



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



BEST SUMMER EVER™

2018 Summer Day Camp
Parent Handbook

OTTAWA YMCA
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Ottawa IL 61350
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ottawaymca.org

WELCOME TO CAMP!

The YMCA is the nation's leader in camping, offering outdoor programming for over 100 years. The YMCA of Ottawa serves over 200 children in day camp programs each summer and we are excited to have your camper experience what the YMCA has to offer. You are in for a fun-filled, exciting summer.

ABOUT OUR CAMP

At Day Camp, our goal is to provide a safe, wholesome, environment for campers to experience outdoor adventures and grow physically, mentally and spiritually so that they may achieve their greatest potential. Our focus at day camp is to encourage campers to demonstrate key character traits: Caring, Honesty, Respect, Responsibility, and while promoting an environment that promotes belonging, achievement, and positive relationships. Keeping our mission and purpose in the forefront allows us to reach our goal of the YMCA pillars of youth development, healthy living and social responsibility.

OUR AWESOME STAFF WE ARE PROFESSIONAL ROLE MODELS

Our Day Camp program is committed first and foremost to the safety of your child. A YMCA professional supervises all day camp staff, recruited through leadership organizations and from high schools and area colleges. We place a serious emphasis on safety standards by offering a remarkable counselor to camper ratio and requiring our counselors to complete 30 hours of pre-camp training, including CPR, First Aid, AED and Child Abuse Prevention along with specific training in the areas of working with children, discipline, group dynamics, safety and programming. All YMCA staff go through background checks prior to hiring. We take pride in the high expectations we set for our summer camp staff each year and evaluate them on a regular basis.

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DAY CAMP FEES



Cancellations / Refunds:

No refunds will be given unless the Ottawa YMCA has to cancel camp.

Payment Information:

Registration Fee per Child \$35–One Time non-refundable Fee

Weekly Rate \$120 Member/\$160 Program Participant

Rate for each additional child

Weekly Rate \$100 Member/\$140 Program Participant

Daily Rate \$35 Member/\$40 Program Participant

NEW* Ottawa YMCA Counselor in Training Program is a 11 week experience designed to provide leadership opportunities that prepare teens to become staff members at camp, as well as productive members of their home, and community. Ages 13-15

Late pickup after 5:30 pm **\$1 per minute late**

Weekly Rate for CIT \$40 Member/\$60 Program Participant
Please fill out application to apply.

WAYS TO PAY

TUITION PAYMENTS AND DUE DATES:

It is expected that payment in full for each week is made by the Friday before week starts:

WEEK	PAYMENT DUE DATE	WEEK	PAYMENT DUE DATE
Week 1 (June 4-8)	Friday, June 1	Week 6 (July 9-13)	Friday, July 6
Week 2 (June 11-15)	Friday, June 8	Week 7 (July 16-20)	Friday, July 13
Week 3 (June 18-22)	Friday, June 15	Week 8 (July 23 -27)	Friday, July 20
Week 4 (June 25-29)	Friday June 22	Week 9 (July 30-Aug 3)	Friday, July 27
Week 5 (July 2-6) * No camp July 4	Friday, June 29	Week 10 (Aug. 6-10)	Friday Aug. 3
		Week 11 (Aug. 13-17)	Friday Aug. 10

FORMS OF PAYMENT:

Payments by cash, check or credit card can be made at the Open Table United Church of Christ between 6:30 am-9:30am or 3:30 pm-5:30 pm Monday & Friday. If payment is returned a \$25 fee will be added to the account that must be paid by responsible person. Any outstanding balances must be taken care of before the child can enroll or attend any YMCA program. Credit/Debit cards on file are preferred for easy, efficient payments.

The Ottawa YMCA Annual Community Partners In Youth Campaign ensures that everyone in LaSalle County has the opportunity to learn, grow and thrive. At the Y, no child, family or adult is turned away because of an inability to pay as long as funds and space are available. If you would like to apply for a United Way or Partners In Youth scholarship, please fill out an application and return to your local branch. Applications are available online and at your local Y.

PARENT RESPONSIBILITIES:

- Parents must follow all established policies and procedures outlined in the YMCA Day Camp Handbook including the pick-up policy, payment policy, late pick-up policy, cancellation policy etc.
- Parents are responsible for reading all emails, newsletters, flyers, etc. sent home regarding the Day Camp program as well as regularly reviewing the Y website, Facebook page, and materials available to keep well informed about the program.

WHAT CAN I EXPECT?

