



Kishwaukee

Family YMCA



2010 **YDAY CAMP™**

Parent Handbook

About Our Camp Staff....

Staff are chosen for their leadership skills, safety consciousness, responsibility, experience working with children, education and caring attitude toward children. All staff members are First Aid, CPR, and AED certified as well as background checked. Day Camp Staff receive training in safety, procedures, activities, lesson planning, character and asset development and much more prior to the camp program.

Building Assets at Kishwaukee Family YMCA Camp

Grounded in scientific research, Developmental Assets are 40 essential building blocks of healthy development. Think of assets as the "good stuff" that young people need in their lives to help them grow up healthy, caring, and responsible. Camp counselors can play a vital role in building these assets as they relate to your child.

Research shows that the more Developmental Assets young people experience, the less likely they are to engage in a wide range of high-risk behaviors including underage drinking, violence, illicit drug use, sexual activity, gambling, eating disorders and school truancy. Just as important, the more assets they experience, the more likely they are to engage in positive or thriving behaviors, such as succeeding in school, helping others, maintaining good health and overcoming adversity.

Kishwaukee Family YMCA staff members are trained to understand the ways in which camp exposes campers to important external assets, and how camp counselors encourage and strengthen your child's internal assets. Kishwaukee Family YMCA staff members know that you are counting on them to be positive role models, and that you have placed your trust in them!

Abundant Assets

Alliance™



www.abundantassets.org



Dear Day Camp Parents,

Welcome to the Kishwaukee Family YMCA Summer Day Camp Program! We are pleased that you have chosen our program and promise you a staff committed to providing quality care and a curriculum that will be safe, fun and creative. The summer staff and administration have enthusiastically prepared for a great summer.

Since your camp experience is just around the corner, we would like to provide you with information that will allow your camper to get off to a wonderful start. The following information is designed to acquaint you with the necessary policies, procedures and program information that will make this a memorable summer.

YMCA day camp helps kids grow positively, meet healthy role models and learn good values—all while having fun. We not only provide memories that last a lifetime, but we also assure parents that their kids are in good hands during the summer. If you ever feel we are not meeting your expectations, I want to know. You may call me at (815) 756-9577ext. 37 or email pjohnson@kishymca.org.

Sincerely,

Parker Johnson
Youth & Family Director, Kishwaukee Family YMCA
Email: pjohnson@kishymca.org or 815-756-9577 ext. 37



Camp Vision

The Kishwaukee Family YMCA strives to enrich the Spirit, Mind, and Body of all our participants. In the camp program, we use character development, crafts, active and non-active games, along with a variety of other activities to build strong children both physically and mentally. Strong children are just one piece of the YMCA’s goal of strong children, families, and communities. At camp, we believe that by building strong children we are also helping build stronger families and communities.

YMCA Goals for Day Camp

- To help children experience personal growth
- To teach children values
- To support and strengthen the family unit
- To demonstrate an appreciation for diversity
- To assist children in developing specific skills
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To assure that children HAVE FUN

Camp Hours

7:00 AM- 6:00 PM

Camps

Kamp Kermit:	3-5 yrs old (half-day camp)
Camp Cowabunga:	entering K – entering 3 rd Grade (5 years by 9/1/09 to 8 years old)
Camp Kishwaukee:	entering 4 th – entering 6 th Grade (9 years to 11 years old)
Camp Wootang:	entering 7 th – entering 9 th Grade (12 years to 14 years old)

Note: Children will be split up into smaller sub-groupings based on age.

Character Development

The Kishwaukee Family YMCA is committed to Character Development. It is infused into YMCA programs at all YMCA's across the country. The four core values of Character Development are honesty, caring, respect, and responsibility. We believe that shared values hold families and communities together. At the Kishwaukee Family YMCA Summer Day Camp, we incorporate these values in our daily activities.

Group Swim Time

All full-day camp children have an opportunity for recreational swimming within the camp program. Camp staff swims with the children and certified lifeguards supervise the swimming. Any child above the age of eight, who wants to swim in the deep-end of the pool, must pass a swim test. Upon passing, the swimmer will then be required to get a wrist band each time they come swimming.

The test that the children need to do is the following:

1. The child will tread water with their fingers out of the water for 45 seconds.
2. After 45 seconds, the swimmer will float for 5 seconds on their stomach.
3. After 5 seconds the swimmer will swim back to the side wall.

