



**High Ridge YMCA**  
**SUMMER CAMP 2019**  
**Parent Handbook**



**High Ridge YMCA**  
2424 W. Touhy Ave.  
Chicago, IL. 60645  
Service Desk  
773.262.8300

**YDAY CAMP**  
We build strong kids, strong families, strong communities.

**THANKS FOR TAKING THE TIME TO BE AN INFORMED PARENT! LET'S HAVE A GREAT SUMMER!**

Dear Parent(s)/Guardians,

Thank you for choosing the High Ridge YMCA Day Camp. In this booklet you will find information regarding your registration for Summer 2019. We are extremely excited for the summer to begin! Our counselors have been practicing their camp songs and gathering all the supplies needed for the exciting games and activities they have planned for your camper! We hope you and your camper are just as anxious for summer to begin as we are!

In order to prepare you and your child for an exciting summer with us, please sit down with your camper and review all of the information contained in this manual. In addition, we will be hosting a **"Parent Night"** in the Main Pavilion at the High Ridge YMCA on Tuesday, June 4<sup>th</sup> at 6:30pm. This meeting will be a time for you to meet our Unit Leaders, camp counselors and myself. Parents who have campers enrolled in Kiddie Camp, Explorer Camp, Adventure Camp, Trailblazer Camp and Teen Camp are welcome to attend this meeting on **Tuesday, June 4<sup>th</sup>**. Although you will be able to ask questions during the "Parent Night," please do not hesitate to call the YMCA at 773.262.8300 and our team will route you to the camp office.

Thank you again for choosing the High Ridge YMCA. We look forward to seeing you this summer.

Sincerely,

Josh Johnson  
Youth Development Director

P: 773.262.8300 Extension 2  
E: [jjohnson@ymcachicago.org](mailto:jjohnson@ymcachicago.org)  
High Ridge YMCA Front Desk  
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# CAMP HIGH RIDGE YMCA

## YMCA Mission Statement

The mission of the YMCA of Metro Chicago is to develop strong children, families and communities across Metropolitan Chicago through academic readiness, character development, violence prevention, fitness and healthy living.

The High Ridge YMCA strives to implement the YMCA mission into all aspects of our Summer Day Camp.

## Goals

1. To help each camper reach their fullest potential in social growth, physical well being and mental development.
2. To support and strengthen children and families through a safe, caring, and fun environment.
3. To role model positive attitudes, and teach leadership through the use of the Character Development program.
4. To have a fun and memorable Day Camp experience.

## High Ridge YMCA Day Camp is 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 with a score of 100% on last summer's audit. We are committed to providing the highest standards established for the camping industry.

## Character Development

The National YMCA has created a program called *Character Development*. The program emphasizes the following four core values:

**Caring** – Caring for all the people that we come in contact with each and every day. Caring for property and materials that are used as a part of our daily activities.

**Honesty** – Being honest at all times and learning how to resolve conflicts in a healthy manner.

**Respect** – Respecting people by the way we conduct ourselves through verbal communication as well as body language. Showing respect for the space and materials that we use each day. Learning to take pride in how our environment looks and keeping our materials in good working condition.

**Responsibility** – Being responsible for our actions and the way we conduct ourselves in our environment. Being responsible for helping out and taking care of our personal belongings as well as our program belongings.

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## YMCA Character Contract

At Y day camp, it is our goal to create an exciting and safe learning environment for everyone to have an unforgettable summer of fun! We ask everyone at camp to agree to certain safety and behavioral guidelines so all of our participants are able to have an enjoyable summer camp experience. As a family, please read, discuss and sign the Character Contract together.

**Be Kind-** At the Y we are friendly to all staff and campers. We help each other and include everyone in our activities.

One way I will be kind is to:

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(please have your child share how they will be kind at camp- ie. sharing, smiling etc.)

**Be Safe-** At the Y we maintain an emotionally and physically safe environment. We stay with our group and follow staff's directions. We use equipment and materials in the way they are intended to be used. We use appropriate and productive words to settle our differences and keep our hands and feet to ourselves.

