



Summer Camp

PARENT HANDBOOK



2022 Elburn Camp Blackberry *Kishwaukee Family YMCA*

**Elburn Lions Club Pavilion
290 Stetzer Street
Elburn, IL 60119**

**Kishwaukee Family YMCA
2500 W. Bethany Road
Sycamore, IL 60178
815.756.9577
www.kishymca.org**

Welcome to the Best Summer Ever!

Thank you for choosing summer camp at the Kishwaukee Family YMCA's Elburn location for your child this year. We know you have a lot of choices, and we are glad that you chose us for the 2022 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, swimming, field trips, and more!

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

Youth Development Director

Table of Contents

Item	Where to Look
Hours of Operation	4
Sign In and Sign Out Procedures	4
Late Pickup Policy	5
Absence Policy	5
Important YMCA Contact Info	5
What to Bring to Camp and What to Leave at Home	6
Lunches	6
Clothing and Personal Property	7
Sunscreen and Swimming	7
Field Trip Procedures	8
Medication and Allergies	8
Payment and Cancellation Procedures	9
Tuition Penalties and Withdrawal	10
Community Coordinated Childcare (4C)	10
Illness Policies	10
Injuries, Accidents, and Emergencies	11
Weather	11
Firearms Policy	11
Discipline and Guidance	12
Staff Requirements and Qualifications	12
Restrictive Custody	12
Required Reporting of Suspected Abuse	12
Terminations and Suspensions	12
License Exempt Policy	13-14
Mission and Goals	14
Character Contracts	15-16

Elburn Camp Blackberry – Hours of Operation & Sign-In/Out

Drop Off Times: 7am-9am

Core Curriculum Hours: 9am-4pm

Pickup Times: 4pm-6pm

*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 daily between 7:00am and 9:00 a.m. and picked up between 4:00pm and 6:00pm. Our core curriculum is during the hours of 9:00am and 4:00pm, 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 a Camp Director via email for approval in advance to elburncamp@kishymca.org.

Sign-In Procedures

Drop off for Camp Blackberry will be park/enter style at the Lions Club Pavilion, which is located off of Stetzer Street in Elburn. For the safety and protection of your child, please follow these procedures for drop off:

1. Please park along the side of the road and keep your vehicle off the grass.
2. You will need to walk with your child to the main table beneath the pavilion and sign your child in with a director.
3. Please be sure camper has necessary items for the day: backpack, lunch (if your child will not eat what is provided), morning snack, refillable water bottle, sunscreen, additional snack if desired, and a swimsuit and towel.

Sign-Out Procedures

Pickup for Camp Blackberry will be park/enter style at the Lions Club Pavilion, which is located off of Stetzer Street in Elburn. For the safety and protection of your child, please follow these procedures for pickup:

1. Please park along the side of the road and keep your vehicle off the grass.
2. You will need to walk to the main table beneath the pavilion and sign your child out with a director.
3. Any pickup adult will need to show I.D. and be an authorized pick-up person 18 years or older to sign a 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 6:05pm. If a child remains at camp for longer than 15 minutes following the end of the program with no parent/guardian communication, the following steps will be taken:

1. Emergency contacts will be called.
2. If no contact with a parent/guardian or emergency contacts is made within 30 minutes 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 elburncamp@kishymca.org. Tell us your child's name and day they will miss. No refunds or credits will be issued for missed days.

Important Contacts:

Youth Development Director

Jen Lucchesi

jenl@kishymca.org

815-375-5406

*Email is preferred method of contact

Camp Directors

elburncamp@kishymca.org

Office Specialist

Nichole Elliott

neliott@kishymca.org

815-375-5393

*Handles all 4-C subsidy registrations

Member Services (Front Desk)

815-756-9577

WHAT TO BRING TO CAMP:

1. Tennis shoes (no sandals or flip flops)
 2. Backpack for carrying all belongings
 3. Nut-Free Lunch
 4. Swimsuit, Towel
 5. **Sunscreen (spray-on recommended) * (mandatory)**
 6. Comfortable clothing and shoes
 7. Values, Morals, Good Listening Skills, and Smiles
 8. **REFILLABLE WATER BOTTLE*(mandatory) (no glass)**
 - a. (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, a lunch, and a water bottle, which 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

1. Money
 2. Electronics from home
 3. **Cell Phones**
 4. Any toys/ sports equipment etc.
 5. 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

Lunches and snacks are not provided by the YMCA. Please plan to send your child with a morning snack, lunch, and afternoon snack. There is refrigeration available onsite if you wish to have your child store their lunch in the kitchen. However, we are not able to reheat lunches. Additionally, please note that home lunches will not be refrigerated on field trip days, so please send non-perishable foods or an ice pack.