Going to summer camp is a very exciting experience for campers and parents. It's very natural for everyone to be anxious about the first day of camp and meeting new friends. Hopefully, the following information will familiarize everyone with camp procedures and minimize "first-day" anxiety. The YMCA Day Camp has well-trained staff that are focused on meeting the needs of individual campers and are committed to serving as excellent role models.

- Dress for the weather. The camp day will continue rain or shine.
- Campers are very active during camp. Therefore, have your camper wear "play clothes" that can become dirty.
- Your camper will probably come home tired and may need additional rest after a day of high energy activities.
- Label all items with camper's name including: swimsuits, towels, water bottles and backpacks.
- Please don't send valuable clothing or valuable items to camp including jewelry.
- Make sure all your forms and payments are completed the week prior to attending camp. This will save time at check-in. Include camper's name and the week you are paying for on all checks.

OUR DAILY ADVENTURES

It is important to us that your child has a wonderful "first", "second"...or "seventh" camp experience. Therefore, our goal is to create an atmosphere of trust and friendship so that each camper will feel happy and confident at camp. Campers' activities include but are not limited to: swimming, choice activities based on weekly themes, skits, stories, arts & crafts, fitness activities, field trips, sports, games & relays, special guests, character development, all camp activities, academic enrichment and counselor huddle times.

We take special care of campers. The program is progressively structured to challenge children according to their age. Campers stay with their counselor throughout the entire day. However, YMCA lifeguards as well as day camp counselors supervise swim time. The program is planned to give children an introduction to a wide variety of camp activities, along with providing them the opportunity for creative expression.

Weekly Themes: Day Camp we strive to create an outstanding experience for your camper, so we ask that they participate in weekly themes. Each week, you will receive a newsletter outlining more details for the week and any other important information.

Field Trips: We are currently planning and securing all of our field trips for the summer. A list of all the field trips will be released on our website. Campers should wear provided camp t-shirt on field trip day.

Fun Friday: Everyday is fun at camp but Friday is SUPER fun! Details about each fun Friday all camp activity will be included in each week's newsletter.

Thirty Minutes to Succeed! Camp Readers Makes Literacy Simple & Fun!

Throughout the summer campers will participate in a program called Camp Readers. By including 30 minutes of reading time daily during camp, the Readers Program shows kids that reading is fun while building general reading skills and increasing their reading confidence.



IT'S WEATHER OR NOT

In the event of severe weather such as thunderstorms or tornado warnings we will take immediate cover. The Camp Director will stay alert for weather advisories issued over the radio.

Counselors are trained to handle severe weather conditions such as storms, tornadoes, and heat conditions. During heat advisories, campers continue activities at a slower pace. We will adjust group schedules so that children will not be participating in field sports during the hottest part of the day.

Fun and creative exercise programs are more likely to get your family involved. So instead of making exercise a chore, make it a fun day out in the park or a family cycling day.

parent at sign-out. At the Y, we make sure our programs are packed with activities and these personal items can often be a distraction.

LEAVE IT AT HOME

The Y is not responsible for any valuables. Please make sure your child leaves toys, trading cards, video games, iPods, cell phones, candy and gaming systems at home. If a child is sent to the Y with these items, they MUST remain in the child's book bag during program hours. Campers will not be allowed to use any of these items, and if they do, they will be confiscated and returned to the

SWIM AT THE Y

Swimming and splashing around are a great part of summer camp. Swim schedules are group specific. If you do not want your camper to swim please contact the Youth and Family Director. Please note that it takes each group about 15 minutes for change time. **Each camper must take a swim test prior to their first time in the pool.** All those who have taken the test will have to take it again after June 4th-this is pool policy to ensure that children who may not have swam in several months still have the skills to keep them safe.

THE SWIM TEST

Safety is our top priority at the pool. Prior to entry into the pool all swimmers in the program will have their swimming ability tested and will be placed into swimming categories and tracked with colored wristbands.

This test will be done on their first day of swimming at camp.

Non Swimmers – (Float Belt) Campers who cannot demonstrate swim skills will need to wear a float belt.

Shallow – (No Float Belt) Campers who demonstrate some swimming skills or can stand comfortably in shallow water.

Deep End - Swimmer jumps into water over his/her head and easily returns to the surface. Swim 20 yards unassisted front crawl or breast stroke and without resting while maintaining a positive body position.

Any swimmer that seems to have difficulty after being a Deep End Swimmer may be retested.



