



We build strong kids, strong families, strong communities.

Champaign County YMCA Summer Day Camp Parent Handbook

2010

Gymnastic Camps:

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Welcome to YMCA Day Camp!

The YMCA staff is excited to launch another great summer of camp offerings, and we're glad that your child will be a part of the weekly experience. We recognize that when you register your child for camp that you are entrusting the care of your child to our dedicated staff team. We have a mutual investment in making sure that your child's physical, social and mental well-being is enriched through his or her YMCA camp experience.

Based on decades of camp administration, we know one thing that ensures a safe and memorable summer for all: communication between parents and staff. Please know that your insights and feedback are welcome and encouraged to make sure the YMCA camp meets you and your child's expectations. You may contact the appropriate camp director if you have any questions or concerns.

We have a superb group of camp counselors ready to work with your child this summer. Our staff is trained in child abuse prevention, CPR, emergency procedures, and basic water safety, all in order to prepare staff for consistent, quality and engaging instruction.

If your child is not yet a YMCA member, inquire about youth membership in order to receive reduced camp fees. Some restrictions apply—contact the Member Service Desk for more details.

On the following pages, you will find information on key topics that you and your child should review together and acknowledge in order to prepare for a fantastic summer!

Below is a checklist of the items we need from you before your child begins his or her camp experience. Please be sure to complete these forms and return them to the YMCA before **your child starts camp**.

- Emergency Contacts and Pick-Up Authorization Form
- Medical Authorization Form
- Handbook Acknowledgement signed by parent/guardian
- Registration Form

If you need one or more of these items, visit our website @ www.ccyymca.net or email the appropriate camp director.

Enjoy YMCA Day Camp!

YMCA Staff

All YMCA day camps are instructed by trained, qualified staff oriented to the YMCA philosophy of providing an excellent camping experience for every child. To ensure each child is supervised and cared for appropriately, the YMCA upholds a counselor to camper ratio of 10:1 for all camps (with the exception of gymnastic specialty camps where the counselor to camper ratio is 8:1 or less).

All YMCA day camp staff participates in a voluntary background check and are trained in child abuse prevention, CPR, basic First Aid, emergency procedures, and basic water safety.

The YMCA Youth and Family director administers Adventure Camps, and each YMCA adventure camp is managed by a Site Coordinator who coordinates the daily operations of camp. It is important that you get to know these people by name during the first week to ensure maximum involvement and good communication. Each Site staff may also be reached by cell phone:

Champaign: 369-4429 St. Joseph: 369-3996 **Camp Director:** 239-2812

Note: It is common for your child to connect with a favored staff person throughout the summer. While the YMCA encourages mentoring relationships, it is YMCA policy that employees are not permitted to baby-sit for families enrolled in day camp.

Age-appropriate camps

Many day camps have requirements for grade entry due to the content of the curriculum and the maturity level required to accomplish some of the curriculum objectives. In all camps, campers are grouped with children of similar age to ensure learning outcomes equate to their experience and campers are comfortable in their surroundings. For this reason, we cannot guarantee special requests to pair friends, siblings or relatives of different ages together, nor can we guarantee that your child will be placed with a particular staff person.

Camp Sites

The YMCA offers two locations for **Adventure Camp** and a variety of off-site experiences that are integrated into the camp curriculum. **Specialty camps** are held on-site at the YMCA or in various locations based on curriculum as noted in the description. All specialty camps will begin their day at the YMCA location noted in the description in the YMCA Camp Directory; if the camp travels off-site, this is noted by the bus icon. Adventure Camp locations are:

Champaign

FFC: Family Fitness Center YMCA at 707 N. Country Fair Drive

St. Joseph

Church of Christ, 226 East Sherman Road

What to bring to camp

If your child participates in an all-day camp, please send your child with a backpack that includes 1) two snacks, 2) a plastic water bottle and 3) a healthy lunch in an insulated lunch bag labeled with your child's name. If your child is participating in a half-day camp, please pack 1) one snack and 2) a plastic water bottle. Please be sure to send enough food to last your child throughout the day because they will be VERY active and burn a lot of energy. No refrigeration is available so we suggest packing a frozen juice box or water bottle in your child's lunch to keep it cool. Be sure to send enough drinks in your child's lunch/backpack.

