

Kelly Hall YMCA
Summer Day Camp
2019



PARENT HANDBOOK

Kelly Hall YMCA

824 N. Hamlin Av
Chicago, IL 60651
773-886-1220
773-886-1700 (fax)

KELLY HALL YMCA HEALTHY KIDS CAMP

“Healthy Kids Camp” is a better description of the Kelly Hall YMCA Summer Day Camp Program. Campers range in age from 5 – 13 years old. Day Campers experience good old summer time fun their parents remember—swimming, double dutch, hopscotch, bike riding, making friends, lemonade stands, basketball, arts and crafts, picnics, and growing gardens. Kelly Hall YMCA Day Camp is morning to late afternoon outdoor fun in a safe and secure environment under the watchful and skillful eye of well-trained counselors.

STATEMENT OF QUALITY

At the Kelly Hall YMCA we stress Quality. That means that we maintain the highest standards regarding program quality and health and safety issues. We believe the most important element of day camp is the safety and well-being of your child. If you are a first time day camp parent, ask our day camp director for the Frequently Asked Questions handout. Moreover, even if you are not a first time day camp parent, you may want to review it.

POSITIONING STATEMENT

The YMCA of Metropolitan Chicago anchors neighborhoods—from the heart of the central city to the farthest reaches of the suburbs. As a result, families come closer together, children learn and grow, young people lead, individuals become self-sufficient and all people are healthier in spirit, mind and body.

YMCA DAY CAMP BENEFITS

The Kelly Hall YMCA Day Camp

- Places safety and security of children first foremost
- Is managed by professionals
- Is accredited by the American Camping Association
- Is operated by respected, well trained and experienced staff
- Meets the needs of working parents
- Provides positive, safe and fun summer experiences for ALL children

SUMMER DAY CAMP OBJECTIVES

- Develop and Strengthen Self Confidence and Self Respect
- Develop and Strengthen Caring and Respect for others
- Strengthen appreciation of outdoors
- Provide a balanced program which is fun for all

ACTIVITIES

Cook Outs	Arts & Crafts	Computer Lab
Swimming	Urban Fishing	Outdoor Education
Field Trips	DEAR Time	Gardening
Double Dutch	Tutoring	Urban Camp Out
Basketball	Water Games	Legos Building
Cheerleading	STEM Education	3D Printing
Flag Football	Crazy Game Day	Business Education
Dance/Pom Pom	Super Hero Day	Track & Field

ATTENDANCE

It is very important that your child attend everyday they are registered. If your child will be absent, please call the center at 773.886-1220.

ARRIVAL/DEPARTURES

Parents must sign their children in and out from the Kelly Hall YMCA, 824 N. Hamlin Av, Chicago, IL, main lobby. We will not dismiss children who are unattended unless we have written parent permission. Your child will only be released to those specified on your application. **All parents, guardians or the person on your consent to leave form must show proper ID when picking up their child(ren). No Exceptions.**

We will not accept any children after 10:00 a.m. (unless they have made prior arrangements for summer school).

CAMPER DROP OFF/ PICK UP

1. Day Camper drop off and pick up is at our main entrance at 824 N. Hamlin Av.
2. Parents can drive up to the door, but must accompany child(ren) into the building and sign them in; as well as sign them out at the end of the day. When picking up your child you must show your picture id every time. No exception!
3. Parents should not call for children to meet them outside the building

4. All campers must be released to a legal parent/guardian or another adult who has been designated in writing on the camper registration form. Another “designated adult” may be added by notifying the camp director “in writing”.
5. Campers must have prior written permission to walk or ride their bicycles home. However, a sick or injured camper will not be permitted to leave camp alone.
6. Our YMCA serves over 200 children, All drivers must use extreme caution upon entering and exiting the YMCA parking lot

CAMP SESSIONS

WEEK	DATE	THEME	SPECIAL EVENT
#1	June 24- 28, 2019		TBA
#2	July 1 – 5, 2019		TBA
#3	July 8, - 12, 2019		Navy Pier
#4	July 15 – 19, 2019		Safari Land
#5	July 22 – 26, 2019		DuPage Fair
#6	July 29 – Aug 2, 2019		Day Camp Prom
#7	Aug 5 – 9, 2019		Closing Programs

CELL PHONE USAGE

No cell phone usage is allowed while at YMCA at Day Camp. If caught using a cell phone, a verbal warning will be issued on the first offense. The next time it will be confiscated and a parent must retrieve the phone from the program office.

