

PARENT HANDBOOK

2023 DAY CAMP
KELLY HALL YMCA



the power of **PLAY**



Dear Parents/Guardians:

Welcome to Summer Camp 2023 at the Kelly Hall YMCA! Thank you for enrolling your child(ren) in the upcoming camp season at the Y. We're excited to have your family join our extended Y family, and hope your child enjoys participating in the program as much as we enjoy running it!

Attached is the 2023 summer camp handbook. Please make sure to read through this handbook as it provides relevant information for the summer camp programs.

All of the paperwork included in the *participant emergency information packet* is mandatory, and must be submitted in full prior to your child's first day at camp. Please be sure to write legibly when filling out the packet, as this information is vital to your child's registration. If we cannot read the e-mail address, we cannot communicate effectively.

If you have any questions, comments or suggestions about our summer camp programs, please do not hesitate to contact us or one of our leadership staff directly. We look forward to providing your child with a safe and fun summer!

Let's get excited to Leave Ordinary at the Door; Extraordinary is in Store!

Sincerely,

Morgan Thomas
Youth Development Director



SUMMER DAY CAMP LEADERSHIP

If at any time you have questions or concerns, please let us know and we will be happy to help. Please feel free to email us or call our main telephone number, (773) 886-1220, and ask for us by name. The following staff are here to assist you:

Morgan Thomas | Youth Development Director | mstomas@ymcachicago.org

Andre Goode | Executive Director | agoode@ymcachicago.org

CAMP LOCATION

824 N Hamlin Ave, Chicago, IL 60651

Phone: (773) 886-1220

ymcachicago.org

Camp hours of operation: 7 a.m.–6 p.m.

ACA ACCREDITED

American Camping Association (ACA) is an organization with members in all 50 states that accredits all types of organized camps. Camps are accredited based on the administration, policies, and camp operation—particularly those related to program practices and quality along with health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. The Kelly Hall Y Day Camp staff is committed to providing a camp program that meets the highest standards established for the camping industry.





YMCA DAY CAMP PHILOSOPHY & GOALS

CHARACTER DEVELOPMENT

Character Development is challenging people to accept and demonstrate the Y's four core values—caring, honesty, respect, and responsibility. It is the foundation for the development of the important character traits that will remain with a child for their entire life. The Y camp mission statement puts it best: The Y provides trained leadership and the resources of the natural surroundings to help each camper achieve his/her fullest potential in terms of mental development, physical well-being, social growth, and spiritual awareness. Challenging people to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

Y Day Camp is important to a child's development because...

- Children grow personally. They are given the chance to experience new things and interact with other children on a daily basis.
- Children learn new things. Whether it's playing a new game, practicing an existing skill, or developing their social skills, children leave our camp having learned something they can remember for a lifetime.
- Children learn to appreciate diversity in each other. We live in a multicultural community and our camp reflects this. Children learn that each person is unique. They have fun and respect each other regardless of race, religion, gender, or social status.
- Children learn lifetime values. From the simplest of values and attitudes like sharing, sportsmanship, and giving respect to others, comes our basis for making more complex value decisions as they mature.
- Campers have fun! Without fun, the above reasons for children to attend our camp become harder to accomplish. Games, stories, hikes, field trips, swimming, sports, and crafts are all done with the children as the primary focus.

During our camps we will also emphasize the development of asset values. We will provide activities that introduce the eight major types of assets: support, empowerment, boundaries and expectations, constructive use of time, commitment to learning, positive values, social competencies, and positive identity.

By planning activities that highlight the values and assets mentioned above, we will help children focus their thinking and priorities. In doing so, you can contribute in significant ways to help them succeed, both now and in the future.



WHAT TO BRING TO CAMP

TO BRING

- Gym shoes (closed-toed)
- Backpack
- Water bottle (labeled/NO glass bottles)
- Swimsuit & towel
- Lifejacket (U.S. Coast Guard approved) if required for swim level
- Sunscreen
- Bug repellent (optional)
- Comfortable clothing
- Values, morals, good listening skills and smiles

NOT TO BRING

- Sandals, flip-flops, or other open-toed shoes
- Money & valuables
- Any electronic devices (phones, ipads, smart watches, etc.)
- Trading cards of any kind
- Toys/sports equipment
- Weapons, alcohol and drugs
- Pets
- Inappropriate behavior, language, clothing, etc.