In addition, please pack sunscreen and bug spray daily to protect your child during scheduled outdoor activities. For Adventure Camp participants, please send a waterproof backpack with your child's swim suit, towel and optional items such as goggles, water shoes, etc.

What to leave at home

YMCA staff will keep your child engaged in healthy, interactive activities throughout the day. For this reason, please do not send money, cell phones, electronic games, MP3 players, toys, or other personal possessions that may risk being lost or stolen. If for any reason, you need to contact your child while he or she is at camp, you may call the director directly at the phone numbers provided on page 3. **Site coordinators will take possession of any cellular phone or electronic device brought to camp and return the item to parent at pick-up time.**

Note: A camper, and/or the camper's belongings may be searched by camp administrators whenever a reasonable suspicion arises that a camper has violated either the law or camp rules bearing on order of safety, and that the search may produce evidence of the violation. The camper will be invited to be present for the search when feasible. Our first and foremost concern is to maintain the integrity of the camp's environment and the protection of our campers and staff.

Camp Attire

Campers should wear comfortable, non-restrictive clothing that they can play in come sunshine, rain, or even dirt! Camp activities are geared towards physical activity that requires clothing to get messy at times. Always send your child in a comfortable pair of gym shoes. For your child's safety, **sandals are not allowed** at any camp.

As a general rule, do not send your child in expensive, brand name clothing. All clothing should reflect images and wording that is proper to wear to school, in good taste and weather appropriate. Clothing featuring sexually suggestive or explicit images/words or promoting alcohol, tobacco or gang related symbols are prohibited. All clothing should cover a camper's chest and midriff (no spaghetti strap tees, halter tops, midriff shirts). Clothing should be sized to fit (no overly baggy pant/short styles) in order to participate in all activities safely. All swimwear should be in good taste and modest. A good rule of thumb: if your child couldn't wear it to school, don't wear it to camp. Campers dressed inappropriately will be excused from activities until a change of clothes can be provided.

YMCA T-Shirts

One commemorative YMCA Day Camp t-shirt is provided to each child registering for camp. T-shirts will be distributed to campers at their first day of camp attendance. Additional shirts may be purchased for \$6 each by contacting the camp director. **Note: For children enrolled in YMCA Adventure Camp, the commemorative camp T-shirt must be worn on all field trip days for ease of identification of our campers when traveling off-site.**

Field Trip Protocol

Field trips are included in all camp fees and are communicated in the weekly and monthly calendars provided online or at the YMCA member service desk. On field trip days, **PLEASE BE PROMPT!** It is very important that you check the bus departure/ arrival times on your camp calendar so your child does not miss the bus. We will not be able to wait for late arrivals to camp and you will be required to find alternate care for your child as no staff remains behind for this purpose. For safety reasons, we cannot allow campers to be picked up or dropped off at the field trip site.

In case of rain or inclement weather, field trips are subject to cancellation or change in location. If you wish to check on the status of a field trip change/ cancellation, please call the director for your child's camp.

Bus Transportation to Off-site Venues

The rules for bus transportation are simple and easy to follow. Campers are to remain seated on the bus at all times. No food, drinks, or candy are to be consumed while on the bus at any time. All leased vehicles are inspected daily and regularly checked by a licensed mechanic. Our bus drivers are trained in CPR, basic First Aid, and child abuse prevention in addition to the training necessary to safely operate the school bus.

Drop-off and Pick-Up Procedures

Each YMCA Day Camp location has a drop-off and pick-up location specific to its site. Specialty camp drop-off/pick-up locations vary; please see the YMCA Day Camp Directory for specific locations noted in the camp description.

Drop-off protocol: Please walk with your child in to the camp venue and **sign your child in** on the daily camp roster. Always leave adequate time for this important step, as it is required of all parents and campers—no exceptions.