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 kept 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.***

Camp Attire: Each camper will be given one camp t-shirt to be worn on each field trip. Parents may purchase extra shirts if desired for \$10 each after May 30th. Please dress your child in play clothes daily. 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 will not let it spoil our day! Please label everything with your child's name!

Bathing Suits: Males must wear swim shorts or trunks with a lining. Speedo suits for males are not allowed. Females must wear a camp-appropriate one or two-piece bathing suit. If inappropriate swimwear is not worn to camp, the camper will not swim, be asked to change, or a parent may be called to pick up the camper from camp or bring change of clothes.

SUNSCREEN & SWIMMING

Sunscreen: During summer camp, our teams spend lots of 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 any outdoor water game days. Kishwaukee Family YMCA Day Camp encourages campers to apply sunscreen on their own but will assist younger campers with application. Your child will be given a number of opportunities and reminders to reapply sunscreen during the day. Please make sure to apply sunscreen every morning. Parents must sign Sunscreen Acknowledgement.

Swimming: Every week, Camp Blackberry will take an all-camp swimming field trip to a public pool within one hour from camp. Camp directors will use the swim group selected on your registration forms to determine swim groups. Some pools will ask children to swim test, and their group may be altered depending on the results of their swim test. A counselor will be in the water with them at all times. The YMCA will not provide any swim safety items, and such items are only available at the discretion of the pool we are at. All swim safety items brought from home must be U.S Coast Guard Approved. Goggles are optional and will not be provided by the YMCA.

2022 Swim Schedule:

- Swimming field trips will take place every Thursday.

FIELD TRIPS

Camp Blackberry will take one regular field trip per week on Tuesdays. We charter our busses through first student. Campers are required to wear their camp shirts on field trip days. Children who come without their camp shirt will be issued a new one and the cost added to the family's YMCA account. Please send appropriate materials with your child for each field trip (e.g., swimsuits and towels for swim trips). You can find our updated field trip schedule online at www.kishymca.org. Additionally, all children must be dropped off by 9:00am on field trip days. Late drop offs will not be accommodated, and refunds will not be given for late arrival on field trip days. Please also note that due to the distance of some field trips, there may be times where the busses are late returning to camp and may be back shortly after 4:00pm.

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.

PAYMENTS

Payment is due the Monday, two weeks prior to any given 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 Friday evenings. **If you have a balance due at the time of drop off, you will be referred to call the front desk of 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 through Membership Services before dropping off.**

Week of Camp	Dates	Payment due date
1	May 31-June 3	May 16
2	June 6-10	May 23
3	June 13-17	May 30
4	June 20-24	June 6
5	June 27-July 1	June 13
6	July 5-8	June 20
7	July 11-15	June 27
8	July 18-22	July 4
9	July 25-29	July 11
10	August 1-5	July 18

Cancellations or Changes/Refunds/Credits

- All 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 Tuesday 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.

Tuition Penalties/Withdrawal

- The YMCA will charge a \$10 late fee if your weekly payment is not received in full on its due date.
- We will charge a \$25 service fee for any returned payments, whether made by check or automated draft.
- Exception: The YMCA will only issue a *program credit* of tuition fees for absence due to illness. Parents must notify YMCA by 10:00am on the day of absence via email to summercamp@kishymca.org.
- The YMCA will not refund or credit due to expulsion or suspension from a program.
- The YMCA requires 14 days' notice for refund requests due to withdrawal from the program.
- The Kishwaukee Family YMCA has the right to suspend or terminate services to your child if payment deadlines are not met.

4C Child Care Assistance Registration and Procedures

The Kishwaukee Family YMCA is proud to work with the 4C Community Coordinated Child Care program in order to provide out of school time care. However, participants are not able to utilize our online registration and must meet with Nichole Elliott, Office Specialist. Please contact Nichole directly at nelliott@kishymca.org to set up your registration and payment information.

