



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SUMMER DAY CAMP PARENT HANDBOOK



GLAZEBROOK PARK SUMMER DAY
CAMP
YMCA OF SOUTHWEST ILLNOIS
CMT BRANCH
618.346.5600
www.ymcaswil.org

From the staff

Dear Parents/Guardians:

Welcome to the YMCA Summer Camp Program! Whether you are returning for another year of camp or signing up for the first time, you and your child will find fun and exciting opportunities offered in this year's summer day camp program.

The YMCA has been providing camping opportunities for over 100 years and draws upon that experience to run a quality program that provides a safe and supportive environment. We promise to offer a great camping experience in an atmosphere that will help your child develop in spirit, mind, and body.

Many exciting activities and adventures await your children this summer. We're confident that both you and your children will be very pleased with a YMCA day camp experience. The goal for each day of summer camp is to allow young campers to discover hidden talent, gain self-esteem and acquire new skills in a safe and fun environment.

Camp registration officially kicks off May 7th, so make sure to sign up early because weeks could fill up quickly. We offer full-day camps. Our camps feature character-building activities which promote our four core values of Caring, Honesty, Respect, and Responsibility.

Day camps operate from 9:00am to 4:00pm.

On behalf of the YMCA staff, thank you for choosing the YMCA of Southwest Illinois. We look forward to a great summer with your kids!

Sincerely,

YMCA STAFF



OUR PHILOSOPHY

We seek to instill personal growth through activities that promote spiritual, mental, and physical maturity. We give campers opportunities to be leaders, followers, teachers and students by creating an environment of creative and educational challenges in the great outdoors that encourage YMCA values of CARING, HONESTY, RESPECT, and RESPONSIBILITY.

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

OUR PROMISE

We build strong kids, strong families, strong communities.



General Information

Time and Place:

- Camps are located at Glazebrook Park
- Full-day camp operates 9:00 am to 4:00 pm

What to Bring:

- Sack lunch (non-perishable) items that do not require refrigeration
- Water bottle.
- Please dress your child in comfortable outdoor clothes & tennis shoes
- Please send an item such as a light jacket or sweater to protect them from the inclement weather if predicted. Also include sunscreen and other protection from the sun. We DO NOT apply sunscreen to your child.

Bug Repellent / Sunscreen

Please send bug repellent and sunscreen to camp with your child (***non aerosol lotions or sprays, please***), labeled with your child's name. Camp staff will supervise and monitor sunscreen use, reminding campers to reapply as needed.

Please note that YMCA staff CANNOT apply suntan lotion or bug repellent on campers, but they will supervise placement by the child or other campers.

Reminders:

- Please label all belongings. The YMCA is not responsible for lost or stolen items. All left-over lost and found will be donated to charity one week after camp ends.
- Please do not send valuable or expensive items to camp, including toys, CD/MP3 players, and trading cards. No money is needed during camp unless otherwise specified.

Payments and Fees

Payment Policy

Payment needs to be made in full at the time of registration. Checks are made payable to the YMCA of Southwest Illinois. If paying by credit card, please note on registration and someone from the YMCA will contact you to take credit card information.

Financial Assistance is available to those who qualify. Please contact the Y for more information. The Y never turns any one away due to the inability to pay. We want to ensure that everyone can "experience" the Y and what it has to offer!

Returned Check Fees

Checks returned from banks will be charged a \$25 fee. The returned check fee and the amount due to the YMCA must be paid within two working days by money order. Your child will not be allowed to attend camp after those two days until the fees are paid. Checks will not be accepted from anyone that has had two or more checks returned to the YMCA at any time. You will be required to use a money

order to pay any balance due.

Payments and Fees

Fee for Late Pickup

The regular Day Camp program ends at 4:00 PM. After these times a YMCA staff person will attempt to contact a parent or emergency contact person to pick up the child and a late fee of \$15 per child will be charged from 4:05-4:15 pm. After 4:15 pm, a late fee of \$1 per minute will be charged. **If no one can be contacted by 4:30 PM, the local police will be contacted. DCFS will also be notified about the situation.**

Late fees must be paid within one day of the late pick-up in order for the child to be re-admitted to camp. Fees must be paid by credit card, check, money order, or cashier's check made payable to the YMCA of Southwest Illinois.