Pick-up protocol: Please enter the camp venue and **sign your child out** on the day camp roster. Please remember to bring your personal identification with you as you may be asked to verify your identity if camp staff does not recognize you. This is also true if you are sending an authorized friend or family member to pick-up your child on your behalf. Camp sign-in and sign-out is required daily—no exceptions.

Discipline Protocol

YMCA staff plans each day with engaging activities that promote responsible and caring interactions among all campers. As part of their supervisory role, the staff governs the behavior of each child and will proactively address conflicts if they arise. If an incident occurs where a camper conducts himself/herself in a manner that jeopardizes his/her safety, the safety of others, or is not in accordance with the Character Contract, the following steps will be taken.

First incident: a staff member will address the issue directly with the camper and document the incident. Depending on the nature of the incident, staff reserves the right to remove a child from an activity for part or all of the day, while still supervised, as a consequence for negative behavior. Parents will be notified during the day or at the end of camp at pick-up time depending on the time of the incident. Parents will be asked to sign a Character Contract counseling report after consulting with the staff.

Second incident: a staff member will address the issue directly with the camper and document the incident. Parents will be notified by phone following the incident to pick up their child within the hour and a camper forfeits his or her participation in camp activities the next day he/she is registered for camp. Parents will be asked to sign a Character Contract counseling report after consulting with the staff.

Third incident: a staff member will address the issue directly with the camper and document the incident. Parents will be notified by phone following the incident to pick up their child within the hour. If this occurs, a camper will forfeit his or her participation in camp activities for one week. Parents will be asked to sign a Character Contract counseling report after consulting with the staff.

If a fourth incident occurs, a camper will be dismissed from camp activities for the remainder of the summer.

Any child causing severe harm to another child or staff member will be dismissed from the camp immediately. Campers involved in vandalism or malicious mischief either against camp property or against another camper or staff member are disciplined immediately. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/ guardian.

Frequently Asked Questions

Q: What if my child cannot attend camp due to illness, vacation or other reason?

A: If your child will be absent, please leave a message with the Site Coordinator of your child's camp location with your child's name and date of absence by 8:30 AM. You can also access the YMCA Camp Office at 239-2812 at any time. Please keep in mind that no refunds are provided for missed days that your child is registered.

Q: How will I know what activities are planned each week for Adventure camp?

A: Weekly and monthly calendars are available online at www.ccyymca.net, at the YMCA's member service desk or available at the sign in/out stations at all camp venues.

Q: What if I need to cancel a camp session that my child is registered for?

A: It is the YMCA's policy that camp deposits are non-refundable non-transferable. If your camp balance is scheduled via automatic bank or credit card draft, you need to notify the camp director in writing at least seven business days prior to the camp start date.

Q: Can I visit my child at camp when I have free time?

A: The YMCA has an open door policy for parental visits at all camps. If you plan to visit, please check-in with the YMCA staff to acknowledge your arrival. We ask that you be sensitive to the activity taking place so as not to disrupt the camp curriculum.

Q: Does the YMCA accept donations for camp activities?

A: Yes. Items such as board games, some sporting equipment, hand sanitizer, tissues and supplies for arts and crafts are welcome. Before donating, please consult with the YMCA Camp Director for immediate needs or specific criteria based on volume or types of donations needed.

Q: Where is the lost and found area for my child's camp?

A: A lost and found container is available at each camp location for all misplaced items found throughout the day and not claimed by their rightful owner. Please mark your child's belongings with his or her name prior to the start of camp. The YMCA is not responsible for lost items.

Q: What is pre-and post-care for YMCA Adventure Camp?

A: Pre- and post-care is the YMCA's way to help parents manage their child's experience while balancing work and commutes. This is included in YMCA Adventure Camp fee.

The YMCA day camp sites open at 7:00 a.m. with supervised care if your child requires care prior to the start of camp at 9:00 a.m. In the afternoon, when camp ends at 4:00 p.m., the YMCA day camp sites will remain open with supervised care for campers up until, but no later than 6:00 p.m. A \$1.00 late fee will be assessed for every minute thereafter per child. This fee is due upon your arrival.

Q: What if my child gets ill or injured while at camp?