One way I will be safe is

to:

---

(please have your child share how they will be safe at camp- ie. keeping their hands to themselves, using walking feet etc.)

**Be Honest-** At the Y we tell the truth and are able to be our genuine self.

I will be honest

when:

---

(Please have child your child share an example of when they will be honest- ie. when they get out in tag, when they make a mistake etc.)

**Be Respectful-** At the Y we listen to each other, follow directions and use appropriate language/communication.

One way I will be respectful is to:

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(please have your child share how they will be respectful at camp- ie. following directions, use appropriate language etc.)

**Have Fun-** At the Y we are open to new experiences! We try new things and make new friends! We have fun in ways that do not harm others physically or emotionally:

I have fun when I am:

---

(please have your child share what they like to do to have fun!)

If this contract 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 parent, youth and staff.

**Step 3:** YMCA staff will monitor behavior closely and provide regular feedback to the camper and his/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 session.

\*We reserve the right to dismiss your child from program immediately in extreme circumstances where physical, emotional or other harm occurs to themselves, other children, staff or members.

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## **Behavior Expectations and Consequences**

At the High Ridge YMCA, staff and children interact as a team to promote the development of self-esteem, creativity and fun. Because of the outdoor setting and types of activities offered, children are expected to behave in a manner that does not:

- decrease the enjoyment of the children
- cause harm to themselves, other children or staff.

Behavior that is not tolerated in the groups includes:

- swearing
- fighting
- hitting, kicking or otherwise hurting children and/or staff
- being disrespectful to other children or to the program staff
- destruction of YMCA Day Camp equipment or personal property
- possession of knives or weapons of any kind will result in immediate suspension from the program.

Consequences that are utilized are:

- warnings with redirection
- a meeting with Unit Leaders
- phone call home by and/or meeting with Camp Director
- probation, suspension and/or termination from the program, depending on the extent of the situation.

Unit Leaders and Counselors are encouraged to discuss behavior issues with parents early on so we can work to keep severe consequences to a minimum.

## **PLAY FAIR Philosophy**

**Participate to the best of your ability**

**Leave your hands to yourself**

**Accept other's differences**

**You are responsible for your own actions**

**Follow all the rules**

**Ask for help if you need it**

**Insist on being treated equally**

**Respect yourself, others, staff, property, and the environment**

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## **Registration and Payments**

Your completed registration form, along with a \$30 deposit is required at the time of sign up for each week of camp for each child you wish to enroll in our summer camp program. This deposit will hold your camper's spot for the summer and will be applied to the total cost of each week. Your balance of the fee per week is due according to the payment schedule. If you do not follow the payment schedule, you will be charged a \$15 late fee.

A \$15 Late Registration Fee will be applied to your payment if you register for any camp after the Wednesday your camp registration fee is due (4 days prior to the start of a new week of camp). For example, if you register for Week 1 (June 10-14) before June 5, you will not have to pay the late fee. If you register for Week 1 on or after June 5, you will be assessed the late fee.

Day-of Registration is not allowed. Your camper will be asked to attend camp the following day (after payment has been made) depending on staff to camper ratios.

## **Refunds/Transfers**

- Weekly camp fee is due, in full, no later than Wednesday prior to the first day of registered camp week. A \$15 late fee will be applied to your account starting on Thursday.
- Camp Deposit is non-refundable but transferable within same membership unit, up to 14-days prior to the start of your registered camp week.
- Within 14-day of the start of registered camp week, Camp Deposit becomes non-refundable and non-transferable.
- Refunds requested prior to 14-day of the start of registered camp week, total camp fee will be refunded less the deposit.
- Refunds requested within 14-day of the start of registered camp week, total camp fee will be refunded less the deposit and 20% administrative fee.
- No refunds will be given after 3 p.m. on the Friday prior to the start of registered camp week.
- All refund requests must be in writing and received prior to this deadline.
- 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.

## **Registration Dates/Fees**

Become a Y member and save on camp fees!

