



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Streator Family YMCA 2017 Summer Camp Parent Handbook

About the YMCA

The YMCA is for youth development, for healthy living, for social responsibility and is here to make the world a better place. We offer a wide range of programs that develop self-confidence, good sportsmanship, character development, fine motor skills and many other assets children need to become successful individuals.

Enrollment Policy and Information

The YMCA camp programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot for specific weeks of camp by completing an *Enrollment Packet*, and submitting the required Registration Fee and fees for each week of camp they wish to attend. Please note that the registration fee is non-refundable and non-transferable.

In order to register your child for any camp, you must submit an Enrollment Packet. This packet must be completed in full and immunization records must be attached. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc.

A child is not officially enrolled in camp until the Enrollment Packet and immunization records are turned in and the child is registered with paid fees. **There is a wait period of one business day after the registration packet is turned in before your child can attend camp.** If your child has a health/behavioral condition or requires medication, you will be required to fill out additional paperwork.

Session and Hours:

- Camp hours are 8am to 5:30pm Monday-Friday.
- Camp will run Tuesday May 30th to August 11th
- Please arrange early pick up with staff no later than the morning of the early pick up.

Summer Camp Ages:

- Children ages 5 years to 13 years old.

Drop-Off and Pick-Up Procedures:

- Parents/Guardians are required to personally sign children in and out each day upon arrival and - departure. Those persons authorized to pick up your child must do the same.



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- A valid photo ID must be shown every time a child is picked up from the site.
- Participant Drop Off is between 8am to 9am
- Participant pick up is between 4:30pm and 5:30pm for all campers
- Please arrange early pick up with staff no later than the morning of the early pick up.

A \$1.00/per minute late fee will be assessed per child after 5:35pm. The time used to assess late fees will be the clock on the cell phone of the staff at the site. The fee is to be paid by the end the week before the child attends the following week. Staff will attempt to call the emergency number on your file if your child is not picked up by closing time. If no one can be contacted by 6pm and no parental/guardian communication has occurred, the staff is required to notify the local police department and place the child in their care.

Verify Absences

When your child will be absent from the program, please notify camp staff. Parents are encouraged to notify the YMCA by calling the Streator Family YMCA Front Desk at (815) 672-2148. (There is no refund for absences.)

Weekly Rates:

- 5 Day Option - \$125 (\$100 Members)
- 3 Day Option - \$110 (\$85 Members)
- Daily Option - \$40 (\$35 Members)
- 4 Day Holiday Weeks - \$100 (\$80 Members)

Payments are due the Friday before the camp week begins at 6pm.

What to Bring Each Day:

-Sunscreen!

* Please apply prior to drop off. Each camper is responsible for their own sunscreen and application. Sunscreen will not be applied by camp staff unless permission has been granted at registration.

-Backpack

-Swim clothes and towel every day!

- A lunch
- A water bottle
- A GREAT ATTITUDE!

***Please label all personal belongings with first and last name in permanent marker

What to Wear:

- Sunscreen already applied before drop off
- Clothes and shoes that can get dirty
- Swim clothes
- Close toed shoes are required daily. No sandals will be allowed
- Hats may be worn and are recommended for sun protection.



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Personal Belongings

Remember to label ALL items brought to Summer Camp. Encourage your child to be responsible with personal belongings. The YMCA cannot be responsible for lost items. We suggest leaving all personal items at home. The following is a list of items NOT to be brought to the program:

- All Toys (Pokeman Cards!)
- Gum
- Jewelry
- Video Games, Cell Phones, Any Electronics
- Stuffed Animals
- Money

If these items are brought to the program they may be confiscated and returned to the parent at the end of the day. Disciplinary action may be taken.

