

# Safe 'n Sound Summer Day Camp

Parent Handbook- 2019

YMCA Safe 'n Sound  
34 S. Washington Street  
Naperville, IL 60560

630.585.2207  
ysafensound.org  
sns@ymcachicago.org





# Safe 'n Sound - Summer Day Camp Parent Handbook 2019

## Welcome

Thank you for registering your child in one of the YMCA Summer Camps! 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, recreational swimming, specialty clubs and weekly off-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. We will also travel twice a week to do local swimming as well as a weekly field trip. Each week campers will also have the opportunity to learn new skills in our specialty clubs that include cooking, 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 their life. Our staff works very hard to instill values and serve as positive role 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.

Thank you for choosing us and we look forward to a great summer with your family!



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## **YMCA Day camp is important to a child's development because.....**

- Campers grown 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.



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

## **Camp Locations, Hours, and Program Staff**

### **YMCA Safe 'n Sound Program:**

34 S Washington St., Naperville, IL 60540

[www.ysafensound.org](http://www.ysafensound.org)

Executive Director: Erika Wood, [ewood@ymcachicago.org](mailto:ewood@ymcachicago.org), 630.608.6708

Operations Director: Shannon Payton, [spayton@ymcachicago.org](mailto:spayton@ymcachicago.org), 630.585.2347

### **Summer Adventure Camp:**

908 Jackson Avenue, Naperville, IL. 60540

Regular Camp Hours: 9:00am – 4:00pm

Extended Care: 6:30am to 6:00pm

Program Director: Jordan Prieboy, [jprieboy@ymcachicago.org](mailto:jprieboy@ymcachicago.org) 630.264.3123

### **Summer Adventure Explorers-Camp Kindergarten:**

Kroehler YMCA, 34 S. Washington, Naperville, IL. 60540

Regular Camp Hours: 9:00am-4:00pm

Extended Care: 6:30am to 6:00pm

### **Camp Aurora:**

Young Elementary School

800 Asbury Drive, Aurora

Regular Camp Hours: 9:00am – 4:00pm

Extended Care: 6:30am to 6:00pm

Program Director: Jaime Phad, [jpabich@ymcachicago.org](mailto:jpabich@ymcachicago.org) 630.579.5713

### **Camp Aurora-Camp Kindergarten**

Young Element School

800 Asbury Drive, Aurora

Regular Camp Hours: 9:00am – 4:00pm

Extended Care: 6:30am to 6:00pm

Program Director: Danielle Boaz, [dboaz@ymcachicago.org](mailto:dboaz@ymcachicago.org) 630.579.5711

### **Counselor-In-Training:**

Offered at Camp Aurora and Summer Adventure

More information contact:

Camp Aurora: Danielle Boaz, [dboaz@ymcachicago.org](mailto:dboaz@ymcachicago.org) 630.579.5711

Summer Adventure: Jordan Prieboy, [jprieboy@ymcachicago.org](mailto:jprieboy@ymcachicago.org) 630.264.3123



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### Camp Themes

Camp Superheroes	Calling all superheroes! Campers will be establishing their super identity, learn to work as a team, and discovering their own creativity with various crafts and superhero challenges.
Aloha Week	We will welcome the summer with Aloha week as the campers get to know each other and our counselors with fun games and activities with a Hawaiian twist!
Mad Scientist Week	Camp will be transformed into a Mad Science lab as campers get a hands on look at different new and exciting science experiments
Super Seuss Week	It's sure to be wacky as we learn all about Dr. Seuss in Super Seuss week as we bring his books to life.
Magnificently Messy Week	This week you will be sure to get messy as our campers bring out their inner artist.
Hometown Heroes Week	During this 4th of July week campers will learn about giving back to the community and honoring our hometown heroes.
Party in the USA	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.
Y Olympics Week	Welcome to the Y Olympics! Show your camp pride as we go camp to camp during our Annual Field Day that will be full of olympic themed activities!
Wet & Wild Week	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!
Lights, Camera, Camp! Week	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!
Around the World in 5 Days	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.
Blast from the	Marty McFly! PF Flyers! You're Killin Me Smalls! We are going back in



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Past! Week	time as we play our favor old time games and activities and get together as camps for our big Camp Finale!
Animal Planet Week	Campers will learn about animal adaptations and what makes animals unique. By the end of the week they will become mini zoologists.
Out of this World Week	3...2...1...Blast Off! This last week of camp will be out of this world! Campers will explore outer space through fun crafts and activities.

