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FOGLIA YMCA

SUMMER DAY CAMP

2019

PARENT MANUAL

Updated 1/1/2019





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Dear Parents/Guardians:

Thank you for enrolling your child(ren) in the upcoming camp session at the Foglia YMCA. We're delighted to have your family join our extended YMCA family, and hope your child enjoys participating in the program as much as we enjoy running it.

Attached is the Foglia YMCA's Summer Day Camp parent manual.

Please note that a \$25 non-refundable deposit is due for each week you are registering for upon registration. The remaining balance for traditional camp is due the week prior to your child's camp. Specialty camp payment is due in full upon registration.

All of the paperwork included in registration 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 day camp program, please do not hesitate to contact directly. We look forward to providing your child with a safe and fun summer.

Sincerely,

*Sarah Sidell*

Sarah Sidell  
Youth Development Director  
(847) 410-5393



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## Camp Locations

Voyager Camp, Adventure Camp, Explorer Camp, Teen Camp/Leaders In Training, and Counselors-In-Training are all held at Foglia YMCA.

1025 N Old McHenry Road, Lake Zurich, IL 60047  
Phone: 847.438.5300 | Program Fax: 847.438.5307  
fogliaymca.org

For specialty camp locations, please refer to the day camp brochure. Many specialty camps stay at the Foglia YMCA and some require transportation to off-site locations. Specialty camps that require transportation are to meet at the Foglia YMCA. The Y staff will take care of all transportation to off-site locations. All specialty camps meet at the back Explorer Camp Pavilion (next to the playground).

## ACA Accredited

American Camping Association (ACA): 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. Our camp is fully accredited. We are committed to providing the highest standards established for the camping industry.

## 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 call the numbers listed below or our main telephone number, 847-438-5300, and just ask for us by name. The following staff is here to assist you:

Sarah Sidell – Youth Development Director

Paula Kent – Youth and Family Team Lead

Annemarie Kinney – Adventure/Explorer Camp Coordinator

Megan Smith – Teen Camp/LIT/CIT Camp Coordinator

Amy Hirsh – Early Learning Director/Preschool & Voyager Camp

Eric Palmblad – Youth Sports Director/Youth Sports Specialty Camps



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## Registration Packet

Registration forms need to be completed before your camper’s first day of camp. We require a \$25.00 non-refundable deposit per week (not including specialty camps, which are paid in full upon registration).

ONLINE REGISTRATION\*\* We will continue to offer online registration for summer camp. You may chose the weeks you would like as well as any specialty camps. You will be asked to pay the deposit for each week of traditional camp. If you would like to pay your entire balance at that time you may. Specialty camps must be paid in full at time of registration. You will also have the option to sign up for automatic payments as well. To sign up for automatic payments you will need to stop by the membership desk to complete the form. **Even though you register online there is still physical paperwork you need to fill out and turn in. Once your online registration is done you will receive an email with the paperwork you need to complete. Your child may not attend camp until that paperwork is complete and turned in.**

If you decide to register in person please go to member services and they will take your packet. It is important that your information on the enrollment forms is current and complete. Please let us know in writing of any changes in the phone numbers, addresses or authorized people who may pick up your child. This information must be updated through the Day Camp Director.

**YOUR CHILD WILL NOT BE ABLE TO ATTEND THE PROGRAM UNTIL ALL PAPERWORK IS RECORDED AND RECEIVED.**

## Summer Day Camp Sessions

Our summer day camp runs on weekly sessions both for traditional day camps which include Voyager, Adventure, Explorer, Teen, Leaders-In-Training and Counselors-In-Training Camps as well as Specialty Camps. Below you will find our available sessions:

#	Dates
1	June 3-7
2	June 10-14
3	June 17-21
4	June 24-28
5	July 1-5 – No Camp July 4
6	July 8-12
7	July 15-19
8	July 22-26
9	July 29-Aug 2
10	August 5-9
11	August 12-16



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## Traditional Camp Basic Daily Schedule

