

STERLING-ROCK FALLS YMCA

YMCA Summer Camp

2019 Parent Packet

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Summer 2019

Dear Summer Day Camp Parents:

Welcome to the Sterling-Rock Falls Family YMCA Summer Day Camp. We're glad you have chosen to spend some memorable moments with us this summer. We look forward to providing an exciting summer, filled with tremendous summertime experiences that only YMCA camp can offer. Our camp staff has planned for this summer throughout the entire year. We have hired role models for your children who will build character, create positive experiences and memories that will last a lifetime. Our staff is trained to display and encourage the values of caring, respect, honesty and responsibility throughout the daily activities and games of the camp curriculum. Whether you are new to the YMCA Summer Camp or a seasoned Y Camper, we are pleased to welcome you to the 2019 camp program.

Enclosed with this letter is a listing of policies and procedures along with some forms for you to sign indicating that you have read and understand these policies. These forms, along with your registration form, will be on file. These precautions are necessary for our organization to offer your child the safest possible program.

If you have any questions or concerns regarding your child's experience in the summer program, please feel free to contact me at 815-535-9622.

Jamie Darling
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Important Facts

The Sterling-Rock Falls Family YMCA is a non-profit, human service organization that puts Christian principles into practice through programs that build a healthy spirit, mind, and body for all.

Financial Assistance is available to those who qualify.

- Financial assistance applications are available at the Y or at www.srfymca.org.
- 4C's applications will be available at the Y.

4C's applications must be approved before the child is able to start the program.

Safety and Qualified Staff are a priority.

- All camp staff are First Aid/ CPR certified and have experience working with children

Summer Camp Mission

It is our mission to provide a safe, thriving environment for young people to explore personal interests, build self-esteem, develop interpersonal skills, discover the benefits of the outdoors and learn about the importance of living a healthy lifestyle in a relationship based environment.

Goals of our Summer Program

Our cause is for youth development, healthy living and social responsibility. Our camp programs, as part of the YMCA, reflect these values and are designed to help our campers grow physically, mentally, and spiritually within a fun camp environment. Well-trained camp staff will lead the campers in challenging activities act as a catalyst for growth in your child.

All YMCA camps are designed to meet the following goals that are established for these three causes. Each camper will:

- Grow personally
- Learn values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders and supporters
- Develop specific skills and assets
- Have fun

Camp Registration/ Payment Information

Registration Policies

To register for camp, you need to fill out the registration form/ program waivers.

Enrollments are subject to availability.

- Registration paperwork can be found online at www.srfymca.org under the Youth tab.
- Paperwork needs to be submitted in person at the YMCA, 2505 YMCA Way Sterling, IL 61081.
- The YMCA needs to have a hard copy of your completed registration forms for your registration to be considered complete.

Payment Options

There are two payment options:

- You may pay in full at the time of registration
- We will draft your account each Friday before the next week of camp starts. Camp payments will start on May 31st for week 1 of camp.

Receipts can be sent via e-mail upon request, provided we have an email address on file.

Please allow a two-week processing period for annual receipt requests.

Refund Policy

All withdrawals from a camp week and/or refund requests must be done through email or phone call. Please email Jamie.darling@srfymca.org or call 815-535-9622. Refunds/credits will be issued as follows:

- A full refund will be issued if a written cancellation is received at least 2 weeks prior to the start of the camp week.
- Cancellations less than two weeks in advance will be charged a 20% processing charge.

All refunds will be submitted back onto your account as a system credit unless requested otherwise.

Transfer Policy

Camper transfers from one week and/or day to another will only be made if space is available. Transfer requests must be made in writing at least two weeks in advance.

Waiting Lists

If a week fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Tax Information

The YMCA's tax ID is 26-2225496.

Program Content**Camp Hours**

Camp hours are from 7:30am to 5:30pm Monday through Friday.

Extended Hours

- Early Drop Off
 - 6:30am-7:30am
 - \$10/ child per week
 - If child arrives before 7:15am, they will receive a bowl of cereal and a juice.

Swimming

- We will be swimming most days at camp. All campers will be put through a swimming test on their first day for access into the deep end of pool.
- Campers can use life jackets from home. If you bring a life jacket at home, please make sure to label it clearly with your child's first and last name.