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.

DAILY SCHEDULE

7:00 – 9:00 a.m.	Early Drop / Supervision
9:00 – 10:00 a.m.	Breakfast and Fitness
10:00 – 11:45 a.m.	Morning Activity
11:45 a.m. – 12:00 noon	Group Time/Clean Up/ Bathroom/ Wash Hands
12:00 – 1:00 p.m.	Lunch
1:00 – 1:45	DEAR TIME (DROP EVERYTHING AND READ)
1:45 – 3:00	Early Afternoon Activity
3:00 – 3:30 p.m.	Snack
3:30 – 4:45 p.m.	Late Afternoon Activity
4:45- 5:00 PM	Dismissal
5:00 – 6:00	After Care

DISCIPLINE POLICY

We want children to grow and conduct themselves in an orderly pattern of behavior. Our goal is to have children develop the abilities that are required to have self-control.

It is our goal to communicate to parent's inappropriate behavior as well as reward and recognize admirable positive behavior of campers. Therefore, for every discipline form completed, a second form for showing Excellent Behavior will be completed (for the same or a different camper).

1. Discipline shall be in proportion to particular inappropriate behavior and shall be initiated within an appropriate time of the child's inappropriate behavior
2. Children will not be subjected to verbal abuse, derogatory remarks under any circumstances, including terms such as "stupid", "dumb", "lazy", "bad", or swearing at a child, threats of corporal punishment
3. Children will not be subjected to corporal punishment under any circumstances including: hitting, slapping, twisting arms, striking, pinching or other in appropriate behavior
4. Children will not be disciplined for toilet accidents
5. Children will not be deprived of a meal, part of a meal, sleep time, or clean and sanitary conditions as discipline
6. Children shall not be deprived of participating in routine program activities as discipline

Parents must refrain from physical or verbal punishment while on the grounds. Parents are not allowed to use loud or angry voices in the facility

Parents will be notified if their child displays inappropriate behavior at Day Camp including:

1. Refusing or inability to follow camp rules
2. Refusing or failure to show respect to all campers, staff, and volunteers
3. Any activity that may cause harm to themselves or others
4. Wandering away from designated areas
5. Refusing to participate in planned activities

Parent notification will include:

First Offense- Written or Verbal warning and communication to parent

Second Offense—Written warning and communication to parent with described discipline action

Third Offense—Suspension of child for determined amount (1-3) days.

DRESS

Children must be dressed in appropriate clothes for play, gym and swim. **Open toe shoes, sandals or flip-flops are not allowed at camp.**

FEES

	Participant	Non-Participant	Scholarship
Price Per 1 Week Session	\$145.00	\$145.00	\$ 45.00
Price Per 6 Week Session	\$870.00	\$870.00	\$270.00
Price Per 7 Week Session	\$1015.00	\$1015.00	\$315.00

Fees are due at the beginning of the week. Camp fees must be paid according to the Fee Schedule. Children will not be admitted into Day Camp if fees become past due. Parents are responsible for all fees that are not covered by approved scholarships. If you have any questions, please contact Comenecia O’Neal, 773-886-1220. **All monies will be collected at the customer service desk (front desk). There is a \$25.00 (non-refundable) registration fee.**

FIELD TRIP ARRIVALS/ DEPARTURES

Field Trip Arrival and Departure times are listed for each trip. Parents may call the Day Camp office at 773-886-1220 to see if there are changes in trip times or if children have arrived back to our site from their field trip.

FINANCIAL ASSISTANCE

Further reduction of fees is available for those with demonstrated need. Apply early as space is limited. Note that above fees include a 25 – 75% built in scholarship for the cost of each child.

HEALTHY KIDS CAMP

We are a Healthy Kids Camp! The YMCA of Metropolitan Chicago developed several requirements for our camps to be a Healthy Kids Camp. These include:

- ⇒ All campers will participate in physical activity every day
- ⇒ All campers will consume healthy snacks in YMCA day camp
- ⇒ All campers will participate in daily nutrition education/activities
- ⇒ Our camp will have a minimum of 5 speakers throughout the summer who highlight health and/or safety activities:
- ⇒ All parents receive communications about healthy lifestyles

LATE PICK UP

The center closes at 5:00 p.m. **YOU MUST PICK YOUR CHILD UP BY THE TIME YOU DESIGNATED. A LATE FEE WILL BE IN EFFECT STARTING AT 5:01 P.M. THE LATE FEE IS \$5.00 EVERY 15 MINUTES FOR EACH CHILD. IF LATE FEES ARE NOT PAID BY THE FOLLOWING DAY, THE CHILD WILL NOT BE ABLE TO RETURN TO DAY CAMP**

LOST OR STOLEN ITEMS

The YMCA is not responsible for any lost, stolen or broken articles. Please leave all walkmans, video games, baseball cards, jewelry, pagers, phones, sports equipment and money at home.

