Safe ’n Sound
Summer Day Camp
Parent Handbook - 2021

YMCA Safe ‘n Sound
31w290 Schoger Drive
Naperville, IL. 60564

630.585.2207
ysafensound.org
sns@ymcachicago.org

Welcome
Thank you for registering your child in one of the YMCA Summer Camps! YMCA Summer Camp will look different again this summer, there’s no question about it, AND while this is a challenging time, our goal is to make sure kids will still have an engaging and fun experience that provides the skills and confidence to help them grow. They will meet new people and make life-long friendships; all while following required and established safety standards.

Our Y Summer Camps provide children with summer adventures that promote a healthy spirit, mind, and body. Children spend time indoors and outdoors as experienced staff lead campers in a wide variety of activities each day, including arts and crafts, games, skits and songs, sports, talent show, specialty clubs and and may include recreational swimming and may include on-site field trips.

This summer is promised to be full of wonder and excitement as each week will be filled with adventure and imagination as we play, create and explore through our memorable themes. During each week our campers will delve into a multitude of activities including creative arts, outdoor education, physical activity, and team building. Each week campers will also have the opportunity to learn new skills in our specialty clubs that include arts, science, music, sports and drama. Our professionally trained staff undergo extensive training that includes CPR/First Aid, child development and curriculum design, giving them the tools necessary to guide your child through a fun and safe summer. Our camp is primarily outside to enjoy the great outdoors with occasional indoor activities.

Our day camps are ACA Accredited, which means that we maintain the highest standards regarding program quality. American Camping Association (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. We believe the most important elements of a positive day camp experience are the safety and well-being of your child.

YMCA Summer Camps are value-based camps, designed to help children discover Respect, Responsibility, Caring, and Honesty in the world around them, while having a great time. We consider these core values to be the principles of Character Development. Our goal with Character Development is to support the growth of the children we serve by helping them to see, understand, and develop a set of core values that will influence them in making healthy and positive decisions in life. Our staff works very hard to instill values and serve as positive role models for your children.
models for our campers while providing fun and exciting programs each day of camp. Overall, we think that YMCA Summer Camps are the perfect places for kids to be just kids.

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.

- Campers learn new things. Whether it’s 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 camp become harder to accomplish. Games, stories, science, field trips, swimming, sports, and crafts are done with the campers as the primary focus.
YMCA Safe ‘n Sound Program:
31w290 Schoger Drive, Naperville, IL 60564
630.585.2207
www.ysafensound.org

Executive Director: Erika Wood, ewood@ymcachicago.org, 630.608.6708
Operations Director: Shannon Payton, spayton@ymcachicago.org, 630.585.2347

Summer Adventure Camp:
Judd Kendall VFW
908 Jackson Avenue, Naperville, IL. 60540

Camp Aurora: (To be finalized)
Young Elementary School
800 Asbury Drive, Aurora
### Camp Themes

<table>
<thead>
<tr>
<th>Camp Theme</th>
<th>Description</th>
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<tbody>
<tr>
<td>Out of this World</td>
<td>3...2...1...Blast Off! The first week of camp will be out of this world! Campers will explore outer space through fun crafts and activities while getting to know each other!</td>
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<tr>
<td>Camp Superheros</td>
<td>Campers will learn about giving back to the community and honoring our hometown heroes.</td>
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<tr>
<td>Magnificently Messy Week</td>
<td>This week you will be sure to get messy as our campers bring out their inner artist.</td>
</tr>
<tr>
<td>Story Smart (Once Upon a Time at Camp)</td>
<td>Campers will find their inner author as our activities for the week will include exploration of famous authors and story telling!</td>
</tr>
<tr>
<td>Super Science</td>
<td>Camp will be transformed into a Mad Science lab as campers get a hands on look at different new and exciting science experiments</td>
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<tr>
<td>Party in the USA</td>
<td>During 4th of July week campers will partake in activities that will teach them about the USA and how to show your patriotic duties in meaningful and fun ways.</td>
</tr>
<tr>
<td>Around the World in 5 Days</td>
<td>Campers will take their passport and be transported to different parts of the world. Music, crafts, foods, and culture will be part of the week. There will also be scavenger hunts involved.</td>
</tr>
<tr>
<td>Wet n’ Wild Week</td>
<td>Are you ready to get wet and wild! This week we will have an array of water games and activities to keep us cool as summer heats up!</td>
</tr>
<tr>
<td>Y’s Got Talent!</td>
<td>Come show off your talent under the lights as we explore the theater! During this week we will be practicing our talents to show off to parents and friends during our Inaugural evening Talent Show!</td>
</tr>
<tr>
<td>Aloha Week</td>
<td>We will say farewell to summer with Aloha week as the campers play fun games and activities with a Hawaiian twist!</td>
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</tbody>
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Summer Adventure and Camp Aurora Dates and Themes

June 7-11        Out of this World (Camp Aurora)
June 14-18       Camp Superheroes
June 21-25       Magnificently Messy Week
June 29-July 2   Story Smart (Once Upon a Time at Camp)
*July 6-9        Super Science
July 12-16       Party in the USA
July 19-23       Around the World in 5 Days
July 26-30       Wet n’ Wild Week
August 2-6       Y’s Got Talent
August 9-13      Aloha Week (Summer Adventure)

*No camp July 5th

Required Paperwork for Registration—Registration opens for February 14
The following paperwork is required to be completed and turned at the time of Registration.