WHAT TO BRING TO CAMP

LUNCH

Please pack a nutritious, balanced lunch for your camper and include a healthy drink. Camp does not have refrigeration for lunches. Please do not send milk or mayonnaise based products. A small cooler with the camper's name works best for packing lunches and drinks. A (frozen) water bottle is recommended. Also, hydrating drinks are required instead of carbonated drinks. Please do not send soda or microwavable items. Please note: Campers have access to water fountains at all times during the day. We require campers to bring a labeled water bottle with their name on it to refill during their programmed activities.

SNACK

The Ottawa Y implements a series of healthy eating and physical activity standards in our programming. The standards are part of the Y's commitment to the Partnership for a Healthier America that focuses on ending the childhood obesity crisis. Day Camp will provide an afternoon snack everyday for all attending Day Camp campers. We will commit to serving fruits and vegetables at every snack with water being the primary beverage during snack time. Breakfast is provided 7:45-8:45 am

CLOTHING

Please dress your child appropriately. You should take into consideration the weather forecast and the camp activities. Campers must wear play clothes and tennis shoes as your camper will be participating in outdoor activities. For safety reasons, open toed shoes and sandals are not permitted at camp. Campers should also bring a swimsuit and towel on swim days. Please clearly label swim items with the camper's name. For sanitary reasons, campers should not come dressed in their bathing suits. Campers will be given time to change before participating in water activities.

BATHING SUITS

Please send a bathing suit and towel that is clearly labeled with your child's name with your child on swim days, or water activity days. You will be informed through the weekly newsletter for the week's activities. You may send goggles with your child as well, however the YMCA will provide all flotation gear.

PLEASE REMEMBER TO LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME.

SUNSCREEN

We are committed to keeping your child safe from the sun. To help prevent sunburn, **it is recommended that parents apply sunscreen prior to arriving at camp.** Campers spend a large amount of time in outdoor activities. Please apply 8-hour sunscreen that will last all day before arriving at camp. Parents should provide campers with spray sunscreen to keep with them throughout the day. Staff are only able to apply spray sunscreen. As needed, staff will aid children in applying sunscreen. We cannot supply the sunscreen.

LOST AND FOUND

We will make every effort to return lost and found items while your child is at camp. Please mark all items with your child's first and last name with a permanent marker or laundry label for easy identification. If you discover something is missing please check lost and found immediately. Items left will be donated to a local charity.

The YMCA is not responsible for lost, stolen or damaged clothing or items.

OTTAWA YMCA HOUSE RULES

1. Water is available all day.
2. Fresh fruits and veggies will be served 4-5 days a week.
3. A minimum of 60 minutes of physical activity every day.
4. Fun nutrition education 1-2 times per week.
5. Staff will conduct traditional tag style/games at least 4 times per week.

WE KEEP THE PEACE

The Y expects all participants to demonstrate the character values of **Caring, Honesty, Respect and Responsibility**.

Students who fail to exhibit these character traits will be counseled by Y staff. YMCA employees use positive discipline approaches to modify behavior including redirection, time out, one-on-one counseling, and think sheets (a written narrative of the incident written by the child that encourages reflection on alternative choices the child had available.) Y staff respect children and do not participate in any forms of physical or corporal punishment, including spanking, hitting, using exercise as a punishment, etc. Should discipline problems arise that require parent involvement, the Y will follow the steps below:

- First Offense - Child completes a think sheet; parent may be notified.
- Second Offense - Child removed from activity; parent notified in writing.
- Third Offense - Parent conference and/or suspension.
- Fourth Offense - Parent conference and/or removal from program.

Please note: these steps are guidelines and Y program directors have the right to adjust consequences on an individual basis as the situation warrants. We want all of our children to enjoy their experiences at the Y. We also want all of our children to be physically, emotionally, and mentally safe when in our programs. Children who interfere with the mental, emotional, and physical safety of others might not find this program a good fit, and may be asked to leave. If your child is removed from the program due to behavior, a refund will not be issued.

ALL PARTICIPATING CAMPERS AND FAMILIES ARE EXPECTED TO BEHAVE IN A RESPECTFUL MANNER TOWARD OTHERS AT ALL TIMES.

Camper Behavior Code of Conduct

- Participants must behave toward others and their environment in a way that demonstrates the Y's character values: Caring, Honesty, Respect, Responsibility.
- Participants are responsible for following all behavioral standards and policies and procedures outlined in the Day Camp Handbook.
- Behavioral standards are expected to be followed at all Y locations and any Y hosted event including field trips.
- The use of cell phones and other electronic devices is not permitted. Communication between participants and families will be available through the Day Camp office if necessary.
- Students are expected to follow all directions issued by Y staff and volunteers.