7-9 a.m.	Extended Care – Camper’s Choice
9-9:30 a.m.	Check-In, Attendance, Opening, Camp Songs, Rules
9:30-10 a.m.	Small Group Work (Character Development, Team Building, etc)
10-10:30 a.m.	Large Group Physical Activity
10:30-10:45 a.m.	Sunscreen/Drink Break
10:45-11:15 a.m.	STEM/Technology
11:15-12 p.m.	Lunch/Reading
12-1 p.m.	Rock Climbing (Mondays)/Swimming (Tu/Wed/Th) & Group Games (Camps are split into 2 groups)
1-1:15 p.m.	Sunscreen/Drink Break
1:15-1:45 p.m.	Small Group Physical Activity
1:45-2:15 p.m.	Creative Arts
2:15-2:45 p.m.	Free Choice Time
2:45-3:15 p.m.	Snack
3:15-3:45 p.m.	Large Group Physical Activity
3:45-4 p.m.	Closing Ceremonies, Camp Songs
4-6 p.m.	Extended Care – Camper’s Choice

\*The daily schedule listed is just an example of a day plan for our adventure campers. This schedule changes on a daily basis. For weekly schedules of activities for your child’s camp. Schedules are available at drop off and pick up times.

## YMCA Day Camp Philosophy & Goals

### CHARACTER DEVELOPMENT

Character Development is challenging people to accept and demonstrate the 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 YMCA camp mission statement puts it best: The YMCA provides trained leadership and the resources of the natural surround 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.

YMCA DAY CAMP IS IMPORTANT TO A CHILD’S DEVELOPMENT BECAUSE...

- Campers grow personally. They are given the chance to experience new things and interact with other children on a daily basis.



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- Campers learn new things. Whether it is playing a new game, practicing an existing skill or developing their social skills, campers leave our camp having learned something they can remember for a lifetime.
- Campers learn to appreciate diversity in each other. We live in a multicultural community and our camp reflects this. Campers learn each person is unique. They have fun and respect each other regardless of race, religion, gender, or social status.
- Campers 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 creative arts are all done with the campers 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 times, commitment to learning, positive values, social competencies and positive identify.

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

## Staff

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

Our staff receives 30+ hours of training before your child's summer begins as well throughout the summer by the YMCA director and coordinators. Training includes but is not limited to Community CPR/First Aid, Child Abuse Prevention, Emergency Procedures, Behavior Management, Discipline policy, Character Development, Program Curriculum, Lesson Planning, Pool Procedures, Field Trip Procedures, Transportation, Customer Service, and Parent Communication.

Moreover, all staff our YMCA employs must undergo a background check as well as provide the YMCA with 3 character references. Over 90% of our staff is 18 years of age and older. We also have a high retention rate with our staff. Most of them have been with us for 3-5 years. Our professionally trained and enthusiastic staff is the key ingredient to a positive camping experience here at the Foglia Y.



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## Camper to Staff Ratios

Children are grouped in units based on their age. Each camp has two unit leaders responsible for the direct supervision of the counselors and general coordination of that camp. Unit Leaders are generally 21 years of age or older. The children are then divided into smaller counselor groups. The ratios by standards of the ACA are as follows:

Age (years)	Counselors to Campers
3-5	1:6
6-8	1:8
9-16	1:10

## Weekly Fees

Please see our day camp brochure for the pricing of all of our camps. If you have any questions regarding pricing or billing, please contact Therese Abboud at 847.410.5403 or [tabboud@ymcachicago.org](mailto:tabboud@ymcachicago.org).

## Scholarship/Fee Waiver

### Illinois Action For Children Funding

Forms available at our member service desk along with local offices. Action for Children (AFC) is a child-care financial assistance program provided by the Illinois Department of Human Services for low-income, working families. If you are a new applicant, you are required to meet with a designated YMCA staff member before registering for camp. You may pick up applications, re-determination forms and change-of-provider forms at the YMCA. DHS Child care subsidy can take up to two months to give approval; you must plan accordingly in order to have approval before the first week of camp. Please turn in all paperwork by April 1, 2018 in order to have approval. For more information please contact Therese Abboud at 847.410.5403 or at [tabboud@ymcachicago.org](mailto:tabboud@ymcachicago.org).