LOST AND FOUND

We will have a lost and found area located in the main lobby; however, please label your child's clothing and articles. Towels, sweatshirts, jackets, swim goggles and water bottles are some of the most common lost items. All items remaining at the end of the summer will be disposed of or donated.



SUMMER DAY CAMP SESSIONS

Our Summer Day Camp runs on weekly sessions for all camps and enrichment, including specialty camps.

Below you will find our available sessions:

Week 1: June 26- 30

Week 2: July 5-7 (no camp July 3 or 4)

Week 3: July 10-14

Week 4: July 17-21

Week 5: July 24-28

Week 6: July 31- August 4

Week 7: August 7-11

Week 8: August 14-18

REGISTRATION

Registration forms need to be completed with a \$30 non-refundable deposit per week per child for all camps.

It is important that your information on the enrollment forms is current and accurate.

The following forms must be completed and returned to the Y prior to the child's start of camp; your child will not be able to attend the program until all paperwork is received and recorded.

- Registration form
- *Participant Emergency Information Packet*

Any changes to the emergency packet (phone numbers, addresses or authorized people who may pick up your child, etc.) must be updated in person through a camp leadership staff.

FINANCIAL ASSISTANCE

This is available on a limited basis for families in need. Applications are available at the Member Relations Desk during regular business hours or on our website. All camp financial aid applications should be returned in to the YMCA by March 15, 2023 to be considered for the 2023 camp season.

*Please note that financial assistance does not apply towards Specialty Camps.



PAYMENT INFORMATION

Full Day Camp slots will be held with a \$25 non-refundable deposit fee for each child per weekly session at the time of registration. Deposits are applied toward the cost of each session.

- All children must be registered and paid in full by the Wednesday prior to attending the week of camp. A \$15 late fee will be added for payments & registrations made after the Wednesday before the week of camp.
- Payments set-up on automatic deduction will follow the schedule below.

Camp Date	Draft Date
6/26-6/30	6/15
7/3/-7/7	7/1
7/10-7/15	7/1
7/17/-7/21	7/15
7/24-7/28	7/15
7/31-8/4	7/15
8/7-8/11	8/1

- All children must hold a valid youth or family Y membership to receive the member rate, and it must remain valid until September 1, 2023. If the membership is terminated prior to September 1, the non-member rate is due on all camps attended.

REFUNDS

- **Camp deposits for all camps are non-refundable.**
- **Camp deposits for all camps are non-transferable.**
- All specialty camps have a deposit, to be paid like traditional camps.
- All cancellations must be in writing 14 business days prior to the start of registered camp week and will be issued as a voucher for use toward other Y fees. The deposit will be forfeited.
- All cancellations made less than 14 business days prior to the start of registered camp week will be non-refundable and non-transferable.
- In the event the YMCA cancels a camp week, all money paid, including the deposit is refunded.

Childcare vouchers on the account will be applied to unpaid balances.



The refund/payment policies stated above are strictly enforced to allow completion of camp preparations ranging from staff hiring, camper groupings, supply purchasing, and informational mailings. Your understanding and cooperation is greatly appreciated.

BEFORE & AFTER CARE

Extended care is available for children enrolled in our full-day school age camps. Children can arrive as early as 7 a.m. and stay as late as 6 p.m. for no additional charge.

Before and after extended care drop-off and pick-up is at the Kelly Hall YMCA. Pick-up and drop-off procedures listed will be strictly enforced.

The children will have a variety of activities to choose from and will be supervised by Y staff. Activities will include board games, art and crafts, group games and outside play area.

CAMP PICK UP & DROP OFF PROCEDURES

Parents/guardians are required to sign their children in and out of camp.

All drop-offs take place at the Kelly Hall Y between 7-9am. Parents/guardians must walk their camper inside the building for sign in.

If weather does not permit the children to be outside, day camp will be moved inside.

