

# ZOOFARI PARENT HANDBOOK



## Fry Family YMCA

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



**Fry Family YMCA**  
2120 W. 95th Street  
Naperville, IL 60564  
630.904.9595  
630.904.9597 fax

## WELCOME TO ZOOFARI CLUB CAMP!

### Is your camper ready for an amazing Zoofari Summer?

We have an exciting summer planned, full of fun activities for your child. Please read the following information carefully and discuss it with your camper so that everyone is prepared to fully enjoy his or her camp experience. If you have any questions please contact the Zoofari hotline at 630-420-1489.

### CAMP HOURS/LOCATION/LEADERS

Where:	Fry Family YMCA, 2120 W. 95 <sup>th</sup>
When:	June 2nd – August 15th Mon-Fri or Tues-Thur
Hours:	9:00am – 1:00pm
Extended Hours	1:00pm – 3:00pm
Camp Director:	Claudia Langoni
Camp Leader:	Lora Murray

### PARENT RESPONSIBILITIES

- Have all required paperwork completed prior to the start of the camp.
- Have accurate phone numbers to reach you in case of emergency.
- Have accurate, up-to-date medical information about your child.
- Have accurate authorization indicated on the camp registration form if your child will be released to anyone other than yourself.
- Pick up your child on time each day.
- If your child will be absent, please notify our office Zoofari hotline at 630-420-1489.

### Items NOT Allowed in Camp

- Campers will not bring the following to camp:
  - Alcoholic beverages
  - Personal vehicles
  - Animals
  - Weapons
  - Personal items such as phones, gaming systems, Sporting equipment.
- Items brought to camp will be confiscated immediately.

### COMMUNICATIONS

- Any questions or concerns at any time or any communication to the staff during the camp day must be directed to Robin Conrad at 630-579-5709 or Claudia Langoni at 630-579-5704.

***WE ARE LOOKING FORWARD TO A FUN AND EXCITING SUMMER WITH YOUR YOUNG CAMPER!***

### EXAMPLE OF DAILY CAMP SCHEDULE

<b>9:00 - 9:20</b>	<b>Check in/Free Play</b>
<b>9:20 - 9:35</b>	<b>Big Camp Circle Time</b>
<b>9:35 - 10:30</b>	<b>Camp Activities</b>
<b>10:30 - 10:40</b>	<b>Bathroom Break – Wash Hands</b>
<b>10:40 - 10:55</b>	<b>Snack Time</b>
<b>10:55 - 11:50</b>	<b>Group Camp Activities</b>
<b>11:50 - 12:05</b>	<b>Bathroom Break – Wash Hands</b>
<b>12:05 - 12:25</b>	<b>Lunch</b>
<b>12:25 - 1:00</b>	<b>Story / Music</b>

## **ENSURING YOUR CHILD'S SAFETY**

- Through careful hiring, education, training, open communication and vigilance, the Fry YMCA Group is dedicated to properly serve you and your child.
- The Fry Family YMCA Group is mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

## **ACA ACCREDITATION**

- The Fry Family YMCA is proud to partner with the American Camping Association to offer your children the safest experience possible. Achieving ACA accreditation is very significant as our camps and staff are continually evaluated and reviewed on over 300 standards for health, safety and program quality

## **DISCIPLINE**

- Zoofari club strives to create a positive environment by emphasizing the YMCA's character development values of caring, honesty, respect and responsibility.
- Camp Counselors will use natural and logical consequences for inappropriate behavior. Staff will attempt to avoid conflicts through redirection and other activities. Should conflict arise, staff will:
  - a. Guide the child through verbal discussion to arrive at a resolution which is agreeable to all parties.
  - b. Remove a child from an activity if the conflict continues.
  - c. Involve parents' input through informal communication.
- Parents will be notified in cases of a child's repeated inappropriate behavior so that, together, we may bring a resolution to the situation.

## **SIGN IN/SIGN OUT PROCEDURES**

- Sign-in/Sign-out will be held outside on the playground.
- The YMCA assumes responsibility for the safety of your child once he/she is signed-in at the camp.
- To ensure the safety of the camp, your child will not be released to anyone else without written authorization.
- An authorized person will be required to sign-out your child and to show proper identification.
- Counselor to Camper ratios: 1:6

## **LATE PICKUPS**

- **Your child must be picked-up at 1:00 p.m.** A late fee of \$1.00 per minute per child will be charged after a 5-minute grace period. Late fees are due immediately and should be paid at the Member Services Desk. Please give your receipts to your child's camp counselor.
- If you will be late picking up your camper, please contact Member Services to notify your camp counselor at **630-904-9595**. This will not excuse you

## **REGISTRATION / PAYMENTS**

- All registration and payments must be made at the Member Services Desk. Counselors cannot accept payment of any kind or register your child for additional services.
- All balance dues must be paid for in full\* prior to the first day of camp.

*\*except where payment arrangement has been made*

## REQUIRED CAMP ATTIRE

- Dress your child in comfortable play clothes. Your child will be given a camp shirt on the first day. This shirt must be worn each day. Having fun can be dirty and messy!
- Bring a with an extra change of clothes and a towel.
- Apply sunscreen lotion and bug repellent at home.  
**Staff is not allowed to apply these items.**

## SNACKS / LUNCH (

- Your child needs to bring a snack, lunch and a beverage everyday (disposable juice box). Insulated lunch bags are welcome!
- *Please put your child's snack in a separate bag.*
- Please do not bring sippy cups due to leakage.
- Please note that we are unable to store anything in the refrigerator.
- We have several children in our camp program that have severe peanut allergies. **Please do not bring any snacks / lunches that contain peanuts. Alternate snacks / lunch cannot be provided.**



## ILL CHILD PROCEDURE

- If your child shows signs of fever, vomiting or any communicable disease, such as chickenpox, pink eye, etc., he/she should be kept at home. Any communicable disease needs to be reported to the Zoofari hotline at 630-420-1489.
- If your child becomes ill during camp, you will be notified immediately to pick up your child.
- If you cannot be reached, an emergency name will be contacted.

## INJURIES

- If your child receives a minor injury, such as a bruise, bump, cut, scratch, etc., the staff will administer first aid. You will be notified of your child's injury at the time of pick-up.
- If your child receives a head injury, the staff will contact you immediately. This is a precautionary measure.
- If a serious injury occurs, you will be contacted immediately. A staff person will remain with your child until you arrive.
- For an illness or injury that requires immediate medical attention, 911 will be called and you will be contacted immediately. Your child will be taken to the nearest hospital (Edward Hospital) for medical attention. A staff member will remain with your child until you arrive.
- If you cannot be reached, an emergency contact will be called.

## MEDICATION

- Medication must be in its original prescription bottle.
- The label must bear your child's name, directions for administering the medication, date, dosage and doctor's name.
- A medication form must be completed and signed by you before medication can be administered. See your camp packet for medication form.
- Medication will be locked up in a Med Bag and be administered by camp leaders only.