We will keep a book of names of those children who can swim in the deep-end. Children who can not swim must remain in the shallow end and are required to wear a floatation belt. Children under age 8 must be accompanied by an adult in the deep end, regardless of swimming ability.

Swim Lessons during Camp

Campers **may go** to swim lessons during their regular camp hours. For full day campers, we prefer if you would schedule their lessons after **4:15pm**. However, if lessons are scheduled during normal camp hours you must realize that this may result in your child missing out on special events/activities that your child’s group is doing. If your child has swim lessons during camp hours, please leave a note at the sign in/out table with one of the Camp Directors. A member of the camp staff will then make sure that your child gets to and from their swim lessons. We highly recommend that you do not sign your child up for Tuesday/Thursday lessons during the day, as they will miss half of the lessons due to field trips.

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 Youth & Family Director stating that you do not want your child to be photographed.

Camp Tracks*

Kishwaukee Family YMCA's unique camp program offers campers the opportunity to customize their camping experience by selecting those activities that interest them the most, we call them camp tracks. Campers will spend a minimum of 3 hours during the week participating in their selected activities. All tracks have limited spaces, so campers will be placed according to preference and availability. Campers can choose a different activity each week. Please take the time to discuss the choices with your child. With so many FREE activity choices, kids will never be bored!

TRACK	DESCRIPTION
Aquatics Track	This track is designed for the camper that LOVES water. Activities include swimming, water sports and games, slip-n-slide, and pretty much anything wet. If you like to stay dry, stay away from this track when you choose.
Creative Kids Track	Learn all of the exciting ways to express yourself on paper, with clay or with paint. This creative class will get your imaginative juices flowing and spark your interest in the arts.
Sports Track	It's your chance to learn a new sport or improve on a sport you already play. The sports include flag football, soccer, basketball, baseball, volleyball and more. This track is for campers who love to move and like organized sports.
Gymnastics Track	This track introduces children to the principle exercises and skills in gymnastics & tumbling.
Ninja Power Track	This class is focused on teaching children how to move their bodies to protect themselves from physical threats and using their minds to manage emotional distress. Ninja Power Kids build healthy minds and bodies and learn to avoid potentially dangerous situations.
Book Nook Track	Do you enjoy reading or being read to? This track is for those who need a little quiet time to enjoy a good book. Together we'll find a nook and enjoy a good book!
Dance and Drama Track	This track will bring out the best in fine arts for your children! Campers can expect to do role playing, routines, and other stand up skills.
Variety Discovery Track	A wide variety of activities take place in this track. Swimming, crafts, silly camp songs, hiking, sports and games. If you are having a hard time making a choice this is the track for you.
Leaders in Training (LIT)	You're never too old for summer camp! This camp track gives older children (ages 11-14) the opportunity to grow as a total person—spirit, mind & body—while still learning new things, making new friends, and of course, having fun! Campers spend their track time developing their leadership skills through a variety of character-building projects, hands-on activities and team building-exercises, many of which the campers decide on themselves. LIT's will enhance their leadership skill and gain some real work experiences by helping camp counselors, program staff, and volunteering in the local community. All LIT's are required to complete an application and interview process.

*Camp Tracks are subject to change based on participation, interest, and availability

What Do I Bring to Camp Every Day?

- ✓ Water bottle with water in it
- ✓ SUN BLOCK SPF 15+
- ✓ Swimsuit and towel
- ✓ Plastic bag for wet swimsuit and towel
- ✓ Morning Snack (healthy such as fruit, granola bar, fruit snack, or crackers)
- ✓ A bag or backpack
- ✓ Bug spray

Please write your child's name on all belongings

DO NOT BRING...toys of any kind, gum, glass bottles, money, any musical listening devices, video games, balls, collectable cards, or anything else that can be broken, stolen, lost, or of value.

Lunches & Snacks

Voluntary Action Center will be catering the summer camp lunch and afternoon snack. Please review the weekly menu with your child. If you choose to send food, please keep in mind that it will not be refrigerated; therefore, please pack only non-perishable items, or send food with a cold pack.

What Should Campers Wear?