Y Bus Code of Conduct

- The Camper Behavior Code of Conduct applies while riding on the bus.
- Eating and drinking are not permitted on the bus.
- Riders must remain seated..
- Riders hands, arms, etc. may not extend outside the bus at any time.
- Riders must not tamper with the bus emergency door.
- Riders must obey the driver.
- The driver is in charge of the bus and has the right to administer disciplinary actions including assigned seats to maintain order and promote safety.
- Riders may not throw objects on the bus, shout or display any other behavior that may distract the driver and compromise the safety of those on the bus.

Ottawa YMCA Wellness Tip BE WEATHER-READY

When weather is too severe for outdoor play, dance to music indoors and tell or read stories that children act out physically.

YMCA Staff Code of Conduct:

- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only as a last resort, in necessary situations (to protect the child or other children from harm), only administered in a prescribed manner by trained persons, and must be documented in writing.
- Staff will treat each child with dignity and respect.
- Staff will administer clear delivery and regular review of program expectations, rules and procedures to participants.
- Staff will establish an atmosphere of appropriate behavior.
- Staff will communicate any behavioral and/or social issues involving campers to their parents and the Camp Director in a timely manner.
- Staff will deliver program components appropriately, demonstrating the YMCA's Character Values and the mission of the Ottawa YMCA.
- Staff will deliver program information updates and reminders regularly via newsletter, email, social media, flyers, etc.
- Staff will respect the privacy of program participants and adhere to established confidentiality policies.

STAY INFORMED

It is our priority to make sure parents are informed of what is going on in our programs. The Y will make every effort to communicate with you about activities, special events and especially about your child! We communicate through newsletters, social media, signs posted at pick-up or drop-off time, phone calls, in person and email. It is required that parents provide email addresses and cell phone numbers for texting so you can receive important updates. If there is ever a time you want to know more, please contact your Y and speak with the program director or a member of our staff.

Our Summer Day Camp Program is not licensed or regulated by DCF. We are a licensed exempt program. The facility engages and complies with the background check and clearance procedure through the Illinois Department of Human Services CCAP. Firearms are prohibited from YMCA premises. The Ottawa YMCA Day Camp program will provide your child with a safe environment.

Ottawa YMCA Wellness Tip KEEP KIDS MOVING

Encourage all children to participate by playing games that do not have them sitting still for a long period of time or "out" of the game early.



GET HOME SAFELY

PICK UP AND DROP OFF

Drop off and pick-up locations will be at the OpenTable United Church of Christ, 120 E. Jackson St. Ottawa.

SIGN IN / OUT PROCEDURES: Camp leadership staff will be available at this time with rosters to sign in your child. Campers must be "signed in" to the program each morning and then they must be signed out of the program in the afternoon each day. We do not have the staff to accommodate early arrivals or late pick ups. If your camper arrives after 8:45 am or you have to pick them up before 4:30 pm please check in at the YMCA. We cannot permit children to leave camp on their own. For the safety of your children participants will only be released to the legal guardian or responsible adult listed on the camper's registration form.

DROP OFF

Day Camp arrival is between the hours of 6:30am and 8:45 am. We begin organized activities at 9:00am, so please have your child at camp by 9:00am.

PICK UP

Pick up time is from 4:30pm to 5:30pm. The Ottawa YMCA recognizes the need to provide a safe and secure site for all children in our Day Camp programs. As a result, the Y will only release a child to an adult who is listed on the "Authorized Pick-up List" provided on the registration form. The Y staff will adhere to the rules below to protect children in their care.

Sign-out: Adults picking up children must initial the program sign-out sheet each day upon pick up and will be asked by a Y staff member to show a picture id.

Changes to the pick-up list: Any changes to the pick-up list must be submitted in writing to the Y by the primary responsible party. Any court orders declaring changes in custody should also be provided to the Y for our records. The primary responsible party is the only person who can amend the authorized pick-up list.

Steps for clarifying custody issues: If an adult who is not on the authorized pick-up list comes to pick up a child, the child will not be released to the adult. Y staff will contact the primary responsible party who must clarify the situation as outlined above. If the primary responsible party cannot comply by providing a signed notice, then the YMCA staff must: 1) Contact and involve a Y Director immediately; and/or 2) Contact local law enforcement or social services if necessary.

CUSTODY ISSUES:

In cases of separated and divorced parents, where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding a parent from picking up the child from our program, or from picking up at times not allowed by the court decree. If anyone is specifically NOT allowed to pick up your child, please list them under the "NOT AUTHORIZED" section on the Day Camp registration form.