## Summer Adventure and Camp Aurora Dates and Themes

May 29-31	Camp Superheroes-Summer Adventure
June 3-7	Aloha Week
June 10-14	Mad Scientist Week
June 17-21	Super Seuss Week
June 24-28	Magnificently Messy Week
*July 1-3	Hometown Heroes Week
July 8-12	Y Olympics Week
July July 15-19	Wet and Wild
July 22-26	Lights, Camera, Camp!
July 29-Aug 2	Blast from the past!
August 5-9	Out of the this world!

**\*July 1-3**

\*No Camp July 4 or 5

## Camp Kindergarten Dates and Themes:

May 29-31	Welcome to Summer-Summer Adventure Camp Kindergarten only this week
June 3-7	Aloha Week
June 10-14	Mad Scientist Week
June 17-21	Super Seuss Week
June 24-28	Magnificently Messy Week
*July 1-3	Hometown Heroes Week
July 8-12	Y Olympics Week
July July 15-19	Wet and Wild
July 22-26	Lights, Camera, Camp!
July 29-Aug 2	Blast From the Past!
August 5-9	Out of This World!

**\*July 1-3**

\*No Camp July 4 or 5

## Required Paperwork for Registration

Registration opens for Members January 14, 2019 and Non Members on January 28, 2019

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)





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## **Payment Policy**

We are thrilled that you have chosen to enroll your child for Safe 'n Sound Summer Camp 2019! 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 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 the Thursday two weeks prior to the start of camp. For example if you sign up for the week of June 3-7, then your camp balance is due on May 16th. 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 start of registered camp week. All refunds must be in writing and received prior to this deadline.
- To receive the member rate for summer camp, your child must be a current YMCA member from the date of registration through the camper's last day of camp.
- There are no credits or refunds for missed days.
- A \$15 program fee will be charged when a child is registered after Thursday 6pm for the next week.

## **Payment Schedule:**

<u>Camp Week:</u>	<u>Payment Due:</u>	<u>Draft Date:</u>
May 29th	May 9	May 15
June 3rd	May 16	May 15
June 10th	May 23	June 1
June 17th	May 30	June 1
June 24th	June 6	June 15
July 1st	June 13	June 15
July 8th	June 20	July 1
July 15th	June 27	July 1
July 22nd	July 5	July 15
July 29th	July 11	July 15
August 5th	July 18	Aug 1

## **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](http://www.ymcachicago.org/sns)
- Mail check: Safe 'n Sound YMCA 34 S Washington St, Naperville, IL 60540
- Bank draft; These payments will be taken out May 15 for all June camps, June 15 for all July camps and July 15 for **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. Through the program we will send out text messages to remind you on items such as "it is pool day please remember your swimsuit and sunscreen", "field trip to Santa's Village please remember to bring a sack lunch", etc. 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 experiences difficulties signing up please email your Camp Program Director.

### **Camp Kinder**

Text: @343b23 to 81010

### **Summer Adventure**

Text: @fe7e39b to 81010

### **Camp Aurora**

Text: @campauror 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 a 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!



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## **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 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 a 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:**

If you choose to bring in treats for your child's group for his/her birthday, please send peanut free products that are store bought.

## **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



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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**

Parents are required to sign their child in and out of camp. For Extended Care you can drop off your camper from 6:30-9am or 4-6pm. If you are signed up for camp from 9-4 you may drop off at 9:00am and pick up at 4:00pm.

**Camp Aurora and CA Camp Kindergarten-**Camp sign in and out is located in the Multi Purpose Room. Please sign your camper in and out of camp.

**Summer Adventure Camps-** We offer a curbside drop off in the morning where you can stay in your vehicle, sign your camper in and let the children go to camp.. In the afternoon, we ask you to park your car and come in to the VFW to sign your camper out of camp.