### Financial Assistance

It is the goal of the YMCA to provide education, social and physical development services to people regardless of their ability to pay. Waiver or reduction of fees is available, subject to facility and program capacity and demonstrated need, without regard to race, color, sex, religion, national origin, age, physical or mental handicap. Scholarship applications will be accepted through May 1, 2018 and will be reviewed after that date.

We require all families in need of financial assistance to first request funding from Action for Children (AFC). If a family is denied AFC funding, they are then able to apply for the financial assistance scholarship that the YMCA offers. Applications are available at the YMCA and online. Applicants are required to bring AFC denial letter and submit it with scholarship application or they will not be considered for the financial assistance program.



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## Payment Procedures

Billing will be handled in the following manner:

1. Upon registration, you will provide the YMCA with \$25 non-refundable deposits for each week you register for to reserve your spot. The balance is due the Wednesday prior to your child's camp (specialty camp fees are to be paid in full upon registration). Deposit amount will go toward your total payment due for that week.
2. Minimum of 3 days per week is required for all traditional camp registrations.
3. Specialty Camp fees must be paid in full at time of registration.
4. Below is the draft schedule for the summer.

Week #	Camp Date	Draft Date
Week 1	6/3-6/7/19	5/15/2019
Week 2	6/10-6/14/19	5/15/2019
Week 3	6/17-6/21/19	6/1/2019
Week 4	6/24-6/28/19	6/1/2019
Week 5	7/1-7/5/19	6/15/2019
Week 6	7/8-7/12/19	6/15/2019
Week 7	7/15-7/19/19	7/1/2019
Week 8	7/22-7/26/19	7/1/2019
Week 9	7/29-8/2/19	7/15/2019
Week 10	8/5-8/9/19	7/15/2019
Week 11	8/12-8/15/19	8/1/2019

5. If your payment is not received the Wednesday prior to the start of the camp week, your child will not be allowed to attend the program.
6. Switching Weeks: In order to maintain staff/camper ratios needed for safety, there will be a \$15 fee to switch or transfer camp after the Wednesday of the week prior to camp.
7. Payment for summer camp should not be left with the on site counselors. It may be completed at our member services desk.
8. PLEASE NOTE: Checks should be payable to the Foglia YMCA. There will be a \$25.00 service charge assessed to your day camp account for any checks returned by the bank for non-sufficient funds.



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## Foglia YMCA 2018 Summer Camp Refund Agreement

### Camp Refund Agreement

1. Camp Deposit of \$25.00 is non-refundable but is transferable within same membership unit, if notice is given at least 14-days prior to the start of your registered camp week.
2. If notice is given less than 14-days prior to the start of registered camp week, Camp Deposit becomes non-refundable and non-transferable.
3. Refunds requested at least 14-days prior to the start of registered camp week, total camp fee will be refunded less the deposit.
4. Refunds requested less than 14-days prior to the start of registered camp week, total camp fee will be refunded less the deposit and 20% administrative fee.
5. No refunds will be given after 3 p.m. on the Friday prior to the start of registered camp week.
6. All refund requests must be in writing and received prior to this deadline.
7. Refunds required due to 3rd party approval will be processed two weeks after Child Care Assistance Program approval letter arrival in center.

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.



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## Extended Camp

Extended care is available for children enrolled in our Voyagers, Adventure, Explorers, Teen, our Leaders in Training and Counselor in Training camps, and specialty camps that run from 9am-4pm. Children can arrive as early as 7am and stay as late as 6pm for no additional charge.

Camp	Before/After Care Location
Voyager	Before care is Inside the YMCA. After care is outside at our Explorer Camp pavilion
Adventure/Explorer/Teen/LIT/CIT	Outside at the large pavilion located next to the playground

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 YMCA staff. Activities will include board games, art, our playground, basketball courts and soccer field.

