



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT GUIDE 2019

All parents should read this entire packet carefully, especially parents new to YMCA Camp Duncan. Returning parents please read through all forms carefully since there have been some policy updates since summer 2018.



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Dear Parents and Campers:

Welcome to YMCA Camp Duncan! Thank you for the opportunity to be a part of your child's life this summer. Camp is a special place that provides positive growth experiences and teaches campers to live by the values of **Caring, Honesty, Respect** and **Responsibility**.

YMCA Camp Duncan has a well-trained and educated staff, accustomed to making campers feel welcome. The information in this Parent Guide is very important! It is our hope that this information will help you and your child prepare for an amazing experience.

Please complete the five forms enclosed. **All forms need to be returned to camp before your child's first day. Campers will not be admitted without completed paperwork.**

1. Participant Emergency Information Packet
2. Payment Policy Form
3. Request to Dispense Medication Form
4. Store Account Form
5. Sign In/Out Policy Form

Thank you for your attention to these IMPORTANT details. If you have any questions, call the camp office at 847.546.8086. We look forward to serving you and your camper!

Nic Miller
Day Camp Director

YMCA CAMP DUNCAN
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PARENT PACKET TURN IN

Monday, May 20, 2019
4:00-6:00pm

Drop off in the Main Lodge



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YMCA Camp Duncan **2019 PARENT HANDBOOK**

CAMP'S MISSION AND VALUES

At YMCA Camp Duncan, we seek to provide safe, fun, creative and challenging camping opportunities that foster individual and family growth in areas of self-worth, responsibility, self-expression, independence, leadership, environmental awareness and values. Our mission and the YMCA's four core values are the foundation for all that we do here at Camp Duncan. Both govern our day-to-day lives and are the basis for all rules and requirements established at camp. It is important that all campers and staff strive to teach, practice, and model the values Caring, Honesty, Respect, and Responsibility each day.

CAMP OPERATIONS

HOURS OF OPERATION

- Camp Program: 8:30 a.m. – 4 p.m., Monday through Friday.
- Extended Care is available at no additional charge: 6:30 a.m. – 6 p.m.
- Campers are dropped off and picked up at Pavilion 1 at the Day Camp site.
- Parents/Guardians must sign in and sign out campers at check-in and check-out.

CHECK-IN/CHECK-OUT PROCEDURES

- Check-in team is in place from 6:30 a.m. until 8:30 a.m.
- Please remain in vehicle when checking in/out camper. If you must get out of your vehicle, please pull off to the side so other parents can continue to drop off/pick up.
- A parent/guardian signs his/her camper in and camper exits vehicle to move to appropriate pavilion.
- Check-out team is in place from 4 p.m. until 6 p.m.
- If during the check-in or check-out process you need to get out of your car to talk to the director or to help your child, please pull your car forward out of the line so check-in/out can continue.
- We reserve the right to dismiss a camper from our program who is repeatedly picked up late.
- At check-out, parent/guardian at least 18 years of age must show a valid photo ID.
- At check-out, if the parent/guardian does not have a valid photo ID, the camper cannot be released until a valid photo ID is shown to Day Camp staff member.
- A parent/guardian signs each camper out and then camp staff notifies staff in the pick-up locations that the camper's parent/guardian has arrived.
- A staff member escorts each camper to his/her car.
- "Early pick-ups" (before 3:30 p.m.): Please call the Day Camp cell phone or camp office before early arrival to ensure that campers are ready when their ride arrives.
- Unannounced early pick-ups are highly discouraged, as they are often disruptive to the group and cause parents to wait unnecessarily.



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RELEASE OF CAMPER

- Each family is issued two rearview mirror hang tags with the parent packet.
- These tags indicate to camp staff that the adult in the vehicle is authorized to pick up the camper.
- Adults without identification tags are asked for photo identification.
- Staff check valid photo ID against the camper’s release form.
- Campers are not released to unauthorized adults.
- Campers are not released to authorized adults without a valid photo ID or who are not at least 18 years of age.

NOTE: For safety reasons, additions to the camper release form must be made in person with the Day Camp Director. No phone-in additions are accepted.

