

# PARENT HANDBOOK

2023 DAY CAMP  
IRVING PARK YMCA



the power of **PLAY**



Dear Parents/Guardians:

We are so happy that your child will be attending our 2023 Day Camp Program! The Irving Park YMCA Day Camp Program is a safe, fun and active place where children are given an opportunity to participate in many supervised activities. Our program is designed to meet the needs of children in our community by enriching their lives.

We offer a variety of activities that are age appropriate: swimming, supervised games and team-building activities, outside play, field trips, gym time, arts and crafts, sports and an encouraging and safe social environment. We follow all guidelines set by the American Camping Association, including group ratios and approved field trip sites.

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.

Please read the following handbook so you and your children are aware of the rules and policies of our program. 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,  
Michael Monis

Shaylee Sloan

Sr. Regional Director, Youth Programs  
[mmonis@ymcachicago.org](mailto:mmonis@ymcachicago.org)

Youth Development Manager  
[ssloan@ymcachicago.org](mailto:ssloan@ymcachicago.org)



## 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) 777-7500, and ask for us by name. The following staff are here to assist you:

Michael Monis | Sr. Regional Director, Youth Programs | [mmonis@ymcachicago.org](mailto:mmonis@ymcachicago.org)  
Shaylee Sloan | Youth Development Manager | [ssloan@ymcachicago.org](mailto:ssloan@ymcachicago.org)

## CAMP LOCATION

4251 W Irving Park Rd., Chicago, IL 60641  
Phone: 773-777-7500  
[www.ymcachicago.org](http://www.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 Irving Park 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
- **Non-refrigerated or Non-microwavable lunch (nut-free)**
- **At least 2 snacks (nut-free)**
- Swimsuit & towel
- Lifejacket (U.S. Coast Guard approved) if required for swim level
- Sunscreen (mandatory)\* Spray-on recommended
- Bug repellent (optional)
- Comfortable clothing
- Values, morals, good listening skills and smiles
- A refillable water bottle is **ESSENTIAL**, to a fun and healthy day camp experience. The YMCA provides a cooler for water but does not provide a water bottle or cups—it is the responsibility of the family to provide children with water bottles.

### NOT TO BRING

- Sandals, flip-flops, or other open-toed shoes
- Money & valuables (unless specified; i.e. Teen Camp field trips)
- 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.

Below you will find our available sessions:

Week 1: June 12-16

Week 2: June 19-23

Week 3: June 26-30

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

Week 5: July 10-14

Week 6: July 17-21

Week 7: July 24-28

Week 8: July 31- August 4

Week 9: August 7-11

Week 10: August 14-18

## REGISTRATION

Registration forms need to be completed with a \$25.00 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 or Action for Children (AFC) applications should be returned to the YMCA at your earliest convenience to be considered for the 2023 camp season.

All families seeking financial aid through Action for Children should apply as soon as possible. A deposit is required to hold your camper's spot in camp (Action for Children coverage does not guarantee you a spot, a deposit must be made). All families working with Action for Children need to request a meeting with the director as soon as possible to determine payment plans and fees not covered by action for children. Please request a meeting via email, all meetings should take place before your child begins camp.



## 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
6/12-6/16	6/1
6/19-6/23	6/15
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.**

## CAMP PICK UP & DROP OFF PROCEDURES

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

The drop off and pick up area is in the Program Center for traditional and specialty camps. The entrance for the program center is on the side of the YMCA located on Kildare.

Disney 2 Educational camp will be dropped at Disney 2's campus located at 3815 N. Kedvale. If you pick up between 4-4:30pm you will pick up at Disney 2. If you pick up your child after 4:30pm, you will pick up at the YMCA.

Before care for traditional camp is from 7am-9am. It is included in your camp fee and may be used at any time. Your child must be at camp by 9am, in order for the groups to take attendance properly and begin the day's activities. If your child arrives after 9am, they will not be admitted to camp for the day. No refunds are given for missing camp due to lateness.

After care is from 4-6pm. You may pick up your camper anytime after 4pm. If you need to pick up your child before 4pm please bring a note or call the Director. On field trip days, early pickup is not an option. You must park your car in an appropriate spot and escort your camper to and from the sign in table.