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## Kiddie, Explorer, Adventure, Trailblazer, and Teen Camps

5 Day - \$175 Member per week/\$215 Non-Member per week

3 Day (Choice of Days) - \$120 Member per week/\$160 Non-Member per week

### Late Registration:

\*A \$15 Late Registration Fee will be applied to your payment if you register for any camp after the Wednesday your camp registration fee is due (4 days prior to the start of a new week of camp). For example, if you register for Week 2 (June 18-22) before June 13th, you will not have to pay the late fee. If you register for Week 2 on or after June 14th, you will be assessed the late fee.

### Federal Child Care ID

The federal tax ID number for the High Ridge YMCA is **36-2179782**

## PAYMENT SCHEDULE

Week	Theme	Dates	Payment Due In Full
Week 1	Aloha Week	Jun 10-14	Wednesday, June 5 <sup>th</sup>
Week 2 – CPS Summer Break	Y Olympic Mania	Jun 17-21	Wednesday, June 12 <sup>th</sup>
Week 3	Lights, Camera, Action	Jun 24-28	Wednesday, June 19 <sup>th</sup>
Week 4*	Party in the USA	Jul 1-5	Wednesday, June 26 <sup>th</sup>
Week 5	Mad Scientist	Jul 8-12	Wednesday, July 3 <sup>rd</sup>
Week 6	Hometown Heroes	Jul 15-19	Wednesday, July 9 <sup>th</sup>
Week 7	Animal Planet	Jul 22-26	Wednesday, July 17 <sup>th</sup>
Week 8	Y's Got Talent	Jul 29- Aug 2	Wednesday, July 24 <sup>th</sup>
Week 9	Wet n Wild	Aug 5-9	Wednesday, July 31 <sup>st</sup>
Week 10	Magnificently Messy	Aug 12-16	Wednesday, August 7 <sup>th</sup>
Week 11	Camp Superheroes	Aug 19-23	Wednesday, August 14 <sup>th</sup>
Week 12	Blast from the Past	Aug 26-Aug 30	Wednesday, August 21 <sup>nd</sup>

\*July 4 is an observed holiday and camp will not be in session.

### Program Termination

It is the responsibility of the parent to inform the Camp Director in writing of their child's withdrawal from the program. Therefore, if the YMCA is not informed of termination the parent is still responsible for payment. After a voluntarily termination by the parent, the ability to enroll again during the same camp session is based on availability. Changes in enrollment must be approved by the Camp Director.

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## **Payment Methods**

Payments may be made in person at the YMCA front desk or over the phone with a valid Credit Card or online at [www.highridgeymca.org](http://www.highridgeymca.org).

Please make sure to include campers name on check with each payment. In person payments can be made by check, money order, cash or charge to a Visa, MasterCard or Discover or American Express.

## **What to Bring to Day Camp**

(Please label all items sent to camp with your campers full name)

- Bag or back pack for carrying all gear to and from camp
- Swim suit & towel (Long hair must be placed in a pony tail)
- Non-perishable snack (we provide breakfast and lunch)
- Hat & sunglasses
- Light jacket or sweatshirt
- Poncho or raincoat (optional)
- Sunscreen (mark with child's name)
- Water bottle
- Complete change of clothes (**Kiddie Camp only**)

## **What NOT to bring to camp**

**The High Ridge YMCA is not responsible for lost or stolen articles**

- Electronic equipment, MP3 players/iPods, phones or games
- Sporting equipment, games or toys
- Knives (pocket, Swiss Army, etc.)
- Water or toy guns
- Money (except on field trip days)
- Cell Phones, Digital Cameras and Camera Phones are not allowed at camp.
- Pets or wild animals

\*If such items are brought to camp they may be confiscated and will only be returned to a parent or guardian.

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# What to wear to camp

Comfortable shoes and clothes that allow campers to be active. **Closed toed shoes are mandatory. No "Heeley's" or wheeled shoes!** Please dress your camper appropriately for the weather. Please put sunscreen on your child before he/she arrives. All clothes must be appropriate for the camp environment. No bare midriffs, shirts advertising drugs/alcohol or containing vulgar/offensive language.