TRANSPORTATION POLICIES ON CAMP

Parents of campers are asked to adhere to the following policies:

- The speed limit throughout the entire camp property is 15 m.p.h.
- Drivers are to stay on the camp roads at all times.
- Drivers are to take extra caution; be aware of children in camp.
- Campers are dropped off on the pavilion side of the road.
- Campers may not cross traffic when arriving or departing.
- Please respect camp staff with reminders of camp policies.
- For any parents who wish to park, please park in the designated parking area for everyone’s safety and to allow flow of traffic to continue.
- For the safety of all campers, we reserve the right to dismiss a camper from the program if his or her parent/guardian does not obey the speed limit or other transportation policies.

A DAY AT CAMP

SAMPLE DAILY DAY CAMP SCHEDULE

6:30-8:15 a.m.	Morning extended care
8:15-8:25 a.m.	Announcements, songs, etc.
8:30-9:20 a.m.	Activity #1 (Ex: Swimming)
9:20-9:30 a.m.	Snack (Camper brings)
9:30-10:25 a.m.	Activity #2 (Ex: Boating)
10:30-11:25 a.m.	Activity #3 (Ex: Archery)
11:30-12:25 p.m.	Activity #4 (Ex: Arts & Crafts)
12:30-1:00 p.m.	Lunch (Camper brings)
1:00-1:30 p.m.	Free Reading/Rest Period
1:30-2:30 p.m.	Choice Period #1
2:45-3:45 p.m.	Choice Period #2
3:45-4:00 p.m.	Afternoon snack (Camp provides)
4:00-6:00 p.m.	Evening extended care

RATIOS OF COUNSELORS TO CAMPERS

Ages	Staff	Campers
4-5	1	6
6-8	1	8
9-15	1	10

EXAMPLE ACTIVITIES:

- Archery
- Sports
- Hiking
- Arts & Crafts
- Parachute Games
- Drama
- Frisbee Golf
- 4-Square
- Climbing Tower
- Teams Course
- Canoes*
- Kayaking*
- Blobbing*
- Group Games
- Biking*
- Playground
- High Ropes Course*
- Zip Line*

** Activities are dependent on age and swim ability.*

Staff are trained to plan activities based on age, skill, and camper choice.



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THEME DAYS

- Every week campers will participate in a big Theme Day on Thursday (listed below). All of the camp activities will be based on that theme. Campers are encouraged to dress up for these theme days, but it is not required.
 - Session 1: Camp Superheroes
 - Session 2: Lights, Camera, Camp!
 - Session 3: Around the World in 5 Days
 - Session 4: Magnificent Mess
 - Session 5: Out of This World
 - Session 6: Y Olympic Mania
 - Session 7: Wet & Wild Day
 - Session 8: Blast From the Past
 - Session 9: Y's Got Talent
 - Session 10: Hometown Heroes

ICE CREAM

- As a special treat, ice cream is sold at camp each Friday.
- Campers may bring \$1 to purchase ice cream.
- Campers who do not bring money are given freeze pops.

CAMPER STORE ACCOUNT

The camp store is where campers can purchase snacks and souvenirs to take home! The camp store is open every day camp is held, and campers have the opportunity to go to the store each day.

- Spending money is deposited into camper's account by completing the enclosed Store Account form.
- For Store Account forms submitted online, credit cards will be run at the time of registration for the total amount for all weeks registered. Store Account forms submitted on paper will result in cards being charged for the weekly amount on the Monday of each session. Campers will not be allowed to exceed their weekly limit as specified on their Store Account form.
- Credit card is preferred! We do accept money orders, check or credit card for camper store accounts.
- If check or money orders are used, unused funds are not refundable. Leftover spending money is donated to the 2019 Annual Scholarship program.
- A separate store check must be written for each session; funds do not carry over from week to week.

Store Items

- Snacks and candy are available for \$1.00-\$2.00.
- T-shirts (\$10 - \$15), sweatshirts (\$25-\$35), jewelry (\$2-\$10), toys, stuffed animals (\$4-\$10), etc. are also available at the camp store.
- Camp fees and store money MUST be separate checks.