MEALS

Breakfast and Lunch and Afternoon snacks are provided.

MEDICATION POLICY

1. All medications are to be in the original containers with original labels. For example, Aleve tablets in an Aleve bottle labeled Aleve.
2. All prescription medications must be in pharmacy container proper labels with prescription number, doctor's name, pharmacy address, telephone number, and medication name.
3. A parent or guardian for all prescription and non-prescription medicine will fill out a medication form. The form must be turned in to the camp director when the camper signs in.
4. All medications will be under the supervision of the camp director.
5. The camp director, or assigned YMCA staff, will administer all designated medications.

6. Staff will not administer any medications without written permission. This includes medications for the following: head ache, upset stomach, diarrhea, menstrual cramps, poison ivy, and sun burn

PARENT COMMUNICATION

Campers on field trips and off site will have access to a cell phone this summer. Emergency messages can be relayed between our site and Field trip/ off sites if needed. For an emergency message to be relayed to your child call the YMCA Day Camp Office 773-904-0196 or the YMCA Front Desk 773.886-1220.

PERSONAL EQUIPMENT If special equipment is needed; a note will be sent home requesting the specific item. Radios, Walkman's, knives, other weapons, matches, lighters and animals are not permitted at camp.

PROGRAM HOURS

Regular hours: 9:00 a.m. – 5:00 p.m.
Extended hours:
Before care 7:00 a.m. – 9:00 a.m.
After care 5:00 p.m. – 6:00 p.m.

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

STAFF DIRECTORY

Stan Lewis Executive Director	773 904-0194
Kenneth Maddox Sr. Program Director	773-904-0197
Roman Tatus Business Manger	773 904-0193
Comenecia O'Neal Teen Reach/Day Camp Directors	773-904-0196
Tawan Hamilton Sports Coordinator	773-886-1220
Micah Peace Sports & ASM Coordinator	773 886-1220

Hilda Marshall
Mentor Coordinator

773 886-1220

Fax Number

773-537-1700

Counselors

TBA

VOLUNTEERS

You are welcome to volunteer for morning, afternoon or all day at camp. We especially appreciate parent volunteers on field trips. If you are interested, you can ask Ken Maddox 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

**THANKS FOR TAKING TIME TO BE AN
INFORMED PARENT!!**

LET'S HAVE A GREAT SUMMER!

Frequently Asked Questions (F.A.Q.'s)

1. How are counselors selected and trained?

Counselors are carefully recruited, screened and trained. They are selected on their ability to work with children. All staff receives 24 hours of intense training in camp programs, age-appropriate activities, behavior management, and emergency procedures

2. What is the ratio of campers to counselors?

Camper Age	Number of Staff	Number of Campers
6-8 years	1	8
9-13 years	1	10

There are no exceptions to these ratios during regular camp hours

3. Are the camps insured?

Yes, the YMCA of Metro. Chicago day camps are covered under the same insurance policies for general liability, property, and automobile and worker's compensation

4. Do the camps have safety plans?

There are Emergency procedures and a risk management plan that have been developed for the whole association. Centers also have specific emergency procedures that have been developed.

5. Who is in charge of off-site trips?

The unit leaders are in charge of their bus or busses and will share responsibility with the other unit leaders and counselors for the success of the trip. All day camps are equipped with cell phones and required to take them on field trips.

6. Who will provide medical care?

There is a designated person at each site who is the health care provider. All staff is certified in first aid and CPR. We have overall procedures for all day camps on health care.

FIELD TRIPS/ SPECIAL EVENTS SCHEDULE 2016

Day Camp Parent Night	Crazy Hat Day
Swimming	Make a Friend Day
Enchanted Castle	Garfield Park Conservatory
Urban Fishing	Safari Land
School Age Olympics	Lincoln Park Zoo
All Camp Scavenger Hunt	Wet and Wild Day
Field Museum	International Day
Bowling	Day Camp Prom
Cheerleading	Kids Café Picnic
Dance	Video Game Contest
Healthy Kids Fair	Track and Field
International Week	Basketball Camp