## Camp Hours

**\*All campers MUST be signed into camp by 9:00AM**

Kiddie Camp/Explorer/Adventure/ Trailblazer Camps/ Teen Camp: 7am-6pm

**Parents who are habitually late will need to make alternate arrangements for pick-up or risk being dismissed from the program**

## Sign In/Out Procedures

**There are no exceptions to the sign in or out procedures.**

- All campers must be signed in and out by their parent or other authorized adult.
- Anyone who received Action For Children, must sign in and out on the designated AFC form.
- All authorized adults MUST sign AND PRINT their name on rosters.
- All authorized adults MUST present a PHOTO ID at the time of pick up and drop off if asked by a YMCA staff.
- Sign in/out is located under the Pavilion for Explorer, Adventure, Trailblazer and Teen Camp.
- Sign in/out is located in the Multipurpose Room for Kiddie Camp.
- Children may not sign themselves in or out.
- Children may not be signed out by individuals that are not on the authorized pick up forms.
- If the need arises for someone else to pick up or drop off your child, other than the individuals on your authorized pick up and drop off form, you will need to notify the Camp Director or Assistant Director in writing with a signed note.
- If a child is not properly signed in, the parents will be contacted and the child will not be allowed to participate until the situation is corrected. If a child is not properly signed out, they will be reported to the police as lost or missing and the parents will be notified.
- Parents or adults picking up children may be asked to show identification, so please notify individuals to have it with them every day.
- In divorce or separation cases, it is the responsibility of the enrolling parent to complete and/or update all the enrollment forms. If the situation arises where there are parental visitation restrictions, the YMCA requires that official copies of the divorce decree or court order are on file at the YMCA.

Campers **MUST** be signed in no later than 9am, especially on Field Trip Days. If a camper is dropped off past 9am they must contact the Day Camp Director ahead of time or they will not be allowed into the camp day.

**These procedures are for the safety of your child. Please keep the YMCA staff informed of any changes.**

## Late Drop Off or Early Pick Up

Late drop offs or early pick-ups are those times after 9:00AM and before 4:00PM. If you need to

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pick up your child early or drop them off late, the camp director needs to be informed in advance and the following procedures must be taken:

- **After 9:00 AM** – Please bring your camper to the front desk. The front desk staff will contact your camper's unit leader to pick up your child. Campers **MAY NOT** be signed in past 9am without approval from the Camp Director.
- **Before 4:00 PM** – Please send a note, or call in advance, so we can have your camper ready upon your arrival. You may contact the front desk at 773.262.8300.
- **Please do not enter the camp area without first reporting to the front desk.**

### **Inclement Weather**

- In case of inclement weather during sign-in or sign out, day camp will be located in the gym.
- Day Camp operates rain or shine. We have indoor programs designed to keep your camper engaged in the case of inclement weather.
- Day Camp may have to relocate to another location or may not operate if there is a power outage. Please Check the High Ridge YMCA Facebook page for camp updates.
- In the case of severe weather we will follow our emergency weather action plan and escort all campers to the appropriate locations. These locations are all within the YMCA building. We will remain in the building until the National Weather Service has indicated, on the weather radio, that the danger has passed. Regular programming will resume at the discretion of the Camp Director.

### **Visitors**

- We are very proud of the program we offer at the YMCA. If you would like to schedule a visit to camp please contact the Camp Director at 773.262-8300.

### **Camper Absences**

- If your camper is going to be absent from camp please call the front desk @ 773.262.8300.
- Refunds will not be given if a camper is absent.

## **Tips for Parents**

### **Lunch**

- The Greater Chicago Food Depository Lunch program will begin June 20th, 2019 (Week 2).
- Please provide your camper with a snack.
- Refrigeration is not available.
- Many parents find that including an ice pack is helpful.
- Soft-sided coolers are allowed at camp.
- Please label your child's lunch.
- Please no glass bottles or containers.
- Please pack your camper a **HEALTHY** lunch (no soda).