## Camp Pick Up & Drop Off Procedures

Parents are required to sign their child in and out of camp.

During the hours of 7-9 a.m. or 4-6 p.m. (extended care) drop off and pick up will always be conducted at the back Explorer Camp Pavilion (next to the playground). If weather does not permit the children to be outside, day camp will be moved inside.

During traditional camp hours of 9 a.m.-4 p.m., pick up will be done at the pavilion where your child's camp is located. (Preschool Camp is inside our building held in the ½ Day Preschool Room, Adventure Camp is in at the pavilion at the entrance to our grounds by the basketball court, Explorer Camp is held at the larger pavilion by the playground and Teen Camp is held at the pavilion next to the Y's fields.)

**For before care, we offer curb side arrival, during before care where you can stay in your vehicle, sign your child in and let the children out to camp. During this time traffic can be very heavy so for the safety of the children we ask that all parents utilize the curb side arrival/sign-in and refrain from parking their car.**

You will be required to park your car to pick up and sign out your child at the end of their camp day (this procedure is followed if you happen to pick your child up during camp hours as well). Parents will be required to show a photo I.D. (drivers license) when picking up their child. This procedure will strictly be enforced; it is for your child's protection.



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If someone other than the parent will be picking up your child, parents **MUST** notify the YMCA and parents must have that person listed on their authorized pick up list. They still will need to show photo I.D. when picking up the child. Again, this procedure will strictly be enforced; it is for your child's protection.

Specialty camps drop off and pick up procedures require parents to park their cars and sign in/out their children from the camp. Specialty camps meet at the Explorer Camp pavilion.

Parents/guardians will be required to pay a \$15.00 late fee for any portion of each 15-minute period after 6:00 pm that a child is picked up. Fee is due immediately. Three late pick-ups may result in termination from the program.

## Prayer

We provide care for families of various backgrounds and cultural beliefs. For that reason we recognize and celebrate diversity at our facility. Our program is designed for children to learn, to care and respect for others regardless of religious beliefs.

## Field Trips

Voyager, Adventure and Explorer camps attend field trips on Wednesdays. If your camper attends camp on Wednesday, they automatically will attend the field trip. No one is left back at the YMCA on field trip days.

Teen/LIT camps attend field trips on Wednesdays and Fridays. If your camper attends camp on those days they will automatically attend the field trip. No one is left back at the YMCA on field trip days.

Specialty camps and swim lessons do not run on Wednesdays to accommodate field trips. For teen camp it is the parents' choice to register for a camp that overlaps with a specialty camp or swim lesson. If a teen/LIT camper is to attend specialty camp or swim lessons instead of the traditional camp field trip on Fridays, the camper will stay with Explorer camp during the time teen/LIT camp is away.

## What TO bring to Camp

- Gym shoes
- Backpack
- Non-refrigerated sack lunch & morning snack for the day
- Labeled water bottle (NO glass bottles)
- Swimsuit & towel
- Sunscreen & bug repellent
- Comfortable clothing & gym shoes
- Values, Morals, Good Listening Skills and Smiles



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## What NOT to bring to Camp

- Sandals or Flip-flops
- Pets
- Money & valuables (unless specified; i.e. field trips)
- **Electronic Toys/iPod /iPad/Tablet**
- Trading cards of any kind
- Unnecessary toys/sports equipment
- Weapons, Alcohol, and Drugs
- Inappropriate behavior, language, clothing, etc.

## The YMCA's Commitment to Safety

The YMCA of Metropolitan Chicago is committed to providing safe environments that promote community and open, honest communications. Our members, employees, volunteers and residents play an important role by informing the Y about any criminal conduct or violations of the YMCA Code of Conduct by contacting an executive, department or program site director.

In situations where you would prefer to anonymously or confidentially make a report, you are encouraged to use our helpline, which is hosted by an outside provider, EthicsPoint. 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.

You may access this helpline over the Internet at [www.ymcachicago.org/report](http://www.ymcachicago.org/report) or by calling (toll-free) 1.855.249.5700.