CHECK OUT YMCA CAMP DUNCAN'S KIDS DAY OUT PROGRAM

Camp Duncan is open all year offering fun programs for kids on days they have off school, including Winter Camp and Spring Break Camp! Contact Nic at 847.546.8086 or by email at nmiller@ymcachicago.org for more information.



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WHAT TO BRING TO CAMP

LUNCH, SNACKS, AND DRINKS

- We ask each camper to bring a healthy lunch (nut free if possible) and drink daily.
- Please label camper’s lunch with camper’s full name.
- Lunches are not refrigerated; many parents include a cooler pack.
- Please do not send glass bottles or containers.
- Campers are encouraged to bring a morning snack.
- Please send camper with a water bottle, labeled with camper’s full name.
- Many parents freeze the water bottle to keep water cool.
- An afternoon snack is provided by the camp daily

HEALTHY KIDS PACK HEALTHY LUNCHES:

- Yogurt
- Fruit
- Veggies
- 100% Fruit Juice
- Graham Crackers
- String Cheese
- Applesauce
- Popcorn
- Animal Crackers
- Sandwich
- Pretzels
- Goldfish

Forgotten lunches: If your camper forgets his/her lunch, camp provides lunch for the camper for a fee of \$5. Lunches are **not** available for daily purchase.

CAMPERS’ DAILY CHECK LIST:

Please label all belongings with camper’s first and last name.

REQUIRED ITEMS	ITEMS TO LEAVE AT HOME
Backpack	Cell phones
Play clothes – we get dirty at camp	Electronics (Tablets, MP3 players, etc.)
One piece swimsuit (*No bikinis please)	Nintendo DS or other gaming systems
Towel	Knives (pocket, Swiss Army, etc.)
Gym shoes – no sandals at camp please	Jewelry/Make up/Nail polish
Lunch and drink	Pokemon cards
Morning snack	Water toys or guns
Sunscreen	Sporting equipment/Toys/Games
Bug repellent	Gum
Change of clothes (Explorers)	Rainbow Looms

**Bikinis/two piece swimsuits are acceptable for campers ages 4-6 years old.*

Our camp days are filled with many fun activities that keep campers busy and active. Camper’s time at camp is a chance for them to be “unplugged”. If a camper brings an item that is not allowed, the item is stored in the Day Camp Director’s office until check-out that day. **Camp Duncan is not responsible for lost, stolen, or broken items.**



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CAMPER HEALTH

SUNSCREEN/BUG REPELLENT

- Camp Duncan **does not** provide sunscreen/bug spray. Each camper should be sent to camp with their **own** bottle of sunscreen/bug spray.
- Please label your camper's sunscreen bottle.
- Staff will remind campers to apply sunscreen/bug repellent throughout the day.
- Staff cannot apply sunscreen to your child unless the parent/guardian completes **Sunscreen Authorization** section in the Participant Emergency Information Packet. Staff may then apply sunscreen that is provided and labeled with the child's name.
- Please stress the importance of sunscreen application with your child before camp begins.
- Sunscreen should be applied to your child before they arrive at camp every morning.

HEALTH HISTORY

The enclosed **Participant Emergency Information Packet** (enclosed) must be completed (front and back sides) and signed by the camper's parent/guardian.

- Campers are not permitted to check-in at camp or board the bus without their signed Participant Emergency Information Packet on file.
- Indicate medical/special needs on the health history portion of the form; notify the Day Camp Director about child's non-medical special needs. This is important in order for our staff to be successful in helping your camper have a positive camp experience.
- Parent/Guardian must sign the medical release portion of the form. In the event of a medical emergency, the hospital must have a signed form before they will care for a camper.
- With each camper's welfare in mind, we ask that parents not send a camper to camp if he/she is sick and/or running a fever. If a camper becomes sick while at camp, the Day Camp Director contacts the parent/guardian or emergency contact to pick up the camper.

