TIME TO BE AN INFORMED PARENT!!  
LET'S HAVE A GREAT SUMMER!

Please detach and return this WHOLE page with registration paperwork.

**PICK UP & DROP OFF PLAN**

In order to help us plan staffing appropriately, please provide us with an estimation of pick up and drop off times.

I PLAN TO BRING MY CAMPER(S), \_\_\_\_\_, (Please Print)

IN THE MORNING BY \_\_\_\_\_ A.M. AND

PICK THEM UP IN THE AFTERNOON/EVENING BY \_\_\_\_\_ P.M.

I have read and understand the policies written in the Day Camp Parent Handbook and understand that there are no exceptions and that all rules and policies must be followed in order for my child to attend Day Camp at the Elburn Lions Club.

Child name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_

**SUNSCREEN ACKNOWLEDGEMENT:**

By signing this form, I acknowledge that I will sufficiently apply sunscreen to all of my child's exposed skin, and agree that Kishwaukee Family YMCA Summer Day Camp Staff may reapply the sunscreen that I provide , labeled with my child's name.

Child(ren) name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_