LATE PICK-UP/FAILURE TO PICK UP:

Staff are scheduled until 5:30 p.m. However, staff will not leave a camper unattended. A late fee of \$1 per minute per child will be applied for late pick-up. Chronic late pick-up may be grounds for extra fees and/or dismissal from the program. **In the event that you fail to pick up your child, the following will happen:**

- All phone numbers we have on file for your child will be called.
- If no contact can be made at those numbers, we will continually assure the child that everything is ok. Your child will never be left alone with only one YMCA staff person in attendance.
- We will notify the Program Director and call the CEO to determine the appropriate next steps, which may include calling police and/or social services.

IMPAIRMENT:

Your child's safety is our priority. At times we are called to make judgments concerning a camper's safety. If a YMCA staff member suspects that a parent, guardian, or other adult authorized to pick up the child is impaired when he or she arrives to pick-up the child, the YMCA will keep the child at the YMCA facility until alternative transportation can be arranged. The YMCA will first try to contact another family member or spouse; then one of the emergency contacts listed on the child's registration form. The YMCA reserves the right to involve appropriate authorities if necessary to protect the child and the YMCA.

TAKING GOOD CARE

HEALTH AND WELLNESS

It is our sincere desire to provide quality care for your camper while they are participants at Camp. It is absolutely imperative that we work together to make this happen. If a child becomes ill during the program and is unable to participate in activities, we will contact the parent/guardian. Any child running a temperature over 100 degrees or has vomited will be required to go home.

If a child is hurt, a certified staff member will administer first aid. If the situation requires further medical attention, a staff member will attempt to contact the parent/guardian. In the event that the parent/guardian cannot be reached all contacts on the authorized pick-up list will be contacted. Please be advised that staff will not exclude your camper from activities unless one or more of the following exists:

1. The illness prevents the camper from participating comfortably in camp activities.
2. The illness results in greater care needed than the counselor can provide without compromising the health and safety of the other campers.
3. The camper has any of the following conditions:
 - a. Fever
 - b. Signs of Possible Severe Illness: Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
 - c. Uncontrolled diarrhea: Examples include one or more watery stools in a 24 hr. period.
 - d. Vomiting
 - e. Signs of communicable illness (rash, lice, etc.)

If your camper has any of the symptoms listed above, or is removed from camp because of an above listed condition please refrain from returning to camp until condition discontinues (a minimum of 24 hours). This is in the best interest of all the campers in the program. Please assist us in our efforts to maintain a healthy environment for our children. In some instances a Dr.'s note may be required.

MEDICATIONS

The YMCA Day Camp prefers that all medications be administered at home before the camp day. However if medication needs to be administered, all prescription medication must be in the original container that identifies the prescribing physician, the name of the medication, the dosage, and the frequency of administration. All medication, including over the counter items (vitamins, creams, lotions, etc.) must be stored in the camp office and administered by the camper. Check all medications in at the camp desk on the first day of each session. Please make sure camper's name is on all items. Refrigeration will be provided if necessary. **DO NOT PACK MEDICATION IN BACKPACK, OR IN LUNCH.** Medication must be given directly to staff at drop-off along with the "Medicine Administration" form. All medications will be taken off-site to our field trip locations as needed.

SPECIAL EMOTIONAL / PHYSICAL NEEDS

Campers with special emotional or physical needs should be called to the attention of the Camp Director by fully describing any unique requirements of the camper at least two weeks prior to arrival. Please call Camp if you have questions regarding children with special needs. **WE WILL MAKE EVERY REASONABLE ACCOMMODATION POSSIBLE TO SERVE CHILDREN WITH DIVERSE ABILITIES.** Please contact the Day Camp Director regarding special circumstances.

WHAT'S GOING ON AT HOME

Children's actions in camp often reflect situations they are experiencing at home (i.e pet's death, divorce, sibling conflict, etc.) If any disruptive or traumatic experience should occur, please inform the director or counselor. Please review the following regarding the YMCA's policy:

- YMCA Staff and volunteers are not allowed to transport children at any time outside of YMCA programs.
- Parents may not leave children at the YMCA or program site unsupervised.
- The YMCA is a federally mandated reporter of any suspected cases of child abuse or neglect.
- YMCA staff is not allowed to babysit any campers involved in any YMCA programming.
- Any traumatic experience from home that might reflect camper behavior should be reported Camp Director.



I acknowledge receipt of this 2018 Summer Day Camp Parent Handbook.
I will read all included information in order to ensure I understand rules and responsibilities
of the program.
Any questions may be directed to our Youth and Family Director-Guylene Strange

Signature _____ Date _____