**Kroehler Camps-Camp Kindergarten-** We offer a curbside drop off in the morning where you can stay in your vehicle, sign your camper in and let the children go to camp. Pull up to Door number 4 behind Kroehler and we will greet you.



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## **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. As a family we ask you to read our Character Contract together and have your camper sign. The contract is available in your Participant Information Packet that you fill out at Registration.

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. Don't forget to like us on Facebook to receive additional information about camp. If you have questions about pick-up/drop-off location, or field trips please call the field trip hotline at **630-420-3984**.

## **Cookouts - Parents Invited!:**

This is a great opportunity to see how much fun your children are having at camp! Keep an eye out in your first parent newsletter to see what day your camp's cookouts will take place. Donations for the cookouts are always welcomed and appreciated, please sign up to bring items to the cookout at camp. Please note that donations need to be unopened, factory sealed and peanut free. Fresh fruit and vegetables should not be cut and prepared at home.

## **Daily Activities - What is a typical day like at camp?**

There is no such thing as a typical day or week at camp! All camps go on a field trip at least once a week. When the camp is not on a field trip, 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.

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-Explore 30 Reading Program, 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.



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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 parent will 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 for the program for the remainder of the season.

\*We reserve the right to dismiss your child from the program immediately in extreme circumstance 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.
- Payment that is 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, field trip changes and fun camp photos.



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## Field Trips:

Field trips are included in camp prices. Wednesdays will be the camp field trip day. (Days subject to change. Please check the weekly newsletters). Field Trip Destinations can be found on our website at [www.ysafensound.org](http://www.ysafensound.org). For the most updated field trip list please see the weekly newsletters, ysafensound website, our Facebook page, or call the Field Trip Hotline:

**630-420-3984.**

**CHILDREN MUST WEAR THEIR CAMP SHIRTS ON FIELD TRIP DAYS.** If children arrive without a camp shirt, parents will need to purchase one at camp for \$5. Children may bring up to \$10 for concessions or souvenirs if desired. Please refrain from bringing any more than \$10. The Y is not responsible for lost or stolen money.

Important Info: All children must be signed in to camp by times specified by the camp director on field trip days to ensure that they participate in the field trip. We will not be able to wait for late arrivals, nor will late arrivals be allowed to stay behind. Refunds will not be given for those who do not attend field trips because they were late.

## Groups and Ratios:

Campers are split into the following groups during the camp hours 9:00 a.m. – 4:00 p.m. Slight changes may be made on certain weeks for Trailblazers based on camper enrollment that week.

- Kindergarten Camp
- Trailblazers (Group 1) = 1<sup>st</sup> – 2<sup>nd</sup> grade
- Trailblazers (Group 2) = 3<sup>rd</sup> – 4<sup>th</sup> grade
- Voyagers = 5<sup>th</sup> – 8<sup>th</sup> grade

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.



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- 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 Federal 1040 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 April 1st.
- 
- All campers receiving financial assistance will need to have a youth program pass or family membership.
- Financial assistance must be set up before registering your child for camp in order to have the scholarship applied to camp fees.
- Once an financial aid application has been submitted with all of the required documentation, there is a 10 business day processing period.

## **Health and Safety:**

For the protection of all the children, any child showing signs of fever, vomiting, or any 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 101 degrees Fahrenheit or higher, diarrhea, infection, lice or any contagious diseases, the parent/guardian will be called and required to pick up the child within one hour.

If your child has head lice, his/her hair needs to be shampooed according to directions given by your physician. 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





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- 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:**

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 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](mailto: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.

### **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
- Swimsuit and Towel (on swim days)
- Camp t-shirt (on Wednesdays)
- Clothing for all weather (jacket/sweatshirt, rain gear)
- Values, Morals, Good Listening Skills and Smiles ☺



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## 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 of 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:

Children enrolled for Regular Camp must be picked up by 4:00 p.m. Children enrolled for Camp Plus (which includes extended care hours) must be picked up by 6:00 p.m. Late fees are as follows:

TIME OF LATE PICK-UP (please check reflecting above time)	AMOUNT TO BE CHARGED
UP TO 10 MINUTES	\$5.00
UP TO 15 MINUTES	\$10.00
UP TO 20 MINUTES	\$15.00
UP TO 25 MINUTES	\$20.00
UP TO 30 MINUTES	\$25.00
UP TO 35 MINUTES	\$30.00
UP TO 40 MINUTES	\$35.00
UP TO 45 MINUTES	\$40.00
UP TO 50 MINUTES	\$45.00
UP TO 55 MINUTES	\$50.00
UP TO 60 MINUTES	\$55.00
5 or more times late picking up (Flat rate charge in addition to the late fee above for each additional offense)	\$10.00

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.