Typical Camp Day

| | |
|------------------------|--|
| 6:30-7:30 | Early Drop Off |
| 7:30am-8:30am | PRE-CAMP ACTIVITIES -meet and greet campers -small group games |
| 8:30am-9:00am | CAMP OPENING CEREMONIES -announcements -break into age groups |
| 9:00am-10:00am | SPORTS TIME -Skills and Drills |
| 10:00am-10:30am | MORNING SNACK |
| 10:30am-11:00am | ROTATION 1 |
| 11:00am-11:30am | ROTATION 2 |
| 11:30am-12:00pm | ROTATION 3 |
| 12:00pm-1:00pm | LUNCH |
| 1:00pm-1:45pm | ALL CAMP GAME |
| 1:45pm-3:00pm | SWIMMING |
| 3:00pm-3:30pm | AFTERNOON SNACK |
| 3:30pm-4:30pm | SPORTS TIME -game or practice |
| 4:30pm-5:30pm | FREE TIME -announcements for next day |

Parent Information

Dropping Off/ Picking Up your Child

- A parent/ authorized person must sign children in when they arrive and leave with camp staff when they depart daily. If not signed in, the YMCA cannot be held responsible for the child.

- Photo ID is **REQUIRED** at the time of pick up. If you do not have it with you, staff will ask you to go get it.
- Children are not allowed to leave camp without a parent/ guardian picking them up and signing them out.
- Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization.
- If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request.
- No child will be released to anyone who is not authorized to pick up that child.
- ****Note:** Appropriate legal paperwork is required to be on file with the YMCA when the custodial parent requests the center not to release the child to the other parent.

Walk Home Policy

No camper will be allowed to leave by him/herself and / or sign him/herself out of camp, regardless of written permission. **NO EXCEPTIONS!**

Late Pick-Up

We close promptly at 6:00pm.

For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

After your third late fee please note that you may be asked to withdraw your child from camp. Payment should be paid to the front desk staff. If you are running late, please notify the camp and attempt to make alternate pick-up arrangements.

If a child is not picked up by 6:30pm and the parent has not been in contact with the YMCA, Child Protective Services will be called.

Absences

Please report any absences by calling the YMCA office at 815-535-9622 if your child is not going to attend on any given day.

Children at Risk

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- ❖ Call the other parent
- ❖ Call another person on the child's emergency contact list
- ❖ Call a taxi
- ❖ If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called

Termination Policy

The YMCA reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by YMCA staff, parents will be informed of reasons for termination of services.

Camper Supervision

Staff

We feel confident that we have the best staff around! The YMCA strives to hire highly qualified, well-trained staff to conduct all YMCA childcare programs. All camp staff has basic first aid and CPR/AED certifications. YMCA Staff model the YMCA Character Development values of caring, honesty, respect, and responsibility. Most importantly, our staff are people who love working with kids. They are good people with good hearts!

Volunteers

The YMCA welcomes volunteers for our programs. All volunteers will be given a background check. Volunteers are not counted in adult to child ratios.

Staff Training

All camp staff is required to attend at least 20 hours of training prior to the first day of Summer Camp.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the Sterling-Rock Falls Family YMCA Summer Camp program, they learn how important it is to apply sunscreen throughout the day, how to do face counts, how to check children in and out, and how the drop-off and pick-up process operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in games, skits, and arts & crafts projects.

At the end of our training, they are ready to use their new skills and knowledge with campers.

Camper Ratios

We operate with the maximum ratio of 1:10 staff to child ratio for campers 5-7 years of age and 1:15 staff to child ratio for campers ages 8 and up.

Special Needs

The Sterling-Rock Falls Family YMCA is committed to living out our value of inclusiveness which guarantees nondiscrimination and equal access for all in our programs, services, and activities. We strive to provide the best day camp experience for your child, and ask that prior to registration, you consult with the Senior Program Director regarding any special needs of your child. We will work to provide reasonable accommodations upon request. Inclusion information for children with special needs must be provided at the time of registration (Inclusion Form) & directly to the Camp Coordinator on the first day of camp.

Since there are some medical treatments and procedures that legally the YMCA staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

Bathroom Procedures

No camper is ever alone, and no camper is ever alone with a staff member. All campers will take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by camp staff.

Communicating with the YMCA Camp Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence.