MEDICATIONS

- All medication (including prescription, over-the-counter, etc.) must be given to the Day Camp Director and must be noted on the health form.
- In order to dispense any type of medication at camp, a **Request to Dispense Medication form** (enclosed) must be completed and on file.
- Indicate the purpose, dosage and frequency to be given.
- For campers with occasional allergies or asthma, be sure to send the medication, even if they are not currently taking it.
- **All medications must be sent in original container, with the doctor's instructions and with the name of the drug, the purpose, the dosage, and the frequency on the medication container. Medication brought to camp not in its original container cannot be distributed by the Day Camp Director.**
- All medications are kept and dispensed by the Day Camp Director.



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SWIMMING & BOATING EVALUATIONS

All of our campers complete a swim evaluation on their first day of camp. This tells us what their swimming ability is and where they can swim in the pool and boat on the lake. Our swim evaluation puts campers in three levels: beginner, intermediate, and advanced.

A beginner (red chip) swim evaluation includes:

- Putting on a life jacket and floating on their back in the 3-foot area of the pool.
- During swimming, all red chip swimmers are required to stay in the 3-foot deep part of the pool where they can stand.
- At boating, a red chip swimmer is allowed to use power paddlers, canoes with a counselor, or paddle boats with a white or blue chip camper.

An intermediate (white chip) swim evaluation includes:

- Campers swim 3 lengths of the pool. Campers swim one length of the pool using front crawl, one length of the pool using back stroke, and a third length of their choice. They tread water for 2 minutes and jump into the deep end of the pool with a life jacket on and float on their back.
- During swimming, white chip swimmers may swim in the pool from 3-foot to 5-foot areas. They may not swim in the deep end of the pool.
- At boating, a white chip swimmer is allowed to use canoes with a blue chip, paddle boats, fun bugs, power paddlers and double kayaks.

An advanced (blue chip) swim evaluation includes:

- Campers swim 5 lengths of the pool. The first length is front crawl, the second is back crawl, the third and fourth are their choice, and the fifth will be front crawl again. Campers tread water for 3 minutes and then jump into the deep end of the pool and swim one length of the pool on their back with the life jacket on.
- During boating, a blue chip swimmer may use canoes, paddle boats, fun bugs, paddleboards, and kayaks.
- Blue chip swimmers will also be given the opportunity to use the blob during choice time when it is an option during their session(s).
- During swimming, blue chip swimmers may swim in all areas of the pool.

SEVERE WEATHER/LIGHTNING PREDICTION SYSTEM

YMCA Camp Duncan received a donation of a lightning prediction system. We are very fortunate to have one of these systems on our property to keep campers and staff safe.

As you are aware, lightning is a severe hazard, and we take the threat of lightning very seriously. The Thor Guard unit is a predictive system that warns us of the risk of lightning in a two mile radius based on electrical energy in the air.

When there is a significant risk, Thor Guard will sound a fifteen second long warning blast. This is a signal for a suspension of all outdoor activities and for everyone to take cover in safe areas-the pavilions, pool locker rooms, or the Main Lodge, for example- until the all-clear is sounded. The all-clear signal is three independent five second blasts.

We hope you understand our commitment to the safety of all our campers.



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CAMP TRANSPORTATION

BUS ROUTES

Route 1	A.M. PICK-UP	P.M. DROP-OFF
Libertyville: St. Joseph’s School (Pick up on Hurlburt St. on the south side of the school)	7:15 a.m.	5:00 p.m.
Mundelein: Carl Sandburg School (Pick up at main school entrance off of California Street)	7:30 a.m.	4:45 p.m.
Lake Zurich: Seth Paine Elementary (Pick up in parking lot at main entrance of school)	7:45 a.m.	4:30 p.m.
Wauconda: Transfiguration (Pick up in parking lot in front of school)	8:00 a.m.	4:15 p.m.

Route 2	A.M. PICK-UP	P.M. DROP-OFF
Lindenhurst: St. Mark Lutheran Church (Education Center parking lot next to church)	7:15 a.m.	5:10 p.m.
Lake Villa: JJ Pleviak School (Pick up on side of school, enter from Grand)	7:25 a.m.	5:00 p.m.
Round Lake Beach: Avon School (Pick up in front of the school circle)	7:40 a.m.	4:45 p.m.
Grayslake: College of Lake County (North end parking lot at corner of University Center Dr. and Lancer Ln.)	7:55 a.m.	4:30 p.m.