A: If your child does not feel well for an extended period of time, YMCA staff will contact you to come pick-up your child. Moderate injuries will also be promptly communicated once proper First Aid is administered. A parent/guardian will be contacted immediately for any severe injuries requiring professional medical attention. If a parent/guardian cannot be reached, medical treatment will be sought under advisement of the camp director.

Q: My child requires a dose of medicine during the day. What is the protocol for this?

A: A medication authorization form is required to be completed in order for camp staff to dispense any medication to a camper. Per the authorization form, medicine is required to be in its original pharmacy container with the doctor's name, the name of the medication and all dosage information on the original label. In addition to this form, parents are required to sign the daily medication administration log at time of sign-in each day instructing staff to the time and dosage of permitted medication.

Q: How do I contact YMCA staff during the day?

A: For non-urgent communication, you may leave a voice mail message at 239-2812. This voice mail is checked periodically throughout the day. For urgent communication regarding a specialty camp, please see the weekly calendar and information sheet for the appropriate phone number. For urgent communication regarding Adventure Camp, please call the site phone for your child's camp venue:

Champaign @ 369-4429

St.Joseph @ 369-3996

Q: What is the best way to retrieve information about camp on a weekly basis?

A: The first option, and most convenient, is the YMCA's web site at www.ccmca.net. At the navigation bar, choose "Programs", then "Camp". Secondly, look for the weekly and monthly communication calendars at the sign-out stations or at the YMCA member service desk that specific to each camp on a weekly basis. Lastly, YMCA staff is available to offer any camp information during drop-off or pick-up times daily.

Q: How often will my child swim during YMCA day camp?

A: Swimming is an exclusive component of Adventure Camp and is scheduled for two or three days each week. Campers should bring their swim suit, towel, goggles and water shoes on these designated days per the monthly/weekly calendar.

All children will be tested for swim ability upon entering the pool to determine if they are able to swim. Only children who can pass the deep end swim test are able to swim outside the shallow end during free swim periods. Float belts and life jackets are also available for children unable to touch the bottom of the pool.

Camp Fees

All camp fees are based per session unless noted in the description otherwise. As a membership benefit, all camps are offered to YMCA members at a reduced rate. If you choose to sign your child up for a YMCA membership, this must be done prior to registration for camp in order to get the member rate. Membership must remain active through September 15, 2010.

To the extent that funds are available, financial assistance is provided to children based on demonstrated need for those who cannot afford the full camp fees. Community donors who contribute generously provide this funding to the YMCA Strong Kids Campaign. For consideration, download an application at www.ccmca.net or call 359-9622 to request an application. Please allow four weeks for processing prior to the need for funding.

Three payment options are available to help you conveniently manage your child's summer camp experience while planning ahead and securing a reservation for your child in a specific camp.

Option 1: Register with Deposit

If you're interested in paying for one or multiple camp sessions on a weekly basis, you will want to take advantage of the YMCA's Register with Deposit system. **With this method, you can reserve your child's placement in a camp with a \$20 registration deposit for each session, with the balance due by 7 p.m. on the Wednesday prior to the week your child is registered to participate in a camp.**

Each session deposit is deducted from the balance due each week. Please recognize that due to the popularity of camp sessions and the YMCA's need for planning to care for your child, camp deposits are non-refundable and non-transferable to other sessions.

With this option, you have the choice to pay for the session balance due each Wednesday by 7 p.m. in one of two ways:

You may pay the balance with cash, check or credit card at either YMCA location at 500 W. Church Street or 707 N. Country Fair Drive. If you plan to pay for camp balances with a check, save time and avoid waiting in line by taking advantage of the secure Express Payment Drop Box located near the front desk in each facility. If payment is not received by 7 p.m. on the Wednesday due date, your child's camp reservation will be forfeited automatically without notification. (If space is available, you may re-register your child for camp with payment in full and we will honor the initial \$20 deposit towards the payment.)

You may sign up for bank draft transfers (ACH) using your checking account or credit card. This option requires advance paperwork be completed by June 2 to ensure that all ACH data is processed in time for your first automated deduction. Please see the YMCA's member service desk to obtain the ACH form for automatic draft for this payment method.