All pick-ups take place inside of the Y between 3:30-6pm. For pick-up you will be required to park your vehicle to sign-out your children. Everyone will be required to show a photo I.D. when picking up a child.

If someone other than the parent/guardian (must be over age 18) will be picking up your child, that person must be listed on the child's authorized pick up list (in the *Participant Emergency Information Packet*). Your child will not be released to anyone not on the list without your written consent, no exceptions. These procedures are strictly enforced; it is for your child's protection.

LATE PICK-UP POLICY

Due to our accreditation and because our staff have family and personal responsibilities after work, our program ends firmly at 6:00 p.m. After 6:00 p.m. late fees will be assessed as follows:

6:00-6:10 p.m.	\$10 late fee per child	6:21-6:30 p.m.	\$30 late fee per child
6:11-6:00 p.m.	\$20 late fee per child	6:31-6:40 p.m.	\$40 late fee per child

After 6:40 p.m., with late fees continuing to occur in 10 minute increments, if unable to contact any responsible guardian, staff will contact emergency services.

The late fee charges will be required to be paid before your child's next day of camp.



STAFF

Our camp staff is selected on the basis of responsibility, ability to relate to children and sensitivity to each child's individual needs.

Our staff receives 40+ hours of training before your child's summer begins as well throughout the summer by the Y Directors and Managers. Training includes but is not limited to CPR/AED, First Aid, Child Abuse Prevention, emergency procedures/risk management, behavior management, discipline policy, character development, program curriculum, lesson planning, pool procedures, field trip procedures, transportation, customer service and parent communication. All staff are trained mandated reporters.

Moreover, all the staff our Y employs must undergo a background check as well as provide the YMCA with 3 character references. Over 80% of our staff is 18 years of age and older. We also have a high retention rate with our staff. Our professionally trained and enthusiastic staff is the key ingredient to a positive camping experience here at the Kelly Hall Y.

Please note: Y camp staff is not permitted to babysit for families involved in our Y programs while they are employees of the YMCA.

CAMPER TO STAFF RATIOS

Children are grouped in units based on what grade they are entering in the fall.

The ratios by standards of the ACA are as follows:

Age (years)	Counselors to Campers
4-5	1:6
6-8	1:8
9-16	1:10



HEALTH

HEALTH CHECK

Your child's health status will be checked informally each day. If your child shows any sign of illness, rash, high temperature, diarrhea, infection, or any contagious disease, etc. the parent or authorized person will be called and required to pick up the child within one hour.

If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. Staff will inspect your child's head before they are allowed to return to the program. If any nits appear, you will be called and required to pick your child immediately.

ILLNESS

Parents will be notified if their child has not been feeling well for a continued period of time. The Y is not licensed to provide care for sick children. Therefore, parents or emergency contacts must come as soon as possible. Any child absent from the program due to a serious or contagious illness must notify the Y and have a doctor's note to return.

CHRONIC HEALTH CONDITION

This must be documented by a licensed health physician on the *Participant Emergency Information Packet*. You will also need to meet with a camp leadership staff to review necessary information.

ALLERGIES

It is your responsibility to let us know on the *Participant Emergency Information Packet* if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen. (See medication section for more information).

MEDICATIONS

If your child needs to take medication during camp hours for any reason you will need to indicate that on the *Participant Emergency Information Packet* and also complete the *Permission to Dispense Medication form* and/or *Severe Allergy and Anaphylaxis Plan*.

Inhalers & Epi-Pens: These must be given to a camp leadership staff to be kept with the camp staff; any inhaler or Epi-Pen must be in the original container that has the doctor's prescription on it.

Storage: All medications are stored under lock or in a secure area away from children.

Dispensing: Only medications (prescription or over the counter) that are in their original container and are accompanied with specific written directions from a licensed physician are dispensed to children by authorized camp staff.

Medication Log: The Y uses a log for all medication dispensed.



ACCIDENTS/INJURIES

For minor injuries, such as cuts, scrapes, bruises and bug bites, a staff will assist and oversee the child while cleaning the infected area with soap and water immediately and then will cover with a bandage. If needed, an ice pack will be applied to the injured area. All minor injuries will be communicated to parents during camper pick up.