DAY CAMP BUS RULES

- Be careful in approaching where the bus stops. Do not move toward the bus until the bus has come to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to any danger signal from the driver.
- Remain in the bus in the event of a road emergency until the driver or camp staff give instructions.
- Keep hands and head inside the bus at all times. Do not throw anything out of bus windows.
- Remember that unnecessary commotion diverts the driver’s attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing.
- Be respectful of the bus equipment. Never tamper with the bus or its equipment.
- Assist in keeping the bus safe and clean at all times.
- Bus drivers have the final authority on all buses: all rules/regulations/policies set forth must be followed. Buses are staffed for supervision and enforcement of rules.
- Be sure to take all belongings with you when you exit the bus.
- Be courteous to fellow campers, camp staff, and the bus driver.
- Help look after the safety and comfort of smaller children.
- Model the same core values on the bus that you do at camp: Caring, Honesty, Respect, and Responsibility.
- No food, drink or gum on the bus at any time.



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DAY CAMP BUS TRANSPORTATION POLICIES

- We make every effort to keep our buses on schedule.
- We appreciate parent efforts to be at the bus stop on time.
- We ask parents to contact camp if they will not be on time.
- Camp staff will communicate with the bus company to relay late arrival messages.
- It is against camp policies to leave a camper unattended at a bus stop.
- Campers who are not met by a parent/guardian will travel by bus to the next stop. Parents/Guardians may then pick up their child at any subsequent bus stops.
- Campers who have not been picked up after 10 minutes of waiting at the last stop will be driven back to Camp Duncan, and must be picked up by 6 pm.
- Bus riders will follow the same check-in/check-out procedures that are enforced at camp.
- Camp Duncan reserves the right to dismiss a camper from the program who is repeatedly picked up late.
- At least 2 Day Camp staff members will be on each bus to and from camp.

CAMPER POLICIES AND REQUIREMENTS

Please read the following pages very carefully and feel free to contact Camp Duncan with any questions.

CAMPER DRESS

Campers' clothing should reflect good taste and concern for the values and standards of other campers.

Inappropriate dress includes but is not limited to the following:

- Clothing promoting alcohol, drugs, or tobacco products, two piece swimsuits (Adventurer/Explorer campers are exception), provocative clothing, and bare midriffs.

Campers may be asked to change if their clothes are deemed inappropriate.

CHRONIC HEALTH CONDITIONS

Any camper with a chronic health condition must have that condition documented by a licensed physician on the health history form provided by the camp. On check-in day the camper and parent/guardian meets with Camp Duncan's Day Camp Director to review information about any chronic health condition. All medication must be given to the Day Camp Director in its original container with the physician's instructions for dosage on the label. Counselors are notified of the camper's health condition by the Day Camp Director. All medical information shall be kept confidential and stored in the day camp office.

CORPORAL PUNISHMENT

YMCA Camp Duncan DOES NOT subscribe to corporal punishment as a means to discipline campers.

CIVIL DISOBEDIENCE OR CAMPER DISRUPTION



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Any camper conduct, either individually or in a group, that is intentionally disruptive to or designed to be disruptive to the normal operation of the camp program may result in being sent home early from camp. Such conduct includes, but is not limited to the following: destruction of camp property, or advocating such disruption or destruction, refusing to cooperate with camp staff attempting to maintain or restore order in the cabin/group and/or program activity, consistently starting fights or arguments in cabin/group and/or harming another camper. These campers are disciplined and parents are contacted by the Day Camp Director.

DANGEROUS WEAPONS

Items that campers bring to camp that are designed to cause bodily harm or deemed potentially harmful, are confiscated. The parents/guardians are contacted. Bringing such items to camp may result in campers being sent home early from camp. All types of knives and dangerous items **MUST** be kept off the camp property. Once an item is confiscated by the Day Camp Director, it is not returned to the camper but to the parent/guardian at check-out time.

DECEITFUL ACTIVITY

Any camper who lies to or deceives a camp staff person is subject to disciplinary action and removal from camp program.