- A fully completed Participant Emergency Information Packet
- Camp Registration Form
- Payment Agreement
- Draft Form (if drafting)
- Permission to Dispense Medication (if medication such as a epi pen, etc is needed at camp)

You may register for additional sessions at any time during the summer season. Additional
session registration will be based on availability. However, during the timing of registration
you might not be able to take advantage of our “Early Bird Savings”, if it is after March
20.
Payment Policy
We are thrilled that you have chosen to enroll your child for Safe ‘n Sound Summer Camp 2020! To ensure proper communication, we have outlined our policy related to summer camp payments. When you register your child for day camp, you are reserving time, space, staffing, and provisions for your child whether he/she attends. Please review our payment policies carefully. If you have any questions, please feel free to contact the Safe ‘n Sound office at 630-585-2207.

- A $25 deposit per week is due at the time of registration to reserve each week you wish to enroll your child.
- **Deposits are non-refundable** but transferable within the 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.
- Payments for camp are due Wednesday one week prior to the start of camp. For example if you sign up for the week of June 7-11, then your camp balance is due on June 2. You are also welcome to pay the camp balance any time prior to the due date or by draft.
- If you wish to cancel your child’s enrollment 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 3pm on the Friday prior to the start of registered camp week. All refunds must be in writing and received prior to this deadline.
- If you have not attended for 2 weeks or more and are not paid in full you are at risk of losing your spot and we will be contacting you.
- There are no credits or refunds for missed days.
- A $15 program fee will be charged when a child is registered after 6pm Thursday for the next week.

Payment Schedule:

<table>
<thead>
<tr>
<th>Camp Week</th>
<th>Payment Due</th>
<th>Draft Date</th>
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<tbody>
<tr>
<td>June 7th</td>
<td>June 2</td>
<td>June 1</td>
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<tr>
<td>June 14th</td>
<td>June 9</td>
<td>June 1</td>
</tr>
<tr>
<td>June 21st</td>
<td>June 16</td>
<td>June 15</td>
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<tr>
<td>June 28th</td>
<td>June 23</td>
<td>June 15</td>
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<tr>
<td>July 6th</td>
<td>June 30</td>
<td>July 1</td>
</tr>
<tr>
<td>July 12th</td>
<td>July 7</td>
<td>July 1</td>
</tr>
<tr>
<td>July 19th</td>
<td>July 14</td>
<td>July 15</td>
</tr>
<tr>
<td>July 26th</td>
<td>July 21</td>
<td>July 15</td>
</tr>
<tr>
<td>August 2nd</td>
<td>July 28</td>
<td>Aug 1</td>
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</tbody>
</table>
Payment Options:
- Bank Draft your camp fee or pay in person check, cash, debit or credit card
- Pay over the phone with a debit or credit card 630.585.2207
- Camp balance payments can be made on-line, visit www.ymcachicago.org/sns
- Mail check: Safe ‘n Sound YMCA 31w290 Schoger Dr Naperville, IL 60564
- Bank draft: Bank draft is available for your camp payments. **Payments will NOT be taken at the camp**

‘Remind Me’ Text Messages

This year summer camp is going to utilize a program called ‘Remind Me’ in order to communicate with parents on a weekly basis. Please sign up for the ‘Remind Me’ text messages for your child’s camp. The codes are different so please make sure you sign up for the correct camp. The directions are attached below. If you are experiencing difficulties signing up please email your Camp Program Director.

**Summer Adventure**
Text: @summer-adv to 81010

**Camp Aurora**
Text: @campaurora to 81010
The ABC’s of Camp

Absentees:
The YMCA assumes responsibility of the children once they are properly signed-in at camp. If your child is not signed-in, we assume they will not be in attendance that day and are safely with a parent or guardian.

ACA – American Camp Association:
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. Over 300 standards establish guidelines for needed policies, procedures, and practices. The Y Safe ‘n Sound Day Camps are fully accredited with a score of 100% on our last audit. We are committed to providing the highest standards established for the camping industry.