### **Water**

- Each camper is required to bring a water bottle to camp every day.
- Please label your camper's water bottle.
- Camp will provide water stations throughout camp. Our staff will encourage all campers to drink water frequently. **Please stress to your child the importance of drinking water in order to stay hydrated.**

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- Common Signs of Dehydration include:
  - Headache
  - Lightheadedness
  - Dizziness
  - Fatigue
  - Dry mouth/thirst
  - Confusion

### Snack

- You will need to pack a snack for your child to enjoy. An ample supply of water will be available but parents may want to pack an extra drink for their camper.

## Camper Health

### Medication Distribution

- List all medications taken by your camper on emergency information packet
- If medication will be distributed while at camp, a request form must be completed before the YMCA will take possession of the medication.
- All medication must be in the **original container** with a label designating: camper's name, type of medication, dosage, and frequency to be given. Additional bottles for medication are available from your pharmacist.
- All medications must be delivered to the camp staff by the parent/guardian, not the camper. Medication will be returned on the last day of camp or at the end of the distribution cycle.
- If there is a change in dosage, or additional medications are added, you must complete a new form.
- All medication will be placed in secured storage and distributed only by authorized personnel. Inhalers and Epi-pens are an exception to this rule.
- All inhalers and Epi-pens will be kept in the first aid kit assigned to your child's group, unless indicated otherwise by a physician.
- If a physician authorizes your child to carry his/her inhaler/Epi-pen, we suggest the camper store these medications in a fanny pack around his/her waist.

### Health & Wellness

- The YMCA will not transport any minors to healthcare facilities. All transportation must be provided by Emergency Services or by the minor's parents.
- Parents will be notified of any camper illnesses, via telephone, by a staff person. Campers too ill to participate in the program will remain in the Health Center until a parent can pick them up from camp.
- Campers who exhibit the following symptoms may not attend day camp:
  - -A body temperature above 100.4 degrees
  - -Diarrhea or vomiting
  - -A rash
  - -Nasal discharge or discharge from ears or eyes
- All contagious conditions, including but not limited to strep throat, head lice, pinworms, measles, mumps, chicken pox, or any other conditions categorized as contagious, should be immediately reported to the Camp Director or Unit Leader. Campers who have been diagnosed with a contagious disease may not return to camp without a doctor's written permission.
- All incidents requiring first aid will be verbally reported.

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## **Medical Emergencies**

In the event of a medical emergency, your camper will receive emergency first aid treatment until Emergency Medical Service arrives to continue treatment. In the event your child needs to be transported for hospitalization, he/she will be taken, via ambulance, to the nearest medical facility for treatment.

## **Insurance**

The High Ridge YCMA does not carry individual camper medical insurance. Medical insurance is the responsibility of the parent/guardian.

## **Sunscreen and Bug Repellant**

- The YMCA **does not** provide sunscreen or bug repellant. Each camper should be sent to camp with their **own** bottle of sunscreen.
- Please label your camper's sunscreen bottle.
- The High Ridge YMCA staff will remind campers to apply sunscreen throughout the day.
- 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.
- Hats and appropriate clothing will help protect your camper from the sun.
- Please read all labels and test your sunscreen and bug repellant before camp begins.

## **Vandalism**

Campers involved in vandalism or malicious mischief either against camp property or against another 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 being suspended/expelled from camp.

## **Field Trips**

Most field trips will be taken on Wednesday of each week. You will be made aware if the campers may bring additional money on field trip days for snacks, souvenirs and extra activities. They will need a sack lunch and a drink with containers that can be thrown away. All campers will need to wear their camp T-shirt on field trip days.

**Field trips are subject to change due to weather and other unforeseeable conditions.  
Refunds/sessions changes are not given based on field trip changes.**

## **Transportation**

Field trips that are not within walking distance of the YMCA will require transportation via bus. Children who are transported for field trips and special events must follow the written rules for their safety and the safety of all involved.