If police intervention is required, the child could be dismissed from the camp immediately without a refund being issued. Repeated late pick-ups can result in the child being dismissed from the Day Camp program of the entire Association, not just the branch. If the child is dismissed from camp a refund will not be issued.

Financial Assistance

No one will be denied participation in YMCA Day Camp due to an inability to pay the full fee. Participants who need financial assistance must first apply through Children's Home and Aid Society of Illinois (CHASI). Please contact them at 1-800-847-6770. If a need still exists, you may apply for a YMCA Scholarship. These forms are available on our website and at the Collinsville, Maryville, Troy location. Upon completion of the application, turn in all required documents. A director will contact you by mail after the Scholarship Committee has made a decision. Financial Assistance is made possible through donations made to the annual "Partner With Youth" Campaign & funds received from the United Way.

Refund Policy

The YMCA hires and schedules staff, as well as orders supplies, based on enrollment during registration and fees paid at that time. Therefore, **ALL FEES ARE NON-REFUNDABLE and NON-TRANSFERABLE.**

Camp Policies and Procedures

Signing Your Child In & Out

Please sign your child in, noting the time on the sign-in sheet each day when you arrive. **A full signature is required by the person picking up.** We allow children to leave only with the adults listed on the YMCA Camper Registration Form. **These adults must also have a picture I.D. for us to release the child to their care.** If there is an emergency and no one on this list can come, please call with the name of the person picking up and their physical features. **That person can never take your child without her/him signing out and having photo ID.**

Unexpected Schedule Changes

Unexpected schedule changes due to transportation delays, unsuitable weather, or other factors may affect your child's arrival or departure. Camp staff will notify the Godfrey Parks and Recreation Department will notify you if campers will be late.

When Your Child is Absent

We are concerned when your child does not arrive as scheduled. If your child will be absent, please call and leave a message before 8:30am. Unfortunately, we are unable to offer refunds for missed days.

Camper Groups / Ratios

Campers are placed by age in groups that will not exceed 15 children per counselor. Groups may also have a C.I.T. (Counselor-In-Training) assisting the group. We will try to have your child with the same counselor if enrolled for more than one week, but please understand that numbers and age groupings may require counselors to work with other groups.

Camp Policies and Procedures

Transportation

Campers will be traveling in leased school buses for field trips.

- All participants will always be with more than one adult in addition to being paired with a camper buddy to ensure safety.
- All participants will review general travel safety guidelines at the beginning of the week with their counselor.
- All counselors will ensure safe walking routes to/from transportation.

Other Important Information

Please mark everything that belongs to your child. The YMCA will not be responsible for lost, stolen or damaged belongings. Walkmans/iPods, skateboards, skates, video games or any other hand held games are not allowed, due to the fact that these items are easily lost or broken, and also take away from the camp experience we have designed for your child. Please do not send spending money with your child. Your fee goes to cover the cost of all materials and entrance fees. Announcements will be made beforehand if campers are allowed to bring extra money on special trips.

Please label all of your child's clothing. A lost and found area will be available for parents to check for lost items. All items in lost and found will be donated to homeless shelters at the end of the summer.

Additional Information

Rainy / Hot Days

Camp will still be in session on rainy and hot days. Your child should come dressed appropriately. Shelters and indoor areas are available, and camp activities will be modified as determined by the weather. Our camp has a plan in place for severe

inclement weather. Please see the Camp Director if you would like more information on your camp site.

Weekly Newsletter

A weekly newsletter will be sent home with your child to let you know the activities your child enjoyed at camp during the past week, and to inform you of upcoming events. An emergency contact number will be available when campers are attending field trips

Lost and Found

The YMCA will maintain a lost and found location. Please check with the Camp Director for any lost or found articles. The YMCA is not responsible for lost, stolen or broken items, and personal items such as toys, money, games, etc. should be left at home.

Volunteers

In order to make Day Camp a true success we encourage you as parents to get involved in your child's summer experience. You are welcome to visit camp at any time and interact with your child. Please contact the Program Director prior to any visit. You are also encouraged to meet with your child's counselors. We encourage you to contact the Camp Director if you have an interesting career, hobby, or talent that you would like to share with your child's fellow campers.