- Shorts*
- T-Shirts*
- Gym Shoes **WITH** Socks
- Sun block should be applied before coming to camp.
(Counselors will remind children during the day to reapply sun block)

*Campers should wear clothing appropriate for the weather. Keep in mind that camp will be outside most of the time. Sandals **will not be allowed** unless it is a special day and a note has been sent home.

- **BE PREPARED: Your children will come home dirty, stinky, sticky, and sometimes wet & tired.**

Camp Weeks and Themes

Camp Themes make camp special - they encourage a camp spirit, generate excitement, and offer campers something to look forward to. The themes for summer camp 2009 are as follows:

Week #	Session Dates	Themes
#1	June 7-11	<i>Blast from the Past</i>
#2	June 14-18	Under the Sea
#3	June 21-25	Sports of all Sorts
#4	June 28-July 2	Survive the Challenge
#5	July 6-10	<i>Splash Town USA!</i>
#6	July 12-16	<i>Welcome to Hollywood</i>
#7	July 19-23	Now Entering...the WET ZONE!
#8	July 26-July 30	Dooey Dooney
#9	Aug. 2-6	Hooray for Holidays
#10	Aug. 9-13	<i>Waterworld</i>
#11	Aug. 16-20	Best of the Best of Camp



Field Trips*

Field Trips are once a week, usually on Wednesdays or Thursdays from 9AM – 4PM. Every camper will attend the Field Trip planned for the week(s) they are in camp. This allows campers to experience many activities outside of camp. The cost of the field trips is included in the weekly camp fees. A camp shirt must be worn on all field trips. The cost of the t-shirt is covered in the cost of registration. Please check the day camp calendar for specific times and locations for weekly field trips. Camp calendars are available after May 1st, 2010.

*All field trips are subject to change.

Mini-Field Trips

Some campers may get the opportunity to go on mini-field trips throughout the summer. Counselors will notify you with a note for such trips. These trips sometimes require a small amount of extra money to cover the extra costs. Example: going to Ollie's for ice cream.

Late Pick Up Policy

Please be on time to pick up your child. Camp ends promptly at 6:00 PM. There will be a \$1.00 a **minute** late fee per child.

Lost and Found

All lost and found items (except wet swimsuits and towels) will be placed in a camp lost and found that will be located near the sign-in & out tables.

Swimsuits and towels will be washed and placed in a special swimsuit/towel lost and found. To help minimize lost items, **please write your child's name on all of their possessions.**

Summer Camp Rules

There are four basic values/rules we teach regarding acceptable behavior. They are as follows:

1. We respect others and things through our words and actions.
2. We are responsible for our words and actions.
3. We are honest about our words and actions.
4. We are caring people.

Discipline and Guidance at Camp

When a child demonstrates that he/she has not followed the rules regarding acceptable behavior, the following procedures will be set into motion:

1. The counselor will redirect the child to a more appropriate behavior.
2. The child will be reminded of the behavior guidelines and the YMCA rules and a discussion will take place.
3. If the behavior occurs again, the Camp Director will discuss the situation with the child. The parent will receive a phone call or a written note about the situation.
4. The staff will document the situation. This written document will include what the behavior problem is, what provoked the problem and the corrective action taken.
5. If the problem occurs a third time, staff will schedule a conference that will include the parent, camper, counselor, and Camp Director.
6. If a problem is on going and the child continues to disrupt the program, the Kishwaukee Family YMCA reserves the right to suspend the child from the program. Expulsion from the program will be considered in extreme situations.
7. If a child's behavior at any time threatens the immediate safety of that child, other children or staff the parent may be notified and expected to pick up the child immediately.

The following behaviors are not acceptable and may result in immediate termination:

1. Endangering the health and safety of children or staff
 2. Continuous disruption of the program
 3. Unacceptable behavior, use of profanity, or threats to other children or staff
- Parents/caregivers are also expected to follow proper rules of conduct and may be prohibited from entering the premises if they exhibit violent or threatening behavior toward their own child, another child, another parent/caregiver, or YMCA staff.

POLICIES & PROCEDURES

Drop Off and Pick Up

A parent or guardian must physically come into the YMCA to sign their child into or out of camp.

- *Drop off* is at the Southeast corner of the Sports Center in the back of the YMCA. There will be a sign-in table set up between 7:00AM and 9:00AM for parents to sign-in, drop off any special notes, receive any important notices, or have questions answered. Please let the person at the sign in table know if your child will need to leave camp early so your child's counselor is notified of this change. At 9:00AM the books are left at the front desk for late sign in.