DRINKING AND DRUGS

Zero Tolerance Policy = camper automatically sent home. Alcohol and drugs absolutely have no place at camp! Positively no alcohol, drugs, or controlled substances (including e-cigarettes, vaping devices, and other similar substances) are to be carried onto the camp property. Any camper in possession of alcohol, drugs, or a controlled substance is sent home immediately. In the event alcohol, drugs, or a controlled substance are found, the items are confiscated and the camper's parent/guardian is contacted by the Camp Director to pick up their camper immediately, no matter the time of day.

FALSELY REPORTED EMERGENCY CALLS AND FIRE ALARMS

Any camper setting off a fire alarm, fire extinguisher, tampering with smoke detector or using any phone to falsely report an emergency to 911 is subject to disciplinary action.

FIGHTING

YMCA Camp Duncan does not tolerate campers who harm other campers. Physical or verbal fighting, degrading, demeaning, threatening other campers or staff, or making fun of others is not allowed. Any camper involved in fighting is subject to discipline and may be sent home. The parent/guardian is contacted by the Day Camp Director.

GAMBLING

No games of chance may be played on the camp property or at any off-site camp function. Playing cards for money or exchange of personal items, dice playing, or any other forms of gambling are not allowed at camp. Campers who violate this policy are subject to disciplinary action.

GANGS

Campers must refrain from any gang related activity while at camp. No camper shall:

1. Wear, possess, use, distribute, display or sell clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in a gang.
2. Commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang. Any camper who violates this policy is subject to disciplinary action and parent/guardian are contacted.

GUM CHEWING



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Gum chewing contributes to higher maintenance costs, creates unsanitary conditions, and has a negative effect on camp decorum, other peoples' clothes, shoes and hair. For these reasons, gum chewing at camp is not allowed at any time.

INTIMIDATION / BULLYING

Any camper or group of campers found to be harassing, making fun of, or intimidating another camper is subject to disciplinary actions, and may be sent home.

LASER PENS / POINTERS

The use of laser pens/pointers by campers is not permitted. If a camper brings a laser pen/pointer, it is confiscated and kept in the Day Camp Director's office until the last day of camp.

LOST & FOUND

When sending campers to camp, please mark all belongings with his/her full name. Lost & found items at camp are put in a lost and found box located in the day camp pavilions. Please do not only use camper's initials; please mark all belongings with camper's full name.

At the end of each session, campers (and parents/guardians during pickup) are given an opportunity to claim lost & found items. Parents/Guardians can claim lost & found items up to two weeks after their session. Lost & found items not claimed and/or without names are donated to charitable organizations.

OBSCENITY

Obscene, profane or vulgar language written, oral, or expressed by symbols is not tolerated. Being respectful to staff and other campers is important and expected. Any camper who violates this policy is subject to disciplinary action.

CELL PHONES/TABLETS

Cell phones and Tablets have no place at camp. Campers are too busy with camp programs and activities. Please do not send these items to camp. If parents/guardians need to contact their camper during the session, they are asked to call the camp office or Day Camp cell phone (number given in session flyer) and talk to the Day Camp Director.

SEARCH AND SEIZURE

Camp Duncan administration staff reserve the right to search a staff or camper's property, either by themselves or with the aid of law enforcement officials, if the camp staff deem the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. These searches may or may not include the use of specially trained dogs.

SOCIAL CONDUCT

At camp, camper conduct should reflect concern for others. Camp is the wrong place for any type of public display of affection. Intimate physical contact is treated as a disciplinary matter.

STEALING

Stealing is a violation of Illinois law. A camper who steals camp property, another camper's belongings, or a staff person's belongings is subject to disciplinary action. Stealing may result in a camper being sent home early from camp. The Day Camp Director contacts parents/guardian immediately.

VANDALISM



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Camper's

committing acts of vandalism or malicious mischief either against the camp property or against another camper or staff are disciplined immediately. Vandalism includes any kind of graffiti on camp walls, picnic tables, bathroom stalls, etc. The parent/guardian is contacted immediately. Violation of this policy may result in the camper being sent home early from camp. Payment to repair any damage accrued as a result of the vandalism is the responsibility of the camper's parent/guardian.

