



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CELEBRATE WITH THE YMCA!

KANKAKEE AREA YMCA
2024 SUMMER DAY CAMP PARENT HANDBOOK





TABLE OF CONTENTS

Policies and Procedures

1. Character Values
2. Camp Information
3. Staffing
4. Staff Ratios
5. Program fees
6. Payment Policy
7. Financial Assistance
8. Arrival/Departure
9. Early Pick-up
10. Failure to pick up child
11. Absences and tardiness
12. Breakfast, Lunch and Snack
13. Communication
14. Discipline Policy
15. Emergency Forms
16. Emergency Procedures
17. COVID-19 Procedures
18. Illness/Injuries
19. Allergies
20. Medication Disbursement
21. Clothing and Items to bring to camp
22. Sunscreen
23. Things to leave at home
24. Lost & Found
25. Field Trips
26. Swimming
27. Pool & Locker Room Rules
28. Potty-Trained
29. Donations
30. Parent Visits
31. Parent Volunteers
32. Withdrawals
33. Contact Information

POLICIES AND PROCEDURES

Character Values

Children in the YMCA take part in daily activities that demonstrate, reflect, and encourage the YMCA's four core values:

- ▼ **Caring:** We treat each other with true care and concern, and encourage others to follow our example.
- ▼ **Honesty:** We are honest in our words and actions. We teach others to do the same.
- ▼ **Respect:** We respect our camp environment by creating a place that is safe, fun, friendly, and hard working. We respect those around us by using positive words and positive actions.
- ▼ **Responsibility:** We take responsibility for ourselves, our words, and our actions.

Camp Information

Camp Dates/Hours

Camp Dates: Monday June 10th – Friday, August 16th

Camp Hours: Monday – Friday

- ▼ Pre Camp: 6:30am–8:30am
- ▼ Camp: 8:30am–4pm
- ▼ Post Camp: 4pm–6pm

***Please be advised:** There will be a late fee of \$10 if your child is not picked up by 6:00 p.m. After 6:05 pm, a late fee of \$1 per minute will be assessed. The late fee serves as a means to cover the staff expenses associated with late pick-up. We will begin calling emergency contacts to pick up children remaining after 6:30 p.m. The Late Policy will be strictly enforced.

Staffing

Professionally trained and enthusiastic staff is the key ingredient to a positive camping experience at the YMCA. Each counselor is selected based on their skills, maturity, creativity and sensitivity to the needs of all our camp participants. All of our counselors complete a thorough training program prior to the start of camp, so you can rest assured your child's counselor will be a caring, positive role model.

Ratios

Camper Age	Number of Staff	Campers
Preschool 3-5	1	6
5-8	1	8
9-10	1	10
11-12	1	10

Program Fees

The prices for the 2024 session for day camp are as follows:

Preschool Camp:

- ▼ Monday thru Friday full day– Member \$150/week; Prospective Member \$170/week

Camp Discover

- ▼ Member \$130/week; Prospective Member \$150/week

Specialty Camps

- ▼ Member \$150/week; Prospective Member \$170/week

Leader in Training (L.I.T.):

- ▼ Member \$75/week; Prospective Member \$85/week

Payment Policy

All payments are due on the Thursday prior to the week of camp. If you wish to make a payment after Thursday you will be assessed a \$10 late fee.

Refunds and credits will not be issued once camp begins on Monday morning. Your payment in full reserved a spot in camp and late changes might prevent another camper from being able to participate. If you have a medical note why a child may not be able to attend, special consideration will be given by the Camp Director.

Financial Assistance

If a participant receives Child Care Resource and Referral, an approval letter and parent co-payment are due prior to the month the camper attends. The subsidy covers Camp Discover only; parents must pay the difference for a Specialty Camp (\$20/week). Please contact the Childcare Subsidy Specialists with any questions; (815)933-1741 Ext. 1303.