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## The ABC's of Camp

### **ABSENTEES:**

If your child will not be attending camp please leave a message for Sarah Sidell. Refunds will not be given for missed camp days unless there is a serious illness and a doctor's note is provided.

### **ACCIDENTS:**

For minor injuries, such as cuts, scrapes, bruises, and bug bites, a camp counselor will assist and oversee the camper 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.

For serious injuries, or any incident where they may be caused to question (such as a bump on the head), the counselor will contact day camp Director immediately. The attending counselor will stay with the injured camper. The Site Supervisor will contact the parent/guardian and notify the Lake Zurich Fire Department/Paramedics.

Other staff will take responsibility for responding to the rest of the campers, minimizing the accident/incident as much as possible, and not alarming the other campers. PLEASE KEEP AUTHORIZED LIST AND TELEPHONE NUMBER UP TO DATE!

### **ALLERGIES:**

It is your responsibility to let us know on the medical form if your child has any allergies along with your child's possible reaction should he/she come in contact with the allergen. If your child has any medication they need to take in an emergency or on a regular basis, there are separate medical release forms that need to be completed and returned to the day camp director. This includes inhalers, EPI-Pens, doctor prescribed medicine or over the counter medication.

### **AUTHORIZATION-PICK UPS:**

For the safety of the campers you will need to fill out and turn in the names of at LEAST 3 people who are authorized to pick up your child from camp. Your child will not be released to anyone not on the list without your written consent.

### **BABYSITTING:**

YMCA camp staff is not permitted to baby-sit for families involved in our YMCA programs while they are employees of the YMCA.

### **BATHING SUITS:**

Males must wear swim shorts or trunks with a lining. Speedo suits for males are not allowed. Females must wear a one piece bathing suit or a two piece suit that does not show the midriff (i.e., tankini suit that covers the midriff is allowed). If inappropriate swim wear is worn at camp the camper will: not swim, be asked to change, or a parent may be called to pick up the camper from camp / bring change of clothes.



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### **BEHAVIOR POLICIES:**

Please take time to review the Character Pledge on the next page with your child. This is the behavior management tool we will use to discuss difficult situations with you and your child. If your child's behavior becomes seriously inappropriate your child may be dismissed – without a refund – from camp. This is at the discretion of the Unit Leader, Assistant Director or Director. In this event the parent or guardian of the camper will be called and is responsible for picking up or sending an authorized pick up person as soon as possible. Behaviors that will result in immediate dismissal may include and are not limited to physical altercations that cause injury, refusal to cooperate with camp staff in attempting to maintain safety and order in the group or program activity, inappropriate clothing, stealing, possession of drugs, alcohol, firearms pornographic material or cigarettes, gang related activity, destruction of property and bullying. **NO REFUND OR CREDIT WILL BE ISSUES FOR CHILDREN WHO ARE DISMISSED FROM CAMP FOR INAPPROPRIATE BEHAVIOR.**

If this pledge is broken or if there is a conflict/interaction that involves strong feelings or serious negative behaviors the following steps will be taken:

Step 1: YMCA staff will talk with campers in order to acknowledge feelings, gather information and create a plan to repair any harm that has been caused. This will be documented in the behavior log.

Step 2: If negative behavior persists or the plan to repair harm is not followed, parents will be asked to come to the program as a partner to discuss the issues and work toward a solution together with their child and YMCA staff. A written plan will be created and signed by the parent, youth, and staff.

Step 3: YMCA staff will monitor behavior closely and provide regular feedback to the camper and his or her parents.

Step 4: If the problem persists or camper does not follow the plan created and agreed upon, the parent may be contacted immediately to pick up their child from camp. The following morning, parents, staff and child will meet to discuss any additional supports that the child might need to be successful in the program.

Step 5: If the prior interventions are not successful AND youth behavior is impacting the physical or emotional safety of themselves, Y staff or other campers an alternative placement will be discussed and the child may be dismissed from the program for the remainder of the session.