Activities and Participation:
At camp we promote activities focused on skill building, teamwork, problem solving and creativity. Some specific components of camp may include age appropriate activities of the following areas:

- Arts & crafts
- Character development
- Cultural awareness
- Educational activities (science and reading)
- Cooking projects
- Destination Imagination (Voyagers)
- Kid’s choice
- Health & Nutrition
- Outdoor education/Nature
- Service projects
- Skits/drama/Talent Show
- Small & large group games
- Songs
- Sports
- Team Building/Leadership activities
- Inside Out Club
- And More!

Our camp staff work hard each spring and summer to provide a variety of activities for the children. In order for our camp to be successful, we do expect full participation throughout the daily activities when they are in attendance.

Campers will be assigned into groups according to their ages/grades. Attempts to accommodate requests will be made, however due to the number of campers attending camp each week we cannot guarantee special requests to keep friends, siblings or relatives together.
**Allergies:**
All allergies must be listed on the child’s paperwork. Additional medication, if prescribed (Epi-pen, inhaler, etc) must be provided for a child in the case of a reaction or episode during program hours. Please also fill out a Permission to Dispense Medication Form with an Action Plan.

Due to an increase in peanut allergies, we ask that campers avoid or limit the peanut products included in their lunches. We understand this may be difficult, so if you include peanut products, we ask that you please label the bag “contains peanuts” and let us know at sign-in. It is our goal to keep everyone safe here at camp, and we appreciate your help!

**Authorized Pick-Up’s:**
Participants are to be signed in and out of camp by a pre-authorized adult at least 18 years of age. At sign-out, a photo ID will be required form all authorized adults unknown to staff. All authorized adults picking up children in the day camp program who are known to and verified by staff may sign-out children without producing an ID. However, all authorized adults must be prepared to show a photo ID if it requested by staff. Those listed as authorized to pick up your child must be at least 18 years old. *(It is a good practice to bring your ID every day, just in case our staff haven’t had the opportunity to meet you)*.

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

**Behavior Policies:**
The YMCA expects the full cooperation of parents to ensure that any behavior management plan developed to support your child in the program will be successful. When a child does not follow the behavior guidelines, the following steps will be taken:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules and a discussion will take place.
- The staff will follow the behavior system on site, discuss the core values with the camper and document the situation on a behavior or incident report.
- The staff will notify the parent about the situation upon pick-up.
- If the problem persists, a conference may occur with the parent, child, staff, and program director.
- We reserve the right to protect a child from harming him or herself. (In extreme situations this may lead to holding or removing the child from the situation)
The following behaviors are not acceptable and may result in immediate suspension for up to three days (without a refund or credit):

- Endangering the health and safety of children and/or staff.
- Theft or damage to YMCA, rental or personal property.
- Leaving the camp without permission (if a parent cannot be reached in this situation, the police may be contacted.)
- Continuous disruption of camp.
- Lewd or obscene behavior or language.

A meeting with the program director may be required for your child to return to camp. Another occurrence after the suspension could result in expulsion from the camp and all other Y Safe ‘n Sound programs. Possession of and/or use of tobacco, alcohol, illegal drugs, weapons, firecrackers or explosives may be cause for immediate expulsion from the program.

**Birthday Party treats:** Please do not send any Birthday Treats.

**Bullying:**

Bullying happens when a person or group of people want to have power over another/others and use their power to get their way, at the expense of someone else. Bullying includes but is not limited to: excluding, teasing, taunting, gossiping, hitting, kicking or putting down another person with the intent to hurt them. Bullying can also happen 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 Safe ‘n Sound Camps, 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 camp staff will address all incidents of bullying seriously and are trained 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 their Y Safe ‘n Sound Day Camp!
Camper Attire:
Please dress your child for camp in play clothes. Having fun can be dirty and messy! We will be running and playing outside so all campers should **wear gym shoes and socks every day**. No sandals please. Make sure to pack spray sunscreen, bug spray and bring appropriate layers (sweatshirt or jacket) as weather can change quickly. Please label everything with your child’s full name.

Articles of clothing that are not in good taste, weather appropriate or appropriate for promoting a healthy society should not be brought to camp. Examples include clothing that is sexually suggestive or explicit, advertises alcohol or tobacco, contains inappropriate symbols. In addition, campers are encouraged not to bring or wear valuable, expensive or sentimental items.

Camp Pick Up & Drop Off Procedures
Staff will sign your child in at drop off and (parents and guardians should be present for screening), at pick up we ask an Authorized Person to sign children in and out of camp. Structured Camp activities are from 9:00a-4:00pm, but you can drop off as early as 7:00am and pick up by 6:00p.

**Camp Aurora**—Camp sign in and out is located outside the front door. We will sign your camper in daily, but ask you to sign out. Please bring your own pen to sign out.

**Summer Adventure Camps**—We offer a curbside drop off in the morning where you can stay in your vehicle, and we will greet you and sign your camper in. In the afternoon, we ask you to park your car and come into the VFW to sign your camper out of camp. Please bring your own pen to sign out.

Character Contract
At Y day camp, it is our goal to create an exciting and safe 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.