Arrival/Departure

Parents must sign-in their children upon arrival and sign-out upon departure in our Brightwheel App. Everyone on the designated pick up list must have the Brightwheel code for their child. You will be asked to show a picture ID at sign-out. Pick-up and drop-off will be at the northeast door of the YMCA (on the north side of the building at the door closest to the flagpole). Drive through drop-off service will be available from 6:30 to 8:30 am; after 8:30 am you will need to bring your camper inside the Y to sign-in. Drive through pick-up will be available from 4:00 to 6:00 pm. If you pick up prior to 4:00 pm, you will need to come inside the Y to sign-out.

Please keep us updated with authorized pick-up and emergency phone numbers

Early Pick-up

If you need to pick your child up early from camp, we ask that you inform our staff when signing in for the day. This way we can make sure your child is ready when you come.

Failure to Pick Up Child

In the event that you or someone else fails to pick up your child by 6:30 pm, the following will happen:

- 1) All phone numbers we have on file for your child will be called.
- 2) If no contact can be made at those numbers, we will continually assure the child that everything is okay.
- 3) We will then notify the Sr. Program Director and call the CEO to determine the appropriate next steps, which may include calling police and/or social services.

Absences and Tardiness

Our days are filled with fun from start to finish. To ensure your child has the best possible experience, **please make every effort to be on time**. If your child will not be in camp as scheduled, or will be arriving later than expected, please call the Youth Director at (815) 933-1741 ext. 1227 between the hours of 6:30 am and 9 am and leave a message. If any child has not arrived by 9:00 am and staff has not received a call alerting us of a possible late arrival, the YMCA will assume that the child is not attending and will begin the activities for the day. Campers depart at 9 am on field trip days. If children arrive after the 8:45 am on field trip days, parents must make other arrangements for child care that day.

Breakfast, Lunch and Snack

Lunch and snack will be served through the Northern Illinois Food Bank. Breakfast will be provided until 8:30 am daily. Lunches brought from home will not be refrigerated or heated, so please plan accordingly. Snack and drink will be provided each afternoon. If your child has food allergies, please talk to the Camp Director and make sure that any allergies are listed on your child's medical form. Menus for lunch and snack will be available on the YMCA website (k3ymca.org). Children will *not* be permitted to visit the vending machines at any time.

Communication

We will inform you of any special activities via email, weekly newsletter (email and paper versions), the YMCA website and Camp Discover's Facebook page. Please provide your email address on the last page of this handbook. Information updates will also be made to the camp website and Facebook page so please check k3ymca.org and facebook.com/Camp Discover regularly.

Discipline Policy

Counselors will focus on rewarding positive behavior. In the event that discipline is required, we will follow a progressive discipline plan.

The YMCA Summer Day Camp staff want all of our campers to enjoy their camp experience. Campers responsible for actions potentially injurious to self or others, willful destruction of property, flagrant disobedience, and verbal abuse will be removed from their group immediately and taken to the Camp office. Severe or repeated incidents may result in immediate removal from camp with a follow-up required parent meeting before children are allowed to return to camp. Day camp directors may suspend a camper from participating in the weekly field trip following behavior incidents. Parents will then be responsible for child care for that day, care will not be available at the Y while camp is away at a field trip. **No refunds will be given for a child removed due to disciplinary reasons.**

Emergency Forms

All children are required to have a completed **2024 Summer Camp Registration Form** on file that dictates authorized pick-up information, emergency contact information, current medical history, etc. **All papers are required to be turned in at registration.**

Emergency Procedures

In cases of emergency campers and staff will follow the policies and procedures of the Kankakee Area YMCA. Staff will ensure that all campers remain calm and follow the directions of the YMCA management staff.

COVID-19 Procedures

Masks are not required; however, your child may wear one based on personal choice. The YMCA staff will be cleaning and sanitizing in between group interactions and encouraging regular hand washing. If a child tests positive for COVID-19 parents will be informed and appropriate action will be taken based on the guidelines of our local health department.

Illness/Injuries

If we feel that a child is too ill to attend camp for the day, or is too ill to finish the remainder of the day, we will call you and you will be required to pick up your child as soon as possible.