Once a week, you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

Medical/ Emergency Information

Essential Forms

Each camper is required to have a completed:

- Camp Registration Form
- Medication/ Inhaler/ Epi-Pen Consent Form as needed
- Inclusion Form- as needed

These forms must be given to the YMCA at the time of registration or your child will NOT be able to attend camp! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

Address & Telephone Numbers

Please inform the YMCA in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify the YMCA who the best person to contact in a case of an emergency; this allows us to quickly contact others on your emergency contact list if necessary.

Nut Free Facility

The Sterling-Rock Falls Family YMCA Summer Day Camp is a NUT FREE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, YMCA staff will provide a nutritious alternative and the item will be returned to you at the end of the day. This includes items not in the original packaging or homemade items. If we cannot tell what it was made from, your child will not be able to have it at camp.

Your understanding and support in helping us to provide a NUT FREE ZONE is greatly appreciated. The Sterling-Rock Falls Family YMCA continues to work towards an inclusive

environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. If a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, if a major injury or health problem arises, and professional medical care is required, the following steps will be taken:

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be documented in writing on the YMCA incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

Weather/ Heat Policy

- Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.
- During periods of extreme heat (heat index reaches 100F), the camp staff will scale down the physical camp activities. Campers will remain inside when the temperature is 102 or above.

Health & Illness

- If a child arrives ill or becomes ill, the parent or authorized individual will be notified immediately to pick up the child within one hour.
- Sick children will be monitored and isolated, with necessary supervision, until designated pick up arrives.
- If you are keeping your child home due to illness, please contact the camp by 9:00am and let the staff know of your child's absence.

- When your child has a fever (fever of 101) or vomiting/diarrhea, please make sure they remain at home 24 hours after their temperature and symptoms returns to normal.
- Notify the Camp Coordinator if your child contacts a communicable disease.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medications(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and "over-the-counter" medications will not be dispensed without written consent from the child's parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child's name, the name of medication, the dosage amount, and the time or times to be given.
- Parents must provide any cautionary information specific to the medication.
- Medications will be stored in a secure area that is inaccessible to campers.
- All non-prescription medications will be kept away from camper and in the Senior Director/ Coordinator's control. This includes over the counter products such as: cough drops and cold medications. We treat these as "medications" and they can only be administered by the Senior Director, Coordinator, or counselors with written parental consent. They are not to be available to the child at camp and are not allowed in their lunch box or back pack. This safety precaution is necessary to avoid misuse and "sharing".
- All medications must be in the original container and clearly marked with the child's first name and last name, and MUST be given directly to a STAFF MEMBER.
- Aspirin will not be given without the written permission of the child's physician.

Sunscreen/ Bug Spray

Your campers will be required to use sunscreen/ bug spray while participating in the camp day, the following procedures MUST be followed in accordance with YMCA policies.

- Keep the sunscreen/ bug spray in the original container, labeled with your camper's name
- Camp staff will remind campers to apply sunscreen/ bug spray multiple times per day.
- Camp staff will apply sunscreen/ bug spray to campers under the age of 7 years old. All campers that are older than 7 years old will be permitted to apply their own sunscreen/ bug spray.

Preparing for Camp: Frequently Asked Questions

We will provide email updates about the Summer Camp program and special events. We will send out an email once a week during the summer. Please make sure to add your email address to our records to receive email correspondence from camp.

What should my camper bring to camp?

- Athletic shoes (no open toed shoes allowed)
- Weather-appropriate clothing (hats are encouraged)
- Girls must wear a one-piece swimsuit or a two-piece tankini
- A nutritious peanut free sack lunch if not participating in hot lunch program. No sharing food. Campers do NOT have access to facilities to reheat or refrigerate food. The YMCA provides a morning and afternoon snack daily. Campers may bring an additional healthy snack with them.
- Breakfast will be provided for early drop off campers (those who pay the early drop off fee) before 7:15am.
- Waterproof sunscreen or sun block and bug spray. We recommend a waterproof, long-wearing formula for best protection. YMCA staff will remind campers to apply sunscreen on a scheduled basis.
- Backpack
- Life Jacket
- Water bottle
- Swimsuit and towel
- Book

LABEL all items with camper's full name.

Should I pack water for my child?

Yes. Though our staff make regular trips to the restrooms and drinking fountains, parents are ultimately responsible for sending their child with plenty of fluids for the day.

What shouldn't my campers bring to camp?

| | |
|----------------------------|---------------------------|
| Cell Phone | Weapons |
| Video Games | Alcohol and Drugs |
| Personal CD/ stereos/ iPod | Personal sports equipment |
| Expensive jewelry/ watches | Animals |
| Money | |
| Toys and card games | |

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse for lost, stolen or broken items.