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the year we continue with our Character Development mission to develop Respect, Responsibility, Caring, and Honesty among our participants. As a family, please read and discuss the Character Contract together.
1. **Appropriate Conversation** – Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or staff.

2. **Appropriate Language** – Children must refrain from using obscene language or gestures for any reason.

3. **Respect** – When asked to do or not to do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to staff & other children with respect.

4. **Play** – Children are asked not to engage in any horseplay with each other or with a teacher. No one will be allowed to hit, push, or display any type of aggressive behavior. We will use words to settle our differences. We keep our hands and feet to ourselves.

5. **Responsibility** – All children need to remain with their group and within eyesight of their teacher. This applies here on the YMCA grounds and on off-site field trips. At all times we want participants to be safe.

6. **Caring** - It is important to use and care for equipment, toys and games properly so that other children can enjoy them. We will care for the property of the YMCA, of other participants and of the YMCA staff.

Be kind-Be Safe-Be Honest-Be Respectful-Have Fun

**Communication:**

Any communication to the camp staff or children during the camp day must be directed to the Y Safe ‘n Sound office at 630-585-2207. The office staff will be able to contact our camp staff via cell phones. You will be contacted by the office immediately about any serious injury that occurs at camp. The closing staff will address all minor injuries when you pick up your child.

Weekly newsletters will be emailed the week prior and posted at camp to share updates from the past week and future plans. We also use the Remind app to communicate with daily reminders (signing up information is listed in the beginning of the handbook). Don’t forget to like us on Facebook to receive additional information about camp.

**Cookouts** -

Cookouts have been a staple to our Camp Operation over the years! Unfortunately, at this time, we are not having any cookouts during the summer. If anything changes, to have our Camp Cookouts we will let you know.
Covid Procedures!

Safety Procedures at Camp:

● Facemasks will be required for all staff and campers.
● Temperature checks and screening questions will occur each day before each camper or staff member may enter camp. Staff also complete a “Daily Health Acknowledgement”.
● Sign in and out procedures at drop off and pick up will occur curbside, or outside of the building/camp area. Parents/guardians are asked to wear a face mask at all times.
● Personal items, i.e. backpacks will be wiped down with disinfectant before entering camp.
● Handwashing procedures will be taught and integrated into daily activities.
● Campers will be required to bring their own lunch each day. We encourage lunches to be disposable bags.
● Campers should have a water bottle with them everyday.
● Currently, no meals will be provided by camp. If anything changes before camp or during camp we will communicate with you.
● Each camp will have a designated and supervised isolation space for campers to wait for an authorized adult to pick them up if they begin to exhibit symptoms of covid-19 during the day.
● Our staff team has been trained on Covid Procedures which includes, social distancing activities, hand washing and sanitizing practices in between activities, enhanced cleanliness procedures, as well as maintaining safe distancing.
● We follow the Chicago Travel Ban and enforce quarantine from our program. You will be asked travel questions at drop off.
● To ensure the safety of all our children and staff in our program we follow Illinois Public Health guidelines as it relates to being symptom free in order to participate in our programs. You could be asked additional questions about your child’s symptoms, or be asked for your child to stay home. In some cases you could be asked for Covid Testing documentation, or alternative diagnosis to be on file in order to participate in our program.
Daily Activities - What is a typical day like at camp?
There is no such thing as a typical day or week at camp! Campers will participate in various large and small group activities such as arts & crafts, songs, games, sports. Most of the day your child will be doing these activities with his/her assigned group. Sometimes groups may team up and do activities together. We will have weekly Field Day activities, and the possibility of In-House Field Trips.

Each week children will engage in the following activities: Arts & Crafts, Small & Large Group Games, Sports, Specialty Clubs, Science and Nature, Destination Imagination, Reading Enrichment, Character Development Activities, Team Building Activities, Leadership Activities, Nutrition Program, Games & Physical Activities, Cultural Awareness, Community Service, I-Support Community and Special Events.

Dismissal Policy:
The YMCA tries to meet the needs of each child enrolled in our program. We will make every effort to communicate and work with parents if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child.

If the Character 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 is 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 challenge 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 day staff and parents will discuss any additional support 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 season.
*We reserve the right to dismiss your child from the program immediately in extreme circumstances where physical, emotional or other harm is occurring or may occur to themselves, other children, staff or members.

The decision to terminate a child’s enrollment may fall into different categories:
- If it is decided that the placement of a child is inappropriate and/or not in the best interest of the child.
- The YMCA staff and the parent/guardian are not able to come to a mutually acceptable course of action after identifying and processing a concern.
- A parent/guardian fails to meet their obligations. Any type of physical or verbal abuse of children, other parents, or staff by the parent/guardian. Confrontation by a parent/guardian with other children at the program is also not acceptable.
- Payments that are not received prior to the start of each week of camp will also be terms for dismissal.

