



# Summer Camp

## PARENT HANDBOOK



## Kish Camp 2021

**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 preschool summer camp at the Kishwaukee Family YMCA Summer Camp for your child this year. We know you have a lot of choices and we are glad that you chose us for the 2021 season. We are looking forward to returning this year for a safe, healthy, and fun summer season!

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 curriculum-based activities, arts and crafts, games, sports, skits and songs, nature activities, and swimming!

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. Our program will comply with Illinois Covid-19 guidelines and changes have been made to assure that our program space, participants, and staff remain clean and healthy throughout the summer! 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 create 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!  
Jen Lucchesi  
Childcare Coordinator  
[jenl@kishymca.org](mailto:jenl@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.

Preschool 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 the feelings of others*

*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 used at your local schools. Campers will be rewarded for demonstrating these core values with a variety of special camp activities or even a prize!

# **Kishwaukee Family YMCA**

## **Youth Development Staff**

### **Childcare Coordinator**

Jen Lucchesi

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

815-375-5406

\*email is preferred method of contact

### **Program Operations Director**

Cami Loving

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

815-375-5381

### **Camp Director**

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

224-575-2526

### **Office Specialist**

Nichole Elliott

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

815-375-5393

\*handles all 4-C subsidy registrations

### **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, as well as professional and personal reference checks. Background checks include criminal and sex offender registry searches.

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.

All camp staff are age 18 or over. 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 Preschool Camp Hours of Operation

### Monday-Thursday Weekly

**Day Camp:** 9:00 a.m. – 12:00 p.m.

\*In order for your child to get the best experience from camp, and due to scheduling and logistics, we ask that campers be 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 [summercamp@kishymca.org](mailto:summercamp@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, sometimes for the parent and child! Please allow a little extra time to meet your counselor and transition into the first day.

### Sign-In Procedures

Doors for the preschool camp program will open at 9am sharp, please plan to have your child dropped off in time for the start of the day. Please contact the camp director if you will be arriving late or missing a day.

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 check in at the front desk. They will take you and your child's temperature upon arrival.
2. You will meet your counselors outside of your child's assigned preschool room for check-in.
3. Please be sure camper has necessary items for the day: backpack, refillable water bottle, gym shoes, an extra pair of clothes, and sunscreen. **\*On swim days, your child MUST come wearing their swimsuit. We are a license-exempt program and cannot help children change. \***

### Sign-Out Procedures

The program will end at 12pm sharp, and any changes to this plan will be communicated with parents prior to the start of the day. Please contact the camp director if you will be picking up early or arriving late for pickup for any reason.

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

1. You must park your car in an appropriate space and check in at the front desk.
2. You will meet the counselors outside of your child's assigned preschool room for check-out.
3. Parents will need to show I.D. and be an authorized pick-up person 18 years or older to sign their child out.

### Late Pick-up Policy

There is a late pick-up fee of \$1.00 for every minute that you are late after 12:00p.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 call the camp phone or email the camp staff at [summercamp@kishymca.org](mailto:summercamp@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

Pre-school camp will not be taking offsite field trips but will have different in-house "field trips" or guests.

## Weather

In the event of severe weather such as extreme heat or rain, campers will remain inside the Kishwaukee Family YMCA in a safe area where their camp activities will continue.

## Firearms

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.

## Camp Attire

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 and an extra pair of clothes if you would like. The weather can change quickly, but we will not 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 belongings

Swimsuit, Towel (on swim or water activity days)

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

Comfortable clothing and shoes

Values, Morals, Good Listening Skills and Smiles

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

**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 sign-in. 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 TO KEEP AT HOME

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 a daily nut-free snack for their children. Lunch will be provided daily by VAC.

## 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:** On swim or water activity days, children MUST come with their swimsuit on under their clothing. Water activity days will be communicated with parents prior to the start of each week.