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### **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 camp site 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. In effort to keeping 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. On field trip days, provide a sack lunch that can be thrown out after eating so that it does not get lost or left behind. 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 administered for your child during the camp day. Please provide this information on the medical form of your registration paper work. 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.



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- 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 information authorization form.

Any EpiPen must be in the container that has the doctor's prescription on it. Parent 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 in making full payment by noon on Thursday two weeks prior to the camp week registered.

## **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 a ID. However, all authorized adults must be prepared to show a photo ID if it 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.



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- 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 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. 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:**

Please put sunscreen on your child before coming to camp and send extra sunscreen with your child. Your child will have frequent opportunities throughout the day to reapply sunscreen. Please provide each child with his or her own **labeled sunscreen** (a minimum of SPF 15 is recommended) for Y staff to re-apply when necessary, as well as any other necessary sun protection (e.g., hat, sunglasses, etc).

## **Swimming:**

Campers will swim twice weekly, depending on the weather. Weekly swimming will take place in the community. These are some of the water parks we will visit- Centennial Beach, Splash Country, and Phillips Water Park.

Campers will depart camp between 11:00 - 12:00 p.m. and will arrive back to camp between 3:30 - 4:00 p.m. Campers should bring a swimsuit, towel, and sunscreen in small tote or backpack. Plastic bags are recommended for wet clothes/towels after swimming. It is important that on swim days, your child still has socks and gym shoes. Alternate field trips may be planned in the event that weather does not allow for swimming. Please mark all items with your child's name. Children may bring up to \$5 for concessions if desired. Please refrain from bringing any more than \$5. The Y is not responsible for lost or stolen money. We cannot provide care for children who do not attend the swimming trip. All water parks we visit follow our ACA guidelines.



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Swimming Policy for campers are as follows:

- Explorers (Kindergarten) = Campers will be assigned to a group of children and a counselor. The group is required to stay together during the duration of the swimming time. Kinders will be swim tested by Kroehler YMCA Aquatics Staff.
- Trailblazers (1<sup>st</sup> – 4<sup>th</sup> grade campers) = Campers will be assigned to a group of children and a counselor. The group is required to stay together during the duration of the swimming time.
- Voyagers (5<sup>th</sup> – 8<sup>th</sup> grade campers) = Campers will be allowed to partner up with another camper if both campers pass the swim test (swimming one lap without stopping or reaching for the side of the pool) being visible by Counselors and staying with the group. If they do not pass the swim test the camper will join one of the swim groups with the 1st-4th grade groups.

Swimsuit Policy is as follows:

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

## **Talent Show:**

New this summer we are holding a Talent Show for our camp program. Please join us on Thursday, July 25th at 6:30pm. We will provide more information on the locations at a later date. Parents are encouraged to attend.

## **Visiting and Volunteering:**

The YMCA has an open door policy for the parents of all campers. Parents are asked to first check in with the camp director prior to the visit. Parents are invited and encouraged to visit the camp at any time, but must take care to not interfere with or disrupt the on-going activities. Parents disrupting activities will be asked to leave. Looking for a place to volunteer?

The Y Safe 'n Sound Program has opportunities available year round— including camp (running a special skills activity or craft, helping with cookouts, and more!) Please contact the Program Director for more information in advance. Remember that if you would like to chaperone a field trip with the day camp, you must complete the volunteer application and background check at least one month prior to the trip you would like to chaperone. Parents will not be allowed to attend a field trip without these forms on file.

## **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. Please use the hotline for the most current status of field trip and camp information: 630-420-3984, or like us on Facebook to receive updated information.

## **Heat Policy:**

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



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## 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 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 on page 14* 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
- Camp Kindergarten-Camp Aurora
  - Summer Adventure
- Camp Kindergarten-Explorers

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





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