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## 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: \_\_\_\_\_

\_\_\_\_\_

NOTE\* You do not need to fill this out or have your child sign this version. This is just to show you what we use to have meaningful conversations when tough situations arise.



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### **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 e-mails, text messaging, instant messaging, 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 Foglia 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 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 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 staff to promote communication with their staff and their campers so both staff and campers 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 campers and staff have a great summer at Foglia YMCA.

### **CAMPER DRESS:**

Please write campers name on articles that are brought/worn to camp. Socks and Gym shoes are required. NO sandals or flip-flops allowed. Children will be engaging in activities such as running and hiking throughout the day. Dress accordingly. Clothing of campers 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 camper changing or parent being called to pick up camper.

### **CELL PHONES:**

**Cell 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 847.438.5300 and we will relay a message to your child.

### **CHRONIC HEALTH CONDITION:**

A chronic health condition must be documented by a licensed health physician on the health history form that you can turn in with your child's registration packet. You will also need to meet with the Camp Director and Unit Leader to review necessary information. Any medication necessary for this health condition must be given to the camp director or site director in its original container with



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physician's instructions for dosage on the label. The parent must fill out a separate form that gives permission to a staff member, who is 21 years or older, to give the medication to their child.

#### **CLOTHING:**

All campers need to dress for the weather. On cool days, sweatshirts or nylon jackets may be necessary. On hot days, shorts and light colored clothing are appropriate. Please do not send children in their "best clothing"....we are outside all day, doing a variety of activities and they will get dirty!

#### **DANGEROUS WEAPONS:**

Campers who bring to camp any item designed to cause bodily harm or any item not "designed" to cause bodily harm that is deemed potentially harmful will first have it confiscated and then the parents/guardians will be contacted. Bringing such items to camp may result in campers being sent home early or suspended. All types of knives and dangerous items **MUST** be kept off camp property. Once an item is confiscated by the staff and given to the Youth & Family Director; it will not be returned the camper. Items will only be returned upon request to the parent or guardian.

#### **DISCIPLINE:**

Inappropriate behavior will be shared with parents so that behavior can be modified before it becomes a problem. Our goal is to keep children in our camps because of the positive things that can be learned...our entire philosophy is dependent on this belief. However, there are situations that can arise that required us to ask a child not to participate in our camps. These situations can be defined as "anytime the actions of one child are deterring the YMCA from accomplishing its goals in the camp or puts a staff member, camper, or him/herself in danger."

Every effort will be made to notify a parent ahead of time if their child will be missing an activity due to inappropriate behavior. If the situation with the child persists, parents will be notified to pick up their child within one hour. In the event that the parent cannot be reached, the emergency contact person will be called and a message left for the parent.

If disruptive behavior does take place the following steps will be followed:

- First offence – Timeout (no more than 1 minute for each year of age)
- Additional offenses would mean filling out a Character Pledge and following the steps associated with that tool.

The circumstance and seriousness of the disruptive conduct may merit a different approach.

#### **FIGHTING:**

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



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### **FREE LUNCH ON THURSDAYS:**

For those campers participating in Voyager, Adventure, Explorer and Teen/LIT Camps, lunch will be provided three times throughout the summer (please see our camp brochure for dates). Lunches may include (but not limited to) hot dogs, hamburgers or pizza. Campers will also be given a drink and dessert item. Campers will be served an afternoon snack on field trip days. If your child has any food allergies, please indicate that in the registration packet and also notify the camp director as soon as possible.

### **GAMBLING:**

No games of chance may be played during camp, on YMCA. Campers who violate this policy will subject to disciplinary action.

### **GANGS:**

Camper will refrain from any gang related activity while at camp. No camper shall: 1) Wear, possess, use, distribute, display, or sell any 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, draw pictures, etc.) showing membership or affiliation in a gang. Any camper who violates this policy will be subject to disciplinary action and parent/guardian will be contacted.

### **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. All nits must be removed following treatment before your child is allowed to return to the program. 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/INJURY:**

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

Moderate injuries will be communicated to parents once proper first aid procedures have been followed. If the illness or injury occurs late in the day and is moderate, you may be notified at the end of the day. In cases of severe injuries, parent/ guardian will be contacted immediately.