Divorce or Separation:
In the case of divorce or separation, it is the custodial parent’s responsibility to make payments on time. The custodial parent will be the party accountable to pay all past dues and late charges. The custodial parent is also the person who will receive all bills and tax statements. If there is a custody dispute and one parent is not allowed to pick-up their child, we will need court documentation. We are not allowed to give information about one parent to the other parent. Please remember that we want what is best for your child. It is the well-being of the child/children that is our main concern.

Facebook:
Remember to Like Us on Facebook! We update our page with weather conditions, changes and fun camp photos.

Federal Child Care ID:
The federal tax ID number for the YMCA is 36-2179782.

Field Trips:
This summer we may have on-site Field Trips at our camp locations. If we have the opportunity to have off-site Field Trips, we will communicate with you before camp starts or during camp.

Groups and Ratios:
2021 Groups and activities
- Group sizes will be reduced to accommodate proper social distancing guidelines.
- Program pods have been mapped out to ensure the safety of campers.
- Our goal is to keep children of similar ages together so activities are intentional and age appropriate.

Campers will be split into the following groups throughout the day.
Summertime Day Camp

- Trailblazers (Group 1) = 1st – 2nd grade
- Trailblazers (Group 2) = 3rd – 4th grade
- Voyagers = 5th – 8th grade

Depending on total enrollment will depend on how the groups will be developed.

Staff-to-camper ratios are:
- 6-8 years = 1:8
- 9-14 years = 1:10
- 15-18 years = 1:12

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.

Child Care Assistance (CCAP) & YMCA Financial Assistance:
The YMCA accepts Child Care Assistance (CCAP) funds. Child Care Assistance (CCAP) is child care financial assistance program provided by the Illinois Department of Human Service for working families.

- Don’t wait! The process for applying can take up to 45 days for new applicants to receive approval. Families will need to provide household income to qualify. Once you apply for CCAP assistance we require a confirmation receipt that DHS has received your application. We must have an approval letter before the first week of camp. After you are accepted in the program you are responsible for paying the parent assigned monthly co-pay each month in addition to the differential. The differential is the daily cost of our program less the daily rate paid by (CCAP). If you qualify, your assistance can be applied for all of your weeks of camp.

- If you do not qualify you will receive a denial letter. Submit the denial letter to us and then you can apply for Financial Assistance through the YMCA. YMCA assistance is available for those needing help to pay for camp. Assistance is based on annual income and family size. Funds are limited and are available on a first come first serve timeline.

- To apply for Financial Assistance, complete a Financial Assistance Application, provide a copy of your 2020 Federal 1040 if filed or 2019 if you have not and a letter explaining your financial situation and return to the YMCA by March 1st. Applications will be reviewed for completion and decisions will be made by March 15th.

- Financial assistance must be in place before camp begins in order to have the scholarship applied to camp fees.

Health and Safety:
During this summer our Health and Safety Guidelines are more strict due to Covid-19. We follow the Illinois Public Health Guidelines. If your child has a fever higher than 100.4 or has any symptoms of coughing, sneezing, sore throat or headache your child will not be able to attend. Your camper will not be able to attend unless they have an alternative diagnosis on file, or have a negative Covid documentation.


In general all other health guidelines with communicable diseases, such as chickenpox, ringworm, lice, pink eye, etc. should be kept at home. If your child contracts anything that may be contagious please call us and let us know. Your child’s name will be kept confidential, but we would like to inform other parents if their child has been exposed to anything.

Your child’s health status is checked informally each day. If your child shows any sign of illness, rash, high temperature-an oral temperature of 100.4 degrees Fahrenheit or higher, diarrhea, infection, lice or any contagious diseases, the parent/guardian will be called and required to pick up the child immediately.

If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. The child should stay home 24 hours after treatment starts.

**Healthy Kids Camp:**
The YMCA mission of putting Christian principles into place through programs that build healthy spirit, mind and body helps guide the YMCA’s holistic approach to health and wellness. Given our pledge to build strong kids, it is quite evident that in order to succeed we must address the wellness needs of all youth we serve. YMCA Healthy Kids Camp outcomes for campers and parents include:

- Greater understanding of food groups, nutritional value, and portion size
- Integration of physical activity into everyday life and family activities
- Consume more healthy meals and snacks, as opposed to fast food meals
- Spend less time watching TV and participating in other sedentary activities

Camp staff will use the “5-4-3-2-1-Go!” curriculum developed by CLOCC, as part of a city-wide and association-wide initiative to deliver consistent messages that “stick”. This curriculum teaches kids a fun way to launch a healthy lifestyle with these daily goals:

- 5 servings of fruits and vegetables
- 4 servings of water
- 3 servings of low-fat dairy products
- 2 hours or less of a screen time (television, computer, video games)
- 1 hour or more of physical activity