For serious injuries, or any incident where there may be cause to question (such as a bump on the head), the staff will contact camp leadership staff immediately. The attending staff will stay with the injured child. The camp leadership staff will contact the parents/guardians and notify the Chicago Fire Department/Paramedics.

Other staff will take responsibility for responding to the rest of the children, minimizing the accident/incident as much as possible and not alarming the other children. Please keep all contact information up to date.



BEHAVIOR POLICIES

PARTICIPANT EXPECTATIONS

In our programs, our top priority is to provide a safe and enriching experience for all children. To do this, we must work together to develop the best plan for each individual child. In order to ensure this nurturing, culturally diverse and safe environment, children are expected to be a part of groups ranging in ratio of 1:6, 1:8 or 1:10, depending on their age. If additional modifications are needed, be sure to include it in your paperwork and/or notify a staff member. Our goal is to work together with both the child and family to address and modify any behavior concerns; however, if a child cannot display appropriate behavior, then additional actions will be taken.

Be Responsible:

Each child is responsible for helping create an environment that is comfortable and fun for all. Children should cheer one another on, have a positive mindset, try new things and use their imagination.

Be Respectful:

Each child is expected to treat everyone with respect. Children should be kind to staff, peers and property, invite others to play (being inclusive), adhere to staff directions and directives and use positive language.

Be Safe:

Each child is expected to help foster a safe environment physically, mentally and emotionally; if a child sees something, they should say something. Children should keep their hands and bodies to themselves, follow safety procedures, classroom routines and transitions, remain in assigned areas, respect others' ideas during discussions, and respect personal space and people's requests.

4-STEP BEHAVIOR PROCESS

If a child repeatedly exhibits disruptive behavior as defined as verbal or physical conduct which may include, but is not limited to: behavior that requires constant attention from the staff, behavior that inflicts physical or emotional harm to self and others and behavior that ignores or disobeys the program expectations for acceptable behavior, a behavior report will be completed and the following process will be followed:

Step 1 (1st Behavior Report) – YMCA staff will talk with children as well as parents in order to acknowledge feelings, gather information and create a plan to repair any harm that has been caused.

Step 2 (2nd Behavior Report) – If disruptive behavior persists, parents will be asked to come to the program as a partner to discuss the issues and to assist in the creation of a Positive Behavior Support Plan. YMCA staff will monitor behavior closely and provide regular feedback to the child and his/her parents.

Step 3 (3rd Behavior Report) – If the disruptive behavior persists or the child does not follow the plan created and agreed upon, the parent may be contacted to pick up their child from the program. At an agreed upon time, a discussion will be had to discuss any additional support that the child might need to be successful and the length of child's suspension from the program.

Step 4 (4th Behavior Report) – If the prior interventions are not successful AND the child's disruptive behavior is impacting the physical or emotional safety of themselves, Y staff or other children an alternative placement will be discussed and the child may be dismissed from the program for the remainder of the session.

Please note that some behaviors—such as any action that poses a direct threat or threatens the physical/emotional safety of the child or others—can result in IMMEDIATE SUSPENSION.

***No refunds or credits will be given if a child is terminated from the program or picked up early due to unacceptable behavior.**



BULLYING

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace; through the use of text messaging, social media, emails, weblogs, personal web sites and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Kelly Hall Y, bullying is inexcusable, and we have a firm policy against all types of bullying. Each child is expected to treat all other children with respect, and to help each other achieve the best possible experience. If a camper has difficulty meeting this expectation, parents may be called upon to assist. We work together as a team to ensure that children gain self-confidence, make new friends, and go home with great camp memories!

Unfortunately, people who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with staff and their groups so both children and staff will be comfortable alerting us to any problems during their camp experience. We can't manage an incident if we don't know about it. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all children and staff have a great summer at the Y.

FIGHTING

The Y does not tolerate children who harm other children or counselors. This includes and is not limited to degrading, demeaning, threatening, or physically harming another child or staff person. Any child or group of children found to be harassing, making fun of or intimidating other children will be subject to disciplinary actions including being sent home or suspended from camp.