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## **Camp T-Shirts**

All campers at the YMCA will receive a t-shirt during the first week that they attend. Each camper will receive one t-shirt for the summer. If a camper loses their shirt and needs a replacement additional t-shirts can be purchased at the service desk for the cost of \$10.00 each.

**Reminder:** The t-shirt must be worn on field trip days.

## **Bus Rules**

1. All passengers must wear a securely fastened seat belt if available.
2. Children must be seated and facing forward at all times.
3. No food or drinks are to be consumed on the bus/van.
4. Children must keep their hands to themselves and inside the bus at all times.
5. Destruction of seats or any other property on the bus is not allowed.
6. No yelling, screaming or distracting the bus driver.
7. No throwing objects inside or to the outside of the bus.
8. Bus must be loaded within passenger limits.
9. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

Please understand the safety of your child is our first priority. If any rules are broken the following consequences will occur:

- First time - Verbal warning
- Second time - Written warning and a parent conference
- Third time - Suspension from transportation and/or suspension from the program.
- Fourth time - Termination from the camp program.

## **The ABC's of Camp**

**Absentees:** If your child will not be attending camp please contact the Camp Director at 773-262-8300 before 8:00am. Refunds will not be given for missed camp days unless there is a serious illness and a doctor's note is provided.

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**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.

**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, camp operation; particularly those related to program quality and the health and safety of campers and staff. The standards establish guidelines for needed policies, procedures, and practices. We are committed to providing the highest standards established for the camping industry.

**Authorization-pick up form:** For the safety of the campers you will need to fill out and turn in an authorized pick up form. This states who is and is not allowed to pick your child up from camp. Your child will not be released to anyone not on the list without your **written consent** (fax with date and signature, or written letter).

**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 (no speedos). 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. Bathing caps are required to be worn by any camper and counselor with hair longer than 4".

**Behavior Policies:** You will find a copy of the **Character Contract** in the parent handbook. The character contract is often used in behavior management for our camp. If your child's behavior becomes seriously inappropriate your child will be dismissed - without a refund - from camp. This is at the discretion of the Camp 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 within 2 hours. 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 ISSUED FOR CHILDREN WHO ARE DISMISSED FROM CAMP FOR INAPPROPRIATE BEHAVIOR.**

**Bullying:** Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace; through the use of emails, text messaging, instant messaging, web-blogs, 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 **High Ridge 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

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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. 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 High Ridge YMCA.

**Camp T-shirt:** Each camper will receive one t-shirt during their first week of camp. This shirt is to be worn by **ALL** campers for field trips. If your child does not wear the camp T-shirt on field trip days he/she will not be permitted to attend the trip or participate in all activities.

**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, playing games, and walking. 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, turning clothing inside out, or parent being called to pick up camper.

**Cellular Phones:** Cellular phones may not be brought to camp by campers. Parents may only use cell phones in main areas (i.e. not in locker rooms). If you need to contact your camper you may call the office phone number at 773-262-8300, extension 2.

**Character Development:** Healthy Kids Camp at the High Ridge YMCA has a focus on Caring, Honesty, Respect, and Responsibility as the four core values of the YMCA. We will work to develop these qualities with your camper throughout the summer. Please address and encourage these values at home.

**Chronic Health Condition:** Must be documented by a licensed health physician on the health history form provided for you by the camp. 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 youth and family director in its original container with 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.

**Counselors:** We have a great staff! Our counselors are carefully selected and trained 40 hours before the beginning of summer. They are subject to a background and reference check. They are trained in CPR/First Aid, child abuse prevention, emergency procedures, water safety, swim lesson assistant procedures, behavior management, camp activities and other related areas. All of our counselors are 18 years of age or older. Teen Camp Counselors and Unit Leaders are generally 21 years of age or older. If at any time you have a question or concern about our staff please address it with the Camp Director.

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**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 will result in campers being dismissed from camp. All types of knives and dangerous items **MUST** be kept off camp property. Once an item is confiscated by the Counselors, it will not be returned to the camper. Items will only be returned upon request to the parent or guardian. There will not be a refund if your child is dismissed from camp.