**Ill Children Procedures:**

Y Safe ’n Sound -31w290 Schoger Drive, Naperville, IL 60564 – (P)630-585-2207 – sns@ymcachicago.org
If any child becomes ill at camp, he/she will be kept away from the other children as much as possible. Staff will try to comfort the child by offering a drink of water, having them sit out for a few minutes, giving them a chance to use the bathroom, etc. If the child still feels ill, the parent/guardian will be notified and expected to pick up the child within an hour. If the parent/guardian cannot be reached, the emergency contacts will be notified. If the situation demands, your family doctor will be contacted for prompt care. It is extremely important that we have up-to-date emergency contact information, including phone numbers. If a child is well enough to attend the program, they will be expected to participate with the rest of the group, including going outside if the group goes outside.

**Inclusion:**
The YMCA of Metropolitan Chicago invites persons with disabilities to enjoy Y program and facilities. If you require a modification due to a disability to enjoy any of our programs, please select “yes” to the request option on the registration materials. A member of our Inclusion Team will then contact you. Any questions that you may have can be sent to inclusion@ymcachicago.org.

**Independence:**
All children are expected to be able to independently use the restroom, while enrolled in the program. Staff will not assist children with regular bathroom usage.

**Insurance:**
The YMCA does not carry individual camper medical insurance. Medical insurance is the responsibility of the parent or guardian. Proof of insurance or medical coverage must be provided on your child’s emergency information packet.

**Injuries:**
While at camp, if a child receives a minor injury (bumps, bruises, cuts, scratches, etc.), the staff will administer first aid. The parent/guardian will be informed of the injury at the time of pick-up by the camp staff. If a serious injury occurs during program hours, the parent/guardian will be contacted immediately by the Safe ‘n Sound Program Office. A staff person will remain with the child until the parent/guardian arrives.

For an injury or illness that requires emergency medical attention, 911 will be called and the child will be taken to the nearest hospital for treatment. A parent/guardian will be contacted immediately. If the parent/guardian cannot be reached, the emergency contacts will be called. A staff member will accompany the child whenever possible.

**Items to Bring to Camp:**
- Comfortable play clothes and shoes that can get dirty
- Closed toe gym shoes and socks (no sandals or flip flops)
- Backpack for carrying camp gear
- Non-refrigerated healthy sack lunch and afternoon snack
- **Refillable water bottle** (labeled)
- Sunscreen already on and extra in their backpack (labeled)
- Bug spray
- Clothing for all weather (jacket/sweatshirt, rain gear)
- Values, Morals, Good Listening Skills and Smiles ☺️
**Items NOT to Bring to Camp:**
- Cell phones (if you need to contact your child, please call 630-585-2207)
- Money (unless specified)
- Jewelry
- Electronic devices such as radios, iPod, mp3 player, DS Consoles, and tablets
- Toys, action figures, dolls, sport equipment, etc.
- Trading cards of any kind
- Items with monetary or sentimental value

- Inappropriate behavior, language, clothing
- Pets
- Alcohol, Drugs, Weapons

If these items are found at camp, campers will either need to put it away or it will be held by the staff for parents to pick up at the end of the day. Possession and/or use of tobacco, alcohol, illegal drugs, weapons, firecrackers or explosives may be cause for immediate expulsion from the program.

The YMCA is not responsible for any item that is damaged, lost or stolen during camp.

**Late Pick-Up Procedures/Fees:**
Camp ends at 6:00pm and your camper must be picked up by 6:00pm. Late fees are as follows:

<table>
<thead>
<tr>
<th>TIME OF LATE PICK-UP</th>
<th>AMOUNT TO BE CHARGED</th>
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</thead>
<tbody>
<tr>
<td>UP TO 10 MINUTES</td>
<td>$5.00</td>
</tr>
<tr>
<td>UP TO 15 MINUTES</td>
<td>$10.00</td>
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<tr>
<td>UP TO 20 MINUTES</td>
<td>$15.00</td>
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<tr>
<td>UP TO 25 MINUTES</td>
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<td>UP TO 30 MINUTES</td>
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<td>UP TO 35 MINUTES</td>
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<td>UP TO 40 MINUTES</td>
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<td>UP TO 45 MINUTES</td>
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<td>UP TO 50 MINUTES</td>
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<td>UP TO 55 MINUTES</td>
<td>$50.00</td>
</tr>
<tr>
<td>UP TO 60 MINUTES</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

5 or more times late picking up (Flat rate charge in addition to the late fee above for each additional offense)

Late fees cannot be paid at the site. You will receive notification by email of the amount owed. Late fees must be paid before attending future weeks.

If you will be late picking up, please contact our office on 630-585-2207 and/or arrange for an alternative pick up to pick up your child if necessary. This, however, will not excuse the parent from paying the appropriate late fee. After the third time that a child is picked up late, the fee...
will increase to a $10.00 flat rate and include the late fee above. If a child is still at the site at 7:00 p.m. we reserve the right to notify the proper authorities.