Illness Policy

All staff members are trained to recognize the signs of communicable diseases and other illnesses. 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. 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 higher than 100.4 degrees Fahrenheit.
- 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.

Injury Policy

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

1. administers first aid
2. contact parent
3. contacts emergency number if parent(s) are not reachable
4. calls the paramedics if the situation deems necessary

An incident report will be filed with our human resources department. Please note that incident reports will not be shared with parents.

Accidents/Emergencies

In the children's files, parents must have completed an authorization form for their child's emergency care. This form serves as a release and provides us with emergency contact information. It is extremely important that you keep emergency contact information up to date. In the event of a serious illness/injury, we will take all necessary steps to obtain emergency care for your child, including calling 911 if appropriate. If we cannot reach you, we will phone the emergency contacts you have identified. If an authorized person is not available, a staff member will accompany your child to the emergency room in an ambulance. As a precautionary measure, you will be notified immediately of any head or neck injury that your child sustains. We complete an incident report for all injuries that occur while your child is in our care. After an incident occurs and evaluation says we need to call an ambulance, YMCA staff policy indicates that we will immediately notify necessary family/guardians, principle, and appropriate leadership at the center location. In the event that emergency contacts cannot be contacted participant will have the option of which staff member they prefer to accompany them to the Emergency room. All measures will be taken to contact parent/guardian and/or emergency contacts.

Insurance Policy: The Kishwaukee Family YMCA does not carry health or accidental insurance for children. Parents or guardians assume all responsibility for professional services, which may be required for their child.

Ouch Reports: Ouch reports are designed to keep parents in the loop about small injuries that do not affect a child's camp day in a major way. This includes small bumps or bruises, small cuts, scratches, etc. These will be sent home at the end of each camp day as needed.

Weather

In the event of severe weather such as extreme heat or rain, campers will be moved inside the Kishwaukee Family YMCA 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.

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.

Discipline and Guidance

A positive guidance approach is used to help children develop positive self-esteem, build trust in the world around them and develop autonomy and pride in their work. A supportive, nurturing environment with caring adults is the first step in the development of inner control and appropriate behavior. Our staff set limits by using a set curriculum, which provide structured choices for children. By allowing children to assume responsibility for their actions, they develop self-control and become aware of the rights of others. Consequences (logical and natural) developmentally related to the child's behavior might include reinforcing positive behavior, modeling appropriate behavior, and assisting children with finding words to describe how they are feeling.

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 full-time camp staff are age 18 or over. Many 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!

Restrictive Custody

- We cannot prevent a parent from picking up his or her child unless we have proper documentation showing that custody has been restricted.
- We must have copies of the proper court documents, including the custody order.

Required Reporting of Suspected Child Abuse

All of our staff are trained in child abuse prevention and are required by law to report suspected incidents of child abuse or neglect concerning a child receiving care at the YMCA to the Department of Children and Family Services.

Termination/Suspension

The following types of behavior are unacceptable and may result in immediate suspension and/or termination from the Kishwaukee Family YMCA Summer Camp Program:

- Endangering the health and safety of children and/or staff.
- Damage or theft to the YMCA or personal property.
- Continuous disruption of the program without improvement.
- Lewd or obscene behavior.

Your copy of our character contract can be found on the following pages.

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 2.09 (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.

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. Kish 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, and putting others before yourself.

HONESTY (BLUE)

Integrity, telling the truth, and making sure my actions match my values.

RESPECT (YELLOW)

Regard, valuing the worth of every person including myself, and treat others as I would have them treat me.

RESPONSIBILITY (GREEN)

Duty, doing what ought to be done, and 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 you may have seen before. Campers will be rewarded for demonstrating these core values with a variety of special camp activities or even a prize!

Kishwaukee Family YMCA Character Contract

Name of Child: _____ Date: _____

Contract number (please circle): 1 2 3 4

The goal of our program is to provide a safe and healthy atmosphere for children to develop a variety of skills and relationships while participating in activities. Throughout the year, we utilize our Character Development Mission to emphasize the core values of the YMCA and develop respect, responsibility, caring, and honesty among each participant. Please review the character contract as a family.