### **INSURANCE:**

The Foglia YMCA Summer Camp Program does not provide accident insurance for your child. Insurance and payment of treatment is the responsibility of the parent.



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### **LATE PICK-UP POLICY:**

Due to our accreditation and because staff has 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:

6-6:15 p.m. = \$15 late fee per child  
6:16-6:30 p.m. = \$30 late fee per child  
6:31-6:45 p.m. = \$45 late fee per child  
6:46-7 p.m. = \$60 late fee per child

After 7 p.m., with late fees continuing to occur in 15 minute increments, if unable to contact any responsible guardian, the staff will contact emergency services. The staff at the site will pass along late pick-up charges and a separate statement will be issued for them.

If late pick up persists the day camp director reserves the right to ask parents to find alternate arrangements for camp.

### **LOST AND FOUND:**

We will have a lost and found area; 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. Lost and found items will be donated or thrown away at the end of each week. Please check this daily.

### **LUNCH:**

Please send a sack lunch and a snack with your child every day. There is no refrigeration available; we suggest packing an ice pack etc. for your child's lunch. We will have water coolers that are refilled throughout the day to refill their water bottles. **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. **\*\*YOU MUST SEND YOUR CHILD TO CAMP WITH A LUNCH AND BEVERAGE/REFILLABLE WATER BOTTLE EVERY DAY. IF YOU DO NOT PROVIDE A LUNCH FOR YOUR CHILD YOU WILL BE CALLED AND ASKED TO BRING ONE.**

### **MEDICATION:**

If your child needs to take medication for any reason you will need to fill out a brief description on the medication form telling us when and how to administer the medication.

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

**Dispensing:** Only prescription drugs that are in their original container and are accompanied with specific written directions from a licensed physician are dispensed to children by authorized personnel. Over the counter medication may be dispensed (with parent written permission and direction) to participants by authorized personnel (all medication is administered by staff 21 years of age or older). Time and amount dispensed must be documented.



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**Medication Log:** The YMCA of Metropolitan Chicago medication permission and log is used for all medication dispensed.

**Inhalers:** Children may carry inhalers on their person if the parent has signed the medication permission form and indicates permission for the child to self-administer the inhaler.

**EPIPENS:** Any epipen must be in the container that has the doctor's prescription on it. Parent must sign the YMCA youth medical forms detailing use of epipen. Any further questions can be directed to the camp director.

### **NEWSLETTERS AND COMMUNICATION:**

Newsletters will be available on Monday, the first day of camp for the week at: [ymcachicago.org/foglia/forms](http://ymcachicago.org/foglia/forms). Please read them to keep informed about camp issues and information. From time to time we may send out a flyer with additional information.

### **OBSCENITY:**

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

### **PARENT VISITS:**

The YMCA has an open door policy for the parents of all campers. Parents are invited and encouraged to visit the program sites at any time and need not ask permission to do so, but must take care not to interfere with or disrupt the ongoing activities. Also, please introduce yourself to our staff and just let he/she know you are visiting.

You are welcome to volunteer for a morning, afternoon or day at camp. If you are interested, you can ask the front desk for a volunteer application and background check at least 2 weeks prior to the day you are interested in volunteering. You may also stop by at any time to visit your child. You will need to discuss and schedule volunteering with the director.

### **PAYMENTS:**

Camp counselors and staff outside may not accept any payments. Please make all payments at the Membership desk or contact Therese Abboud who is our Billing Coordinator.

### **PHOTOGRAPHY:**

Photographs and movies, which may include the children, are sometimes taken for use with the YMCA. Occasionally, these or other photos may be used for newspaper articles about the center, for educational purposes (such as textbooks) or for program brochures or flyers. Whenever possible, this use will be cleared with parents, but this is sometimes difficult or impossible in cases where photos contain large groups of children or are used several years after they are taken.