What should my campers wear to camp?

Children should wear clothing suitable for an active day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes (no sandals). Please label all items sent to camp with the child's first and last name. Our camp uses discovery and play as a major part of our camp program; thus, we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials while your child's engaging in a fun activity.

What shouldn't my child wear?

Baggy pants, short shorts, halter, or spaghetti strap tops and flip flops are not permitted.

Can my camper use the vending machines?

No. The vending machine is strictly prohibited during camp hours. Please be aware that this will be strictly enforced by camp staff during camp hours for all campers.

Camp Lunch Program

- We offer a FREE lunch for all campers from Aramark Food Services.
- We will send out monthly menus each month.

- If you decide to not participate in the free lunch program, you will be required to bring a peanut free lunch. All lunches will be checked for peanut/ tree nut items. Any items that are found to contain nuts (or not in its proper packaging) will be removed and returned at pickup time.
- If you are packing a lunch for your camper, candy/ pop is NOT ALLOWED.
- If your camper forgets their lunch, they will be provided a lunch from our Lunch Program.

Field Trip Information

- A signed permission slip is required to attend the field trip. This is the waiver that is attached to the end of this packet.
- DO NOT bring extra money for field trips unless specifically requested in advance. YMCA staff are NOT responsible for lost or stolen money.
- Behavior guidelines are enforced on field trips as well as at camp. Campers who cannot adhere to the rules may meet one or more of the consequences listed in discipline policy.
- There will be an extra charge of \$10 on weeks with a bused field trip. If you do not wish to participate in the field trips you are unable to attend camp that day.

Lost and Found

We know that sometimes things just get lost. Please label all your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for camper possessions that are lost or stolen.

Rules and Safety

Safety is paramount to the camp program. All children MUST be picked up from camp by a parent or authorized person. All authorized persons will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of the summer and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

- Listen to the staff and follow their directions
- Campers should not be alone at any time while in camp.
- No cell phone or electronics are allowed. If you have one, please give it to a counselor.
- Please do not climb trees.
- Please respect nature; do not pick leave, grass, and do not harm plants or animals
- Please do not throw sticks or stones.
- Keep camp clean. This includes picking up litter, no writing graffiti, and replacing any camp equipment after you use it.
- No fighting. If you have a problem, walk away from the situation and tell a counselor.
- Appropriate footwear must be worn at all times.
- Campers should always strive to be caring, honest, respectful and responsible.
- Hallways are quiet places where there is no running/eating/horsing around.

BEHAVIOR POLICY

Our main goal is to ensure your child learns in a safe environment. Inappropriate behavior can take away from this goal. We do not allow participants to use vulgar language, hit, or tease other participants. We do not accept participants leaving the property without prior parent permission. Our programs are operated in a group setting and as such children will be expected to behave appropriately. If your child has trouble with the group nature, we will communicate that and determine if he/she is able to continue.

Below is a copy of the YMCA Behavior Policy that will be strictly followed throughout the summer to ensure each child's safety and enjoyment:

| | |
|-----------------|--------------------------|
| First Offense: | Parents will be notified |
| Second Offense: | Meeting with parents |
| Third Offense: | Child will be sent home |

We will try our best to work with you and your child if problems arise. The safety and enjoyment of all participants is our main concern. By no means do we want to remove a child from any YMCA programs.

YMCA Management will investigate all reported incidents. Dismissal from a program or termination of YMCA Membership privileges may result from any violation of the code of conduct. No refunds will be given.

Zero Tolerance Policy

YMCA Day Camp has a zero-tolerance policy for serious behavior infractions since our goal is to provide a healthy, safe and fun environment for every camper. The behaviors below are grounds for immediate removal from camp for the remainder of the current day and additional days as deemed necessary by camp staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at camp. The Camp Coordinator and/or Senior Director will meet with the camper's parent(s) to determine a course of action and the length of the suspension. Serious behaviors that may result in immediate camp suspension. If a child is removed from camp no refunds will be given.

1. Any behavior that endangers the health and safety of children, staff or members
2. Leaving the day camp program without permission, or refusing to remain with assigned group
3. Inappropriate touching of other campers or sexual misconduct
4. Theft, defacing or destruction of property belonging to the YMCA or others
5. Any kind of physical assault such as hitting, kicking, biting