Library / Summer Reading Program:
This summer we are again working with the Naperville Library to offer summer reading program incentives to our campers. Each week a representative from the Library will come to our camps to read with the campers and give our prizes for the minutes they have logged for reading at camp and home each week.

Lost and Found:
We will make every effort to keep your camper’s belongings with your camper. However, a Lost & Found Area will be available for all misplaced items found throughout each day. Crafts and projects left at the campsite will be thrown away if not taken home by the end of the week. All unclaimed or unlabeled items will be cleaned and donated to charity at the end of the summer.

Lunch and Snack:
Each child needs to bring a lunch, snack and a beverage everyday. Lunches cannot be stored in a refrigerator, so please pack food that will not spoil easily and can easily be opened by your camper. Please send your lunch in a disposable lunch bag. In effort to keep camp healthy, we ask that you provide your child with a healthy lunch. Some good healthy food options for lunch are whole grain breads, low fat lunch meats, fresh fruits, low fat yogurt and pudding, and water to drink. We ask that candy and soda are NOT brought to camp. Camp opening staff may request to see the lunch bags during sign in to make sure they are onsite for the camper each day.

In addition to lunch, please pack a water bottle and a healthy afternoon snack for your child everyday. (Snack and juice are NOT provided) TIP: Freezing juice boxes or water bottles the night before and using ice packs for children’s lunch is often useful during hot summer days.

Due to an increase in peanut allergies, we ask that campers avoid or limit the peanut products included in their lunches. We understand this may be difficult, so if you include peanut products, we ask that you please inform your camper, label the bag “contains peanuts” and let us know at sign-in. It is our goal to keep everyone safe here at camp, and we appreciate your help!

Medical Emergencies
In the event of a medical emergency, your camper will receive emergency first aid treatment by staff until Emergency Medical Services arrive to continue treatment. In the event that your child needs to be transported for hospitalization, he/she will be taken, via ambulance, to the nearest medical facility for treatment. A staff member will accompany your child in the ambulance to the hospital, until you are able to arrive.

Medication—Permission to Dispense Medication Form:
It is your responsibility to let us know of any medication that needs to be administered for your child during the camp day. Please provide this information on the medical form of your
registration paperwork. Medication will be held and administered to a child by assigned staff and only under the following conditions:

- The medication must be in its original container and accompanied with specific written directions from a licensed physician.
- The label must bear the child’s name, directions for administering the medication, date, dosage, and doctor’s name.

- The medication section of the registration form must be completed and signed by the parent/guardian before medication can be administered, including authorization form and action plan.

If a child has asthma an inhaler must be provided. If not, we must receive a letter from the child’s physician stating it is not needed. If you would like your child to carry their inhaler in their backpack, it must be noted on our medical authorization form. We also suggest purchasing a fanny pack for your child, so they can carry around their waist.

Any EpiPen must be in the container that has the doctor’s prescription on it. Parents must sign the YMCA youth medical forms detailing the use of an EpiPen.

**Parent Responsibilities:**
For the safety and well being of your child it is the responsibility of the parent to have all required paperwork completed prior to the start of camp and to pick-up your child(ren) on time each day. Additionally, please make sure we have accurate phone numbers to reach you in case of emergency and to make sure we have accurate, up-to-date medical information about your child. Parents are also responsible for making full payment by noon on Wednesday one weeks prior to the camp week.

**Photography**
Photographs and movies, which may include children, are occasionally taken for use with the YMCA. Occasionally, these or other photos may be used for newspaper articles about the center, or for program brochures or flyers. Included in the Registration Process/Packet is a Talent Release Waiver giving us permission to take photos of your child and use them for the above-reasons. All photos are the property of the YMCA and will not be used for any other purpose. Whenever possible, use of these photos 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. We do not permit outside guests or presenters who provide enrichment.
opportunities to the students to take photos/movies unless they have written permission from you prior to the activity.

Sign In/Sign Out Procedures:
The YMCA takes responsibility for your child once he or she is signed in for the morning session or arrives at our camp program. YMCA operates the following procedure:

- Sign in/out with our Camp Staff. **Legible signatures along with the in/out time are required** each time your child is dropped off or picked up from the program.
- Only those authorized (18 and older), in writing by parents/guardians will be allowed to pick-up your child.
- At sign-out, a photo ID will be required from all authorized adults unknown to staff. All authorized adults picking up children in the day camp program who are known to and verified by staff may sign-out children without producing an ID. However, all authorized adults must be prepared to show a photo ID if it is requested by staff. (We ask that you bring your ID every day, just in case our staff haven’t had the opportunity to meet you).
- Your child will not be released to another adult without prior written consent.
- The YMCA is legally obligated to withhold the release of any child if the authorized pick-up is intoxicated or under the influence. In this case, the YMCA reserves the right to notify relevant authorities.