Illness & Injuries

Illness Policy

Children displaying symptoms of illness will not be allowed to attend camp. If your child becomes ill at camp, you will be called to pick up your child. If we are unable to reach either parent, the emergency contact that you provided will be contacted. If your child has had a communicable disease, a doctor's written statement is required before the child is permitted to return to camp. A child exhibiting any of the following symptoms will not be allowed to attend camp:

Fever (100 degrees or over) Vomiting, Diarrhea
Sore throat/Strep throat Rash (unexplained) Chicken pox
Conjunctivitis (pink eye) Impetigo, Lice*
Pinworm/Ringworm, Measles, Scabies

Abnormal behavior (unable to function, sleepy, no appetite)
Respiratory symptoms (wheezing and/or severe congestion)
Discolored (green or yellow) mucus from nose

**In regard to lice, we have a "no nit" policy. Although a child may have been treated for lice, if nits remain in the hair or on the scalp, the child will not be allowed to attend camp. In addition, the child cannot return to camp without a doctor's written release.*

Emergency Procedures

If your child is injured during the program, staff will take whatever immediate steps are necessary upon evaluating the situation. Staff is trained in CPR and First Aid and can help with basic injuries but cannot assist beyond the scope of their knowledge.

Injuries

Minor injuries will be treated as needed, including washing, bandaging, and/or applying ice packs. Parents will be notified of any injuries at the time of pick-up. In the event of a major injury, the Camp Director will take whatever steps are judged necessary to obtain the appropriate medical attention. The Camp Director may decide to:

- Contact a parent or guardian.
- Contact any of the persons listed on the emergency information.
- Call 911 for an ambulance or paramedic. A YMCA staff person will accompany the child.

Medication Administration

Distribution of Medication

Camp staff will dispense medication that is deemed **absolutely necessary** and required by a physician on a scheduled basis. Camp staff will not dispense over-the-counter medications to children. In the event your child requires prescribed medications, please adhere to the following guidelines:

A signed note from parent/guardian giving permission to dispense medication is required. The time, date and amount to be given must accompany the medication. We also require a note from the doctor that gives specific instructions for administering the medication.

The parent/guardian must deliver all medication to the staff, where it will be kept in a locked container, out of the children's reach. Children may not carry any type of medication in their belongings (campers using inhalers must inform YMCA staff). Parents will be notified immediately if a child refuses medication.

Medication Distribution

Medicine must be given to the Camp Director or Camp Counselor by the parent. **Do not send medication with the child.** Only prescription medication (no over the counter medication) will be administered. A medication authorization form must be completed and appropriately filled out by the parent/guardian the day the prescription is brought to the Y Camp Program.

The Camp Director/Counselor may dispense only prescribed medication in the original container, which bears the original label displaying legible information stating the following:

- Prescription number*
- Prescription name*
- Strength & quantity of the prescription*
- Expiration date of any time-date prescription*
- Directions for use*
- Child's name*
- Physician's name*
- Date of original use, or refill, most recent date of issue*
- Name & address of licensed pharmacy issuing the medication*

Each time the medication is given to the child, the Camp Director will complete the information on the medication authorization form. When the child is no longer taking the medication, the medication will be returned to the parents and the medication form placed in the child's file. All medications must be stored in a designated area out of reach of the children and in a locked box.

Child Abuse Prevention / Reporting

Child Abuse Prevention

YMCA Child Abuse Prevention Standards – Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home or someone who works with or around children. Child Abuse includes non-accidental physical injury, neglect, sexual abuse & emotional abuse.

The increasing incidence of reported child abuse has become a critical concern. It is a special concern of the YMCA of Southwest Illinois because of our organization's role as an advocate for children and our responsibility for enhancing the personal growth & development of both children and adults in all YMCA programs. Based upon our concern for children, parents, and YMCA staff, the following standards related to identifying signs of child abuse, reporting procedures, staff hiring practices, and a code of conduct for parents and children have been developed.

Definition of Child Abuse – Child abuse is mistreatment or neglect of a child by another person, resulting in injury or harm to the child. Child Abuse may be physical, verbal, emotional or sexual.