****It is very important to have campers here by 9:00AM or earlier on field trip days. If campers are not here by the time the bus leaves, they will miss that day at camp. Call the YMCA if you know you're going to be late and we may be able to accommodate you in some way.**

- *Pick-Up* is at the Southeast corner of the Sports Center in the back of the YMCA. There will be a sign-out table set up between 4:00PM and 6:00PM. Campers can be signed out at the front desk between 9:00AM and 3:45PM when the sign-out table is not available. **Campers will not be able to be signed out from 3:45 to 4:00 as this is a busy time of transition.**

****IMPORTANT****

Only the people listed on the registration form will be authorized to pick up your child at camp. If a person is not listed on the emergency form, the person will not be allowed to pick up your child without direct notification from the child's parent. We will check ID's of people that we do not know. We assume that all people listed on a child's emergency forms such as parents, guardians, and emergency contact people are authorized to pick up your child.

****Any special pick-up arrangements must be made in advance with the Camp Director. Example: Riding bike home, going home with a friend, swim lessons...**

Absences

If a camper will be absent or arriving late to camp, it is important to call the YMCA and leave a message for the Camp Director, the camp absence line is extension 42. If it is close to 9AM on a field trip day, please leave a message with the front desk staff rather than on voicemail.

Registration Form

The YMCA must have a completed registration packet for each child in the Day Camp Program prior to the first day of camp. The packet includes important information regarding the camper, parents, emergency contacts, people allowed to pick up your child, and your child's medical information.

Registration and Fees

Do not wait to register, as weeks tend to fill up quickly. The registration fee is a \$20.00 one-time fee per child. This fee is NON-REFUNDABLE. A **\$25.00 deposit** per camper per week must be paid at the time of registration to reserve a spot. **The deposits are non-transferable and non-refundable and are applied to the camp fees for that week.**

Weekly Fees

YMCA Member \$135
Non-Member \$180

Weekly Fees are due 2 weeks (14 days) prior to the start of that week. Here are the dates the weekly fees are due in full for each weekly session of camp:

Week #	Session Dates	Payment In Full is Due on:
1	June 7-11	May 24 th , 2010
2	June 14-18	May 31 st , 2010
3	June 21-25	June 7 th , 2010
4	June 28-July 2	June 14 th , 2010
5	July 6-10	June 21 st , 2010
6	July 12-16	June 28 th , 2010
7	July 19-23	July 5 th , 2010
8	July 26-Jul. 30	July 12 th , 2010
9	Aug. 2-6	July 19 th , 2010
10	Aug. 9-13	July 26 th , 2010
11	Aug. 16-20	August 2 nd , 2010

Failure to pay on time may result in your child losing their spot in the program.

Financial Assistance

Financial assistance and scholarships are available for camp. We do accept 4-C's funding. We also accept payment from the state for children in the foster care system. If you are in need of assistance, please complete a financial assistance application. Applications are available at the front desk.

Refund Policy

If your child will not be able to attend a week of camp that you have reserved, you must **fill out a camp change form** at least two weeks in advance or you will be responsible for paying the full fee of the camp week. The deposits are non-transferable and non-refundable. .

Medication at Camp

If your camper needs to take medication during camp hours you must fill out a medication form before we can dispense any medication. The medication form can be picked up at the sign-in/out table. We are only authorized to give prescription medication and it must be in its original container with your child's name typed on it. Medication must be turned into the Camp Director who will keep the medication locked up and out of the reach of other children. **NO CHILD MAY HOLD ANY MEDICATION IN HIS/HER BACKPACK.**

**Any over the counter medication will not be dispensed at the YMCA Day Camp unless the parent comes to do so, or you obtain a doctor's prescription for the medication. Examples: Aspirin, cough medicine etc. Please never send any medications with the camper in their backpack or lunch.

First Aid & Medical Emergency Policy

If your child is injured, we will take the steps that may be necessary to obtain medical care. The steps may include, but are not limited to:

1. General first aid will be administered
2. Attempts to contact parent or guardian
3. Attempts to contact parent through emergency contacts on the registration form.
4. Call an ambulance
5. A YMCA staff member will accompany the camper to the hospital until a parent and/or guardian arrives.