**Drop Off and Pick Up:** The drop off and pick-up area is the pavilion for all camps (\*except Kiddie). **Your child must be at camp by 9:00a.m.**, in order for the groups to take attendance properly and begin the day’s activities. Post-Care is from 4:00p.m. until 6:00p.m. You may pick up your camper anytime after 4:00p.m. If you need to pick your child up before 4:00 pm please bring a note or call. If you have not picked up your camper by 6:00pm you will be charged at a rate of \$1.00 per minute per child. You must park your car in an appropriate spot and escort your camper to and from the sign in/out table. You must sign and print your child in on the appropriate sheet. **Our counselors WILL NOT walk the sign in to your car window; you must park your car and walk to the sign in/out table.** All late fees must be paid before the campers next day of camp.

**E-Mail:** Please provide your e-mail address on the registration form for possible communication with the Camp. You may email the camp director, Josh Johnson at [jjohnson@ymcachicago.org](mailto:jjohnson@ymcachicago.org).

**Field Trips: Remember to have your camper wear their High Ridge Camp T-shirt and bring a lunch.** We require that the camp T-shirts are worn on field trip days for safety reasons. You will receive a tentative field trip calendar prior to the start of camp. All field trips are included in the weekly cost of camp. Please do not send money with your camper to any field trips unless notified by the camp director. Please be on time on field trip days and try not to schedule any dentist or doctor appointment for Wednesdays. If you miss the bus you will have to find other child care options for the day and your money will not be refunded. **On field trips days please arrive no later than 9:00 and BRING A LUNCH.**

**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 intimidation another camper will be subject to disciplinary actions including sent home or suspended from camp.

**Gambling:** No games of chance may be played during camp hours regardless of location. 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.

**Groups and Ratios:** Children are grouped in units based on what grade they are entering in the fall. Kiddie Camp is composed of children entering kindergarten or 5 years old. Explorer Camp is composed of children 6-7 year olds. Adventure Camp is composed of campers entering 8-9 years old and Trailblazer Camp is composed of children 10-11. Teen Camp is for those who are 12-14.

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ACA ratios are also followed during transportation on buses. The ratios by standards of the ACA are as follows: 5 year old groups have a 1:6 ratio, 6 to 8 year old groups have a 1:8 ratio, and 9 to 16 year old groups have a 1:10 ratio. WE CAN NOT GUARANTEE siblings or will be placed in the same group due to campers ages and the required ratios.

**Healthy Kids Camp:** In 2002, Dr. Anyadike from the University of Illinois Chicago approached the YMCA to partner in a program to fight skyrocketing rates of obesity among young people. The result was a Healthy Kids Camp pilot. Following the pilot the YMCA of Metropolitan Chicago developed several minimum requirements for our camps to be a Healthy Kids Camp. High Ridge YMCA Day Camps are Healthy Kids Camps. This means that your child will be offered at least one structured YMCA health class activity, at no additional cost to you, per week. These classes may include hip-hop-dance, yoga for youth, strength training, basketball, floor hockey, or cardio-mix. They will also have daily integration of healthy activities, games, education etc. At High Ridge Day Camps we have adopted the Consortium to Lower Obesity in Chicago Children's model of "5-4-3-2-1 GO." It is our goal by the end of camp for your child to know and understand this model completely by the end of camp. We hope that you will support our efforts at home, in keeping our kids a safe and healthy weight.

**Illness/Injury:** Parents will be notified if their child has not been feeling well for a period of time. 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 case of severe injury parent will be contacted immediately.

**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. All items left in lost and found will be donated on a weekly basis. It is your responsibility to check lost and found on a daily basis, especially on Fridays.