VISITORS

When well-meaning parents and friends "drop by" to visit their child, the camper, other campers, and the camp programs may be disrupted. Please contact the Day Camp Director to arrange a time to visit.

BEHAVIOR MANAGEMENT POLICY

YMCA Camp Duncan's Behavior Management Policy compliments our program by assuring that each camper is safe, learns, grows, and has FUN! The Behavior Management Policy encourages appropriate behavior by positively reinforcing good behaviors. Discipline is carried out in a way that helps a camper develop self-control and assume responsibility for his/her own behavior. The discipline balances firmness and kindness. The policy is based on three overall rules:

1. A camper may not disturb or hurt others; verbally, physically.
2. A camper may not damage equipment or camp property.
3. A camper may not place himself/herself in a dangerous situation.

The Behavior Management Policy is limited to a few techniques of discipline. The first technique is rationalization and education. This technique allows the camper to problem solve and the staff to assist with choices for more appropriate behavior. Another technique is removal of a camper from a problem situation in a time out. Removal gives the camper time to calm down, reflect on his/her actions and the staff a chance to discuss with the camper what happened. The staff are trained to use a combination of the techniques to encourage the best behavior. The Camp does not tolerate campers teasing or making fun of other campers.

In the event of a major infraction of the rules, the Day Camp Director will contact parents/guardian and the camper may be sent home. **Refunds are not given for campers sent home for disciplinary reasons.** The parent/guardian is responsible to provide transportation home in the event the camper is removed from the camp program.

CHARACTER COUNTS: CREATING COMMUNITY



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Camper rules are rooted in the four core values that we feel everyone can practice and model: CARING, HONESTY, RESPECT, AND RESPONSIBILITY

CARING

- We care about each other's feelings. **We do not tease or make fun!**
- We take care of camp equipment so that others can enjoy it too.
- We care for the Camp Duncan property by keeping it litter free.
- We take care of our bodies: NO smoking, alcohol, or drugs!
- We care for others by keeping hands and feet to ourselves. We do not hit, kick, push, or horseplay.

HONESTY

- We try our best to always tell the truth.
- We treat each other fairly.
- We are honest with ourselves and ask for help when we need it.
- We try to do the right thing without being told or asked.

RESPECT

- We listen to our counselors and other staff members.
- We follow directions the first time given when asked to do something.
- We speak to each other nicely and with respect.
- We ask before touching or taking someone else's belongings.

RESPONSIBILITY

- We come to camp prepared by bringing what we need.
- We leave money, video games, radios, gum, trading cards, cell phones, MP3 players, tablets, make-up, and nail polish at home.
- We only talk about appropriate topics and use appropriate language.
- We stay with our group where our counselors can see us.
- We ask permission if we need to leave the group for any reason.

One important tool used by YMCA staff in order to have meaningful



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

conversations with parents when difficult situations arise is shown below:

YMCA of Metropolitan Chicago Youth Programs Character Pledge

This form may be used for youth 5-15 who may draw or write their perception of the situation. This form must be filled out with the assistance and supervision of a YMCA staff person. A separate piece of paper may be attached to this form to answer questions. The staff may write what the child explains to them. This can be used to lead discussions in groups or individually with children.

Purpose: To help you explain the situation that happened and to set actions in place to make sure it will not happen again.

Directions: Fill out this form completely before turning it in to a YMCA staff person in your program.

Your Name: _____ **Date:** _____

1. What happened?
2. How did the situation make you feel?
3. How do you think this situation makes others feel?
4. Circle the value(s) you did not show:
Caring Respect Responsibility Honesty
5. Give 2 examples of what you could have done instead.
6. What should be the consequence(s)?
7. How can we make sure this will not happen again?
8. Why is it important to follow rules/learning standards?

Child's Signature: _____ Staff Signature: _____

2019 DAY CAMP SESSION DATES

Pre-camp:	May 28-31
Session 1:	June 3-7
Session 2:	June 10-14
Session 3:	June 17-21
Session 4:	June 24-28



FOR YOUTH DEVELOPMENT
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DAY CAMP

3 DAYS/4-5 DAYS PER WEEK

DATES & RATES

Register by April 30, 2019 \$185/\$225

Register after April 30, 2019 \$200/\$245

Bus Transportation per Session \$30 (a.m. pick-up)

*There is no bus service during \$30 (p.m. pick up)
pre- and post- camp.