Reporting Procedures – At the first report of suspicion of child abuse, the staff or volunteer observing the abuse to whom it has been reported, shall inform the YMCA Program Director responsible for the program. The Executive Director will then be informed immediately.

As a mandated reporter the YMCA will make a report to the Child Abuse & Neglect Hot Line at 1-800-252-2873 or 1-800-25-ABUSE. A call is made in "good faith"...only reporting a suspicion. It is the Department of Children & Family Services' responsibility to investigate the case.

Behavioral Issues

In the event of behavioral problems, parents will receive a phone call or behavioral slip to be informed about the issue. If the behavior continues, the parents are asked to meet with the camp counselor and director. If behavioral problems still continue, expulsion may occur.

Failure to disclose any and all pertinent information about your child can lead to termination from the program. Children can also be removed from the program based on inappropriate behavior by the parent or guardian.

Behavior Management

It is the goal of YMCA's Camp Program to guide children in becoming caring, honest, responsible, respectful & cooperative participants in the program. The program uses only positive behavior management techniques to increase children's self-esteem by helping them to become responsible for their own actions. It is important for children to grow to respect themselves as well as the rights & feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each child individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue.

The YMCA staff will never use physical aggressiveness to resolve conflicts and, similarly, we do not allow others (including children) to do so while participating in the program.

Depending on the severity and frequency of incidents, such as, fighting, inappropriate language, destruction of property, lack of regard for rules, or the possession of inappropriate toys (i.e. play guns, swords, or other weapons), a child may be suspended or expelled from the program. The following procedures will be followed concerning suspension and/or expulsion (unless severity or repetition of incident requires other action):

- Verbal communication will occur on a daily basis, if necessary.
- Day Camp Director will be notified and will review the situation.
- A written notice will be given to the parent.
- The camper may be suspended depending on the severity & frequency of the incident.
- A conference may be scheduled with a parent/guardian, if necessary.

It is at the sole discretion of the YMCA of Southwest Illinois to determine inappropriate behavior by campers in its Day Camp program, and thus reserves the right to dismiss any camper, at any time, for any inappropriate behavior.

If the participant/s is terminated due to aggression from the program for any reason the participant/s enrollment in any future YMCA programs may be compromised. Program enrollment will be subject to review.

Good communication between the YMCA staff and the parents will ensure a program that provides an environment that helps children develop self-control and respect for themselves and others.

Inappropriate Behavior

Inappropriate behavior of any camper toward any other camper or staff is strictly prohibited in the YMCA Camp Programs. A camper is any person enrolled in the YMCA Camp Program. Inappropriate behavior is defined as sexual advances, request for sexual favors, or other physical conduct of a sexual nature made by any camper toward another camper.

Campers who believe they have been victims of, or have witnessed, any inappropriate behavior must report the incident(s) to the YMCA Camp Director, Program Director or Executive Director immediately. Parents of the camper who believe their child has been a victim of inappropriate behavior or witnessed such an incident must also report the incident(s) to the YMCA Camp Director, Program Director or Executive Director immediately. The Camp Director, Program Director & Executive Director must investigate the incident.

Any camper accused of inappropriate behavior must be immediately suspended pending the outcome of the investigation. Any camper found to have violated this policy by committing an act of inappropriate behavior shall be subject to disciplinary action, up to and including expulsion.

Confidentiality will be preserved consistent with applicable laws. If an investigation of a camper complaint results in reasonable cause to suspect that the camper has been subjected to abuse or neglect, the matter will be reported in accordance with the YMCA Child Abuse Policies and state law.

Tax Information

Parents/Guardians are responsible for maintaining their own records for total child care expenses for the tax year. Receipts will be provided at registration. Additional information you will need for tax purposes:

Care Provider: YMCA of Southwest Illinois
424 Lebanon Ave.
Belleville, IL 62221
618-233-9485

Federal Tax ID # 37-0673565





Acknowledgement of Receiving Parent Handbook

I have read and understand all policies and procedures of the YMCA of Southwest Illinois.

Child's Name

Parent(s) Guardian(s) Signature

Date_____

Staff Initial

Date