**Lunch:** Campers will be served **breakfast and lunch** provided by The Greater Chicago Food Depository beginning Monday, June 20<sup>th</sup>, 2019. If your child chooses not to eat the meals provided, please plan on packing your own meals. Snack is **NOT** provided by camp, so be sure to send 1-2 healthy snacks with your child every day unless otherwise notified prior to the start of camp. There is no refrigeration available for campers lunches, we suggest packing an ice pack etc. with your child's lunch if you deem it necessary. We will have water coolers that are refilled throughout the day for your child to refill their water bottles and stay hydrated. **It is very important that you send your camper to camp with a refillable water bottle.** They will be engaging in high levels of activity throughout the day. **You must send your camper to camp with water bottles and a lunch (unless otherwise notified) everyday. If you fail to do so, you will be called and asked to bring your child one.**

**\*\*\*Please send a lunch on Field Trip Days. We will provide snack on Field Trip Days.**

**Medication/ Medical Form:** If your child needs to take medication for any reason, you will need to fill out a medical form and provide a brief description on the medication form telling us when and how to administer the medication. All prescription drugs must be in the original bottle with the child's name, name of drug, correct dosage, and instructions from the doctor on how/when to administer. Medication of any kind **MUST** be held by the staff. We store all medication in a

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locked box or in the business office. All medication is administered by staff 21 years of age or older.

**Newsletters and Communication:** Newsletters will be available weekly. Please read them to keep informed about camp issues and information. From time to time we may send out a flyer with additional information. The check in/ check out staff person will distribute the newsletters and they will be emailed out to parents and guardians that have provided their email address.

**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 of a camper or staff. If a parent or guardian is demonstrating such behavior or language, their child will be asked to leave the program immediately.

**Rogers Parks and Indian Boundary Parks:** High Ridge YMCA is limited with access to green space. To help remedy this issue and give your child the best possible summer camp experience. We will be using the southeast corner of Rogers Park in addition to our outdoor facilities. Your children will be walking from our outdoor pavilion to Rogers Park on a daily basis. In addition your children will walk to Indian Boundary Park on Lunt and Rockwell.

**Sign In/ Sign Out:** ALL campers MUST be signed in and out DAILY by a parent/ adult guardian or authorized person. All authorized persons are subject to be asked to show a photo ID at any time. If person wishing to pick up a camper is not on the authorized pick up list we will not release your child to them without WRITTEN consent from the legal parent or guardian.

**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. High Ridge YMCA Day Camp discourages our staff from applying sunscreen on campers. Please be sure to read and sign the sunscreen policy form.

**Suspension:** If your child has broken rules or policies they are subject to suspension from camp. Refund will not be given for a child suspended from camp. The amount of time suspended will be at the discretion of the senior camp counselors.

**Swimming:** Each camp will swim 3 times a week. Please see the Camp Swim Schedule for the specific days your camper will be swimming. If our field trip is to a water park your child will need to bring appropriate swim gear. On Monday, children are tested by the swim lifeguards to check their swim level. Children will all be classified as non-swimmers (only allowed to be in the shallow end) or deep end swimmers (only after a certified lifeguard tests the child at the child's request). The determination of each child's level will be made by certified aquatics staff. Each camper may have the opportunity to be retested on the following Monday.

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

**Scholarships:** The YMCA of Metropolitan Chicago will not deny service to anyone because of an inability to pay providing proper documentation is provided. Our membership is income based, so please inquire about getting your child a youth membership for the summer to SAVE YOU

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MONEY! For more information please contact Laverne Mayomi, membership director. Scholarships for camp fees are only given after you have been denied from Action for Children. To get an Action for Children form or application, visit their website at:  
<https://www.actforchildren.org/for-families/paying-for-child-care/ccap-forms/>

**Search and Seizure:** High Ridge 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 searchers 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 being suspended from camp.

**Vending Machines:** Campers are **NOT ALLOWED** to use the vending machines during the camp hours. **ALL** Campers must be sent to camp with a healthy sack lunch.

*If you have any questions or concerns regarding camp please contact:*

*Josh Johnson*

*Direct: 773-326-8300 Extension 2*

*Fax. 773-262-7902*

Email: [jjohnson@ymcachicago.org](mailto:jjohnson@ymcachicago.org)

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