Day Camp Activities include but are not limited to the following:

- Games
- Swimming
- Team Games
- Special Events
- Outdoor Play
- Water Activities
- Movies during inclement weather

Daily Schedule

The schedule of basic activities will remain the same for each day. The schedule is subject to change and may vary on Special Event days. Your child's schedule will likely be as follows:

- 8:00am to 8:30am – Check In
- 8:30am to 9am – Welcome/Small Group Activities
- 9am to 10am – Team Building
- 10am to 10:30am – Snack
- 10:30am to 11am – Free Time
- 11am to 12pm – Organized Group/Sports Activity
- 12pm to 12:30pm – Lunch
- 12:30pm to 1pm – Lunch/Social Time
- 1pm to 1:15pm – Change to Swim
- 1:15pm to 2:45pm – Swimming
- 2:45pm to 3pm – Change back from Swimming
- 3pm to 3:30pm – Afternoon Snack
- 3:30pm to 4:30pm – Group Activity/Free Time
- 4:30pm to 5pm – Small Group Activities
- 5pm to 5:30pm – Check Out

Accidents & Injuries:

If your child is injured at Summer Camp, staff will take necessary steps to obtain emergency medical care. These steps will include but are not limited to the following:

1. Attempts to contact parent/guardian
2. Attempts to contact parent/guardian through persons listed on emergency information record. If



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parental/guardian contact cannot be made, we will do any or all the following:

- a. Call 911
- b. Administer CPR and or first aid if needed

24 Hour Policy – Sudden Illness:

A sick child is to be kept at home for his/her sake and that of others. Many communicable disease begin with cold-like symptoms. A child is considered to ill when he/she is experience any of the following symptoms:

- An elevated temperature of 100 degrees or higher
- Vomiting
- An unidentified or contagious rash
- Ringworm
- Weep & red eyes (sign of conjunctivitis, pink eye, which is very contagious)
- Excessive cough and/or nasal discharge (any green mucus)
- Lice
- Any other symptoms that prevent your child from participating in the day's activities

If your child becomes ill while in our care, a staff member will contact the parents and request that the child is picked up immediately. Until the sick child is picked up, the child will be removed from all other program participants to ensure their health and well-being.

A child may return to camp when:

- His/her temperature has been normal for 24 HOURS without Tylenol, aspirin or substitutes
- He/she has been diagnosed as having a bacterial infection and has been on antibiotics for 24 HOURS
- It has been 24 HOURS since the last episode of vomiting or diarrhea without medicine
- Eyes are no longer discharging. If pink eye is suspected, continued treatment with antibiotic must have occurred for at least 24 HOURS
- The rash has subsided or the doctor has determined that the rash is not contagious
- In case of lice, children must be completely free of nits and lice to return. Summer Camp has a nit-free policy. Staff will conduct head checks on all children returning from a bout of head lice before the child may re-enter camp.

Please inform the Lead Camp Staff about the nature of any illness. If your child has a communicable disease, please inform staff when it first appeared. To return to camp, a doctor's release stating that your child is no longer contagious must be shown.

Behavior Management:

Praise and recognition of good behavior will be utilized throughout each camp day. Staff will help children choose appropriate behavior when needed and use positive reinforcement as a continual behavior management strategy. However, when behavior is severe or dangerous to the child or others, parents will be contacted immediately to pick up their child without refund. The Streator Family YMCA reserves the right to discharge any camper without notice or previous disciplinary action.



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Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines. When a set boundary is broken, it is also essential to provide some form of understanding.

The YMCA Discipline Policy follows these steps:

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In the case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment or physical restraint is ever used otherwise.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

Suspension/Expulsion Policies

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA supervisors can exercise the option to suspend a child from the program. The YMCA supervisors can also request that a child be picked up before the program end time due to behavior issues (failure to pick up your child within 1 hour of notification will result in being charged a late fee of \$1 per minute per child). If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems may include:

- Verbal or physical aggression toward staff or other adults
- Repeated incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the child or the other children
- Racism
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind



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If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes “opportunities to develop personal discipline including taking responsibility for one’s own actions, setting and accepting limits, respecting the rights and property of others.” We strive to help each child reach his or her full potential as a productive, responsible human being.

Medication Distribution:

If your child must take medication while he or she is at camp, you must sign the medication in with the Camp Director. All medications must be in the original container labeled with the child’s name and specific dosage instructions. Parents must also sign an Authorization to Administer Medication Form. Campers are not allowed to carry medications at camp at any time.

Financial Assistance

It is our goal to ensure that no one is denied services due to an inability to pay. Therefore, we offer options for financial assistance to those who qualify. Participants may apply for financial assistance through the Streater Family. Please visit our website under the Social Responsibility tab or visit the YMCA front desk for details.

Questions & Concerns

Questions and concerns may be directed to the Associate Executive Director, Alex Spencer
815-672-2148
a.spencer@streatorymca.org