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#### **POLICY ON RELEASE OF PERSONAL INFORMATION:**

It is the policy of the YMCA 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 YMCA and will remain on file after the child leaves the program.

#### **PORTABLE TOILETS:**

Portable toilets are available for our campers during the day. Hand sanitizer is also available for use. Restroom facilities are available at the Adventure Camp pavilion or in the YMCA facility.

#### **ROCK CLIMBING:**

Campers will have the opportunity to use our rock climbing wall once a week. This is a camper's choice. If a camper does not want to climb they will participate in a different group activity in the gym like basketball, tag, etc. Our youth sports staff are certified in the proper procedures and monitor the campers at all times. Counselors are there as well to assist with equipment.

#### **SNACK:**

**A nutritional afternoon snack will be provided by the Y on field trip days.** Snack examples include but are not limited to goldfish, Nutri-Grain bars, pretzels, or granola bar. We will try as best we can to accommodate allergies. Please document allergies in the Emergency Registration Packet and inform the Day Camp Director and Coordinator of any allergies. **On other days of the week please send your child with a snack for the afternoon.**

#### **SUN SCREEN:**

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 and may ask another child in their age group to help them apply the lotion. Foglia YMCA Day Camp staff is not allowed to apply sunscreen on campers. We will do our best to "assist" your child while they apply it to their skin.

Hats and visors are always recommended for camp. We do have pavilions for the children to be under for some activities, but they are outside the majority of the day.

#### **SUSPENSION:**

If your child has broken rules or policies they are subject to suspension from camp (exception – if the child exhibits violent behavior).

- One day out of program (refunds will not be given for a suspension)
- Maximum of three – one day suspensions during the course of the summer
- Fourth suspension results in the removal of the camper from the program.

#### **SWIMMING:**

Children participating in our Voyager, Adventure, Explorers and Teen Camp programs will enjoy and participate in recreational swimming at the Foglia YMCA in the the Von Heimburg Aquatic Center three times a week (Tuesday, Wednesday and Thursdays). Voyagers and Adventure stays in the instructional



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pool (2-4ft) at all times. Explorer and Teen campers can use both pools. To be able to swim in the deep end of the lap pool, weekly, campers MUST pass a deep water swim test (swim half a length of the pool and tread water for 1 minute).

Lifeguards are on duty whenever the pool is open and Camp Counselors are in the water supervising and engaging with campers. Lifeguards are trained in CPR/AED/1st Aid/Lifeguarding/Child Abuse Prevention and Bloodborne Pathogens.

Swim suits- males are required to wear swim shorts with lining (speedo suits are not allowed) and females are required to wear a one piece bathing suit or a two piece suit that does not show the midriff.

#### **SCHEDULES:**

Camp Counselors write daily 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. If you need a paper version, please notify the day camp director.

#### **SEARCH AND SEIZURE:**

The Foglia YMCA Day Camp 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 deems the search is necessary to maintain the integrity of the camp's environment and/or the protection of the other staff or campers. 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:**

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

#### **VENDING MACHINES:**

Campers are NOT allowed to use the vending machines during the camp hours.

#### **WEATHER CONDITIONS:**

For all camps residing at the YMCA 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 indoors of the YMCA where the campers will continued with activities. If indoor shelter is not available for off-site camps, the camp will be cancelled and if possible rescheduled. For indoor drop off and pick up, parents/guardians will need to park their car and procedure down to the gymnasium.



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#### YMCA HOUSE RULES:

1. Speak for yourself.
2. Listen to others, and they will listen to you.
3. No put-downs.
4. You are responsible for YOU!
5. Show respect. Everyone is important.
6. Keep hands and feet to yourself at all times.
7. Remember, no name calling, bullying or bad language.
8. Have FUN!

#### Other guidelines when camp is in session:

- Campers are not allowed to leave their assigned group area without permission and the accompaniment of another camper or counselor.
- Swearing, fighting, bullying, bad language or disrespect to staff will not be tolerated. Parents will be notified and will be asked to work with the staff to correct this behavior. If this behavior is not corrected, the child will be asked to leave the camp.