All staff members are trained and certified in First Aid, CPR, AED and Child Abuse Recognition and Prevention. In the case of injury, the parent is responsible for providing primary accident insurance for the child. An emergency contact person and phone number other than the parents' home or work number must be included on the child's registration form. Should an emergency arise, every effort will be made to reach you or the contact

person listed on your information sheets. If no one can be reached, we will take the necessary actions for the health of your child. Should there be any changes in the emergency contact phone numbers, please notify us immediately.

Allergies

Please include allergy information of any kind on your camper's registration form. If your child requires sunscreen, medication or needs to carry an Epi-Pen please fill out the Medication Authorization Form.

Medication Disbursement

If medication must be administered to your child you should:

- ▼ Bring medication in its original container, placed in a zip lock bag with the child's name on it
- ▼ Provide written instructions as to quantity, time to be given, your name and phone number
- ▼ Complete and return to the YMCA camp staff the Medical Authorization Form
- ▼ Inform your child of the expected medication schedule

Clothing and Items to bring to Camp

Children should wear clothing suitable for an active day at camp. T-shirts, shorts, gym shoes **(NO SANDALS OR FLIP-FLOPS)** and socks. Tank tops are not recommended. Campers will swim on a daily basis, please send a bag with a swimsuit, towel and plastic bag daily. Sunscreen and a water bottle are also recommended, especially for hot days. *Please clearly label all personal items with a black permanent marker and include your child's first and last name.*

Day Camp T-Shirts will be handed out during the first week of camp. Each camper will receive **one** T-shirt. You can purchase additional shirts for \$12. These t-shirts are **required** on field trip days. If your child comes to the YMCA on a field trip day without a camp T-shirt you will be required to purchase a new one.

Please send your camper with their Day Camp T-shirt on field trip days

Sun Screen

All children are **required** to bring sunscreen to camp. Be sure that the sunscreen bottle is labeled, in black permanent marker, with your child's first and last name. Please assist children in putting on sunscreen before arriving at camp. Your child will also have frequent opportunities to reapply the sunscreen during the day. We have found that spray bottles work best. Please be aware that staff is **not allowed** to apply sunscreen to your child; they must apply lotion by themselves. (For children who require special assistance a medical authorization form is required)

Electronic devices and other things to leave at home

Toys, jewelry, trading cards (Pokemon, Yu-gi-oh), electronic devices (including video games, Game Boys, iPods, cellular phones, flat iron/hair straighteners and CD's) are NOT ALLOWED AT CAMP. The Y is not responsible for lost personal items. If any of these items are brought to camp they will be confiscated and kept in the Camp office. Parents may pick them up when they pick up their camper.

Lost & Found

We will make every effort to keep your child's belongings with him/her at all times. However, a Lost & Found box will be available at the sign-out station for all misplaced items each day. **We will keep found items on site for a period of 2 weeks.**

Field Trips

The children will be going on field trips throughout the summer. If you do not wish for your child to attend the field trip, you may keep them home that day. We will not issue credits or refunds for missed days. Please let the Camp Director know if your child is not attending the field trip. We ask that all parents have their children dropped off at the YMCA no later than 8:45 am on field trip days. On weeks with earlier departures, notice of any earlier departure times will be given at pickup. In order for the campers to get the most out of each field trip experience we need to leave on time. For the safety of the children we do not allow parents to drop off or pick up from field trip sites.

Day camp directors may suspend a camper from participating in the weekly field trip following behavior incidents. Parents will then be responsible for child care for that day, care will not be available at the Y while camp is away at a field trip.

Children must wear their YMCA Day Camp T-shirt on field trip days. Failure to do so will result in a \$12 fee to purchase a new t-shirt.

Please do not send money with your child, especially on field trip days, unless instructed to do so by the Camp Director.

Swimming

Campers will swim every day, and will receive a swim lesson once per week, with the exception of some field trip days. The preschool and 5-6 year old campers will swim in the Swan Pool (3-foot depth). Campers age 7 and up may swim in either the Swan Pool or Large Pool (3-1/2 to 9-foot depth). Campers wishing to swim in the deep end of the Large Pool will be required to pass a deep end test each day they wish to swim in the deep end. We ask that all campers come prepared with a swimsuit, towel, and swim cap or pony tail holder (for hair past ear length).