YMCA Program Expectations:

1. No foul language
2. No threats to staff or peers
3. Keep our hands to ourselves
4. Respect staff & other campers
5. Follow through with activity expectations
6. Cannot leave designated group area without notifying staff
7. When attending trips, must adhere to the location's rules & regulations
8. Will follow along with daily schedule of groups

The goal at the YMCA is to maintain a safe and fun environment for all staff and program participants. In order for our programs to be successful for all students; cooperation, respect and self-control must be our expectations for every child. Our team is more than willing to work you and your child(ren) to provide appropriate interventions within reason. When a child demonstrates that they have not followed the rules/expectations of the YMCA, the following will take place:

- 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 or 3-Day suspension period, depending on the severity of the behavior. Parents must meet with camp leadership to discuss a behavior plan before their child is welcome back.
- 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 5-day suspension period. Parents must sign the character contract at the time of pickup. Parents must meet with camp leadership to discuss a behavior plan before their child is welcome back.
- 4. Final Violation** – the child will be dismissed from the program for the remainder of the season.

**Interventions are cumulative and may not reset for new programs, depending on the severity and/or nature of each individual situation, disciplinary actions from prior programs and/or school years may be taken into consideration when making determinations for disciplinary action/dismissal.

The following actions may result in a student's immediate dismissal from the program:

1. Physical attack or assault of a staff member
2. Threat to a staff member or to a staff member's property
3. Running from assigned group and staff members
4. Extreme violence towards another program participant

Please note that the YMCA will NOT share information regarding disciplinary action taken against any child outside of the child's immediate parent/guardian for safety reasons and privacy purposes.

The following is prohibited conduct, behavior, or activity at the Kishwaukee Family YMCA:

1. Insubordination is defined as failure to comply with requests from any staff member. This includes all YMCA staff, first student personnel, and non-YMCA staff members such as school district personnel and staff responsible for any field trip sites.
2. Bringing weapons, or look-alike weapons, such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone on YMCA property is strictly prohibited.
3. Intimidating or attempting to intimidate (threaten) students or YMCA personnel.
4. Bullying is severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:
 - a. Place them in reasonable fear of harm to their person or property
 - b. Cause a substantial detrimental effect on their physical or mental health
5. Vandalism is the intentional damage to, or destruction of YMCA property, school district property, or the property of any field trip sites.
6. Theft: Stealing or possession of stolen YMCA, student, or faculty property.
7. Electronic Devices/Cell Phones: In order to maintain a safe and healthy environment in our programs, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during program hours, unless authorized by the YMCA leadership team.
 - a. Electronic signaling devices include but are not limited to cellular telephones, Personal Assistant Devices, iPods or mp3 players, laptop computers, and devices that can communicate by voice or text communication.
 - b. The YMCA is NOT responsible for a lost or stolen cell phone. YMCA staff will confiscate electronic devices that are visible or in use during program hours.
8. Fighting or any other type of physical abuse will not be tolerated at the YMCA. The YMCA views this as an unacceptable means to solve a conflict, no matter what the circumstance. Students are prohibited from involving themselves in a fight for any reason.
9. Acts which directly or indirectly jeopardize the health, safety, and welfare of students and/or YMCA personnel are strictly prohibited. This includes willfully obstructing an investigation by giving the YMCA program Director and/or Coordinator by giving false information or by withholding information in response to questions.
10. Sexual Harassment: Sexual harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Such conduct is a violation of procedures and will be handled through disciplinary action. Any student who believes that they have been subject to sexual harassment or any person who believes that they have witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias, or intimidation against the complainant. All complainants shall immediately be referred to the Human Resources Director for investigation.
11. Acts of intolerance for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual preference, religious belief, gender, disability, etc. All students should have respect for one another and all staff.
12. Use of inappropriate or offensive language will lead to disciplinary action. This language includes, but is not limited to, profanity.

***We reserve the right to dismiss your child from the program at any time if we deem unsafe placement due to environment, physical, emotional, or other harm to themselves, other children, staff, and members.**

***Refunds will not be provided for any days missed due to suspension from programs.**

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

PARENT SIGNATURE: _____ DATE: _____