Pre- and Post-Camp per Day \$51

REGISTRATION, PAYMENT OF FEES, AND CANCELLATION POLICY

1. Campers must be registered prior to the first day of each session.
2. The \$25.00 deposit per session is non-refundable and non-transferable.
3. Parents/Guardians of campers not registered for camp will be sent to the Main Office to determine if space is available and to pay necessary fees.
4. **Balance of fees must be paid the Wednesday prior to the first day of the session starting.** Campers whose fees are not paid by the first day of a session will not be permitted to stay at camp. Parents will be required to pick up their child by 10 a.m. if he or she was dropped off at camp without their session fees being paid in full. The Y will call the authorities if the child(ren) is not picked up before 10 a.m.
5. After initial registration, you must email Susie Melton at smelton@ymcachicago.org to add/cancel any sessions. No session add-ons will be accepted by staff at check-in or check-out.
6. **Cancellations must be made prior to the camp session starting.** To cancel your day camp session, email Susie Melton at smelton@ymcachicago.org. Cancellations will not be accepted by staff at check-in or check-out.
7. Parents/Guardians will be responsible to pay for any balance of camp fees for the current session if a cancellation is made after Monday of the session. Failure to notify the Main Office of your cancellation will also result in a forfeit of your already paid camp fees.
8. Refunds and credits are issued for medical reasons only and are issued upon receipt of a licensed medical doctor's written authorized medical statement.
9. Refunds are not issued for campers going home early due to disciplinary action or homesickness.
10. There is no reduction of fees or credit given for days not attended within your day camp session.
11. Approved refunds: Cash and check payments are sent by mail six to eight weeks after cancellation. Credit card payments are credited back to appropriate card within the same day.
12. The parent/guardian who registers a child is responsible for payment of fees. If custodial payment agreements are legally in place, it is the responsibility of the parent who registers the child to see that these payment agreements are followed through upon, or must personally see that fees are paid in full the first day of the camp session.
13. Sessions added after Wednesday of the week before the desired session are subject to the late fee. (Part time = \$225/Full time = \$280)
14. Failure to fulfill camp payment for two weeks (does not need to be consecutive), the child(ren) may be removed from the Day Camp program for the rest of the year.



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

IMPORTANT FORMS TO BRING TO CAMP

CHECKLIST

Please check to make sure that you have all these forms completed and turned in on or before (preferred) the first day of your camper's session. Full payment and all completed forms must be received on the first day of camp in order for your camper to attend.

- Participant Emergency Information Packet:** All campers must have a completed packet to attend camp. (Forms are enclosed) Please fill out the forms completely – front and back pages. Sign and date the Parents/Guardians Authorization sections. Incomplete or unsigned health forms are not accepted and may result from camper not being able to stay at camp. Carefully read through the following sections of this packet:
 - Authorized Adults to Pick-Up:** This section needs to be completed and signed by a parent/guardian. This form indicates to whom your camper may be released. Please note we cannot release campers to anyone other than those who are on this form. Parents: please don't forget to put yourselves on the Release Form.
 - Health History:** These forms are confidential; only the Program Director and Day Camp Director will see these forms. Campers are not allowed to see other camper's sheets. Counselors will be informed of any medical or special needs.
 - Talent Release:** Please review and sign. If you choose not to sign this section, photos/videos/etc. of your camper will not be used in any promotional material.
 - Facility Use Waiver:** This is a waiver each camper needs on file to be at camp.
 - Authorization for Sunscreen:** Please review and sign if you would like to authorize YMCA staff to help your child re-apply sunscreen throughout the day.
- Day Camp Sign In/Out Policy Form:** Review, sign, and return to camp.
- Day Camp Payment Policy Form:** Review, sign, and return to camp.
- Request to Dispense Medication Form:** Review, sign, and return to camp.
- Day Camp Store Account Form:** Review, complete, and return to camp.