GANGS

Children will refrain from any gang related activity while at camp including:

- 1) Wearing, possessing, using, distributing, displaying or selling any evidence of a membership or affiliation in a gang.
- 2) Committing any act or omission, using any verbal or non-verbal speech (gestures, handshakes, drawing pictures, etc.).



OBSCENITY

Obscene, profane, or vulgar language that is written, oral or expressed by symbols will not be tolerated. Being respectful of children and staff is expected. A violation of this policy will result in disciplinary action.

DANGEROUS WEAPONS

Children who bring any item to camp designed to cause bodily harm or any item that is deemed potentially harmful will have it confiscated and the parents/guardians will be notified. Bringing such items to camp may result in children being sent home and/or suspended from camp. All types of dangerous items (including knives) must be kept off camp property. Items confiscated will only be returned upon request from the parents/guardians.

SEARCH AND SEIZURE

The Y staff reserve the right to search a child's property, either by themselves or with the aid of law enforcement officials, if the Y deems the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other children and staff. The person in question will be invited to be present for the search when feasible. Any items found in violation of the law or camp rules will be confiscated and may be turned over to the appropriate law enforcement agency. These searches may or may not include the use of specially trained dogs.

VANDALISM

Children involved in vandalism or malicious mischief against camp property, other children or staff members will be disciplined accordingly. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the child's parent/guardian. Violation of this policy may result in the child being suspended from camp.



DAILY CAMP INFORMATION

ABSENCES

If your child is going to be absent, please call or email the Camp Director prior to camp activities starting at 9am. Refunds will not be given for missed camp days unless there is a serious illness and a doctor's note is provided (with the approval of the Youth Development Director).

CAMPER DRESS

Please write the child's name on articles that are brought/worn to camp. Socks and gym shoes are required. No sandals, flip-flops, or open-toed shoes are allowed. All children need to dress for the weather. On cool days, sweatshirts or jackets may be necessary. On hot days, shorts and light colored clothing are appropriate. Please have your child wear clothes that can get dirty – this is Summer Camp after all!

Clothing of children should not be inappropriate in any way. Inappropriate dress includes and is not limited to the following: short shorts, clothing promoting alcohol, drugs, tobacco products or are gang related, t-shirts that are sexually aggressive or explicit, clothing that does not appropriately cover the body (midriffs are not allowed to show). Disciplinary action may be taken including but not limited to the child changing or the parent/guardian being called to pick up the child.

CELL PHONES

Cell phones may NOT be brought to camp. Any children seen with cell phones will have them confiscated and returned to parents/guardians. If you need to contact your child, you may call the youth development office phone number at (773) 886-1220 and we will relay a message to your child.

FIELD TRIPS

Field trips will be taken multiple times throughout the summer.

All campers need to wear their camp t-shirt on field trip days. Parents will be made aware if campers may bring money on field trip days for snacks, souvenirs or extra activities. Field trips are subject to change due to weather and other unforeseeable circumstances. Refunds and/or session changes are not given based on field trip changes.

Campers must be at camp by 9AM on field trip days in order to attend the trip. The campers will return no later than 4PM unless otherwise specified in writing by the camp director.

Field trips will require transportation via bus. Children who are transported for field trips and special events must follow the written rules for their safety and the safety of all involved.



LUNCH & SNACKS

The Kelly Hall Y will provide a healthy breakfast, lunch and snack daily. It is very important that you send your child to camp with a refillable water bottle. They will be engaging in high levels of activity throughout the day. All children and staff are required to wash hands prior to lunch, snacks or handling of food.

SCHEDULES

Camp staff write weekly lesson plans prior to the sessions. Activities may vary from day to day including but not limited to: sports, character development, arts and crafts, games, skits, songs, teambuilding, swimming, and more.

SUNSCREEN

Please put sunscreen on your child before sending them to camp. We also suggest that you send sunscreen to camp with your child. Your child will have frequent opportunities to apply sunscreen throughout the day. Kelly Hall Y camp staff will do our best to assist your child while they apply it to their skin. Spray sunscreen is recommended.

Hats/visors are always recommended for camp.