## SUNSCREEN & SWIMMING

**Sunscreen:** 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. 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:** Every week, campers will have a designated swim day with a swim instructor provided. This will be Wednesdays from 11-12. Campers will eat lunch early on this day. Please note that swim groups may be split into two half-hour sessions depending on the size of the preschool group. Campers should come wearing their swimsuit under their clothes and parents will be asked to pick up their child directly from the pool deck to change them afterwards. All staff are in the water with our campers, in addition to all trained lifeguards at our facility. All swim safety items must be U.S Coast Guard Approved. Goggles are optional and will not be provided by the YMCA.

## 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 trained camp staff. **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.**

### **LICENSE EXEMPT PROGRAM**

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 2.10 and comply with the following guidelines: Programs or portions of programs that:

- "Part day childcare facility" means a facility for which written notification has been filed pursuant to subsection (b) of Section 3 of this Act and which is conducted by a church, religious organization, or social service agency in which individual children are provided care, on an intermittent basis, for up to 10 hours per seven-day week.
- 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.

## **NEWSLETTERS & COMMUNICATION**

Newsletters will be 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 @2021kish 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 Childcare Coordinator 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/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. Your child will be health screened with questions and a temperature check upon arrival. Your child will not be permitted to camp without passing the daily screening and their temperature must be under 100.4 degrees. 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. **\*Please note that falsifying answers for the daily screening questions could result in cancellation of future registrations, no refunds will be provided.**

## 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. administers first aid
- b. contact parent
- c. contacts emergency number if parent(s) are not reachable
- d. calls 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 the 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 Kishwaukee Family YMCA, 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 is subject to a 1-Day suspension period if the camp director deems it necessary. 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 subject to a 3-day suspension period if the camp director deems it necessary. Parents must sign the character contract at the time of pickup.

**4. Fourth 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 subject to a 5-day suspension period if the camp director deems it necessary. Parents must sign the character contract at the time of pickup.

**5. Final Violation** – the 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 call the YMCA 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 dropping off.**

<b>Week of Camp</b>	<b>Dates</b>	<b>Payment due date</b>
<b>1</b>	<b>June 1-3</b>	<b>May 18</b>
<b>2</b>	<b>June 7-10</b>	<b>May 24</b>
<b>3</b>	<b>June 14-17</b>	<b>May 31</b>

<b>4</b>	<b>June 21-24</b>	<b>June 7</b>
<b>5</b>	<b>June 28-July 1</b>	<b>June 14</b>
<b>6</b>	<b>July 5-8</b>	<b>June 21</b>
<b>7</b>	<b>July 12-15</b>	<b>June 28</b>
<b>8</b>	<b>July 19-22</b>	<b>July 5</b>
<b>9</b>	<b>July 26-29</b>	<b>July 12</b>
<b>10</b>	<b>Aug 2-5</b>	<b>July 19</b>
<b>11</b>	<b>Aug 8-11</b>	<b>July 26</b>
<b>Post-Camp Days</b>	<b>Aug 16-17</b>	<b>Aug 2</b>

### **Cancellations or Changes/Refunds/Credits**

- Weekly deposits are non-refundable and non-transferable.
- Requests submitted at least **14 days prior to registered week** via Cancellation/Schedule Change Request Form:
  - Cancellations will be refunded minus the deposit.
  - Changes between part time to full time or vice versa will be processed at no charge.
  - Changes to days attending will be processed at no charge.
- Requests submitted **within 14-day of the start of registered camp week, but before noon on the Wednesday prior** via Cancellation/Schedule Change Request Form:
  - Cancellations will be refunded minus the deposit and will be assessed a \$20 administrative fee.
  - Changes between weekly to daily registrations will be processed and assessed a \$20 administrative fee.
  - Changes to days attending will be processed and assessed a \$20 administrative fee.

No refunds will be given after 12 p.m. on the Thursday prior to the start of registered camp week. All refund requests must be submitted via the Cancellation/Schedule Change Request Form and received prior to this deadline.

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.

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 Kishwaukee Family YMCA.

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: \_\_\_\_\_