Day Camp Payment Schedule:

<u>If your child is attending:</u>	<u>Balance is due on Wednesday by 7 p.m.:</u>
Week 1: June 1-4	May 26
Week 2: June 7-11	June 2
Week 3: June 14-18	June 9
Week 4: June 21-25	June 16
Week 5: June 28-July 2	June 23
Week 6: July 5-9	June 30
Week 7: July 12-16	July 7
Week 8: July 19-23	July 14
Week 9: July 26-30	July 21
Week 10: Aug. 2-6	July 28
Week 11: Aug. 9-13	Aug. 4

Option 2: Payment in Full

If you're interested in paying for one or multiple camp sessions in full at the start of the summer, you will want to take advantage of the YMCA's Payment in Full system. With this method, you can reserve your child's placement in a camp by paying for the full amount at time of registration with cash, check or credit card. If a schedule change is required, camps paid for in full are refundable minus a \$20 fee for each session. Please recognize that due to the popularity of camp sessions and the YMCA's need for planning to care for your child, the \$20 fee is non-refundable and non-transferable to other sessions.

Option 3: Third-party Payment

The YMCA accepts third-party payments from organizations including Child Care Resource Services (CCRS) and DCFS. Note: CCRS payments are only applicable towards YMCA Adventure Camp and full day specialty camps. All third-party payment arrangements require completed paperwork and confirmation of payment terms before a camp reservation is processed. For those qualifying for third-party payments, it is to your child's advantage to coordinate payments in advance. We strongly recommend a 30-day lead prior to registration to ensure camp availability. Please contact Aaron Elliott at 239-2812 for additional information.

Registration

Register in-person at either YMCA location at 500 W. Church Street or 707 N. Country Fair Drive. Both YMCA member service desks may process camp registrations with deposits and process balances due for your convenience. You may download the paperwork from www.ccmca.net to ensure a faster registration process.

There is a one-time \$25 registration fee per family adventure and specialty camps.



YMCA Day Camp Character Contract

YMCA Day Camp strives to provide an environment in which children can develop meaningful relationships, acquire new skills and be engaged in activities that improve their spiritual, physical and mental well-being. In support of this goal, the YMCA integrates a Character Development curriculum and philosophy in to every day and every aspect of day camp. The four pillars of YMCA Character Development are Respect, Responsibility, Caring, and Honesty.

As staff demonstrates these characteristics, we ask that your child honor these important character traits as well by agreeing to the following Character Contract. **Please read through the Character Contract with your child and sign the form to acknowledge your mutual agreement to the contents of the Character Contract.**

My child and I agree to honor and support the attributes of good character while participating in YMCA Day Camp:

Speak with Respect: I will choose to speak respectfully to and about other campers and staff and will not initiate or contribute harmful conversation about others, discuss inappropriate topics or use obscene language or gestures.

Listen to Staff: I will honor staff's request or direction the first time I am asked or instructed to do something or refrain from doing something in order to participate in a safe and respectful environment.

Play Fairly: I will engage in activities that I have been given permission to do so and will contribute to group play by being fair, following instructions and respecting other's right to play, too. I will refrain from physically harming or demonstrating aggressive behavior towards others. If I need help expressing my feelings with words, I will ask a YMCA staff member for assistance and will keep my hands and feet to myself.

Be Accountable: I will remain with my assigned group of fellow campers and YMCA staff at all times to ensure my safety while at the YMCA or during off-site trips.

Be Caring: I will ask permission to use toys, games and equipment and care for these items while I am enjoying them so that my fellow campers can have the same experience. I will help care for the YMCA property by cleaning up after myself and returning toys, games, and equipment to their proper place when I am done enjoying them

YMCA Day Camp Parent Handbook Acknowledgement

Please sign this form, remove it from the handbook and submit to the YMCA before May 27,2010. (Or before the start of your specific camp)

I, _____, have received the YMCA Day Camp Parent Handbook. I agree that it is my responsibility to read and adhere to the policies and procedures of the YMCA Day Camp program. I understand that if I do not adhere to the policies and procedures that my child may be removed from the program.