If you need to pick up or drop off your child at a different location for any reason, speak with the director in advance to make arrangements. Please be sure you have your ID ready at the time of pickup or your child will not be released to you.





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. 90% or more of our counselors are 18 years of age or older. Teen Camp Counselors and Unit Leaders are generally 21 years of age or older. If at any time you have a question or concern about our staff please address it with the director.

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

The Irving Park YMCA maintains the following ratios at all times to better serve you and keep your campers safe. 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). **Due to the high number of allergies Irving Park YMCA is a nut free camp, nut products are not permitted including peanut butter sandwiches and nutella.**



## 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 repeatedly in a distinctive pattern exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt them. 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 emails, text messaging, instant messaging, weblogs, personal web sites and other less direct methods. This type of bullying can also lead to people being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the Irving Park YMCA, bullying is inexcusable, and we have a firm policy against all types of bullying. Each camper is expected to treat all other campers with respect, and to help expectations, parents may be called upon to assist. We work together as a team to ensure that campers 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 all staff to promote communication with their staff and their campers. It is our goal to have both staff and campers to 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 campers and staff have a great summer at Irving Park YMCA.

## **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 will not be attending camp please leave a message for the Director at 773-326-2603 or 773-326-2627 before 8:00am. Refunds will not be given for missed camp days.

### **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**

Cellular phones may not be brought to camp by campers. Parents may only use cell phones in main areas (i.e. not in locker rooms) See posted cell phone policy throughout the YMCA. If you need to contact your camper you may call the office phone number at 773-326-2603, 773-326-2627 or the front desk number at 773-777-7500. Customer Service can contact Michael on his cell phone in an emergency.

### **GROUPS**

Children are grouped in units based on age. Explorers Camp is for 5 year olds. Adventure Camp is for 6 year olds. Navigators are 7 years old. Junior Discovery are 8-9 year olds. Discovery Campers are aged 10-11 year olds. Teen Camp is ages 12-15 years old.

If you are interested in having your child's friend, relative, etc. in the same group please mention it to the director/ coordinator. **WE CANNOT GUARANTEE** their placement in the same group; however, we will do our best to honor your request.





## FIELD TRIPS

Field trips will be taken throughout the summer.

All campers need to wear their camp t-shirt on field trip days. You will receive a field trip list prior to the start of camp. All field trips are included in the weekly cost of camp. Please do not send money with your camper to any field trips unless notified by the camp director. 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. On field trip days, if your child/ren are not at the YMCA by 9am they will not be able to attend that day's field trip and you will have to find alternate child care for them, **EVEN IF THE CAMP HAS NOT DEPARTED YET.**

Field trips that are not within walking distance of the Irving Park YMCA 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

Lunch/beverage is not provided for campers so please send a sack lunch and 2 snacks with your child every day. The campers will have snack time daily. There is no refrigeration or microwaves available, so we suggest packing and ice pack etc. with your child's lunch if you deem it necessary. Please remember we are a nut free facility. We will have water coolers that are refilled throughout the day. 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 hand 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. Irving Park 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

Each age group has a scheduled swim time. The schedule will be handed out at parent orientation. Swimming is supervised by 1 lifeguard for every 25 children and all camp staff is required to be in the pool at the time of camp swim. Please also note that if our field trip is to a water park your child will need to bring appropriate swim gear.

The first day of swimming of each week the campers will be tested by a swim instructor to determine swim ability. If your child does not pass the deep end test, they will not be permitted into the deep end of the pool. The determination of each child's level will be made by the aquatics staff. Each camper may have the opportunity to be retested each week.

Camp will only offer free swim—if you would like your child to participate in a weekly lesson you can register for the add-on class during camp hours, at their group's designated time, for an additional fee. The aquatics staff will give your child an age specific lesson. If you register for the add on class your child will get regular free swim time and lessons weekly.

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.

Swim suits: 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 swim wear is worn at camp the child will: not swim, be asked to change 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](mailto:inclusion@ymcachicago.org).



## **INSURANCE**

The Irving Park 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.

Our camp also utilizes the *REMIND app* to send reminders & announcements.

## **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.



## **VENDING MACHINES**

Campers are NOT allowed to use the vending machines during camp hours. They must be sent to camp with a healthy lunch.

## **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](http://ymcahicago.org/report)