SWIMMING

Children participating in our camp programs will enjoy and participate in recreational swimming at the Y. Every child is required to complete a swim test to ensure their swim level and whether they can swim in the deep end or must remain in the shallow end. Depending on the child's swimming ability, your child may be required to wear a life jacket (U.S. Coast Guard approved) while in the water (at the Y or on water park field trips), which is provided by the Fry Family YMCA Aquatics department.

Lifeguards are on duty whenever the pool is open. Camp counselors are in the water and on deck supervising and engaging with children. Lifeguards are trained in CPR/AED, First-Aid, lifeguarding, Child Abuse Prevention and Blood Borne Pathogens.

Swimsuits: Males are required to wear swim shorts with lining (speedo suits are not allowed). Females are required to wear a one-piece bathing suit or a two-piece suit that does not show the midriff. If inappropriate swimwear is worn at camp the child will not swim and be asked to change into their clothing, or a parent/guardian may be called to pick up the child from camp or bring change of clothes.



OTHER QUESTIONS

INCLUSION/DIVERSITY – AMERICANS WITH DISABILITIES ACT COMPLIANCE

In accordance with the Americans with Disabilities Act, The YMCA of Metropolitan Chicago does not discriminate against persons with disabilities.

The Y will make every effort to include members with disabilities in its programs, and will work together with the parent or caregiver to determine what reasonable modifications will be effective for the member with a disability.

If your child has an IEP or a 504 plan during the school year, you may choose to be connected with our inclusion department. Doing so creates a partnership to determine and plan for support in order to promote the most successful summer experience for your camper. The inclusion department can also be reached at inclusion@ymcachicago.org.

INSURANCE

The Kelly Hall Y Summer Camp program does not provide accident insurance for your child. Insurance and payment of treatment is the responsibility of the parent/guardian.

NEWSLETTERS AND COMMUNICATION

Camp newsletters will be sent out weekly. Please read them to keep informed about camp updates, announcements and information about each week's camp.

Periodic emails will also be sent out by the camp leadership staff regarding updates and other necessary information.

PARENT VISITS

The Y has an open door policy for the parents/guardians of all children. Parents are invited to visit camp at any time and do not need to ask permission to do so, but must not interfere with or disrupt the ongoing activities. Also, please introduce yourself to our staff and let them know you are visiting.

PHOTOGRAPHY

Photographs and videos, which may include the children, are sometimes taken for use with the Y (social media, program brochures, flyers, newspaper articles about the center, etc.)

RELEASE OF PERSONAL INFORMATION POLICY

It is the policy of the Y to not release any information about our children or their families without a signed release form. All medical and personal forms and information on the children are the property of the Y and will remain on file after the child leaves the program.



EMERGENCY & WEATHER PLANS

Our program has emergency/response plans in place to include evacuation, shelter in place, lock-out and lock-down. Staff is trained in these plans and we do conduct periodic drills.

For all camps residing at the Y site, the Fire Department will notify the camp of all-weather warnings issued by the U.S. Weather Service.

If necessary, the children will be brought inside of the Y where the campers will continue with activities. Whenever camps are off-site, there are pre-designated safety shelters.

TRANSPORTATION

Transportation to all off site field trips is provided by approved bus vendors who provide safety compliance letters. Camp staff maintain staff to camper ratios when on buses and ensure safe behavior with campers when riding on buses. Campers are not permitted to stand, move about, or disrupt the bus environment to ensure safety of all passengers and the driver.

YMCA'S COMMITMENT TO SAFETY

We're committed to an environment where open, honest communications are the expectation, not the exception. We count on our members, employees and volunteers to let us know if they become aware of any criminal conduct or violations of our Code of Conduct by contacting an executive, department or program director.

In situations where you would prefer to anonymously or confidentially make a report, you are encouraged to use this helpline, which is hosted by an outside provider, EthicsPoint. Concerns about child safety, violations of policy, illegal activity, requests for guidance regarding policies, as well as positive suggestions and stories may be reported to the helpline in strict confidence.

EthicsPoint Hotline: 855.249.5700. Learn more at ymcahicago.org/report