The YMCA assumes responsibility for the children once they are properly signed-in at camp. If your child is not signed-in, we assume they will not be in attendance that day and are safely with a parent or guardian. **All campers must be signed in each day by their parent/guardian**. Children are not allowed to sign themselves in.

**Authorized pick-ups will be required to show identification and must be listed within the authorized pick-ups found on the camp enrollment form. Children will not be released to anyone else without written authorization along with state issued photo ID. The YMCA is legally obligated to withhold the release of any child if the authorized pick-up is intoxicated or under the influence. In this case, the YMCA reserves the right to notify authorities.**

Staff Requirements and Qualifications:
Camp staff are chosen on the basis of maturity, patience, leadership qualities, education and experience. Many of our camp staff work with us during the school year. Before being hired, all staff are required to go through interviews, reference checks, and background checks. Majority of our camp staff are over the age of 18 years old, are studying education or recreation related fields and share a passion for working with children. Before the start of summer, staff members attend 30 hours of training, including CPR, First Aid, Child Abuse Prevention, Blood Borne Pathogens, Risk Management, Emergency Procedures, Water Safety/Pool Procedures, Behavior Management, and how to conduct camp activities. In addition, our staff meets or exceeds day camp requirements set by the YMCA of the USA and the American Camp Association. According to our policy, our staff (while they are employees of the YMCA) are not permitted to baby-sit for families involved in our YMCA programs.

**Sunscreen and Bug Repellent Policy:**  
The YMCA does not provide sunscreen or bug repellent. Each camper should be sent to camp with his or her own bottle of sunscreen and bug repellent. Please label these bottles with your camper’s full name. We recommend sending your camper with a spray/no-rub sunscreen for ease of application. We also encourage roll on stick sunscreen is helpful too, especially around the face.

Please put sunscreen on your child before coming to camp and send extra sunscreen with your child. Please remember to cover all exposed skin, including ears, shoulders, and hard to reach places such as their back and the backs of their knees and legs, when necessary.

Staff will apply sunscreen or bug repellent to only the youngest campers who are not able to apply it themselves. Staff will supervise and ensure that older campers apply sunscreen. Staff will call for a reapplication of sunscreen as frequently as needed if campers are remaining outside, and also after swimming. In accordance with the policy RISK 001-Prevention of Child Abuse, sunscreen application will always occur in groups, in an open, observable area, with at least two staff present.

**Talent Show:**  
We are holding a Talent Show for our camp program. Please join us on Thursday, July 23rd at 6:30pm. We will provide more information on the locations at a later date. Parents are encouraged to attend.

**Visiting and Volunteering:**  
Currently, we do not allow any parents or volunteers on camp premises.

**Weather Conditions:**  
In the event of inclement weather (thunderstorms, tornado watches, temperatures below 60° or above 95°), daily plans and trips may be adjusted last minute for the comfort and safety of the campers. Additionally non-air conditioned camps may relocate to another location for pick up on days with extremely hot temperatures.

**Heat Policy:**  
Whenever the temperature or heat index reaches 100 degrees during outdoor activities. Our
Camps will take the following preventative measures:

**Indoor facilities**
1. Limit outside time to no longer than 20 minutes at a time.
2. Limit the amount of sun exposure during mid-day hours (10am-4pm).
3. Encourage participants and staff to drink plenty of water.
4. Encourage participants and staff to wear hats, appropriate clothing, and sunscreen.
5. Restrict active games outside; instead, consider crafts, drama, or water games.

**If on a walking field trip, or do not have access to indoor facilities**
1. Stay in shaded areas as much as possible. Bring a back-up device, such as an umbrella, if shade is not available.
2. Restrict active games; instead, consider crafts, drama, or water games.
3. Ensure that plenty of water is available for participants and staff to drink.
4. Keep ice packs or ice sponges in a cooler on hand, in case of a heat-related emergency.
5. Encourage participants and staff to wear hats, appropriate clothing, and sunscreen.

**What to Bring:**
Please see our Items to Bring list for a list of what to bring. All items’ should be clearly labeled when coming to camp, especially reusable water bottles and sunscreen!
Y Safe ‘n Sound

Camp Parent Handbook Acknowledgement

Please complete the following form and return via email sns@ymcachicago.org

☐ Camp Aurora

☐ Summer Adventure

Camper Name: ___________________________________

I have reviewed the Parent Handbook in an effort to promote a better understanding of YMCA Safe ‘n Sound rules and expectations including Guidance and Discipline policy, and late pick up policy. This program is not licensed or regulated by DCFS. Our camp program is accredited by the American Camping Association.

My signature below acknowledges receipt of the Parent Handbook. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all members upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.
Name of Parent/Guardian ____________________________ Date __________________

Signature of Parent/Guardian ____________________________