If your camper has special needs or concerns regarding swimming please communicate those needs with the Camp Directors or Youth Director.

Pool and Locker Room Rules

Pool Rules:

1. Walk on the pool deck.
2. All swimmers must shower before entering the pool.
3. Campers will sit on the bleachers as instructions and deep end test are being given.
4. If the lifeguard allows jumping, all jumps must be forward. No twists, flips or turns.
5. Do not push others, especially pushing others under the water.
6. Do not splash others.
7. Do not swing or slap noodles.
8. Do not spit water.
9. Do not carry or hang on other swimmers.
10. No breath holding.
11. No swimming under or through the lap lanes.
12. No diving in the shallow end.
13. Noodles and other flotation devices are to be used in shallow areas only.
14. No hanging on the wall by your feet.
15. Children with hair past their ear are required to wear a hair tie or swim cap.
16. **Listen to the lifeguards and have fun!**

Locker Room Rules:

1. All clothing and personal items must be put in a locker.
2. All gum and candy must be thrown out before entering the pool area.
3. All band-aids must be removed before entering the pool area.
4. Showers must be taken before & after swimming. Showers must be turned off after use.
5. Children with open wounds may not swim until the wound has scabbed over or healed.

Potty-Trained

All campers must be potty-trained prior to the first day of camp. Kankakee Area YMCA staff is prohibited from changing any child's clothes or diaper. If your child is found to not be potty-trained he/she will be suspended from the summer camp program pending the result of meeting with the Day Camp Director. This may result in your child's dismissal from the summer camp program without refund.

Donations

We are often in need of supplies for various arts/crafts projects. If you have any supplies or other materials that you think we could use to help in making day camp an exciting experience for your child, don't hesitate to share them with us.

Parent Visits

The YMCA has an open door policy for the parents of all campers. Parents are invited, and encouraged, to visit the program at any time. To ensure the best possible experience for you and your child please speak with the Camp Director before your visit.

Parent Volunteers

There may be times when we will ask for parent volunteers during summer camp. If you are interested in serving as a volunteer during summer camp, please speak to our Youth Director. It is the policy of the YMCA to complete a background check on all potential volunteers.

Withdrawals

The YMCA requires all withdrawal requests one week prior to the date of withdrawal. For example, if you wish to withdraw your child from week 7 of camp, a withdrawal form must be completed and submitted to the front desk on the Monday of week 6. No refunds will be issued for late withdrawal requests.

Contact Information

Samantha Utter
Youth Director
(815) 933-1741 Ext. 1227
(815) 953-7745 (C)
sutter@k3ymca.org

Penny Greenlee
Sr. Program Director
(815)933-1741 Ext. 1212
pgreenlee@k3ymca.org

Tatum Hall
Assistant Camp Director
(815) 933-1741 Ext. 1227
(815) 815-348-0649 (C)

Will Welsh
CEO
(815) 933-1741 ext. 1211
wwelsh@k3ymca.org

Kankakee Area YMCA
1075 N. Kennedy Dr.
Kankakee, IL 60901
(815)933-1741



I understand the following:

- I have read and hereby agree to the terms in this contract.
- All the policies and procedures of the Kankakee Area YMCA Summer Day Camp Program and have received the Summer Day Camp Parent Handbook.
- That in the event that my child acts in any way that is potentially injurious to himself/herself or others, results in willful destruction of property, exhibits flagrant disobedience or verbal abuse to staff or others, they will be immediately removed from camp activities. Immediate removal from camp will be followed by a required parent meeting before children are allowed to return to camp.
- No refunds will be issued if a child is removed due to behavior.
- The Withdrawal policy and that no refund will be issued if a withdrawal is submitted any later than a week (Monday) before the withdrawal date.
- The late pickup policy and the fees associated with late pickup.
- A \$30 or \$10 (depending on the return type) NSF fee will be applied to any returned payments.
- All camp fees must be paid in full in order for a child to attend camp.

Child(ren) (Print Name)

Parent (Print Name)

Email for Receiving Camp News

Parent/Guardian Signature

Date